



MAYOR CELESTE T. RODRIGUEZ
VICE MAYOR MARY MENDOZA
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER MARY SOLORIO
COUNCILMEMBER VICTORIA GARCIA

CITY OF SAN FERNANDO
REGULAR AND SPECIAL JOINT MEETING
NOTICE AND AGENDA

CITY COUNCIL
AND THE
PLANNING AND PRESERVATION COMMISSION

MEETING AGENDA
REGULAR AND SPECIAL JOINT MEETING – 6:00 PM
MONDAY, SEPTEMBER 16, 2024

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

COUNCILMEMBER MARY SOLORIO
REMOTE TELECONFERENCE LOCATION
1425 HOLLISTER STREET
SAN FERNANDO, CA 91340

Please visit the City's YouTube channel to live stream and watch previously recorded City Council meetings, which is also available with Spanish subtitles at: <https://www.youtube.com/c/CityOfSanFernando>

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 in-person translation services, or other services please call the City Clerk Department at (818) 898-1204 or email at cityclerk@sfcity.org at least 2 business days prior to the meeting.

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

Live stream with audio and video, via YouTube, at: <https://www.youtube.com/c/CityOfSanFernando>

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.

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SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **12:00 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 and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

CALL TO ORDER: 6:00 P.M.

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 REGULAR AND SPECIAL JOINT MEETING AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING SEPTEMBER 15, 2024 THROUGH OCTOBER 15, 2024 AS NATIONAL HISPANIC HERITAGE MONTH

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B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATE OF RECOGNITION FOR SEPTEMBER STUDENTS OF THE MONTH FOR POSITIVE ATTITUDE

Olivia Martinez (Nueva Esperanza Charter Academy)

Elena Robles (G3 Vaughn Next Century Learning)

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 **12:00 p.m. the day of the meeting** to ensure distribution to the City Council and made part of the official public record of the meeting.

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

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

a. September 3, 2024 – Regular Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 24-092 approving the Warrant Register.

3) UPDATES OF CITY COUNCIL APPROVED ENHANCEMENT/PROJECTS AND PRIORITIES

Recommend that the City Council receive and file the status report for Fiscal Year 2024-2025 Enhancements, Capital Projects, and City Council Priorities, and provide direction, as appropriate.

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4) CONSIDERATION TO ADOPT A RESOLUTION UPDATING THE DESIGNATED POSITIONS TO THE CITY’S CONFLICT OF INTEREST CODE

Recommend that the City Council adopt Resolution No. 8333 designating positions subject to the City’s Conflict of Interest Code.

5) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES FOR THE CALIFORNIA STATE AND LOCAL CYBERSECURITY GRANT PROGRAM

Recommend that the City Council authorize the preparation and submittal of a grant application to the California Office of Emergency Services for the California State and Local Cybersecurity Grant Program in an amount up to \$250,000 to support the Information Technology Division in cybersecurity compliance.

6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A LETTER OF COMMITMENT TO THE COUNTY OF LOS ANGELES AS A SUBRECIPIENT APPLICANT FOR THE FEDERAL DIGITAL EQUITY COMPETITIVE GRANT PROGRAM

Recommend that the City Council authorize the submittal of a letter of commitment to the County of Los Angeles as a subrecipient applicant for the Federal Digital Equity Competitive Grant Program to support efforts to achieve digital equity, promote digital inclusion activities, and spur greater adoption and use of broadband among the covered populations as defined in the Digital Equity Act.

7) RECEIVE AND FILE THE 2024 LOCAL TRANSACTION TAX ANNUAL REPORT FOR MEASURES “A” AND “SF”

Recommend that the City Council receive and file the 2024 Annual Report on the collection, management, and expenditure of the City’s Local Transaction Tax (i.e. Measures “A” and “SF”) as required by the City Code.

8) CONSIDERATION TO ACCEPT THE CALIFORNIA OFFICE OF TRAFFIC SAFETY SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT FUNDS TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS; ACCEPT THE CALIFORNIA OFFICE OF TRAFFIC SAFETY TRAFFIC RECORDS IMPROVEMENT PROJECT FUNDS TO PURCHASE AND IMPLEMENT A NEW ELECTRONIC CRASH REPORTING SOLUTION; AND ADOPT RESOLUTIONS APPROPRIATING THE FUNDS

Recommend that the City Council:

- a. Accept California Office of Traffic Safety Selective Traffic Enforcement Program Grant funds (Contract No. 2291), in the amount of \$74,000 to help mitigate traffic safety issues by conducting Driving Under the Influence/Driver’s License Checkpoints, DUI Saturation Patrols, Traffic Enforcement, Distracted Driving Enforcement, Bicycle and Pedestrian Safety Enforcement, Traffic Safety presentations, and to purchase supplies and equipment to assist in DUI Prevention and traffic enforcement efforts;

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- b. Adopt Resolution No. 8334 amending the budget for Fiscal Year 2024-2025 to appropriate the grant revenues and expenses;
- c. Accept California Office of Traffic Safety Traffic Records Improvement Project Grant funds (Contract No. 2292), in the amount of \$44,400 to purchase and implement an electronic crash reporting solution;
- d. Adopt Resolution No. 8335 amending the budget for Fiscal Year 2024-2025 to appropriate the grant revenues and expenses; and
- e. Authorize the City Manager to execute all related documents.

9) CONSIDERATION TO ADOPT A RESOLUTION ACCEPTING THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL ALCOHOL POLICING PARTNERSHIP GRANT FUNDS TO SUPPORT THE POLICE DEPARTMENT’S UNDER-AGE ALCOHOL PURCHASE PREVENTION PROGRAM, AND ADOPT A RESOLUTION TO APPROPRIATE THE FUNDS

Recommend that the City Council:

- a. Adopt Resolution No. 8336 authorizing the City Manager to execute Standard Agreement No. 24-APP39;
- b. Accept Department of Alcoholic Beverage Control Alcohol Policing Partnership Program Grant funds (Contract No. 2293), in the amount of \$60,000 to support the Police Department’s Under-Age Alcohol Purchase Prevention Program aimed to reduce underage drinking, reduce youth access to alcoholic beverages through the education of alcohol licensees, and enforcement intervention; and
- c. Adopt Resolution No. 8337 amending the budget for Fiscal Year 2024-2025 to appropriate the grant revenues and expenses.

10) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SAN FERNANDO POLICE CIVILIANS’ ASSOCIATION; ADOPT A RESOLUTION AMENDING THE FISCAL YEAR 2024-2025 SALARY PLAN; AND ADOPT A RESOLUTION APPROVING JOB SPECIFICATIONS FOR COMMUNITY SERVICE OFFICER

Recommend that the City Council:

- a. Approve a Memorandum of Understanding (Contract No. 2294) between the City and the San Fernando Police Civilians’ Association for a five-year term (July 1, 2024 through June 30, 2029);
- b. Adopt Resolution No. 8338 amending the Fiscal Year 2024-2025 Salary Plan to include certain provisions in the approved MOU between the City and SFPCA;

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- c. Adopt Resolution No. 8339 approving the job specification for Community Service Officer job classification; and
- d. Authorize the City Manager to make non-substantive corrections and execute all related documents.

ADMINISTRATIVE REPORTS

11) CONSIDERATION TO APPOINT A PLANNING AND PRESERVATION COMMISSIONER

This item was agendized by Councilmember Victoria Garcia.

RECESS REGULAR CITY COUNCIL MEETING

CALL TO ORDER – SPECIAL JOINT MEETING OF THE CITY COUNCIL AND THE PLANNING AND PRESERVATION COMMISSION

ROLL CALL – CITY COUNCIL AND PLANNING AND PRESERVATION COMMISSION

PUBLIC HEARING – SPECIAL JOINT MEETING

12) A JOINT PUBLIC HEARING TO DISCUSS EXISTING CONDITIONS ANALYSIS AND OUTREACH FINDINGS FROM PHASE 1 OF THE DOWNTOWN MASTER PLAN AND RECEIVE INPUT FOR PHASE 2

Recommend that the City Council and the Planning and Preservation Commission:

- a. Conduct a public hearing to receive a presentation on the existing condition analysis and outreach findings from Phase 1 of the Downtown Master Plan; and
- b. Pending public testimony, provide direction to staff before starting Phase 2 of the Downtown Master Plan.

ADJOURNMENT OF THE PLANNING AND PRESERVATION COMMISSION

RECONVENE REGULAR CITY COUNCIL MEETING

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ADMINISTRATIVE REPORTS

13) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT

Recommend that the City Council:

- a. Approve a Second Amendment to the City Manager Employment Agreement (Contract No. 1906(b)); and
- b. Authorize the Mayor to execute the Agreement.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The City Council special joint meeting will adjourn to its next regular meeting on October 7, 2024.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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.

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Regular Meeting San Fernando City Council

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 5:15 P.M.
REGULAR MEETING – 6:00 P.M.
TUESDAY, SEPTEMBER 3, 2024**

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

**COUNCILMEMBER MARY SOLORIO
REMOTE TELECONFERENCE LOCATION
1425 HOLLISTER STREET
SAN FERNANDO, CA 91340**

CALL TO ORDER/ROLL CALL – SPECIAL MEETING 5:15 P.M. (CLOSED SESSION)

Mayor Celeste T. Rodriguez called the Special Meeting to order at 5:16 p.m.

Present:

Council: Mayor Celeste T. Rodriguez, Vice Mayor Mary Mendoza, and Councilmembers Joel Fajardo and Victoria Garcia

Staff: City Manager Nick Kimball and City Attorney Richard Padilla

Absent: Councilmember Mary Solorio

APPROVAL OF AGENDA

Motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to approve the agenda. The motion carried, with Councilmember Solorio absent.

PUBLIC STATEMENTS None

RECESS TO CLOSED SESSION (5:16 P.M.)

By consensus, Councilmembers recessed to Closed Session.

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

Designated City Negotiators: City Manager Nick Kimball

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Employees and Employee Bargaining Units:

San Fernando Management Group (SEIU, Local 721)

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

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

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

All Unrepresented Employees

B) CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1) – EXISTING LITIGATION:

Case Name: Raul Barahona v City of San Fernando

WC Case No.: ADJ17283123

Claim No.: 22-167266

C) CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1) – EXISTING LITIGATION:

Case Name: Jeffrey Pak v City of San Fernando

WC Case No.: ADJ15757346

Claim No.: 22-161642

D) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR:

City Representative: City Attorney Richard Padilla

Unrepresented Employee: City Manager

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney Padilla stated there was no reportable action as a result of the Closed Session meeting held on September 3, 2024, at 5:15 p.m. and noted that Councilmember Solorio participated in Agenda Item D.

ADJOURNMENT (6:00 p.m.)

The City Council adjourned the special meeting to the regular meeting.

CALL TO ORDER/ROLL CALL – REGULAR MEETING

6:00 P.M. (OPEN SESSION)

Mayor Celeste Rodriguez called the regular meeting to order at 6:00 p.m.

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Present: Council: Mayor Celeste T. Rodriguez, Vice Mayor Mary Mendoza and Councilmembers Joel Fajardo, Mary Solorio (Remote), and Victoria Garcia

Staff: City Manager Nick Kimball, City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Administrative Services Erica Melton, Director of Community Development Erika Ramirez, Director of Public Works Wendell Johnson, and City Clerk Julia Fritz

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

City Manager Kimball stated the staff would request that Consent Calendar Item 9 be pulled from the Agenda and be brought back at a future City Council meeting.

Motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to approve the agenda, as amended, to pull Consent Calendar Item No. 9 from the agenda for consideration. The motion carried, unanimously.

PUBLIC STATEMENTS

Angel Zobel-Rodriguez submitted a written comment in support of Agenda Item No. 12.

CONSENT CALENDAR

Councilmember Fajardo requested to pull Consent Calendar Item No. 3 for discussion. Councilmember Garcia requested to pull Consent Calendar Item Nos. 1 and 7.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve the Consent Calendar Items excluding Consent Calendar Item Nos 1, 7 and 9:

- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 4) CONSIDERATION TO AWARD A CONSTRUCTION CONTRACT TO ONYX PAVING COMPANY, INC. FOR FOG SEAL COATING OF CITY PARKING LOTS PROJECT

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- 5) CONSIDERATION TO ACCEPT THE DONATION FROM ASSEMBLYMEMBER LUZ RIVAS OF A MEMORIAL SIGN FOR THE PACOIMA WASH PEDESTRIAN BRIDGE
 - 6) CONSIDERATION TO ADOPT A RESOLUTION APPROPRIATING FUNDING FOR POLICE DEPARTMENT OVERTIME
 - 8) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA NATURAL RESOURCES AGENCY FOR THE YOUTH COMMUNITY ACCESS GRANT PROGRAM
 - 9) CONSIDERATION TO APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH BEAR COMMUNICATIONS, INC., DBA BEARCOM TO UPDATE, REPLACE, AND INCREASE SECURITY MEASURES FOR THE SAN FERNANDO POLICE FACILITY
 - 10) CONSIDERATION TO APPROVE A TRANSFER AGREEMENT WITH THE LOS ANGELES FLOOD CONTROL DISTRICT FOR THE DISBURSEMENT OF FUNDS FOR THE SAFE, CLEAN WATER – MUNICIPAL PROGRAM

The motion carried, unanimously.

- 3) RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES

Motion by Councilmember Fajardo, seconded by Councilmember Solorio directed staff to include status updates at the next City Council meeting regarding: the East San Fernando Corridor Project; the status of the purchase of the backhoe; planting for the street corner pots with flowers; notifying residents on how to report encampments via Social Media, Postcard Mailers; and information on the Letter of Agency for property/business owners regarding encampments and to allow Police Department enforcement on the property. The motion carried, unanimously.

- 7) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH HABITAT FOR HUMANITY OF GREATER LOS ANGELES TO ADMINISTER A HOME REHABILITATION PROGRAM

Motion by Mayor Rodriguez, seconded by Councilmember Fajardo to approve: a Professional Services Agreement (Contract No. 2287) with Habitat for Humanity of Greater Los Angeles, in an amount not-to-exceed \$50,000; to establish a Home Rehabilitation Program for a term of one year which may be extended by the City subject to its same terms and conditions for a maximum of two (2) additional one-year extension terms, provided the City issues written notice of its intent to extend; authorize the City Manager, or designee, to make non-substantial edits and execute all related documents; and directed staff to work with Habitat LA to leverage funding through other funding mechanisms/resources (e.g. Medicare/Medicaid/Edison) during the application process before using City funds. The motion carried, unanimously.

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Motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to approve Consent Calendar Item No. 1:

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- | | |
|--|--------------------------------------|
| a. February 13, 2024 – Special Meeting | c. May 6, 2024 – Regular Meeting |
| b. April 2, 2024 – Regular Meeting Meeting | d. August 19, 2024 – Regular Meeting |

The motion carried by the following vote:

ROLL CALL

AYES:	Solorio, Fajardo, Mendoza, Rodriguez - 4
NAYES:	None
ABSENT:	None
ABSTAIN:	Garcia - 1

ADMINISTRATIVE REPORTS

11) DISCUSSION AND CONSIDERATION REGARDING PROCEDURES FOR COUNCILMEMBER INITIATED REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION

City Clerk Julia Fritz presented the staff report and responded to Councilmember questions.

Motion by Mayor Rodriguez, seconded by Councilmember Fajardo to approve the pilot process of requiring two Councilmembers to co-agendize an item for City Council discussion at a future Council meeting. The motion failed by the following vote:

ROLL CALL

AYES:	Fajardo, Rodriguez - 2
NAYES:	Solorio, Mendoza, Garcia - 3
ABSENT:	None
ABSTAIN:	None

Note: Effective October 1, 2024, the process for Councilmembers to initiate a request to place an item on the City Council agenda will revert to the adopted City Council Procedures, which require only one Councilmember to initiate such a request.

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Vice Mayor Mendoza stated she would recuse herself from discussion on Agenda Item No. 12 as her residence is within five hundred feet of the project and left the dais at 6:41 p.m.

12) DISCUSSION AND CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO TREEPEOPLE FOR PROJECT MANAGEMENT, PROJECT REPORTING, GRANT COORDINATION, COMMUNITY ENGAGEMENT, AND LANDSCAPE PLANTING AND ESTABLISHMENT FOR THE CARLISLE GREEN ALLEY PROJECT

Director of Public Works Wendell Johnson and TreePeople representative David Pineda presented the staff report and responded to Councilmember questions.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve a Professional Services Agreement to TreePeople (Contract No. 2286) in an amount of \$270,020, for project management, project reporting, grant coordination, community engagement and workshops, and tree and shrub planting and establishment for the Carlisle Green Alley Project; and authorize the City Manager, or designee, to make non-substantive changes and execute the Agreement and any related documents. The motion carried by the following vote:

ROLL CALL

AYES:	Garcia, Solorio, Fajardo, Rodriguez - 4
NAYES:	None
ABSENT:	Mendoza - 1
ABSTAIN:	None

Vice Mayor Mendoza returned to the dais at 6:53 p.m. and Councilmember Fajardo left the meeting at 6:54 p.m.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz reported that the link to access the agenda packet was added to the Constant Contact email notification of City Council meeting agendas; staff held a Commission Secretaries training session on their roles and responsibilities during the Commissions annual reorganization process and reminded City Council about Saturdays citywide employee end of summer BBQ event at Recreation Park from 12 to 3PM.

Director of Public Works Johnson reported on the status of various ongoing public works projects occurring throughout the city, spoke about staff's research on the purchase of a backhoe and commented on the empty tree wells on Maclay Avenue.

Director of Community Development Ramirez mentioned that the Planning and Preservation Commission would be meeting on September 9 to discuss tree removal updates, the city's landscape regulation ordinance and the mixed-use overlay project.

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Director of Administrative Services Melton noted that the city will be hosting the biannual local transaction tax Town Hall meeting on Monday, September 30, 2024, beginning at 6PM.

Police Chief Fabian Valdez reported preliminary data regarding the Police Department's DUI checkpoint event and spoke about an excessive number of unlicensed drivers and noted that the Homeless Outreach Services Team (HOST) is being deployed throughout the city to attempt to provide services or resources to individuals experiencing homelessness.

City Manager Nick Kimball mentioned work on park facilities restroom improvements, city hall painting project, noted that the city's cooling centers would be activated through the weekend at Las Palmas and Recreation Park, and thanked City Council for their direction regarding the status update/enhancements staff report.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia discussed recent police activities and emphasized that public safety is a high priority for the community.

Councilmember Solorio thanked staff for their work and noted she attended the City's 113th Birthday celebration event.

Vice Mayor Mendoza reported she attended the City's 113th Birthday celebration event and mentioned that public safety is of great importance in the community.

Mayor Rodriguez acknowledged staff's work in organizing the City's 113th Birthday celebration event and expressed thanks to Chief Valdez for his leadership on community policing and ensuring public safety.

ADJOURNMENT (7:08 p.m.)

Mayor Rodriguez adjourned the meeting to the regular meeting of September 16, 2024.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the September 3, 2024, Regular meeting and approved by the San Fernando City Council at the meeting of September 16, 2024.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Administrative Services

Date: September 16, 2024

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 24-092 (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. 24-092, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 24-092

**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. 24-092**

**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 16th day of September 2024.

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. 24-092, 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2024.

Julia Fritz, City Clerk

vchlist
09/11/2024 4:46:49PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237362	9/16/2024	893813 ALMANZA, LAURAMARIE C	REIMB.		PRIZES FOR LP PARK SENIOR BINGO I 004-2383 004-2346	45.00 30.22 Total : 75.22
237363	9/16/2024	100143 ALONSO, SERGIO	AUG 2024	13077	MMAP INSTRUCTOR 109-424-3614-4260	2,450.00
			JULY 2024-CONF	13077	MMAP INSTRUCTOR 109-424-3614-4260	2,240.00 Total : 4,690.00
237364	9/16/2024	894858 AMERICAN BILLIARDS SERVICE	082624		MAINTANENCE SERVICE ON BILLARDE 001-422-0000-4260	1,985.50 Total : 1,985.50
237365	9/16/2024	100175 AMERICAN WATER WORKS ASSOC.	SO178767		MEMBERSHIP RENEWAL-PFY-0066216 070-381-0000-4370	321.00 Total : 321.00
237366	9/16/2024	894045 ARROYO BACKGROUND	3471	13261	BACKGROUND INVESTIGATIONS 001-222-0000-4270	2,250.00
			3472	13261	BACKGROUND INVESTIGATIONS 001-222-0000-4270	1,500.00
			3496	13261	BACKGROUND INVESTIGATIONS 001-222-0000-4270	5,250.00 Total : 9,000.00
237367	9/16/2024	892412 AT&T MOBILITY	287340014777X0904202		PERSONNEL MANAGER CELL PHONE I 001-133-0000-4220	50.47 Total : 50.47
237368	9/16/2024	893939 AXON ENTERPRISES, INC	INUS270444	12579	BODY/VEHICLE CAMERA SYSTEM AND 001-230-0000-4325	3,479.49 Total : 3,479.49
237369	9/16/2024	894402 BANNER BANK	13		5% RETENTION HELD-PACOIMA WASH	

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237369	9/16/2024	894402 BANNER BANK	(Continued)		010-2037 5% RETENTION HELD-PACOIMA WASH	19,834.40
			14		010-2037 5% RETENTION-PACOIMA WASH BIKEV	36,907.61
			15		010-2037	3,923.21 Total : 60,665.22
237370	9/16/2024	894842 BATTERY POWER INC	430301		VEHICLE MAINT-WA0115 070-384-0000-4400	325.40
			430423		VEHICLE MAINT-PD2248 041-320-0225-4400	296.10 Total : 621.50
237371	9/16/2024	893591 BIOMEDICAL WASTE DISPOSAL	142638		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00 Total : 110.00
237372	9/16/2024	894861 BROUSSARD-GARCIA, ANA	39-0665-12		WATER ACCT REFUND-1415 HEWITT 070-2010	36.61 Total : 36.61
237373	9/16/2024	888800 BUSINESS CARD	082224		BUSINESS CARDS 001-101-0000-4300	46.01
			082224-1		001-310-0000-4300 CHAIRS-CC OFFICE	46.00
			082224-2		001-101-0000-4500 OFFICE SUPPLIES	392.48
			082324		001-105-0000-4300 SUPPLIES FOR CC OFFICE	14.11
			082624		001-101-0000-4300 FANS, PORTABLE SPEAKERS & CLEAN	250.65
			082724		001-423-0000-4300 017-420-1337-4300	364.86 175.28
			082924		SUPPLIES-CC OFFICE 001-101-0000-4500	99.16
					OFFICE SUPPLIES-CC OFFICE	

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237373	9/16/2024	888800 BUSINESS CARD	(Continued)			
			082924		001-101-0000-4300 LODGING-2024 EXECUTIVE MNGMNT	26.44
			082924		001-105-0000-4270 SUPPLIES-2024 EMPLOYEE SUMMER	2,000.00
			082924-2		001-133-0000-4430 SUPPLIES FOR CC OFFICE	179.44
			083024		001-101-0000-4300 DEPOSIT- LODGING-2025 EXECUTIVE	31.92
			083024		001-1230 SUPPLIES-2024 EMPLOYEE SUMMER	1,450.00
			090224		001-133-0000-4430 MONTHLY EMAIL- SEPT 2024	266.48
			090424		001-135-0000-4260 GENERAL MEMBERSHIP MEETING	2,017.18
			090424		001-101-0107-4370 DINNER FOR CC MTG-09/03/24	75.00
			090424		001-101-0000-4300 RGSTR-CONF ON 12/10-12/24	110.08
			090624		001-105-0000-4370 CUTTING BOARDS	500.00
			090624		004-2346 DELL KEYBOARD	61.81
			090624		001-222-0000-4300 ANNUAL MEMBERSHIP RENEWAL	31.96
			090924		001-150-0000-4370 ITEMS FOR SENIOR CLUB EVENTS	301.00
			090924		004-2346 RGSTR-CONF ON 09/06-09/08	185.47
			090924		001-101-0114-4370 MEMBERSHIP RENEWAL	750.00
					001-310-0000-4370	125.00
					Total :	9,500.33
237374	9/16/2024	888800 BUSINESS CARD	090424		(3) RGSTR-FOOD HANDLER COURSE	
			090424		001-225-3688-4360 FLOOR MATS	29.97

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237374	9/16/2024	888800 BUSINESS CARD	(Continued)			
			090624		110-220-3622-4270 LODGING-SLI TRAINING SESSION 6 IN	848.90
					001-225-0000-4360	618.39
					Total :	1,497.26
237375	9/16/2024	887810 CALGROVE RENTALS, INC.	190552-1	13230	RENTAL OF GENERATOR FOR (4) SPEC	
					001-424-0000-4300	299.73
					Total :	299.73
237376	9/16/2024	894600 CARGILL, INCORPORATED	2909627304		PO NO. 13088 - NSF CERTIFIED WHITE	
					070-384-0000-4300	6,423.47
					Total :	6,423.47
237377	9/16/2024	891860 CARL WARREN & COMPANY	20490-20670		REIMB TO ITF ACCT (LIABILITY CLAIMS	
					006-1037	59,839.08
					Total :	59,839.08
237378	9/16/2024	103948 CDW GOVERNMENT, INC.	AA2RW9F PO13185	13185	SMART BOARD FOR COMMUNITY ROC	
			AA2RW9F PO13187	13187	001-190-0000-4267 MEETING BOARD	330.68
					072-360-0000-4310	247.43
			SD79569	13185	072-360-0000-4310 SMART BOARD FOR COMMUNITY ROC	31.04
			SL91180	13185	001-190-0000-4267 MEETING BOARD	5,575.31
				13187	001-310-0000-4310	2,500.00
				13187	070-384-0000-4310	1,900.00
				13187	072-360-0000-4310	656.97
					001-310-0000-4310	256.25
					070-384-0000-4310	194.75
					072-360-0000-4310	67.34
					Total :	11,759.77
237379	9/16/2024	894010 CHARTER COMMUNICATIONS	187701901081424		PD CABLE SERVICES 08/18/24-09/17/24	
			187702001080724		001-222-0000-4260	474.14
					PD 5G INTERNET SRVS-08/10-09/09	

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237379	9/16/2024	894010 CHARTER COMMUNICATIONS	(Continued)		010-225-3698-4500	2,600.00
					Total :	3,074.14
237380	9/16/2024	887917 CHIASSON, COURTNEY JAMES	REIMB.		MEALS-DR 24-1910 INCIDENT 001-222-0000-4300	69.97
					Total :	69.97
237381	9/16/2024	100713 CITY OF GLENDALE	3073		WATER MASTER-ULARA (APR'24-JUNE 070-381-0000-4270	7,530.48
					Total :	7,530.48
237382	9/16/2024	100731 CITY OF LOS ANGELES	WP250000002	13101	WASTE WATER OPERATION & MAINT S 072-360-0629-4260	7,252.23
					Total :	7,252.23
237383	9/16/2024	101957 CITY OF LOS ANGELES, FIRE DEPT	SF250000003		FIRE SERVICES-SEPT 2024 001-500-0000-4260	278,951.50
			SF250000004		FIRE SERVICES-OCT 2024 001-500-0000-4260	278,951.50
					Total :	557,903.00
237384	9/16/2024	103029 CITY OF SAN FERNANDO	6550-6599		REIMB. TO WORKERS COMP ACCT 006-1038	29,597.66
					Total :	29,597.66
237385	9/16/2024	890893 CITY OF SAN FERNANDO	SEPT 2024		CITY PROPERTY UTILITY BILLING 043-390-0000-4210	37,202.89
					Total :	37,202.89
237386	9/16/2024	100747 COASTLINE EQUIPMENT	1155227		VEHICLE MAINT-PW5213 041-320-0311-4400	567.62
					Total :	567.62
237387	9/16/2024	894788 COMMUNITY BRIDGE HOUSING CORP	5492	13202	TEMPORARY HOUSING SERVICES-AUG 028-155-0000-4270	1,000.00
			5500	13202	TEMPORARY HOUSING SERVICES-JUL 028-155-0000-4270	1,000.00
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237387	9/16/2024	894788 894788 COMMUNITY BRIDGE HOUSING CORP	(Continued)			Total : 2,000.00
237388	9/16/2024	100491 CPS HR CONSULTING	TR-INV004820		TESTING MATL'S FOR ASSISTANT TO T 001-133-0000-4270	709.50
					Total :	709.50
237389	9/16/2024	889794 CUELLAR, JULIE	SEPT 2024		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
237390	9/16/2024	893618 DANA SAFETY SUPPLY INC	908178		BODY SHIELD REPLACEMENT HANDLE 110-220-3684-4500	961.93
					Total :	961.93
237391	9/16/2024	893969 DIAMOND ENVIRONMENTAL SERVICES	0005610719		PORTABLE RESTROOMS & HANDWASI 001-424-0000-4260	408.05
					Total :	408.05
237392	9/16/2024	891425 DIAZ, MARISOL	REIMB.		SUPPLIES FOR SPECIAL EVENTS & MI 001-424-0000-4300 001-420-0000-4390	1,485.85 67.94
					Total :	1,553.79
237393	9/16/2024	894560 DUDEK	202404361	13054	DOWNTOWN MASTER PLAN-MAY 2024 121-107-3689-4270	2,765.49
			202405111	13054	DOWNTOWN MASTER PLAN-JUNE 202 121-107-3689-4270	3,608.75
					Total :	6,374.24
237394	9/16/2024	101004 DUNN-EDWARDS CORPORATION	2030A31393		MATL'S TO RE-STAIN & SEAL TABLE @I 043-390-0000-4300	151.35
					Total :	151.35
237395	9/16/2024	890401 ENVIROGEN TECHNOLOGIES INC	0015173-IN		PO NO. 13029 - PROVIDE MAINT., REPA 070-384-0857-4260	7,814.52
					Total :	7,814.52
237396	9/16/2024	101147 FEDEX	8-482-07611		COURIER SERVICES	
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237396	9/16/2024	101147 FEDEX	(Continued)		001-190-0000-4280	31.11
					Total :	31.11
237397	9/16/2024	893029 FERGUSON WATERWORKS #1083	0029923-1	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	1,242.27
			0030620	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	2,422.68
			0030877	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	473.35
			0031105	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	1,647.58
			0032066	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	4,665.71
			0032747	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	663.18
			0033469	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	156.63
			0033520	13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	215.70
					Total :	11,487.10
237398	9/16/2024	888565 FERNANDENO TATAVIAM	RESILIENT SF #1		CARP II GRANT PARTNERS - MAY-JUNE 110-150-0578-4270	1,978.78
			RESILIENT SF-#1	13191	CARP II GRANT PARTNERS - JULY 2024 110-150-0578-4270	989.40
					Total :	2,968.18
237399	9/16/2024	893983 FRITZ, JULIA	REIMB.		SUPPLIES FOR 2024 CITYWIDE EMP. S 001-133-0000-4430	205.49
					001-105-0000-4270	29.74
					Total :	235.23
237400	9/16/2024	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS 001-222-0000-4220	541.74
			209-150-5251-040172		MWD METER 070-384-0000-4220	57.40

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237400	9/16/2024	892198 FRONTIER COMMUNICATIONS	(Continued)		POLICE PAGING 001-222-0000-4220	53.51
			209-151-4943-081292		RADIO REPEATER 001-222-0000-4220	53.51
			209-188-4361-031792		RCS PHONE LINES 001-420-0000-4220	142.40
			209-188-4362-031792		PD PHONE LINES 001-222-0000-4220	981.70
			209-188-4363-031892		VARIOUS PHONE LINES 001-190-0000-4220	105.32
					070-384-0000-4220	356.91
					001-420-0000-4220	264.35
			818-361-0901-051499		SEWER FLOW MONITORING 072-360-0000-4220	90.38
			818-361-3958-091407		CNG STATION 074-320-0000-4220	72.13
			818-361-6728-080105		ENGINEERING FAX LINE 001-310-0000-4220	45.84
			818-837-1509-032207		PW PHONE LINES 001-190-0000-4220	45.84
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	46.62
			818-838-4969-021803		PD ALARM PANEL 001-222-0000-4220	124.33
					Total :	2,981.98
237401	9/16/2024	101273 GARCIA, PATTY	REIMB.		ITEMS FOR CITY'S BIRTHDAY CELEBR. 001-424-0000-4300	283.17
					Total :	283.17
237402	9/16/2024	894743 GR LANDSCAPING CORP	INV00046	13248	LANDSCAPE MAINT. AT VARIOUS WELL 070-384-0000-4260	6,400.00
					Total :	6,400.00
237403	9/16/2024	894407 GRAYBAR FINANCIAL SERVICES	17119073		VOIP MONTHLY LEASE PYMNT-SEPT'2 001-190-0000-4220	944.54

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237403	9/16/2024	894407 GRAYBAR FINANCIAL SERVICES	(Continued)		001-222-0000-4220 001-420-0000-4220 070-384-0000-4220 Total :	944.54 404.80 404.79 2,698.67
237404	9/16/2024	101434 GUZMAN, JESUS ALBERTO	AUG 2024	13067	MMAPI INSTRUCTOR 109-424-3614-4260	2,000.00
			JULY 2024-CONF	13067	MMAPI INSTRUCTOR 109-424-3614-4260	2,000.00
					Total :	4,000.00
237405	9/16/2024	894859 HABITAT FOR HUMANITY	PL2401990		PLANNING PERMT REFUND 001-3330-0000 055-3315-0000 055-3719-0154 Total :	96.20 4.81 9.62 110.63
237406	9/16/2024	893817 HERNANDEZ MOLINA, MARIO ALBERTO	AUG 2024	13079	MMAPI INSTRUCTOR MARIO HERNANDEZ 109-424-3614-4260	1,680.00
			JULY 2024-CONF	13079	MMAPI INSTRUCTOR MARIO HERNANDEZ 109-424-3614-4260	480.00
			JULY 2024-CONF	13079	MMAPI INSTRUCTOR MARIO HERNANDEZ 109-424-3614-4260	2,220.00
					Total :	4,380.00
237407	9/16/2024	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN042630	13243	CONTRACT SERVICES - SALES & TRAINING 001-130-0000-4270	600.00
					Total :	600.00
237408	9/16/2024	894856 HUIGUERON, DAVID	REIMB.		RGSTR-AERIAL & SCISSOR LIFTS ONL 072-360-0000-4360	49.95
					Total :	49.95
237409	9/16/2024	893051 IDEMIA IDENTITY & SECURITY	172642	13174	IDEMIA LIVESCAN SYSTEM TENPRINT 001-135-0000-4300	6,921.17
					Total :	6,921.17

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237410	9/16/2024	892330 INTERNATIONAL BUSINESS, INFORMATION TECHNOLOGY	INV-003405		LEFTA ANNUAL IT SUPPORT 001-135-0000-4260	1,407.99
					Total :	1,407.99
237411	9/16/2024	893275 INTERWEST CONSULTING GROUP	541830	13250	ON-CALL PROFESSIONAL BUILDING & MAINTENANCE 001-140-0000-4270	11,687.50
			584501	13227	BUILDING PERMIT PLAN CHECK SERVICE 001-2698	375.97
					Total :	12,063.47
237412	9/16/2024	101650 INTOXIMETERS, INC.	767851	13244	INTOXIMETER PAS DEVICES & ORAL FINGERPRINTING 110-220-3604-4300 110-220-3604-4300	22,688.01 2,304.70
					Total :	24,992.71
237413	9/16/2024	894478 JL GROUP, LLC	24063AA.1	13251	INTERNAL INVESTIGATIONS 001-112-0000-4270	16,789.22
					Total :	16,789.22
237414	9/16/2024	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-53	12145	UPPER RESERVOIR REPL CONSTRUCTION MATERIALS 121-385-0716-4600	3,694.75
					Total :	3,694.75
237415	9/16/2024	101768 KIMBALL-MIDWEST	102525398		MISC ITEMS 041-1215	246.18
					Total :	246.18
237416	9/16/2024	894574 KOUNKUEY DESIGN INITIATIVE INC	2320-010	13075	A LAND & OPEN SPACE INVENTORY SURVEY 010-420-0516-4600	18,855.01
					Total :	18,855.01
237417	9/16/2024	101971 L.A. MUNICIPAL SERVICES	694-750-1000		WATER/ELECTRIC-13180 DRONFIELD 070-384-0000-4210	13,823.11
					Total :	13,823.11
237418	9/16/2024	101852 LARRY & JOE'S PLUMBING	2296646-0001-02		MISC SUPPLIES 070-383-0000-4310	246.63

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237418	9/16/2024	101852 101852 LARRY & JOE'S PLUMBING	(Continued)			Total : 246.63
237419	9/16/2024	893218 LAZARO, ERNESTO	AUG 2024		MMAPI INSTRUCTOR	
				13100	109-424-3614-4260	1,980.00
			JULY 2024-CONF	13100	MMAPI INSTRUCTOR	480.00
			JULY 2024-CONF	13100	MMAPI INSTRUCTOR	2,220.00
					109-424-3614-4260	4,680.00
					Total :	
237420	9/16/2024	888195 LEXIPOL LLC	INVLEX11237963		LEXIPOL MANUALS AND DAILY TRAINING	
				13259	001-135-0000-4260	5,201.06
					Total :	5,201.06
237421	9/16/2024	892477 LOWES	9747-87089		TIE DOWNS	
					043-390-0000-4300	11.56
			9747-92901		MISC SUPPLIES	
					043-390-0000-4300	44.76
			9747-94999		MISC ITEMS	
					043-390-0000-4300	24.92
					Total :	81.24
237422	9/16/2024	102125 MARTINEZ, MARLENE	REIMB.		MILEAGE REIMB.-TOUR OF CRIME LAB	
					001-222-0000-4370	24.72
					Total :	24.72
237423	9/16/2024	888254 MCCALLA COMPANY	135788		DISPOSABLE GLOVES	
					001-222-0000-4300	198.00
					Total :	198.00
237424	9/16/2024	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	
					007-440-0441-4220	39.33
					Total :	39.33
237425	9/16/2024	894854 MEZA, VICTOR	REIMB.		ELECTRICAL CONTACTOR FOR RES 3/	
					070-384-0000-4310	303.19
					070-381-0000-4390	29.01

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237425	9/16/2024	894854 894854 MEZA, VICTOR	(Continued)			Total : 332.20
237426	9/16/2024	102226 MISSION LINEN SUPPLY	521921336		LAUNDRY SERVICES FOR PD-07/03/24	
				13252	001-225-0000-4350	383.85
			521959352	13252	LAUNDRY SERVICES FOR PD-07/11/24	383.85
					001-225-0000-4350	383.85
			522004430	13252	LAUNDRY SERVICES FOR PD-07/18/24	383.85
					001-225-0000-4350	383.85
			522049689	13252	LAUNDRY SERVICES FOR PD-07/25/24	383.85
					001-225-0000-4350	383.85
			522091999	13252	LAUNDRY SERVICES FOR PD-08/01/24	383.85
					001-225-0000-4350	383.85
			522134806	13252	LAUNDRY SERVICES FOR PD-08/08/24	383.85
					001-225-0000-4350	383.85
			522176076	13252	LAUNDRY SERVICES FOR PD-08/15/24	383.85
					001-225-0000-4350	383.85
			522221609	13252	LAUNDRY SERVICES FOR PD-08/22/24	383.85
					001-225-0000-4350	383.85
			5222265455	13252	LAUNDRY SERVICES FOR PD-08/29/24	383.85
					001-225-0000-4350	383.85
					Total :	3,454.65
237427	9/16/2024	102052 MMASC	082324		MEMBERSHIP RENEWAL	
					001-222-0000-4380	125.00
					Total :	125.00
237428	9/16/2024	894785 MONTANEZ, MIGUEL	SEPT 2024		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	100.00
237429	9/16/2024	890426 MORA, JORGE	1624473		BASEBALL COACH REFUND	
					017-3770-1330	40.00
			1624474		BASEBALL COACH REFUND	
					017-3770-1330	40.00
					Total :	80.00
237430	9/16/2024	893934 MORA, JUAN LUIS	JULY-AUG 2024		BASEBALL CONSULTANT AND UMPIRE	

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237430	9/16/2024	893934 MORA, JUAN LUIS	(Continued)	13270	017-420-1330-4260	2,350.25
					Total :	2,350.25
237431	9/16/2024	894150 MORA-ZAMORA, ERENDIRA	SEPT 2024	13207	MUSIC ENTERTAINMENT FOR SENIOR 004-2380	1,200.00
					Total :	1,200.00
237432	9/16/2024	102275 MOTION PICTURE LICENSING CORP.	504442587		YRLY LICENSING FEE - 09/13/24-09/13/ 001-424-0000-4260	795.22
					Total :	795.22
237433	9/16/2024	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4270	267.86
					Total :	267.86
237434	9/16/2024	893164 MY CASINO SHUTTLE	526		TRANSPORTATION FOR SENIOR TRIP- 004-2383	2,120.00
					Total :	2,120.00
237435	9/16/2024	102325 NAPA AUTO PARTS	63024		SERVICE FEES 041-320-0000-4300	1.21
			73124		SERVICE FEES 041-320-0000-4300	0.02
					Total :	1.23
237436	9/16/2024	894781 NETXPERTS, LLC	INV1119	13237	INFORMATION TECHNOLOGY MANAGE 001-135-0000-4270	12,475.00
					Total :	12,475.00
237437	9/16/2024	893405 NEW HORIZON	2768600		LP PHONE SERVICE - SEPT 2024 001-420-0000-4220	329.44
					Total :	329.44
237438	9/16/2024	894645 NINJA NINJA	JULY-AUG 2024	13215	MARTIAL ARTS INSTRUCTOR 017-420-1326-4260	1,475.46
				13215	017-420-1326-4300	147.54

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237438	9/16/2024	894645 894645 NINJA NINJA	(Continued)			Total : 1,623.00
237439	9/16/2024	894100 ODP BUSINESS SOLUTIONS , LLC	382805235001		OFFICE SUPPLIES 001-130-0000-4300	53.78
			376403951001		OFFICE SUPPLIES 001-222-0000-4300	171.30
			377706548001		OFFICE SUPPLIES 001-222-0000-4300	306.80
			377723319001		OFFICE SUPPLIES 001-222-0000-4300	134.76
			377787224002		OFFICE SUPPLIES 070-381-0000-4300	18.10
			378027217001		OFFICE SUPPLIES 001-422-0000-4300	44.64
			378050507001		OFFICE SUPPLIES 001-133-0000-4300	7.02
			378131437001		OFFICE SUPPLIES 001-105-0000-4300	72.48
			37816733201		OFFICE SUPPLIES RETURNED 001-222-0000-4300	-110.01
			378366983001		OFFICE SUPPLIES 001-222-0000-4300	287.05
			378405164001		OFFICE SUPPLIES 001-222-0000-4300	71.76
			378863248001		OFFICE SUPPLIES 001-311-0000-4300	627.90
			379528857001		OFFICE SUPPLIES 001-422-0000-4300	117.46
			379861094001		OFFICE SUPPLIES 001-222-0000-4300	51.37
			379861353001		OFFICE SUPPLIES 001-222-0000-4300	55.05
			379861354001		OFFICE SUPPLIES 001-222-0000-4300	3.29
			381300184001		OFFICE SUPPLIES 001-222-0000-4300	26.79
			381782911001		OFFICE SUPPLIES	

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237439	9/16/2024	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			382336435001		001-311-0000-4300 OFFICE SUPPLIES	62.80
			382337096001		001-155-0000-4300 OFFICE SUPPLIES	67.89
			382406122001		001-155-0000-4300 OFFICE SUPPLIES	35.49
			382407504001		001-152-0000-4300 OFFICE SUPPLIES	109.06
			382407505001		001-140-0000-4300 OFFICE SUPPLIES	37.65
			382474512001		001-155-0000-4300 OFFICE SUPPLIES	33.95
			382474825001		001-310-0000-4300 OFFICE SUPPLIES	55.74
			382794512001		001-310-0000-4300 OFFICE SUPPLIES	3.43
			382794512001		001-133-0000-4300 OFFICE SUPPLIES	44.09
			382794854001		001-133-0000-4300 OFFICE SUPPLIES	19.85
			382794855001		001-133-0000-4300 OFFICE SUPPLIES	16.75
			382808881001		001-130-0000-4300 OFFICE SUPPLIES	9.81
			382808882001		001-130-0000-4300 OFFICE SUPPLIES	21.99
			382840796001		001-310-0000-4300 OFFICE SUPPLIES	19.60
			382842655001		001-310-0000-4300 OFFICE SUPPLIES	18.79
			382842656001		001-310-0000-4300 OFFICE SUPPLIES	18.79
					Total :	2,515.22
237440	9/16/2024	894857 PEREZ, VICTOR	REIMB.		RGSTR-AERIAL & SCISSOR LIFTS ONL 072-360-0000-4360	49.95

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237440	9/16/2024	894857 894857 PEREZ, VICTOR	(Continued)			Total : 49.95
237441	9/16/2024	893933 PORTA-STOR	431797		MCB STORAGE BIN RENTAL-AUG 2024 017-420-1330-4260	82.00
					Total :	82.00
237442	9/16/2024	894746 PRECISION CIVIL	30145	13179	ZONING CODE UPDATES-JULY 2024 001-150-0000-4270	7,502.50
			30163	13178	MIXED USE OVERLAY - THRU 08/14/24 001-150-0000-4270	6,947.50
					Total :	14,450.00
237443	9/16/2024	102688 PROFESSIONAL PRINTING CENTERS	22631		PRE-PRINTED FORMS 001-222-0000-4300	926.10
					Total :	926.10
237444	9/16/2024	894306 QUENCH USA, INC.	INV07871844		DRINKING WATER-SEPT 2024 001-222-0000-4300	114.61
			INV07915242		SERVICE WORK ORDER 001-222-0000-4320	165.39
					Total :	280.00
237445	9/16/2024	894408 RINCON CONSULTANTS INC	58779	13181	STAFF AUGMENTATION SERVICES-07/((001-150-0000-4270	7,416.78
			58958	13199	CLIMATE ACTION & RESILIENCE PLAN 110-150-0578-4270	9,104.25
			59131	13180	RESIDENTIAL LANDSCAPE ORDINANC 001-150-0000-4270	5,232.25
					Total :	21,753.28
237446	9/16/2024	892300 RJM DESIGN GROUP, INC	36431		DESIGN FOR LP PARK REVITALIZATION 010-422-0156-4600	9,379.86
					Total :	9,379.86
237447	9/16/2024	893774 RJS WORK BOOTS LLC	101-33978		SAFETY BOOTS 070-384-0000-4310	130.31
					Total :	130.31

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237448	9/16/2024	894764 SAFE RACK, LLC	482995	13171	POLICE DEPARTMENT SERVER CAGE 001-222-0000-4320	6,513.57
					Total :	6,513.57
237449	9/16/2024	103057 SAN FERNANDO VALLEY SUN	12350		NOTICE OF NOMINEES FOR PUBLIC OI 001-115-0000-4230	118.13
			12353		2ND READING OF ORD NO. 1727 001-115-0000-4230	94.50
					Total :	212.63
237450	9/16/2024	103064 SAN GABRIEL VALLEY CITY	082124		MONTHLY MEETING LUNCHEON (2) ON 001-105-0000-4370	40.00
					001-150-0000-4370	40.00
					Total :	80.00
237451	9/16/2024	103184 SMART & FINAL	0051		COFFEE-ENP PROG 004-2346	74.85
			0067		CALLES VERDES EVENT 001-310-0000-4300	44.56
			0074		REFRESHMENTS - SENIOR EVENT 004-2346	72.42
			0220		CALLES VERDES EVENT 001-310-0000-4300	39.55
			0341		RAFFLE TICKETS 001-422-0000-4300	33.01
			0342		COFFEE-ENP PROG 004-2346	128.66
			0477		FOOD FOR DUI CHECKPOINT 001-222-0000-4300	86.84
					Total :	479.89
237452	9/16/2024	103196 SOUTH COAST AIR QUALITY	4400146		RCS GENERATOR PERMIT RENEWAL F 041-320-0000-4260	541.04
			4400147		LP GENERATOR PERMIT RENEWAL FE 041-320-0000-4260	541.04
			4404450		EMISSIONS FEE -208 PARK 041-320-0000-4260	165.96

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237452	9/16/2024	103196 SOUTH COAST AIR QUALITY	(Continued) 4404451		EMISSIONS FEE -505 S HUNTINGTON 041-320-0000-4260	165.96
					Total :	1,414.00
237453	9/16/2024	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS 027-344-0000-4210	12,184.28
					029-335-0000-4210	3,842.36
					070-384-0000-4210	17,605.89
					074-320-0000-4210	9,300.72
					043-390-0000-4210	12,390.90
			700136176526		ELECTRIC METER FOR MALL-MACLAY/ 030-341-0000-4210	80.36
					Total :	55,404.51
237454	9/16/2024	894649 STERLING ADMINISTRATION	800082		FSA FUNDING CONTRIBUTION 004-2365	506.64
					Total :	506.64
237455	9/16/2024	101528 THE HOME DEPOT CRC	2022224		MISC TOOLS 001-311-0000-4300	202.19
			2900068		CITY HALL REFRIG 006-190-0000-4800	2,145.44
			4544769		MISC ITEMS 070-383-0000-4310	110.17
			4800035		MISC ITEMS 070-383-0000-4310	52.79
			8340714		MISC TOOLS 001-311-0000-4300	78.16
			9014472		MISC MATL FOR MAINT 001-311-0000-4300	260.32
			9340680		FANS & PEST CONTROL 043-390-0000-4300	184.71
					Total :	3,033.78
237456	9/16/2024	894052 THE LANGUAGE PROS, INC.	1813	13219	INTERPRETATION AND TRANSLATION : 001-101-0000-4270	1,009.29

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237456	9/16/2024	894052 THE LANGUAGE PROS, INC.	(Continued) 1823	13219	INTERPRETATION AND TRANSLATION : 001-101-0000-4270	407.00
			1846	13219	INTERPRETATION AND TRANSLATION : 001-101-0000-4270	990.81
					Total :	2,407.10
237457	9/16/2024	890833 THOMSON REUTERS	850676622	13260	DETECTIVE INVESTIGATIVE SOFTWARE 001-135-0000-4260	304.21
					Total :	304.21
237458	9/16/2024	888399 TORO ENTERPRISES INC.	13		PO NO. 12885-PACOIMA WASH BIKEWAY# 010-311-0550-4600	8,421.93
					010-311-0567-4600	388,266.07
					010-2037	-19,834.40
			14		PO NO. 12885-PACOIMA WASH BIKEWAY# 010-311-0549-4600	5,145.05
					010-311-0567-4600	733,007.22
					010-2037	-36,907.61
			15	12885	PACOIMA WASH BIKEWAY & PEDESTRIAN 010-311-0567-4600	78,464.24
					010-2037	-3,923.21
					Total :	1,152,639.29
237459	9/16/2024	893905 TORRES-GAHM, GRACIELA	0-82724	13253	CLEANING SERVICE AT THE LOPEZ AD 001-420-0000-4260	425.00
					Total :	425.00
237460	9/16/2024	893504 TOWN HALL STREAMS, LLC	15947		STREAMING SERVICES-SEPT 2024 001-115-0000-4260	175.00
					Total :	175.00
237461	9/16/2024	890998 TRUJILLO, RODOLFO	SEPT 2024		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
237462	9/16/2024	103510 V & V MANUFACTURING, INC.	60150		PD BADGES	

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237462	9/16/2024	103510 V & V MANUFACTURING, INC.	(Continued)		001-222-0000-4300	320.79
					Total :	320.79
237463	9/16/2024	103534 VALLEY LOCKSMITH	0243		LOCKSMITH SRVS-ADMIN WARRANT @ 001-150-0000-4270	150.00
					Total :	150.00
237464	9/16/2024	893869 VEOCI INC	2861	13268	EOC NOTIFICATION LICENSES RENEW 001-135-0000-4260	4,525.00
					Total :	4,525.00
237465	9/16/2024	103574 VERDIN, FRANCISCO JAVIER	JULY-SEPT 2024	13222	FOLKLORICO DANCE CLASS INSTRUCTOR 017-420-1362-4260	1,561.00
					Total :	1,561.00
237466	9/16/2024	100101 VERIZON WIRELESS-LA	9972055644		VARIOUS CELL PHONE PLANS 001-105-0000-4220	49.87
					001-222-0000-4220	76.02
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.07
					070-384-0000-4220	932.36
					072-360-0000-4220	102.64
			9972350071		PD CELL PHONE PLANS 001-222-0000-4220	710.05
			9972361845		CITY YARD STANDBY PHONE PLAN 072-360-0000-4220	36.87
					Total :	2,421.98
237467	9/16/2024	894696 WEST COAST ENERGY SYSTEMS, LLC	121722-1	13146	AQMD PERMITTING PROCESS FOR NE 121-390-3648-4260	13,560.00
					Total :	13,560.00
237468	9/16/2024	890970 WEX BANK	99295446		FUEL FOR CITY FLEET 041-320-0152-4402	300.51

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237468	9/16/2024	890970 WEX BANK	(Continued)			
					041-320-0221-4402	762.71
					041-320-0222-4402	1,019.29
					041-320-0224-4402	1,099.63
					041-320-0225-4402	5,295.76
					041-320-0228-4402	472.15
					041-320-0311-4402	2,219.72
					041-320-0370-4402	1,233.82
					041-320-0390-4402	2,283.50
					029-335-0000-4402	62.32
					070-381-0000-4402	110.76
					070-382-0000-4402	303.50
					070-383-0000-4402	1,305.25
					070-384-0000-4402	499.18
					072-360-0000-4402	494.75
					041-320-0320-4402	105.60
					Total :	17,568.45
237469	9/16/2024	889491 WILLDAN FINANCIAL SERVICES	010-59354		COST ALLOCATION PLAN & USER FEE	
			010-59636	13138	001-130-0000-4270	2,385.00
				13138	COST ALLOCATION PLAN & USER FEE	
					001-130-0000-4270	982.50
					Total :	3,367.50
237470	9/16/2024	890008 WOODWARD, BRIAN	TRAVEL-6		LODGING-SLI TRAINING SESSION 6 IN	
					001-225-0000-4360	135.00
					Total :	135.00
109	Vouchers for bank code : bank3				Bank total :	2,321,242.54
109	Vouchers in this report				Total vouchers :	2,321,242.54

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237250	9/1/2024	100286 BAKER, BEVERLY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	184.72
Total :						184.72
237251	9/1/2024	100916 DEIBEL, PAUL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
Total :						291.15
237252	9/1/2024	101781 KISHITA, ROBERT	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79
Total :						167.79
237253	9/1/2024	101926 LILES, RICHARD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
Total :						291.15
237254	9/1/2024	102126 MARTINEZ, MIGUEL	24-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	708.41
Total :						708.41
237255	9/1/2024	891354 RAMIREZ, ROSALINDA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79
Total :						167.79
237256	9/1/2024	892782 TIGHE, DONNA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79
Total :						167.79
7 Vouchers for bank code : bank3						Bank total : 1,978.80
7 Vouchers in this report						Total vouchers : 1,978.80

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237257	9/1/2024	894452 ABDALLAH, MARIA G.	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,021.49
					Total :	2,021.49
237258	9/1/2024	100091 AGORICHAS, JOHN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
					Total :	291.15
237259	9/1/2024	891039 AGUILAR, JESUS	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	492.58
					Total :	492.58
237260	9/1/2024	100104 ALBA, ANTHONY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30
					Total :	739.30
237261	9/1/2024	891011 APODACA-GRASS, ROBERTA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
					Total :	291.15
237262	9/1/2024	100260 AVILA, FRANK	24-Sep		CALPERS HEALTH REIMB 041-180-0000-4127	1,573.82
					Total :	1,573.82
237263	9/1/2024	100306 BARNARD, LARRY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	873.00
					Total :	873.00
237264	9/1/2024	100346 BELDEN, KENNETH M.	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,396.00
					Total :	1,396.00
237265	9/1/2024	892233 BUZZELL, CAROL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	184.72
					Total :	184.72
237266	9/1/2024	891350 CALZADA, FRANK	24-Sep		CALPERS HEALTH REIMB	

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237266	9/1/2024	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	526.44
					Total :	526.44
237267	9/1/2024	100642 CASTRO, RICO	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,105.94
					Total :	2,105.94
237268	9/1/2024	103816 CHAVEZ, ELENA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	855.67
					Total :	855.67
237269	9/1/2024	100752 COLELLI, CHRISTIAN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,093.07
					Total :	2,093.07
237270	9/1/2024	891014 CREEKMORE, CASIMIRA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
					Total :	291.15
237271	9/1/2024	893711 DAVIS, JAMES	24-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	1,581.28
					Total :	1,581.28
237272	9/1/2024	100913 DECKER, CATHERINE	24-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	263.02
					Total :	263.02
237273	9/1/2024	100925 DELGADO, RALPH	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	526.44
					Total :	526.44
237274	9/1/2024	101667 DIAZ, EVELYN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	899.00
					Total :	899.00
237275	9/1/2024	100960 DIEDIKER, VIRGINIA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237275	9/1/2024	100960 100960 DIEDIKER, VIRGINIA	(Continued)			Total : 291.15
237276	9/1/2024	100996 DRAKE, JOYCE	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15 Total : 291.15
237277	9/1/2024	100995 DRAKE, MICHAEL	24-Sep		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	145.58 145.57 Total : 291.15
237278	9/1/2024	100997 DRAPER, CHRISTOPHER	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,093.07 Total : 2,093.07
237279	9/1/2024	101044 ELEY, JEFFREY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,214.00 Total : 2,214.00
237280	9/1/2024	891040 FISHKIN, RIVIAN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79 Total : 167.79
237281	9/1/2024	101178 FLORES, ADRIAN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,356.30 Total : 1,356.30
237282	9/1/2024	101182 FLORES, MIGUEL	24-Sep		CALPERS HEALTH REIMB 043-180-0000-4127	1,356.30 Total : 1,356.30
237283	9/1/2024	892103 GAJDOS, BETTY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79 Total : 167.79
237284	9/1/2024	894378 GARCIA, BERTHA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	708.41

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237284	9/1/2024	894378 894378 GARCIA, BERTHA	(Continued)			Total : 708.41
237285	9/1/2024	891351 GARCIA, DEBRA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,136.72 Total : 2,136.72
237286	9/1/2024	101281 GARIBAY, SAUL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,532.39 Total : 2,532.39
237287	9/1/2024	101318 GLASGOW, KEVIN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,093.07 Total : 2,093.07
237288	9/1/2024	891020 GLASGOW, ROBERT	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	308.00 Total : 308.00
237289	9/1/2024	101333 GODINEZ, FRAZIER C.	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,810.29 Total : 1,810.29
237290	9/1/2024	101409 GUERRA, LAUREN E	24-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	599.65 Total : 599.65
237291	9/1/2024	891021 GUIZA, JENNIE	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15 Total : 291.15
237292	9/1/2024	102896 GUZMAN, ROSA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	855.67 Total : 855.67
237293	9/1/2024	891352 HADEN, SUSANNA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	708.41 Total : 708.41

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237294	9/1/2024	101440 HALCON, ERNEST	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,396.00 1,396.00
237295	9/1/2024	101672 HANCHETT, NICHOLE	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,441.88 1,441.88
237296	9/1/2024	891918 HARTWELL, BRUCE	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30 739.30
237297	9/1/2024	101465 HARVEY, DAVID	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79 167.79
237298	9/1/2024	101466 HARVEY, DEVERY MICHAEL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	873.00 873.00
237299	9/1/2024	101471 HASBUN, NAZRI A.	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	235.68 235.68
237300	9/1/2024	891023 HATFIELD, JAMES	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30 739.30
237301	9/1/2024	892104 HERNANDEZ, ALFONSO	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30 739.30
237302	9/1/2024	891024 HOOKER, RAYMOND	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15 291.15
237303	9/1/2024	893616 HOUGH, LOIS	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	184.72

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237303	9/1/2024	893616 893616 HOUGH, LOIS	(Continued)			184.72
237304	9/1/2024	101597 IBRAHIM, SAMIR	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	492.58 492.58
237305	9/1/2024	101694 JACOBS, ROBERT	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	873.00 873.00
237306	9/1/2024	892105 KAHMANN, ERIC	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	492.58 492.58
237307	9/1/2024	101786 KLOTZSCHE, STEVEN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	575.02 575.02
237308	9/1/2024	891866 KNIGHT, DONNA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	161.43 161.43
237309	9/1/2024	891043 LIEBERMAN, LEONARD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79 167.79
237310	9/1/2024	101933 LITTLEFIELD, LESLEY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15 291.15
237311	9/1/2024	102045 LLAMAS-RIVERA, MARCOS	24-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,652.90 1,652.90
237312	9/1/2024	102059 MACK, MARSHALL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	599.65 599.65

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
237313	9/1/2024	891010 MAERTZ, ALVIN	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	479.86	
							Total : 479.86
237314	9/1/2024	888037 MARTINEZ, ALVARO	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,885.82	
							Total : 1,885.82
237315	9/1/2024	102206 MILLER, WILMA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15	
							Total : 291.15
237316	9/1/2024	102212 MIRAMONTES, MONICA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	628.36	
							Total : 628.36
237317	9/1/2024	102232 MIURA, HOWARD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15	
							Total : 291.15
237318	9/1/2024	892106 MONTAN, EDWARD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	184.72	
							Total : 184.72
237319	9/1/2024	102365 NAVARRO, RICARDO A	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	516.44	
							Total : 516.44
237320	9/1/2024	102443 OKAFOR, MICHAEL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,884.73	
							Total : 1,884.73
237321	9/1/2024	102473 ORDELHEIDE, ROBERT	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,146.00	
							Total : 2,146.00
237322	9/1/2024	102486 ORSINI, TODD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,102.76	
							Total : 2,102.76
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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
237322	9/1/2024	102486 102486 ORSINI, TODD	(Continued)				Total : 2,102.76
237323	9/1/2024	102569 PARKS, ROBERT	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,214.00	
							Total : 2,214.00
237324	9/1/2024	102580 PATINO, ARMANDO	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,214.00	
							Total : 2,214.00
237325	9/1/2024	102527 PISCITELLI, ANTHONY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	526.44	
							Total : 526.44
237326	9/1/2024	891033 POLLOCK, CHRISTINE	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	308.00	
							Total : 308.00
237327	9/1/2024	102735 QUINONEZ, MARIA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,573.82	
							Total : 1,573.82
237328	9/1/2024	891034 RAMSEY, JAMES	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	974.47	
							Total : 974.47
237329	9/1/2024	102788 RAYGOZA, JOSE LUIS	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,810.29	
							Total : 1,810.29
237330	9/1/2024	102864 RIVETTI, DOMINICK	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	873.00	
							Total : 873.00
237331	9/1/2024	102936 RUELAS, MARCO	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,136.72	
							Total : 2,136.72
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237332	9/1/2024	102940 RUIZ, RONALD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	599.65 599.65
237333	9/1/2024	891044 RUSSUM, LINDA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79 167.79
237334	9/1/2024	103005 SALAZAR, TONY	24-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,356.30 1,356.30
237335	9/1/2024	103118 SENDA, OCTAVIO	24-Sep		CALPERS HEALTH REIMB 043-180-0000-4127	1,810.29 1,810.29
237336	9/1/2024	892107 SHANAHAN, MARK	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	492.58 492.58
237337	9/1/2024	891035 SHERWOOD, NINA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15 291.15
237338	9/1/2024	103175 SKOBIN, ROMELIA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,438.01 1,438.01
237339	9/1/2024	893677 SOLIS, MARGARITA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	547.69 547.69
237340	9/1/2024	103220 SOMERVILLE, MICHAEL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,706.00 1,706.00
237341	9/1/2024	889588 UFANO, VIRGINIA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	167.79

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237341	9/1/2024	889588 889588 UFANO, VIRGINIA	(Continued)			167.79
237342	9/1/2024	103516 VAIRO, ANTHONY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,706.00 1,706.00
237343	9/1/2024	888417 VALDIVIA, LAURA	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15 291.15
237344	9/1/2024	103550 VANICEK, JAMES	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,573.82 1,573.82
237345	9/1/2024	103562 VASQUEZ, JOEL	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,214.00 2,214.00
237346	9/1/2024	888562 VILLALPANDO, SEBASTIAN FRANK	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	492.58 492.58
237347	9/1/2024	103692 VILLALVA, FRANCISCO	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,810.29 1,810.29
237348	9/1/2024	891038 WAITE, CURTIS	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30 739.30
237349	9/1/2024	103612 WALKER, MICHAEL	24-Sep		CALPERS HEALTH REIMB 027-180-0000-4127	167.79 167.79
237350	9/1/2024	103620 WARREN, DALE	24-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	167.79 167.79

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237351	9/1/2024	891036 WATT, DAVID	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30
					Total :	739.30
237352	9/1/2024	893690 WATTS, STEVE M.	24-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	1,033.20
					Total :	1,033.20
237353	9/1/2024	891037 WEBB, NANCY	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
					Total :	291.15
237354	9/1/2024	103643 WEDDING, JEROME	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30
					Total :	739.30
237355	9/1/2024	103727 WYSBEEK, DOUDE	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	291.15
					Total :	291.15
237356	9/1/2024	103737 YNIGUEZ, LEONARD	24-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	739.30
					Total :	739.30
100	Vouchers for bank code :		bank3		Bank total :	94,007.00
100	Vouchers in this report				Total vouchers :	94,007.00

Voucher Registers are not final until approved by Council.

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09/05/2024 11:51:26AM

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237358	8/23/2024	893115 P.E.R.S. CITY RETIREMENT	100000017566033		EMPL CONTRIB VARIANCE-07/13-07/26	
					018-222-0000-4124	172.84
					018-224-0000-4124	129.63
					018-225-0000-4124	1,857.97
					Total :	2,160.44
1 Vouchers for bank code :		bank3				Bank total : 2,160.44
1 Vouchers in this report						Total vouchers : 2,160.44

Voucher Registers are not final until approved by Council.

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vchlist
09/06/2024 10:08:14AM

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
237359	9/6/2024	894372 CHRIS CANELO MUSIC INC	0002		DJ SERVICES-SENIOR PROG DANCE 004-2346	325.00	
						Total :	325.00
1 Vouchers for bank code :		bank3				Bank total :	325.00
1 Vouchers in this report						Total vouchers :	325.00

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09/09/2024 9:27:08AM

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
237360	9/9/2024	102519 P.E.R.S.	SEPT 2024		HEALTH INS BENEFITS-SEPT 2024 001-1160	200,256.70
Total :						200,256.70
237361	9/9/2024	893115 P.E.R.S. CITY RETIREMENT	100000017605101		EMPL CONTRIB VARIANCE-07/27-08/09 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	306.97 230.24 3,300.04
Total :						3,837.25
2 Vouchers for bank code :		bank3				Bank total : 204,093.95
2 Vouchers in this report						Total vouchers : 204,093.95

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

Date: September 16, 2024

Subject: Receive and File Status Updates for Enhancements, Projects, and City Council Priorities

RECOMMENDATION:

It is recommended that the City Council receive and file the status report for Fiscal Year (FY) 2024-2025 Enhancements, Capital Projects, and City Council Priorities, and provide direction, as appropriate.

ANALYSIS:

This report is meant to provide City Council and the community with regular status updates and major City efforts, including, but not limited to, FY 2024-2025 approved enhancements, capital improvement projects, and City Council priorities.

Minor changes to each project since the last meeting have been tracked and are shown in red. A summary of the major updates is provided below:

City Manager's Office & City Clerk's Office

- Added project category for East San Fernando Valley Light Rail Corridor.
- City Council Office Redesign moved to Completed Items (Attachment "C").

Community Development Department

- Updates added to Homeless Action Plan Implementation and Management.
- Animal Control Contract Management moved to Completed Items (Attachment "C").

Public Works Department

- Updated project categories and descriptions for City Owed Right of Way Beautification, Vacant Tree Wells and City Fleet Replacement and, Heavy Equipment

Receive and File Status Updates for Enhancements, Projects, and City Council Priorities

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Police Department

- Updated all project descriptions for consistent formal and content clarity.
- Narcotics Incinerator moved to Completed Items (Attachment “C”).

Recreation Department

- No updates during this time period.

Finance Department

- No updates during this time period.

City Manager’s Office & City Clerk’s Office.

Title: Downtown Master Plan

Description: During the FY 2022-2023 budget process, the City Council approved funding to develop a Downtown Master Plan (DTMP), including a robust community outreach process. The DTMP will serve as a vision to guide future actions to develop, revitalize, and improve Downtown San Fernando. The budget allocation for this project is \$297,675.

Status: In 2023, the City awarded a professional services agreement to Dudek as lead consultant to work with the City to develop and implement the community engagement plan and prepare the report. The consultant team also includes Problosky Research (multimodal community survey), Walker Consultants (parking analysis), HR&A (economic analysis) and Place It! (community outreach).

To date, the following actions have been completed:

- Multimodal Statistically Significant Survey (December 2023 through March 2024)
- City Council Ad Hoc Meeting No. 1 (March 11, 2024)
- Community Advisory Committee Meeting No. 1 (April 11, 2024)
- Community Outreach Event No. 1 “Walkshop” (April 27, 2024)
- General Online Survey (April 27, 2024 through May 29, 2024)
- Existing Conditions Analysis (July 2024)

Next City Council Action: Joint City Council/Planning and Preservation Commission Meeting to receive a presentation of the Existing Conditions Analysis and Outreach Findings from Phase 1 of the Downtown Master Plan and provide feedback, scheduled for September 16, 2024.

Tentative Completion Date: August 2025.

Title: East San Fernando Valley Light Rail Transit Project

Description: The East San Fernando Valley Light Rail Transit Project (ESFVLRT) (formerly the East San Fernando Valley Transit Corridor Project) is a transit project constructing a light rail line on the east side of the San Fernando Valley to improve connections and access to crucial destinations in the East and Northeast San Fernando Valley. The project is being considered in two (2) phases. Phase 1 is a 6.7-mile at-grade alignment that includes 11 new transit stations

Receive and File Status Updates for Enhancements, Projects, and City Council Priorities

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along Van Nuys Boulevard, connecting the Orange Line in Sherman Oaks to San Fernando Boulevard in Pacoima. Phase 2 is a 2.5-mile segment running from the terminus of Phase 1 at San Fernando Road/Van Nuys Boulevard in Pacoima to the Sylmar/San Fernando Metrolink Station. Metro is conducting a supplemental study of the Phase 2 segment throughout 2024 to consider additional design options. Funding for the project is provided through Measure R and Measure M.

Status: Phase 1 engineering design has been completed, a Progressive Design Build (PBD) contract has been awarded, and construction commenced earlier this year on Phase 1 of the project along Van Nuys Boulevard. The tentative completion date for Phase 1 is 2031. Metro is currently completing additional safety and design studies for Phase 2 (the San Fernando segment) of the project.

To date, the following actions have been completed:

- City provided comments on initial draft of ESFVLRT Environmental Impact Report (EIR) (October 25, 2017)
- City provided additional comments on draft of ESFVLRT EIR (February 20, 2018)
- City provided final comments on draft of ESFVLRT EIR (March 31, 2020)
- Status update presentation provided to City Council by Metro staff (October 19, 2020)
- Metro Board certification of the ESFVLRT Final EIR (December 2020). Metro Board requested further studies to address safety and design concerns from the City of San Fernando
- Metro conducted an initial Grade Crossing Analysis for Phase 2 (April 2022 – September 2022)
- Status update presentation provided to City Council by Metro staff on Phase 2 (July 18, 2022)
- Metro Board authorized additional Phase 2 supplemental studies focused on: a) Transit and Multimodal Connectivity, b) Safety, c) Travel Time Savings, Ridership, and Mode Shift, d) Costs, e) Right of Way Impacts, f) Traffic Considerations, and g) Equity Considerations (January 2024 through Summer 2024).
- Status update presentation provided to City Council by Metro staff on Phase 2 (May 20, 2024)

On May 20, 2024, the City Council provided the following feedback to Metro staff:

- Requested Metro present more frequently to provide regular updates to the City.
- Requested additional community outreach meetings prior to Board consideration/approval of alternatives.
- Offered the City Council Chambers, or other City spaces, for Metro's community outreach and offered the City's assistance in hosting and promoting the event.

Next City Council Action: Receive status update from Metro staff regarding next steps.

Tentative Completion Date: N/A

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Title: CDBG Small Business Assistance Grant Program

Description: Annually, Community Development Block Grant (CDBG) program guidelines require that the City Council approve the planned programming expenditures for the upcoming fiscal year. In May 2024, the City Council approved the FY 2024-2025 CDBG Programs, which included the Small Business Assistance Grant Program. This program provides grants to local business owners and property owners to improve the appearance of their storefronts and buildings. The grant funds can be used for improvements to signage, painting (including anti-graffiti coating), and other storefront enhancements such as installing eye-catching vertical landscape (green wall) to defer graffiti and beautify a building wall with landscape. The budget allocation for this program is \$146,246.

Status: Staff has reached out to schedule a CDBG Ad Hoc Committee meeting to discuss recommended grant guidelines and priorities.

Next City Council Action: Review and discuss recommended grant guidelines and improvement priorities, tentatively scheduled for October 21, 2024.

Tentative Completion Date: June 2025

Title: Virtual San Fernando – City Website Redesign and My San Fernando App

Description: In September 2022, the City Council appropriated American Rescue Plan Act (ARPA) funds to support the creation of Virtual San Fernando. Phase 1 of Virtual San Fernando included developing a My San Fernando mobile application, primarily focused on improving the ability for community members to submit service requests. Phase 1 was completed in March 2024 with the launch of the My San Fernando App (developed by GoGov). To date, more than 1,800 requests have been submitted through the App (See Attachment “A” for activity reports). In October 2023, after an extensive vetting process by City staff, the City Council awarded a Master Subscription Agreement to Granicus to redesign the City’s website. The budget allocation for this program is \$200,000.

Status: Phase 1 – Mobile Application, has been completed. Phase 2 – Website redesign, is in the content population stage. Staff has held multiple meetings with Granicus to provide direction regarding design elements and provide content to start population of the webpages.

Next City Council Action: No additional City Council action required.

Tentative Completion Date: March 2025 launch of redesigned website.

Title: Records Retention Policy Update

Description: During the FY 2024-2025 budget process, the City Council approved funding to update the City’s 25-year-old Citywide Records Retention Policy. A records retention policy update involves a thorough review of the current policy to identify necessary revisions due to changes in laws, regulations, or organizational needs and ensures compliance with legal and industry standards, revises retention schedules for various record types, and clearly defines staff

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roles in records management. The update also includes procedures for managing digital records, securing sensitive information, and properly disposing of or archiving records. Additionally, it outlines plans for staff training, communication, and regular audits to ensure ongoing compliance and effective records management. The budget allocation for this project is \$10,000.

Status: Staff recently received the fully executed contract back from the consultant and has reached out to schedule a kickoff meeting between the consultant and the City Clerk's Office staff.

Next City Council Action: Consideration to adopt a Resolution approving an updated Citywide Records Retention and Destruction Policy, tentatively scheduled for December 2024.

Tentative Completion Date: January 2025

Community Development Department.

Title: New Position – Planning Manager

Description: During the FY 2024-2025 budget process, City Council approved a new Planning Manager position to oversee the development and implementation of land use, zoning, and urban design policies, managing long range planning projects (e.g. zoning code and zoning map amendments, general plan updates), supervise the Planning and Building & Safety Divisions, and review development proposals to ensure they align with the City's regulatory requirements and comply with local, state, and federal regulations. The budget allocation for this position is \$185,000 per year.

Status: Establishing a new position requires working with Human Resources to draft a new job specification, scheduling a meet and confer with the appropriate bargaining unit to review and provide comment on the job specification, present the job specification to the City Council for approval, drafting and posting a job advertisement, receiving applications and interviewing candidates, selecting a candidate, working with Human Resources to complete a reference check and background, and onboard the new employee.

Staff has drafted a job specification to be reviewed by Human Resources. The next step is to schedule a meet and confer with the San Fernando Management Group to review and receive comment on the job specification.

Next City Council Action: Review and approval of the draft job specification (tentatively in November 2024)

Tentative Completion Date: March 2025.

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Title: Homeless Action Plan Implementation and Management

Description: In 2022, the City Council adopted a Homeless Action Plan (HAP) to provide a blueprint for addressing the City's unhoused population. HAP implementation efforts that have been completed to date include:

- In FY 2021-2022, City Council approved creation of a Housing Coordinator position.
- In June 2023, the City contracted with North Valley Caring Services to provide street outreach to the City's unhoused population.
- In November 2023, the City entered into a Memorandum of Understanding (MOU) with Home Again Los Angeles for housing and social service resource support.
- In December 2023, the City Council authorized the acceptance of a Substance Abuse and mental Health Services Administration (SAMHSA) grant, which provided \$175,200 specifically for homeless street outreach services and over \$300,000 for mental health clinicians as part of an alternative crisis response effort.
- In July 2024, the City Council approved an updated ordinance to prohibit encampments and storage of personal property in public spaces to regulate the use of public spaces to maintain public health, safety, and order. Encampment ordinances aim to ensure public safety by preventing potential hazards associated with camping in public spaces, such as public health related to unsanitary conditions, improper disposal of waste, preserve spaces like parks, sidewalks, and recreational areas for all members of the public, and reduce the environment for possible criminal activity.

Status: Current HAP implementation efforts include:

- A Request for Proposals (RFP) for Comprehensive Homeless Services was issued in June 2024 to extend homeless services. Staff is currently reviewing proposals from various organizations and preparing recommendations.
- An RFP for Mental Health Clinician Services was issued on August 8, 2024. The RFP has been extended and proposals were due September 6, 2024.
- On July 15, 2024, the City Council allocated \$50,000 towards a Home Rehabilitation Program in partnership with Habitat for Humanity Los Angeles (Habitat LA). A Professional Services Agreement with Habitat LA to manage the City's program was approved by City Council on September 3, 2024. Next steps include executing the agreement, developing program criteria, developing applications, advertising the program and begin implementing the program.
- Pursuant to City Council direction, follow up items related to the encampment ordinance include:
 - a) Provide a presentation to City Council with strategies to inform businesses and property owners about the encampment ordinance, how to report potential violations, and a process for business/property owners to provide trespass authority to the Police Department. Some of this has been discussed during recent special Community Watch meetings. A presentation will be provided to City Council along with the results/overview of the 2024 Point in Time, tentatively scheduled for October 7, 2024.

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- b) Provide informational resources to unhoused individuals for medical facilities, housing agencies, and transportation services. All of this information is currently provided through our Homeless Outreach Service provider. A presentation will be provided to City Council along with the results/overview of the 2024 Point in Time, tentatively scheduled for October 7, 2024.

Next City Council Action: 1) Discuss and consider approving professional services agreements to provide comprehensive homeless services and mental health clinician services for a one-year term with possible extensions for a total of a five-year term, and 2) presentation of the results/overview of the 2024 Point in Time count and related HAP implementation updates are tentatively scheduled for October 7, 2024.

Tentative Completion Date: Ongoing.

Title: CDBG Neighborhood Cleanup Program

Description: Annually, CDBG program guidelines require that the City Council approve the planned programming expenditures for the upcoming fiscal year. In May 2024, the City Council approved the FY 2024-2025 CDBG Programs, which included the Neighborhood Cleanup Program. The budget allocation for this program is \$25,808.

Status: Staff is receiving applications and will be scheduling clean ups throughout the fiscal year.

Next City Council Action: N/A

Tentative Completion Date: June 2025

Title: Community Preservation Commercial Property Education Program

Description: To address the City Council's interest in Community Preservation efforts in commercial areas of the City, the Community Development Department's FY 2024-2025 Work Plan included an objective to create a commercial education and maintenance program. The goal is for Community Preservation Officers to work with the business community to ensure the beautification of San Fernando's commercial corridors.

Status: On August 19, 2024, the proposed program was presented to the City Council for feedback prior to implementation. Next steps are to finalize an illustrative postcard; distribute the postcard in January 2025, host workshops in February 2025; and conduct walking surveys beginning in March 2025.

Next City Council Action: N/A

Tentative Completion Date: June 2025 (Ongoing).

Title: Graffiti Program (with Public Works)

Description: The City's efforts to remove, prevent, and prohibit graffiti are governed by Article VII of the Municipal Code. While enforcement is the responsibility of the Director of Public Works,

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the Community Development Department, specifically Community Preservation Officers, and the Police Department are also involved, especially when graffiti involves criminal activity or gang-related markings.

Graffiti was one of the top concerns during the City Council's 2024 Strategic Goals planning study session. As part of the FY 2024-2025 Budget, the City Council approved converting two (2) part-time maintenance worker positions into one (1) full time position for the purposes of having a full time staff person dedicated to addressing graffiti.

Status: On March 13, 2024, the City Manager updated the City Council with a draft Standard Operating Procedure (SOP) for addressing graffiti, reports for the My San Fernando App, and details related to two (2) graffiti-related incidents that resulted in arrests.

Additionally, to assist the business community with the cost of abating and graffiti prevention, applying anti-graffiti coating and installing eye-catching vertical landscaping were identified as priority projects for the Small Business Grant Program.

The full-time position has been filled as of August 25, 2024 and anticipated to start in mid-September 2024, pending completion of background check. The SOP and a reporting matrix for monitoring frequency of location will be finalized and shared with the City Council.

Next City Council Action: Discussion item is tentatively scheduled for November 4, 2024.

Tentative Completion Date: N/A

Title: Climate Action Resilience Plan (CARP) & General Plan Updates to Circulation and Open Space/Parks Elements

Description: A Climate Action and Resilience Plan (CARP) serves as a strategic framework designed to mitigate the adverse effects of climate change while fostering resilience within communities and ecosystems. Its primary purpose is to identify and implement measures that reduce greenhouse gas (GHG) emissions, adapt to changing environmental conditions, and enhance preparedness for climate-related challenges. The CARP promotes sustainable practices like renewable energy adoption, green infrastructure development, and carbon footprint reduction initiatives, while fostering collaboration among stakeholders and supporting innovation in green energy. A grant from the California Governor's Office of Planning and Research was received to complete the CARP and for updating the City's General Plan, specifically the Circulation (transition to Mobility) and Open Space/Conservation/Park-Recreation elements.

Status:

- **CARP Phase 1:** Completed and presented to City Council in February 2024 with data collection, a GHG Emissions Inventory, and a Vulnerability Assessment.
- **CARP Phase 2:** Ongoing, focusing on identifying strategies and actions to mitigate climate change through GHG emission reductions in the most cost-effective manner and include strategies for climate adaptation and resilience. Extensive community engagement, led by Pacoima Beautiful, Fernandeño Tataviam Band of Mission Indians (FTBMI), and Climate Resolve, is a key component.

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- **Grant:** On April 2, 2024, the City Council accepted the California Governor's Office of Planning and Research Grant and appropriated the funds. The City Council also approved a professional services agreement with Rincon Consultants Inc. to complete the CARP and General Plan updates.
- **General Plan Update:** The final CARP will support updating the City's General Plan, specifically the Circulation (transition to Mobility) and Open Space/Conservation/Park-Recreation elements. All activities are to be completed by January 31, 2026.
- **Community Engagement:** Community engagement activities are planned throughout 2024-2025, with the first Planning 101 workshop scheduled for September 28, 2024 from 10 a.m. to 2 p.m. at Recreation Park. Social media posts and flyers are being created for promotion and distribution.

Next City Council Action: The CARP and updates to the General Plan are tentatively scheduled for a public hearing before City Council in April 2025.

Tentative Completion Date: January 31, 2026

Title: Mixed Use and Specific Plan Overlay Districts

Description: The City's Housing Element includes applying a mixed-use overlay to 112 parcels that are currently zoned C-1 and C-2. It also includes expanding some of the overlays to specific parcels in the SP-5 zone. This is aimed at increasing the City's housing capacity to meet our Regional Housing Needs Assessment (RHNA) obligation of 1,795, but will also create flexibility for existing properties to allow either 100 percent residential or residential mixed with commercial uses.

The State requires any rezoning that is necessary to meet a city's RHNA obligation to be completed by October 2024. While this work was to be funded by the SCAG 2.0 grant, because of the State deadline and the uncertainty of the funding staff moved forward with procuring a consultant to begin the work.

Status: Engagement efforts have begun to inform the community about the implementation plan. The City's website has been updated: <https://ci.san-fernando.ca.us/community-development/#planning>; a survey was created to obtain opinions regarding mixed use development design and letters have been mailed to all affected property owners inviting them to a virtual workshop. The purpose of the property owner workshops are to explain the details and benefits of the overlays. The first property owner workshop was held on September 4, 2024. There were 5 participants that attended the virtual workshop. Another will be held September 24, 2024. A Planning and Preservation Commission Workshop was held on September 9, 2024, to receive feedback from public and the Commission.

Next City Council Action: A public hearing is tentatively scheduled for November 4, 2024, to introduce an ordinance for first reading.

Tentative Completion Date: January 2025 (tentatively the effective date of the proposed ordinance).

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Title: Zoning Code Reorganization

Description: The City's Housing Element includes programs and policies aimed at amending the Zoning Code to comply with State Housing Law. While this work was to be funded by the SCAG 2.0 grant, because of the uncertainty of the funding and the compliance concern, staff moved forward with procuring a consultant to begin the work. The scope of work includes various zoning code amendments, establishing processing policies and monitoring programs as well as reformatting the current zoning code to be more user friendly for staff and the public.

Status: The project has been kicked off and an outline of the zoning code is underway.

Next City Council Action: A public hearing is tentatively scheduled for January 20, 2025, to introduce an ordinance for first reading.

Tentative Completion Date: March 2025 (tentatively the effective date of the proposed ordinance).

Title: Landscape Ordinance

Description: The City Council adopted Urgency Ordinance No. U-1725 on March 18, 2024. It is effective for a period of one year from date of adoption. The Urgency Ordinance enacted a temporary moratorium on the installation of artificial turf and synthetic grass pending the study and development of reasonable regulations. Therefore, the Planning Division is working with a consultant to update the existing Municipal Code with comprehensive city-wide landscape standards including permanently prohibiting the installation of synthetic grass and artificial turf.

Status: On August 12, 2024, the Planning and Preservation Commission discussed potential regulations. Commissioners requested additional information, recommendations and visual illustrations of potential regulations. A second discussion was held on September 9, 2024. The public hearing before the Planning and Preservation Commission will be scheduled tentatively for November 2024, in order to allow the public sufficient time to review a draft ordinance prior to the hearing.

Next City Council Action: A public hearing is tentatively scheduled for January 6, 2025, to introduce an ordinance for first reading.

Tentative Completion Date: March, 2026 (tentatively the effective date of the proposed ordinance).

Title: Outdoor Dining Ordinance

Description: As a continued work plan objective from FY 2023-2024, Community Development is working with Public Works to establish a new outdoor dining program to promote pedestrian friendly and community focused design.

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Status: A proposed ordinance has been drafted for outdoor dining in the public right of way as well as on private property. Next steps include sharing the draft ordinance with businesses for feedback and scheduling a discussion with the Planning and Preservation Commission before an ordinance is brought before them for consideration to recommend to the City Council.

Next City Council Action: A public hearing is tentatively scheduled for December 2, 2024, to introduce an ordinance for first reading.

Tentative Completion Date: February, 2025 (tentatively the effective date of the proposed ordinance).

Public Works.

Title: Street Resurfacing Project – Phase 3

Description: The Phase 3 Annual Street Resurfacing Project involves a three-step process of asphalt slurry that help to fill, level, and create a more acceptable travel surface to the road at a significant reduction in price, when compared to traditional overlays. The work covers approximately two (2) miles of street. In addition to paving activities, new striping and pavement markings will be installed, which include refreshing of house numbers on the curbs along the project limits.

The streets that form part of the base bid include:

- First Street between North Maclay Avenue and Hubbard Avenue
- Macneil Street between Third Street and Library Street
- Kalisher Street between San Fernando Road and Hewitt Street and between Griffith Street and South City Limits
- Second Street between North Huntington Street and Hubbard Avenue
- San Fernando Road between Kittridge Street and South Brand Boulevard
- Hubbard Avenue between First Street and Fourth Street
- Fourth Street between Hubbard Avenue and North Workman Street
- Fourth Street between North Maclay Avenue and North Brand Boulevard
- Chatsworth Drive between San Fernando Road and South City Limits
- Hubbard Avenue Access Road between Second Street and Fourth Street

Status: Construction began on July 8, 2024. The contractor is currently performing paving operations.

Next City Council Action: Acceptance of the project is tentatively scheduled for January 2025.

Tentative Completion Date: October 2024 (Construction)

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Title: Carlisle Green Alley Reconstruction Project

Description: The Carlisle Green Alley Project will revitalize an underutilized alley into a vibrant linear green space. Through a combination of strategic planning and sustainable design, this project seeks to enhance urban landscape, foster environmental sustainability, and promote healthier, more vibrant neighborhoods. The development will include a safer walking and biking route, enhanced with shade trees and lighting to encourage active transportation and community engagement. The landscape will be revitalized with the planting of over 200 trees and native plants, enriching the area's biodiversity. Permeable surfaces will be installed to facilitate groundwater infiltration, improving water quality and reducing runoff. Additionally, the construction of bioswales will naturally filter stormwater, mitigate flooding, and bolster the area's environmental resilience.

Status: On September 3, 2024, the City Council approved a Professional Services Agreement with TreePeople for project management. Once the project management agreement has been executed, the City will advertise a Request for Proposals for Engineering Design of the project.

Next City Council Action: Approve and award a Professional Services Agreement for Engineering Design Services, tentatively scheduled for November 2024.

Tentative Completion Date: December 2026

Title: Calles Verdes Project

Description: The Calles Verdes Project marks a collaborative effort between the City and TreePeople aimed at enhancing the City's infrastructure to effectively manage stormwater and nuisance water. Through the implementation of innovative techniques, the project endeavors to construct bioswales across strategic locations within City streets and parking lot. Specifically, the project entails the installation of bioswales along Maclay Avenue, stretching from San Fernando Road to Kewen Street, alongside the creation of bulbouts at key intersections including Maclay Avenue and Celis Street and Maclay Avenue and Pico Street. Furthermore, the initiative includes the integration of bioswales and cooling pavement within Parking Lot No. 4, as well as promoting sustainable water management practices. These bioswales and bulbouts will feature strategically placed curb cuts to redirect stormwater and nuisance water away from the street's surface, while simultaneously fostering the growth of greenery within the landscaped parkways. Additionally, street trees will be planted to further enhance the aesthetic and environmental benefits of the project. In Parking Lot. No. 4, trees and bioswales will be incorporated within the existing concrete parking lot medians.

Status: Design Team is currently working on finalizing the design. Upon completion of design, the City will advertise the project for construction.

Next City Council Action: Once design is finalized and construction bids are received, a recommendation to award a construction contract will be presented to City Council. Tentatively scheduled for February 2025.

Tentative Completion Date: December 2026

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Title: Las Palmas Park Revitalization Project

Description: The Las Palmas Park Revitalization project encompasses a comprehensive array of amenities aimed at enhancing the park's functionality, aesthetics, safety, and sustainability. The project includes new multi-purpose field lighting, renovating three baseball fields with lighting, renovating existing restroom/concession building at Ballfield 1, renovating basketball courts with lighting, renovating existing playground with ADA accessibility, constructing a new splash pad with a new prefabricated restroom building to meet the code requirements of the splash pad, renovating existing outdoor exercise equipment, renovating picnic shelters with walking path lighting, and striping of basketball/roller derby.

Status: The project is currently under design. The latest plans submitted to staff for review were at 60%. The current design that incorporates all of the amenities desired by the community is significantly over budget. Staff is currently working on developing options to present to the City Council to adjust the design to meet budget constraints.

Next City Council Action: Options to adjust the design based on budget constraints is tentatively scheduled for October 2024.

Tentative Completion Date: December 2026

Title: Pioneer Park Playground Renovation Project

Description: The Pioneer Park Playground Renovation project aims to revitalize the existing playground area, making it safer, more engaging, and inclusive space for the community. The playground will include age appropriate equipment, inclusive structures, musical elements, surface mat, and shade coverage.

Status: Currently under construction.

Next City Council Action: No City Council action required at this time. A grand opening will be scheduled once construction is complete; tentatively December 2024/January 2025.

Tentative Completion Date: December 2024

Title: Cindy Montañez Natural Park Improvements & Maintenance

Description: In June 2023, City Council accepted a \$7.5 million grant for the Pacoima Wash Connectivity Project, funded through the California Department of Transportation (Caltrans) to complete the Pacoima Wash Bike Path Project and make improvements to the Cindy Montañez Natural Park. Improvements to the Park include extending the bike path to Foothill Boulevard, new lighting, restroom facilities, and restoration of walking paths, bridges, and vegetation throughout the park. A permanent Cindy Montañez memorial sign will also be purchased and installed.

Ongoing maintenance of the Park including watering, mulching, stump removals, tree removals, weeding, brush removals, tree pruning, creek clean-up, and trash disposal, is required.

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Status: In June 2024, staff began meeting with community organizations that have the knowledge, expertise, and resources to properly maintain a “natural park” to explore possible partnerships to provide adequate ongoing maintenance. Staff has met with TreePeople as well as Tataviam Conservation Corps to discuss possible partnerships for ongoing maintenance. As part of their tree planting services, TreePeople staff currently visits weekly to hand-water the native plants and trees due to the vandalism of the park’s irrigations system. To support the health of these plants, they also apply mulch to help conserve moisture and prolong water availability. Additionally, the team repairs protective cages around newly planted vegetation and actively removes invasive species. Preparations are underway for the planting of 100 native plants this fall through the Calles Verdes grant.

On August 21, 2024, staff discussed utilizing Tataviam Conservation Corps to assist with the park’s upkeep through funding received by the Fernandño Tataviam Band of Mission Indians. Their responsibilities would include creek clean-up, weed and brush removal, tree pruning, trail maintenance, tree stump removal, and trash disposal on a bi-weekly basis.

Next City Council Action: A maintenance agreement with the Tataviam Conservation Corps is tentatively scheduled to be presented to City Council on October 7, 2024.

Tentative Completion Date: On-going

Title: HSIP Traffic Signal Modification Project

Description: The Highway Safety Improvement Project (HSIP) Cycle 8 involves upgrading traffic signals at nine (9) locations in the Metrolink Corridor (San Fernando Road and Truman Street). The traffic signal modifications will consist of removal and installation of new signal poles, pedestrian heads, pedestrian push buttons, LED luminaires, street name signs, controllers, wiring, curb ramps, signing, striping, etc. The nine intersections include:

1. Hubbard Avenue at San Fernando Road
2. Hubbard Avenue at Truman Street
3. Hubbard Avenue at First Street
4. Maclay Avenue at San Fernando Road
5. Maclay Avenue at Truman Street
6. Maclay Avenue at First Street
7. Brand Boulevard at San Fernando Road
8. Brand Boulevard at Truman Street
9. Wolfskill Street at Truman Street

Status: On February 20, 2024, City Council awarded a construction contract to Alfaro Communications Construction. The project is currently under construction.

Next City Council Action: Acceptance of the project, scheduled for January 2025.

Tentative Completion Date: November 2024 (Construction)

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Title: Citywide Traffic Signal Synchronization Project

Description: The Citywide Traffic Synchronization Project involves upgrades of controller systems at 13 locations throughout the City. The traffic signal modifications will include installation of new Global Positioning System (GPS) units, traffic signal controllers, traffic signal cabinets, conduit, conductors, pull boxes, etc. Following the installation of new equipment, updated traffic signal timing charts will be inputted to synchronize traffic signals.

The locations that form part of the project are the following:

1. Truman Street at South Workman Street
2. San Fernando Mission Boulevard at San Fernando Road
3. San Fernando Mission Boulevard at Pico Street
4. San Fernando Mission Boulevard at Hollister Street
5. San Fernando Mission Boulevard at Kewen Street
6. San Fernando Mission Boulevard at Mott Street
7. San Fernando Mission Boulevard at O'Melveny Street
8. North Maclay Avenue at Library Street
9. North Maclay Avenue at Fifth Street
10. North Maclay Avenue at Seventh Street
11. North Maclay Avenue at Eighth Street
12. South Brand Boulevard at Celis Street
13. South Brand Boulevard at Kewen Street

Status: On August 19, 2024, the City Council awarded a contract to Elecnor Belco Electric, Inc. and being routed for signatures. Work is expected to begin in December 2024

Next City Council Action: Acceptance of the project, scheduled for April 2025.

Tentative Completion Date: February 2025

Title: Curb Painting, Street Striping, and Street Markings

Description: The Los Angeles County Department of Public Works (County) has been contracted to repaint pavement markings and striping with thermoplastic paint, including crosswalks, centerlines, stop legends, and curbs restrictions etc.

Status: The Los Angeles County Public Works Department (LACPWD) continues to stripe and install pavement markings throughout the City as part of the City's Citywide Street Striping project. Work may involve weekend work in order to focus on school zones with minimal traffic impact. The work involves restriping crosswalks, stop bars and pavement legends (i.e., STOP, Railroad Crossing) and restrictive curbing (red, yellow, green, blue and white.) Work is scheduled to be completed in October 2024. Work began on August 5, 2024. The County has completed approximately 40% of the project as of the end of August 2024.

Next City Council Action: N/A

Tentative Completion Date: December 2024

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Title: Citywide Signage Upgrades

Description: Replacement and installation of traffic control signs. The project consist of several types of sign replacements including but not limited to regulatory signs (black, white and red), warning and object markers signs (yellow), guide signs (green, blue brown and white.) The project will replace faded traffic control signs citywide including but not limited to: stop signs, speed limit signs, street sweeping, crosswalk signs, street name signs, wayfinding signs, and trolley signs.

Status: Staff has obtained cost estimates for the overhead mast arm street name signs and is currently obtaining multiple quotes for wayfinding signs, and trolley stop schedules and locations. Staff is currently obtaining three (3) different sample signs from three (3) different vendors to compare the quality of the signs before final selection of the vendor.

Next City Council Action: Approval of a contract for selected vendor(s) for wayfinding signs, trolley signs and overhead mast arm street name signs, and approve phasing and funding of the project will be scheduled for City Council consideration in November 2024.

Tentative Completion Date: Phase I to be completed in Spring 2025

Title: Bus Shelter Rehabilitation Project

Description: The Bus Shelter Rehabilitation Project involves the installation of new bus shelters and bus benches at eight (8) bus stop locations, removal and reconstruction of damaged and non-ADA compliant wheelchair ramps, sidewalks and drive approaches, relocation/adjustment traffic signal/street lighting boxes and water meters, etc.

Status: Bid opening scheduled for September 11, 2024.

Next City Council Action: Award a construction contract is scheduled for October 7, 2024.

Tentative Completion Date: Start of construction planned for November 2024 with completion in January 2025.

Title: Pacoima Wash Bikeway Project

Description: The San Fernando Pacoima Wash Bikeway and Pedestrian Path Project Phase I consists of constructing a bikeway and installing a prefabricated pedestrian bridge along the Pacoima Wash Channel from Fourth Street (Bradley Avenue) to Cindy Montañez Natural Park (Eighth Street). The project will connect students and San Fernando residents to a new non-motorized trail, offering opportunities for recreation and increased bike and pedestrian commuting options along local streets as noted in the City's Safe and Active Streets Plan, encouraging connectivity to wider bike and pedestrian network in neighboring communities within the City of Los Angeles. The project entailed construction of a 12 foot wide, 1.34-mile long Class I asphalt concrete bikeway, bioswales, retaining walls, prefabricated pedestrian bridge, installation of rectangular rapid flashing beacons, welded wire fence, solar lights, bollards, signage, striping, and markings, as well as access ramps.

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Status: Construction is 95% complete.

Next City Council Action: Notice of Completion, scheduled for October 2024.

Tentative Completion Date: October 2024

Title: Parking Management Program (Residential Permit Parking)

Description: Residential – Create a residential permit parking program by conducting a thorough review of the municipal code to identify recommended updates that incorporate statewide policies and regulations. Review and update existing operational policies and enforcement guidelines to ensure that the program is fair and equitable throughout the City. Data will also be collected to assist in making data driven decisions as it relates to curb and parking management. At the conclusion of this project, City Council will be presented with a Residential Parking Action Plan that will include a thorough review of existing processes and procedures along with recommendations for updates and a proposed implementation plan for adoption.

Commercial – As part of the Downtown Master Plan, which encompasses all of the City’s major commercial corridors, updated parking data has been collected and recommendations for best practices will be presented by Walker Parking consultants. Additionally, staff is working to upgrade all parking meters in the commercial corridors to smart meters that accept both coins and credit cards.

Status: On July 15, 2024, the City Council approved a Professional Services Agreement with Dixon Resources Unlimited for Residential Parking Program Implementation Services. City staff held an initial kick-off meeting with the consultant in August and is working to schedule an Ad Hoc meeting to review the schedule and community engagement plan.

Next City Council Action:

- On September 16, 2024, a joint City Council/Planning Commission meeting will be held to discuss the Downtown Master Plan, which will include a discussion on parking in the commercial corridors.
- A purchase agreement to upgrade all parking meters in the downtown area to smart meters for City Council consideration is tentatively scheduled for October 7, 2024.
- Presentation of guidelines for proposed Residential Parking Program is tentatively scheduled for April 2025.

Tentative Completion Date: July 2025

Title: City Facility Condition Assessment Report

Description: The Facilities Condition Assessment (FCA) report is a comprehensive evaluation of the current condition of all city owned facilities (buildings). This report is used to assess the physical state of the facilities, identify deficiencies, and estimate the costs associated with repairs, maintenance, and capital improvements. Key Components of a Facilities Condition Assessment Report: Inventory of Assets: A detailed list of all the assets being assessed, including buildings, infrastructure, and equipment. Visual Inspections: On-site inspections of the facilities to assess the condition of structural, mechanical, electrical, plumbing, and other building

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systems. Condition Ratings: Assigning condition ratings or scores to different components based on their current state, typically ranging from “excellent” to “poor.” Deficiency Identification: Identifying and documenting deficiencies or issues that need to be addressed, such as structural damage, outdated systems, or safety hazards. Cost Estimates: Providing cost estimates for the repairs, replacements, and improvements needed to bring the facilities up to desired standards or maintain their current state. Prioritization: Recommendations for prioritizing repairs and maintenance based on factors like safety, regulatory compliance, and potential impact on operations. Life Cycle Analysis: Analyzing the expected remaining useful life of building systems and components to plan for future replacements or upgrades. Recommendations: Strategic recommendations for maintaining, repairing, or upgrading the facilities, including short-term and long-term plans. Facility Condition Index (FCI): A metric often included in the report that provides a snapshot of the overall condition of the facility. It is usually calculated by dividing the total cost of repairs by the replacement cost of the facility.

The purpose of the FCA report includes; Strategic Planning: Helps organizations plan and budget for maintenance, repairs, and capital improvements over time. Resource Allocation: Assists in allocating resources more effectively by identifying priority areas. Risk Management: Identifies potential risks related to the physical condition of the facilities that could affect safety, compliance, or operations. Compliance: Ensures that facilities meet regulatory requirements and industry standards. Improvement Tracking: Provides a baseline to measure the progress of facility improvements over time.

FCA reports are commonly used by property owners, facility managers, government agencies, and educational institutions to manage their physical assets and make informed decisions about maintenance and capital investments.

Status: On July 1, 2024, the City Council approved a Contract Services Agreement with Brightly Software Inc. for Citywide Facility Condition Assessment Consulting Services. Brightly requested non-substantive revisions to the Agreement, which the City Attorney has reviewed. Contract execution and project kickoff meeting with take place in September 2024.

Next City Council Action: An overview of the data analysis conducted by Brightly is tentatively scheduled to be presented in January 2025.

Tentative Completion Date: June 2025

Title: Fixed Route ADA Sidewalk Improvement Project

Description: The Fixed Route ADA Sidewalk Improvement Project consists in upgrading damaged and non-ADA compliant sidewalks, drive approaches, curb and gutters, wheelchair ramps, etc., along transit routes: Truman Street, from Brand Boulevard to Maclay Avenue; Hubbard Avenue from San Fernand Road to First Street; and Seventh Street and Harding Avenue.

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Status: Determine detailed scope of work, field-checking sites, preparing cost estimates, preparing project specifications, identifying conflicting utilities, identifying business access that will be impacted by proposed construction. Complete project specifications and construction quantities, and advertise project for construction.

Next City Council Action: Award a construction contract, scheduled for December 2024.

Tentative Completion Date: Planned construction completion date, April 2025.

Title: Las Palmas HVAC Project

Description: Las Palmas Park is one of the City's primary community centers that hosts many in-person programs and activities each week. It also serves as one of the City's two (2) cooling centers during the hot summer months. Consequently, a functioning heating, ventilation and air condition (HVAC) system is imperative at this community center. Using ARPA funding, City Council has approved funding for partial replacement of the HVAC system at Las Palmas Park. Due to funding, the project is limited to upgrading the unit that serves the gym as it is the most used part of the building for events.

Status: On August 19, 2024, the City Council awarded a contract to Carrier Corporation. There is 10-12 week lead-time to receive equipment.

Next City Council Action: Acceptance of project, scheduled for winter 2025.

Tentative Completion Date: Winter 2025

Title: Emergency Generator Installation at Las Palmas and Recreation Park Facilities

Description: Having emergency generators at a park cooling centers serves several important purposes, especially during extreme weather events or power outages. A generator ensures that cooling centers remain operational during power outages, which are common during extreme weather, allowing them to provide essential services such as air conditioning, lighting, and power for critical equipment like medical devices and refrigeration units. These centers offer a safe haven for vulnerable populations, including the elderly and those with medical conditions, and serve as a hub for community resilience by providing a dependable place for residents to gather, receive information, and access resources during emergencies. Additionally, they support the coordination of emergency services, distribution of supplies, and help protect public health by reducing heat-related illnesses and fatalities. By ensuring the center's functionality, emergency generators demonstrate preparedness and reliability, reinforcing public trust and establishing the cooling center as a vital part of the local emergency response plan.

Overall, emergency generators at the park cooling centers are a critical investment in community safety and resilience, ensuring that the center can provide essential services and a safe environment regardless of power grid stability.

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Status: Two (2) generators have been received and placed on their respective concrete pads. The design for connecting generators to the switching mechanism and to the building is currently in plan check. Plan check is estimated to be completed by the end of September 2024.

Next City Council Action: Approve Notice of Completion January 2025.

Tentative Completion Date: January 2025.

Title: Civic Center Beautification (Painting) Project

Description: The Civic Center Beautification Project includes minor wall repairs, pressure washing block walls, painting the exterior of City Hall and the Police Department, and applying wood stain to wood surfaces. City Hall and the Police Department will remain open for business during the project.

Status: On August 5, 2024, the City Council awarded a contract to US National Corp. The project is scheduled to begin September 2024. Staff is in the process of obtaining a quote from US National Corp to paint the entrance lobby of City Hall and the Police Station.

Next City Council Action: Acceptance of project, scheduled for January 2025.

Tentative Completion Date: November 2024

Title: Urban Forest Management Plan

Description: An Urban Forest Management Plan (UFMP) is a comprehensive blueprint for the sustainable care and stewardship of trees within the City. It encompasses a range of strategies aimed at preserving, enhancing, and effectively managing the City's urban forest ecosystem. These strategies in the UFMP include tree preservation, strategic planting initiatives, routine maintenance activities, and continuous community engagement efforts.

Status: On May 6, 2024, the City Council approved the Urban Forest Management Plan. Direction during that meeting included the following follow up items:

- Policy for the removal of trees
- Creation of Tree Commission and specific responsibilities
- Define what "Tree City USA" actually stands for

Additionally, at the August 12, 2024 Planning and Preservation Commission meeting, the role of the Commission as the City's Tree Commission was discussed.

Next City Council Action: Review of updated policies per direction on May 6, 2024.

Tentative Completion Date: January 2025

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Title: Downtown Trash Enclosures

Description: Renovate City owned trash enclosures in the San Fernando Mall area, to include doors, roofs, security and enhance appearance. Trash enclosures located in alleys parallel and north and south of San Fernando Road.

Status: Initial surveys of existing trash enclosure sites at the San Fernando Mall have been completed. Preparing concept designs for trash enclosures, preliminary cost estimates and project schedule. Plan to construct prototype trash enclosure to evaluate before constructing the remaining trash enclosures.

Next City Council Action: Award a construction contract for one prototype unit, scheduled for October 18, 2024. Award a construction contract for remaining units, scheduled for January 2025.

Tentative Completion Date: Planned construction completion date for prototype unit, December 2024. Planned construction completion date for remaining units, April 2025.

Title: City Owned Right-of-Way Beautification

Description: Improving city-owned rights-of-way (ROWs) for beautification is a multi-faceted effort that enhances the visual appeal, functionality, and environmental quality of public spaces such as streets, medians, sidewalks, bikeways and easements.

Status: City Own Right of Way Beautification Streetscape (Parkways, Medians and Islands) - Working with the water division, operation staff is reestablishing the necessary infrastructure to support healthy vegetation within the city's public right-of-ways, this work is including the replacement of backwater flow devices, irrigation components and electrical/control wiring which have been stole. Staff is in the process of developing a comprehensive list of work activities for all location including city entrances islands, parkways, bikeway and medians. This includes review of the large planter pots along the Maclay Corridor.

Vacant Tree wells - Staff has request information on available species and estimated cost for replacement trees for the vacant tree wells in the downtown area. Once the trees are procured planting will take place this Fall. Fall is considered the best time of planting trees for several reasons which include, cooler temperatures, adequate soil moisture, root growth focus, less pest and disease pressures, less competition from weeds, easier soil conditions as well as period for spring growth preparation.

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

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Title: Project Labor Agreement

Description: Additional information will be provided as part of the next update on October 7, 2024.

Status:

Next City Council Action:

Tentative Completion Date:

Title: City Fleet Replacement and Heavy Equipment Program

Description: The City Fleet Replacement and Heavy Equipment Program is designed to effectively manage, maintain, and optimize the city's fleet of vehicles and heavy equipment. This program ensures that all city-owned assets, including cars, trucks, specialized vehicles, and heavy machinery, are safe, reliable, cost-effective, and ready to support city operations. The program supports various city departments such as public works, public safety, parks and recreation, and transportation, providing essential vehicles and equipment to carry out their missions efficiently.

Status: The Department has initiate the purchase of heavy equipment for maintenance work and is in the process of evaluating its current fleet of vehicles and heavy equipment. Staff is in the process of Identify the need, clearly define the requirements for the heavy equipment based on the specific maintenance tasks. This involves understanding the type, size, and specifications of the equipment required.

This identification of the need will be followed by staff conducting a needs assessment which will evaluate the current vehicle and equipment inventory and determine if there are gaps that the new purchase will fill. This assessment will consider the equipment's usage frequency, the scale of maintenance work, and potential future needs among other factors. Once the needs assessment is completed, staff will be conducting research on suppliers and what are the equipment options. Staff will investigate potential suppliers and compare different equipment models. Consider factors such as reliability, warranty, after-sales support, and compatibility with existing equipment will all be considered.

Next City Council Action:

Tentative Completion Date: On going program.

Title: Position Reclassification: Convert Four (4) Part-Time Maintenance Workers to Two (2) Full-Time Maintenance Workers for Graffiti and Tree Maintenance

Description: Converting four (4) part-time maintenance workers into two (2) full-time maintenance workers to two (2) full time positions for graffiti and tree maintenance positions.

Status: Positions have been filled new hires are being on boarded.

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: October 31, 2024

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Police Department.

Title: Police Station Cameras and Parking Lot Security Improvement Project

Description: The San Fernando Police Department is enhancing its station security through the 2022 Urban Area Security Initiative (UASI) Grant, a federal program under the Department of Homeland Security aimed at strengthening local communities against potential threats. Grant-funded activities are restricted to UASI National Priorities, including the protection of soft targets and crowded places. These improvements include installing additional cameras in critical unmonitored areas and upgrading the resolution of existing cameras for better coverage. Additionally, the outdated access control system will be replaced with a modern key fob system, enhancing security by tracking and restricting access to designated areas, ensuring only authorized personnel can enter. This upgrade also enables the department to limit or revoke access for separated employees, preventing them from entering restricted areas.

This project also includes improving security for the Police Department parking areas. The Detective Parking Lot is currently ungated and vulnerable to tampering and break-ins, with multiple incidents of unauthorized individuals loitering or entering the lot. Unauthorized vehicles also frequently block the lot's entrance, delaying emergency responses. Installing a controlled access gate will prevent unauthorized individuals from entering and obstructing the lot, thereby improving safety for both sworn officers and civilian personnel. To further secure the area, a guardian-style wrought iron fence will be installed atop the existing five-foot cinderblock wall and a mesh screen will be added to the gate will protect officers and vehicles from being observed, especially when officers are transporting firearms or arrestees

The budget allocation for the Police Station Cameras/Access Control project is \$114,408 from grant funds. The budget allocation for the Parking Lot Security Improvement project is \$89,982 from grant funds.

Status: Police Station Cameras/Access Control – This project is in the procurement phase. The Department obtained camera and access control quotes from BearCom and identified a contract available for "piggybacking" on the equipment purchase. After consulting with UASI Grant managers from the City of Los Angeles, staff learned that a bid process is necessary for the project. Staff is currently drafting the RFP, with plans to release in October.

Parking Lot Security Improvement Project – Staff is awaiting the UASI 2024 Subaward Agreement from the City of Los Angeles. Once the agreement is secured and approved, staff will proceed with a notice inviting bids for the project.

Next City Council Action: Police Station Cameras/Access Control – Upon completion of the bid process, discuss and consider approving a professional services agreement for the purchase and installation of security cameras and access control system, tentatively scheduled for November 2024.

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Parking Lot Security Improvement Project – Approve the 2024 UASI Subaward agreement once received from the City of Los Angeles (estimated in early 2025).

Tentative Completion Date: Police Station Cameras/Access Control, December 2024; Parking Lot Security Improvement Project, December 2025.

Title: Law Enforcement Technology Improvements

Description: Handheld Ticket Writers – During the FY 2024-2025 Budget Process, the City Council approved an ongoing budget enhancement of \$30,000 for the lease and integration of four handheld ticket writers into the Department’s Records Management System. This acquisition will reduce redundant labor for Records Bureau staff, minimize human errors in data transcription and entry, and allow staff to focus on other duties. Additionally, it will help the Department maintain timely compliance with federal and state regulations while enhancing its traffic enforcement capabilities.

eSubpoena – During the FY 2024-2025 Budget Process, the City Council approved a one-time enhancement of \$7,320 and an ongoing enhancement of \$4,000 for the purchase and integration of eSubpoena software. This software will increase administrative efficiency related to subpoena service and court notifications. This technology will also reduce data entry and human error in Subpoena tracking and record keeping and free up staff time for other responsibilities, benefiting both officers and the public.

Flock ALPR Camera System – On September 14, 2023, the City received a grant from the Board of State and Community Corrections (BSCC) Organized Retail Theft (ORT) Program, allocating \$340,050 for the lease, installation, and implementation of Automated License Plate Readers (ALPR). The City Council subsequently approved a Master Services Agreement with Flock Safety for the installation and maintenance of 37 Fixed ALPRs throughout the City.

Status: Handheld Ticket Writers – Staff is in contact with the vendor to determine if any other vendors offer all four components of the handheld ticket writers needed by the Department. This information will help determine the next steps in the procurement process.

eSubpoena – The service agreement with the vendor has been approved by the City Attorney and the vendor’s legal department. It is now awaiting signatures via DocuSign. Once signed, staff will proceed with the requisition for a purchase order.

Flock ALPR Camera System – All 37 cameras are now installed and operational.

Next City Council Action: Handheld Ticket Writers – Approve contract for Handheld Ticket Writers, tentatively scheduled for October 2024.

eSubpoena – No additional City Council action required.

Flock ALPR Camera System – No additional City Council action required.

Tentative Completion Date: Handheld Ticket Writers, October 2024; eSubpoena, October 2024; Flock ALPR Camera System, Installation Completed September 2024

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Title: Police Department Over Time

Description: On August 19, 2024, the City Council approved an additional overtime allotment of \$50,000. A resolution to appropriate the funds was subsequently approved by the City Council on September 3, 2024. The additional overtime is designated to address public safety concerns, specifically focusing on traffic and parking enforcement, DUI saturation patrols, enhanced investigative efforts, and crime suppression.

Status: On Wednesday, August 28, 2024, the SFPD Special Enforcement Team (SET), Detective Bureau, and a California State Parole Agent conducted a 290 PC Sex Registrant Compliance Check in San Fernando. The team visited the residences of nine (9) sex registrants, including individuals on active parole, to verify their compliance with release conditions. One (1) individual was arrested for failing to meet registration requirements.

On September 5, 2024, the SFPD Detective Bureau, SET, several California State Parole Agents, and a Probation Officer conducted a Parole/Probation Compliance Check. The team visited five (5) residences, contacted four (4) parolees, and made one (1) arrest for a parole violation.

Additional special enforcement, crime suppression, traffic and parking enforcement, and saturation patrol details are pending.

Next City Council Action: No additional City Council action required.

Tentative Completion Date: January 2025

Title: Police Officer Staffing Update

Description: During the FY 2024-2025 Budget Process, the City Council approved a recurring budget enhancement of \$40,000 for a Police Corporal Program to support the Department's succession planning. Additionally, the City Council approved a one-time enhancement of \$15,000 to boost recruitment efforts (including background investigations, polygraphs, psychological evaluations) aimed at filling personnel vacancies.

Status: All 35 sworn police officer positions are filled, with four (4) officers in various stages of field training and one (1) Police Recruit scheduled to attend the Rio Hondo Police Academy beginning on September 18, 2024. The Department is also preparing a recruitment flyer for two (2) vacant Commander positions, with the recruitment process scheduled to begin in late September 2024.

Next City Council Action: No additional City Council action required.

Tentative Completion Date: February of 2025

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Recreation & Community Services.

Title: Afterschool Teen Program

Description: During the FY 2024-2025 Budget process, the City Council approved an Afterschool Teen Program that provides a safe, structured environment for activities. The program convenes Monday through Friday, regularly in the hours after school of 3:00 p.m. to 6:00 p.m. and offers activities to help youth between the ages of 11 and 17 learn new skills, and develop into responsible adults. Activities are recreational, educational, cultural and social and may cover topics such as sports, technology, reading, math, science and the arts. This will be a healthy and positive environment where any San Fernando teen can come and engage in positive activities.

Status: Staff recruitments were opened and completed. Staff were identified and are in the onboarding process. Staff training will follow as we work on weekly activity curriculum. Flyer and marketing narrative are in the process of being approved and program equipment, materials and supplies are being procured.

Next City Council Action: No additional City Council action required.

Tentative Completion Date: Program launch date estimated to be September 30, 2024.

Title: Park Opportunity Plan

Description: The Park Opportunity Plan (POP) project aims to revitalize urban spaces in the City by conducting a comprehensive land inventory in order to identify opportunities for future use and development. In parallel, the project fostered deep community engagement through activities like walk audits, focus groups, and workshops. The final deliverable includes the land and open space inventory, the SFPOP final report, and new concepts and designs for at least three open spaces.

Status: The Land and Open Space Inventory project is on schedule. The consultant is in the process of preparing the final report, which will be presented, to the Parks, Wellness and Recreation Commission in September 2024, followed by a presentation to City Council in October 2024.

Next City Council Action: Final report presentation is scheduled for October 7, 2024.

Tentative Completion Date: October 2024

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Finance.

Title: Enterprise Resource Planning Software (Finance System)

Description: The City's current financial system, Tyler Eden, will no longer be supported effective March 2027. In preparation, Staff will focus on awarding a professional services agreement and initiating implementation for replacement of the Project goals for Phase I of this transition will focus primarily on development of General Ledger – Financials and data migration. Through the Adopted Fiscal Year 2024-2025 Budget, the City Council approved funding for system replacement for \$100,000 towards implementation expenses and \$40,000 in ongoing software subscription costs.

Status: Staff held initial demonstrations with three (3) software vendors specializing in municipal government financial systems in June and July. Based on evaluations, two (2) vendors have been invited to present onsite in August and September. Reference checks with other cities utilizing the finalists' software will additionally be conducted prior to staff making a recommendation for City Council consideration.

Next City Council Action: Staff anticipates a final recommendation for City Council consideration to be presented by November 18, 2024.

Tentative Completion Date: Implementation time will vary from 9 – 18 months, contingent upon the software vendor selected.

Title: Update on City's OPEB/Pension Liabilities

Description: The City provides full-time employees with a defined benefit pension through the California Public Employee's Retirement System (CalPERS) and pays other post-employment benefits (OPEB) to certain retirees or a group of retirees for health care costs. City Council has requested an informational presentation on OPEB actuarial report and related investments from the City's financial advisor.

Status: Staff is in coordination with the City's actuarial services consultant, Foster & Foster, in the development of the updated valuation reporting for the fiscal year ending June 30, 2023. Initial data has been provided to the consultant, which is being used to generate reporting and disclosure issues and assists the City with understanding the financial statement impact, the effect of actuarial assumptions and methodology, development of funding policies and recommended contributions, and a review of the plan design.

Next City Council Action: Staff anticipates a final report for presentation to City Council by November 4, 2024.

Tentative Completion Date: November 4, 2024

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Title: Residential Water Service Shut Off Policy

Description: On July 15, 2024, the City Council approved the Discontinuation of Residential Water Services for Non-Payment Policy as required by Senate Bill 998 (SB 998) and Senate Bill 3 (SB 3) which will take effect January 1, 2025. City Council also moved to direct staff to return at a future meeting with guidance and recommendations regarding the City's ability to collect delinquent sums on the tax roll similar to the manner in which delinquent trash sums are also collected.

Status: Staff has conferred with the City Attorney to research this item to analyze a) if assessments are allowable for residential water services due to non-payment and b) the pros/cons of this process versus a water shut-off process. Preliminarily, we were advised as follows:

- 1) Charges for water consumption are property related fees and charges within the meaning of Proposition 218 (codified under Article XIID of the California Constitution);
- 2) As such, an ordinance or resolution establishing or increasing water rate charges requires the conduct of a so-called "majority protest" public hearing which requires the issuance of a written notice to water customers no less than 45 days from the date of the hearing; and
- 3) In order to preserve the ability to collect delinquent water charges on the tax roll, the City, as part of the majority protest approval process, must send notice to the owners of real property parcels that receive water service, even if the property owner is not the water customer (e.g., where the water customer is a tenant and not the owner affect parcel). (See Govt. Code Section 53755(a)(3) and Health & Safety Code Sections 5471, 5473 and 5473a). If the City did not provide such notice when it last conducted a majority protest hearing setting its current water rates, it would require the initiation of a new majority protest process in which such notice was provided to property owners (not just customers) for the City to avail itself of the right to collect delinquent charges on the tax roll.

Staff is continuing to work with the City Attorney and additionally in process of surveying other municipal operations to illustrate use of assessments versus water shut-off process for residential water services due to non-payment.

Next City Council Action: Staff plans to return to City Council by October 21, 2024, with an agenda item with this information for discussion and direction.

Tentative Completion Date: If City Council provides direction to continue the water shut-off process, staff will proceed following the first water billing after January 1, 2025. If direction is provided to proceed with the assessments, staff will coordinate with the Los Angeles County Auditor-Controller Office for next steps.

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Title: American Rescue Plan Act (ARPA) Allocations

Description: The City has received a total of \$5,818,339 American Rescue Plan Act (ARPA) funds. Through the Fiscal Year 2024-2025 Budget Study Sessions, City Council provided direction on the current ARPA Expenditure Plan (see Attachment “B”). Subsequent recommendations were provided at the July 15, 2024 City Council Meeting to reduce funding to the First Time Homebuyer Support & Rehab Loan Revolving Fund (Project #15) from \$100,000 to \$50,000 and increase the Sidewalks Repairs (Project #14) from \$1,071,839 to \$1,121,839.

Status: Status updates regarding each approved project and associated budget are enclosed in Attachment “B”.

Next City Council Action: Staff will continue to use this standing item to report to City Council with updates to ensure that all ARPA funds are contracted by the December 31, 2024, deadline.

Tentative Completion Date: All funds must be obligated (under contract/purchase order) by December 31, 2024, and fully expended by December 31, 2026.

Title: Online Bill Payment System (Paymentus)

Description: Additional information will be provided as part of the next update on October 7, 2024.

Status:

Next City Council Action:

Tentative Completion Date:

BUDGET IMPACT:

There is no additional budget impact to receiving and filing this status report. All reported enhancements, projects, and priorities currently have sufficient funding as appropriated through the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

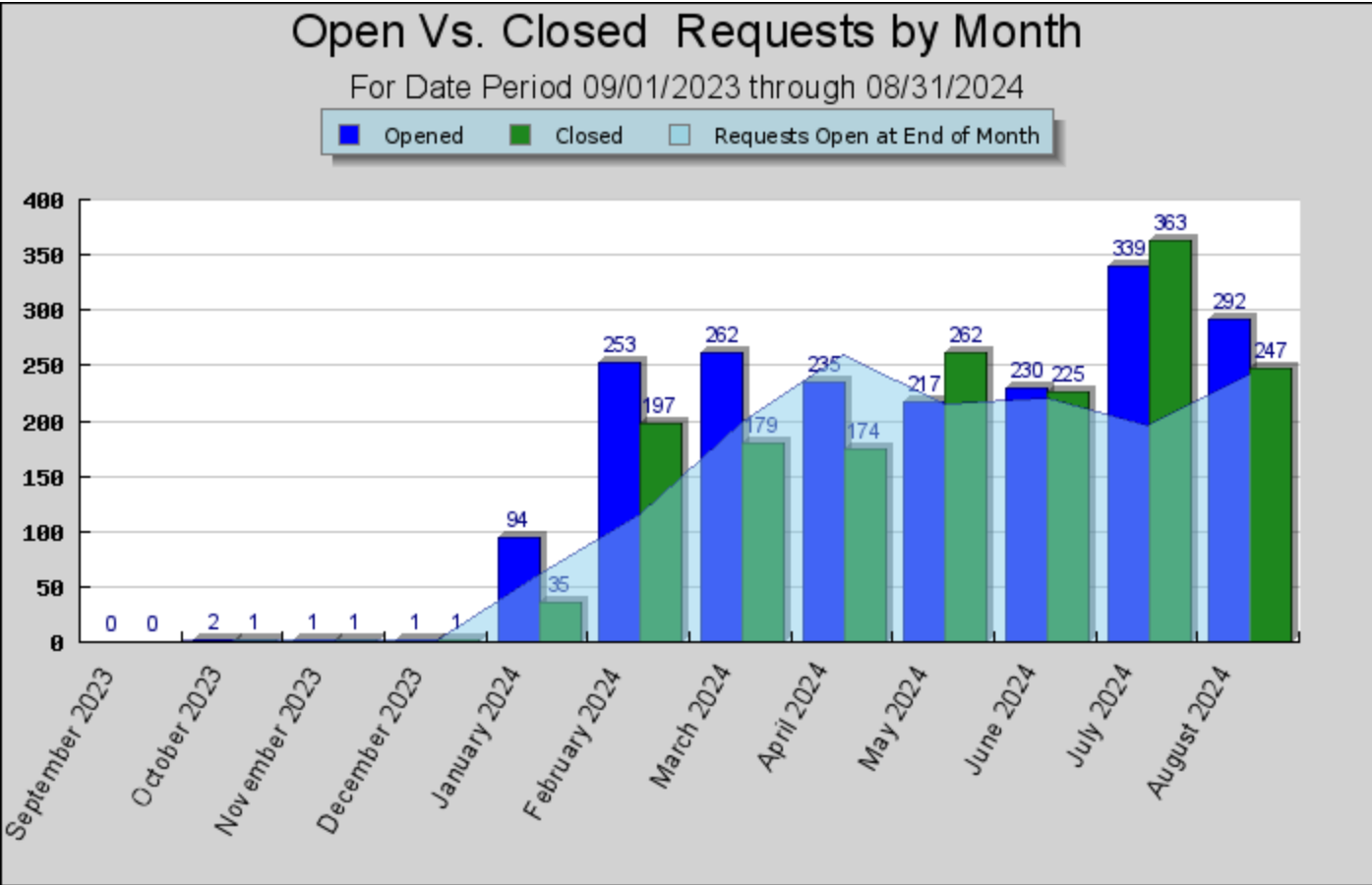
It is recommended that the City Council receive and file this status update on enhancements, projects and City Council priorities and provide direction, as appropriate.

ATTACHMENTS:

- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Completed Items

One Year Analysis of Opened Requests
Ending September 12, 2024

	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	Total
Community Development										
Building Code Violation	0	6	5	8	10	12	13	15	6	75
Graffiti on Private Property	3	53	68	59	42	56	54	49	30	414
Homelessness Outreach	12	20	16	10	14	8	21	12	6	119
Property Maintenance	12	0	0	0	0	0	0	0	0	12
Total - Community Development	27	79	89	77	66	76	88	76	42	620
Police										
Abandoned Vehicle	0	12	3	6	3	3	6	13	4	50
Total - Police	0	12	3	6	3	3	6	13	4	50
Public Works										
Bus Stop/Shelter Maintenance	0	0	0	0	0	0	0	0	2	2
City Trees	0	0	4	2	5	3	9	8	6	37
Graffiti and Sign Posting on P	38	66	50	56	60	52	82	95	41	540
Illegal Dumping and Litter	11	64	49	69	60	55	99	90	49	546
Park Maintenance	0	0	6	4	0	2	2	1	5	20
Sidewalk Repair	4	6	9	7	8	7	11	6	2	60
Storm Drain and Flooding	2	1	0	1	2	0	0	4	0	10
Street Lighting	10	12	14	5	7	15	15	12	15	105
Street Repair	2	11	38	5	4	9	8	6	3	86
Street Signage	0	1	0	3	2	4	17	7	0	34
Traffic Signal	0	1	0	0	0	4	2	2	6	15
Total - Public Works	67	162	170	152	148	151	245	231	129	1455
All Topics										
Total All Topics	94	253	262	235	217	230	339	320	175	2125



ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	ENCUMBERED	BALANCE
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	-	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	-	-
3	Complete	Layne Park Revitalization Project	200,341	200,000	-	341
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	-	-
5	In Progress	Upper Reservoir Project	850,000	501,150	35,778	313,072
6	In Progress	Homeless Outreach Services	300,000	104,851	70,149	125,000
7	In Progress	Pioneer Park Project	254,961	-	-	254,961
8	In Progress	Downtown Master Plan	250,000	121,411	128,589	-
9	In Progress	Annual Street Repavement - Phase III	250,000	-	250,000	-
10	In Progress	Technology Improvements	179,845	31,171	-	148,674
11	In Progress	Las Palmas & Rec Park Generator Project	150,000	338	138,975	10,688
12	In Progress	City Mobile App - Virtual San Fernando	148,200	29,080	78,800	40,320
13	In Progress	Feasibility Study - New City Park Space	50,000	14,900	33,900	1,200
14	Planning Stage	Sidewalk Repairs	1,121,839	-	-	1,121,839
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolving Fund	50,000	-	-	50,000
16	In Progress	Las Palmas HVAC Project	400,000	-	-	400,000
17	In Progress	Citywide Curb Repainting	200,000	-	-	200,000
18	In Progress	City Hall Beautification	100,000	-	-	100,000
19	In Progress	Las Palmas Server Room Transition	50,000	-	-	50,000
20	In Progress	Wifi at LP & Recreation Park w/Computer Rooms	25,000	10,634	-	14,366
Total			\$ 5,818,339	\$ 2,251,687	\$ 736,191	\$ 2,830,461

COMPLETED ITEMS

City Manager's Office & City Clerk's Office.

Title: City Council Office Redesign

Description: During the FY 2023-2024 budget process, the City Council approved an enhancement to redesign the City Council office to be suitable to host City related meetings. The budget allocation for this program is \$5,000.

Status: On May 20, 2024, the City Council authorized staff to move forward with the renovation based on the five (5) desk design presented during the meeting. The City Council Office is substantially complete and is ready for use. The final remaining action is to add the City seal and logo to the office walls.

Next City Council Action: N/A

Tentative Completion Date: Completed in September 2025

Community Development Department

Title: Animal Control Contract Management

Description: The City contracts with the Los Angeles County Department of Animal Care & Control (DACC) to provide animal control services. Services include field services for animal care and control, including enforcement of state statutes and municipal animal control ordinances, dead animal pickup, and licensing fee canvassing and collection. In addition, kennel and animal shelter services at Los Angeles County shelters, which accept all animals delivered for impoundment from within the City boundaries 24 hours per day is included in the service agreement. Based on City Council direction, staff reported on research related to alternative service providers and determined entering into contracts with other service providers was not feasible for reasons outlined in the agenda report. On May 6, 2024, the City Council approved a five-year Agreement (through June 30, 2029) to provide animal care and control services to the City.

Status: Staff has continued to search potential non-profits or other entities to assist with trapping of the feral cats for the purposes of having them spade or neutered. Unfortunately, to date there has not been one identified. It should be noted that at the Strategic Goals and Budget Session on February 12, 2024, additional animal control services for trapping and relocation was included as a potential area to be funded by available discretionary funds. However, this effort was not funded through the FY 2024-2025 budget process.

Next City Council Action: N/A

Tentative Completion Date: Completed in June 2024

Police Department

Title: Narcotics Incinerator

Description: During the FY 2024-2025 Budget Process, the City Council approved a one-time enhancement of \$11,937 for a drug disposal program, funded through Opioid Settlement Funds. This program will involve purchasing a smokeless narcotics incinerator for the police department to safely dispose of prescription and illicit drugs. The incinerator will eliminate the need to store narcotics at the department until a disposal operation can be organized, which previously required 8 to 10 armed officers to transport drugs to Long Beach—the nearest facility, which is no longer operational. This enhancement will allow the police department to dispose of narcotics and prescription medications on-site, benefiting both the department and the community.

Status: The narcotics incinerator has been purchased and was delivered on September 9, 2024.

Next City Council Action: No further action is necessary.

Tentative Completion Date: Completed in September 2024.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: September 16, 2024

Subject: Consideration to Adopt a Resolution Updating the Designated Positions to the City's Conflict of Interest Code

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8333 (Attachment "A") designating positions (Exhibit "A" of Attachment "A") subject to the City's Conflict of Interest Code.

BACKGROUND:

1. The Political Reform Act (California Government Code 81000, et seq.) requires every local government agency to review its Conflict of Interest Code ("COI") biennially to determine if it is accurate or, alternatively, that the Code must be amended. The COI requires public officials of state and local government to disclose personal financial interests on a Form 700 Statement of Economic Interest. Elected officials, judges, and high-ranking appointed officials generally have the most comprehensive disclosure requirements.
2. On September 19, 2022, the City Council adopted Resolution No. 8178 (Attachment "B") that amended the City's Conflict of Interest Code.
3. On May 1, 2024, the City Clerk received notice from the Fair Political Practices Commission ("FPPC") that San Fernando's mandatory biennial review of the City's Conflict of Interest Code (Attachment "C") is due to be completed, and amendments, if any, must approved by the City Council.
4. On July 1, 2024, the City Clerk notified the City Council that an amendment was necessary and proposed revisions be brought back to the City Council for review by October 1, 2024.

ANALYSIS:

The Political Reform Act (California Government Code § 81000, et seq.) requires every local government agency to review its Conflict of Interest Code biennially to ensure it is up-to-date and amend the City Code, if necessary.

Consideration to Adopt a Resolution Updating the Designated Positions to the City's Conflict of Interest Code

Page 2 of 2

The City's Conflict of Interest Code ("COI") designates employees that make or participate in making decisions that may foreseeably have a material effect on economic interests, and establishes procedures for those employees required to complete the California Fair Political Practices Commission ("FPPC") Form 700 ("Statement of Economic Interests") (Attachment "D"), filed annually by April 1, with the City Clerk Department. The City Council, Planning and Preservation Commissioners, City Manager, City Attorney, and City Treasurer are required to file an Annual Statement of Economic Interests in compliance with Government Code § 87200.

The last review of the City's Conflict of Interest Code was evaluated and approved at the September 19, 2022 City Council meeting through adoption of Resolution No. 8178 (Attachment "B"). Therefore, as required biennially, staff has performed the biennial review of proposed revisions to the list of designated positions (Exhibit "A" of Attachment "A") and categories for officers and employees of the City and its legislative bodies, pursuant to Government Code Section 87306 and Section 18730 of Title 2, Division 6 of the California Code of Regulations.

During the last two years, changes to the City's organization have occurred that include changes to position titles and adding the position of Human Resources Manager. The list of proposed designated employees (Exhibit "A" of Attachment "A") reflects necessary changes to the City's Conflict of Interest Code. Positions proposed to be deleted are indicated by ~~striketrough~~ and positions that have been newly added or changed are **underlined and in bold**.

It is recommended that the City Council adopt Resolution No. 8333 (Attachment "A") amending the designated positions subject to the City's Conflict of Interest Code.

BUDGET IMPACT:

The City's Conflict of Interest Code updates are included in the City Clerk Department regular work plan and therefore, included in the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

Staff has reviewed the list of designated positions and recommends that the City Council adopt Resolution No. 8333 (Attachment "A"), approving the amended designated positions subject to the City's Conflict of Interest Code.

ATTACHMENTS:

- A. Resolution No. 8333, including:
 - Exhibit "A": List of Designated Positions
- B. Resolution No. 8178
- C. 2024 Local Agency Biennial Notice and Instructions
- D. Form 700 - Statement of Economic Interest Form

RESOLUTION NO. 8333

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A REVISED LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR OFFICERS AND EMPLOYEES OF THE CITY AND ITS LEGISLATIVE BODIES, PURSUANT TO GOVERNMENT CODE SECTION 87306 AND SECTION 18730 OF TITLE 2, DIVISION 6 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, the purpose of the conflict of interest provisions of the Political Reform Act (Gov. Code, §87300, et seq.) (the "Act") is to prevent public decisions makers from participating decisions in which they have a personal financial stake; and

WHEREAS, the Act requires public officials and employees to complete Form 700 Statements of Economic Interests, to disclose financial interests which may be impacted by their public agency decisions; and

WHEREAS, the Act specifically requires members of city councils and planning commissions, as well as city managers, city treasurers, and city attorneys to disclose specified financial interests (Gov. Code, §§87200-87210.)

WHEREAS, the many other public officials and employees not covered by these provisions are subject to the disclosure requirements set forth in local conflict of interest codes adopted by state and local governments; and

WHEREAS, the Act requires state and local government agencies to adopt and promulgate such local conflict of interest codes (Gov. Code, §87300); and

WHEREAS, the City of San Fernando (the "City") has accordingly adopted and promulgated such a local conflict of interest code; and

WHEREAS, Government Code section 87306(a) requires the City to amend its Conflict of Interest Code every two years when "change is necessitated by changed circumstances, including the creation of new positions which must be designated"; and

WHEREAS, the Fair Political Practices Commission ("FPPC"), created by the Act, established section 18730 of title 2, division 6 of the California Code of Regulations, which contains the standard conflict of interest code that can be incorporated by reference and which may be amended by the FPPC to conform to amendments in the Act, after public notice and hearings; and

WHEREAS, the terms of Section 18730 of Title 2, Division 6 of the California Code of Regulations are hereby reincorporated by reference, and such provisions, along with the additional positions and categories set forth in the attached **Exhibit "A,"** shall constitute the updated Conflict of Interest Code for the City; and

WHEREAS, this Resolution amends the City's Conflict of Interest Code in accordance with Government Code Section 87306(a) and Section 18730 of Title 2, Division 6 of the California Code of Regulations and repeals previous Resolutions adopting and amending the City's Conflict of Interest Code.

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

SECTION 1. The revised list of designated officials and employees, attached hereto as **Exhibit "A"** and concomitant amendment of the City of San Fernando Conflict of Interest Code, are hereby approved.

SECTION 2. Persons holding designated positions set forth in **Exhibit "A"** of this Resolution shall timely file Form 700 Statements of Economic Interest with the City Clerk, who shall function as the filing officer for the City and make such Form 700 Statements of Economic Interest on file in the City Clerk Department.

SECTION 3. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting held on this 16th day of September, 2024.

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. 8333 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this ____ day of September, 2024.

Julia Fritz, City Clerk

CONFLICT OF INTEREST CODE
Designated Positions and Disclosure Categories

Designated Positions**Disclosure Categories****I. City Councilmember****1, 2, 3, 4, 5, 6****Key to Disclosure Categories for City Councilmembers**

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable business positions. (Form 700, Schedule C.)
5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

II. Planning and Preservation Commissioner**1, 2, 3, 4, 5, 6****Key to Disclosure Categories for Planning and Preservation Commissioner**

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable business positions. (Form 700, Schedule C.)
5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

III. **City Manager's Office** ~~Administrative Department~~

<u>City Manager</u>	<u>1, 2, 3, 4, 5, 6</u>
City Attorney	1, 2, 3, 4, <u>5, 6</u>
Deputy City Manager/Economic Development	1, 2, 3, 4
Assistant to the City Manager	1, 2, 3, 4

Key to Disclosure Categories for **City Manager's Office** ~~Administrative Department~~

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable business positions. (Form 700, Schedule C.)
5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

IV. **City Clerk Department**

City Clerk	5, 6
Deputy City Clerk/Management Analyst	5, 6

Key to Disclosure Categories for **City Clerk Department** ~~Administrative Department~~

5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

V. Community Development Department

Director of Community Development	1, 2, 3
Associate Planner	1, 2, 3
Community Preservation/Building Inspector	1, 2, 3
Housing Coordinator	1, 2, 3

Key to Disclosure Categories for Community Development Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)

VI. Administrative Services ~~Finance~~ Department~~Director of Finance~~**Director of Administrative Services/City Treasurer** 1, 2, 3, 4 **(Title change)****Human Resources Manager** **1, 2 (Add Position/Title change)**

Information Technology Systems Administrator 1, 2

Senior Accountant **1, 2 (Add Position)**Key to Disclosure Categories for **Administrative Services** ~~Finance~~ Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable investments and business positions in business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services subject to the review or approval of the **Administrative Services ~~Finance~~ Department**.

VII. Public Works Department

Director of Public Works	1, 2, 3, 4, 5
Public Works Operations Manager	1, 2, 3, 4, 5
Public Works Superintendent	1, 2, 3, 4, 5
Management Analyst	1, 2, 3
Water Operations Manager	1, 2, 3, 4, 5
Water Operations Superintendent	1, 2, 3, 4, 5

Key to Disclosure Categories for Public Works Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
5. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.

VIII. Recreation & Community Services Department

Director of Recreation & Community Services	1, 2
Recreation & Community Services Supervisor	1, 2

Key to Disclosure Categories for Recreation & Community Services Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)

IX. Police Department

Police Chief	1, 2
<u>Police Commander</u> Lieutenant	1, 2 (Position Title change)
<u>Management Analyst</u>	<u>1, 2 (Add Position)</u>

Key to Disclosure Categories for Police Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)

X. Consultants

Consultant	1
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Key to Disclosure Categories for Consultants

1. For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this code for that staff position.

For consultants who do not serve in a staff capacity for the City, the following disclosure categories shall be used:

Persons required to disclose in this category shall disclose pursuant to categories 1, 2, 3 and 4 below unless the City Manager determines in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in categories 1, 2, 3 and 4. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedules A-1 and A-2.)
4. Reportable business positions. (Form 700, Schedule C.)

RESOLUTION NO. 8178**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A REVISED LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR OFFICERS AND EMPLOYEES OF THE CITY AND ITS LEGISLATIVE BODIES, PURSUANT TO GOVERNMENT CODE SECTION 87306 AND SECTION 18730 OF TITLE 2, DIVISION 6 OF THE CALIFORNIA CODE OF REGULATIONS**

WHEREAS, the purpose of the conflict of interest provisions of the Political Reform Act (Gov. Code, §87300, et seq.) (the "Act") is to prevent public decisions makers from participating decisions in which they have a personal financial stake; and

WHEREAS, the Act requires public officials and employees to complete Form 700 Statements of Economic Interests, to disclose financial interests which may be impacted by their public agency decisions; and

WHEREAS, the Act specifically requires members of city councils and planning commissions, as well as city managers, city treasurers, and city attorneys to disclose specified financial interests (Gov. Code, §§87200-87210.)

WHEREAS, the many other public officials and employees not covered by these provisions are subject to the disclosure requirements set forth in local conflict of interest codes adopted by state and local governments; and

WHEREAS, the Act requires state and local government agencies to adopt and promulgate such local conflict of interest codes (Gov. Code, §87300); and

WHEREAS, the City of San Fernando (the "City") has accordingly adopted and promulgated such a local conflict of interest code; and

WHEREAS, Government Code section 87306(a) requires the City to amend its Conflict of Interest Code every two years when "change is necessitated by changed circumstances, including the creation of new positions which must be designated"; and

WHEREAS, the Fair Political Practices Commission ("FPPC"), created by the Act, established section 18730 of title 2, division 6 of the California Code of Regulations, which contains the standard conflict of interest code that can be incorporated by reference and which may be amended by the FPPC to conform to amendments in the Act, after public notice and hearings; and

WHEREAS, the terms of Section 18730 of Title 2, Division 6 of the California Code of Regulations are hereby reincorporated by reference, and such provisions, along with the additional positions and categories set forth in the attached **Exhibit "A,"** shall constitute the updated Conflict of Interest Code for the City; and

WHEREAS, this Resolution amends the City's Conflict of Interest Code in accordance with Government Code Section 87306(a) and Section 18730 of Title 2, Division 6 of the California Code of Regulations and repeals previous Resolutions adopting and amending the City's Conflict of Interest Code.

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

SECTION 1. The revised list of designated officials and employees, attached hereto as **Exhibit "A"** and concomitant amendment of the City of San Fernando Conflict of Interest Code, are hereby approved.

SECTION 2. Persons holding designated positions set forth in **Exhibit "A"** of this Resolution shall timely file Form 700 Statements of Economic Interest with the City Clerk, who shall function as the filing officer for the City and make such Form 700 Statements of Economic Interest on file in the City Clerk Department.

SECTION 3. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting held on this 19th day of September, 2022.



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

ATTEST:



Julia Fritz, City Clerk

CERTIFICATION

I, Julia Fritz, 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. 8178 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 19th day of September, 2022, by the following vote of the City Council:

AYES: Rodriguez, Montañez, Ballin, Mendoza - 4

NAYS: None

ABSENT: Pacheco - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 21st day of September, 2022.



Julia Fritz, City Clerk

EXHIBIT A**Designated Positions****Disclosure Categories****I. Administrative Department**

Assistant City Attorney	1, 2, 3, 4
Deputy City Manager/Economic Development	1, 2, 3, 4
City Clerk	5, 6
Assistant to the City Manager	1, 2, 3, 4
Deputy City Clerk/Management Analyst	5, 6

Key to Disclosure Categories for Administrative Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable business positions. (Form 700, Schedule C.)
5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

II. Community Development Department

Director of Community Development	1, 2, 3
Associate Planner	1, 2, 3
Community Preservation/Building Inspector	1, 2, 3
Housing Coordinator	1, 2, 3

Key to Disclosure Categories for Community Development Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)

2. Reportable investments and business positions in business entities having an interest in real property in the jurisdiction, or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies, or services subject to the review or approval of the Community Development Department.
3. Reportable income from persons or business entities having an interest in real property in the jurisdiction, or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services subject to the review or approval of the Community Development Department.

III. Finance Department

Director of Finance/City Treasurer	1, 2, 3, 4
IT Systems Administrator	1, 2

Key to Disclosure Categories for Finance Department

1. Reportable investments and business positions in business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services subject to the review or approval of the Finance Department.
2. Reportable income from persons or business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services subject to the review or approval of the Finance Department.
3. Reportable investments and business positions in business entities doing business in the jurisdiction, planning to do business in the jurisdiction, or that have done business in the jurisdiction within two years from the time a statement is required under this Conflict of Interest Code.
4. Reportable income from persons or business entities doing business in the jurisdiction, planning to do business in the jurisdiction, or that have done business in the jurisdiction within two years from the time a statement is required under this conflict of interest code.

IV. Public Works Department

Director of Public Works	1, 2, 3, 4, 5
Public Works Operations Manager	1, 2, 3, 4, 5
Public Works Superintendent	1, 2, 3, 4, 5
Management Analyst	1, 2, 3
Water Operations Manager	1, 2, 3, 4, 5
Water Operations Superintendent	1, 2, 3, 4, 5

Key to Disclosure Categories for Public Works Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable investments and business positions in business entities having an interest in real property in the jurisdiction or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City subject to the review or approval of the Public Works Department.
3. Reportable income from persons or business entities having an interest in real property in the jurisdiction or that provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City subject to the review or approval of the Public Works Department.
4. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.
5. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.

V. Recreation & Community Services Department

Director of Recreation & Community Services	1, 2
Recreation & Community Services Supervisor	1, 2

Key to Disclosure Categories for Recreation & Community Services Department

1. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the Recreation and Community Services Department.
2. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City under the direction of the Recreation and Community Services Department.

VI. Police Department

Police Chief	1, 2
Police Lieutenant	1, 2

Key to Disclosure Categories for Police Department

1. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the Police Department.
2. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City under the direction of the Police Department.

VII. Consultants

Consultant	1
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Key to Disclosure Categories for Consultants

1. For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this code for that staff position.

For consultants who do not serve in a staff capacity for the City, the following disclosure categories shall be used:

Persons required to disclose in this category shall disclose pursuant to categories A, B, C and D below unless the City Manager determines in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in categories A, B, C and D. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

- A. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
- B. Reportable income. (Form 700, Schedules C, D and E.)
- C. Reportable investments. (Form 700, Schedules A-1 and A-2.)
- D. Reportable business positions. (Form 700, Schedule C.)

FAIR POLITICAL PRACTICES COMMISSION

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2024**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2024**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](https://www.fppc.ca.gov).

2024 Local Agency Biennial Notice

Name of Agency: City of San Fernando

Mailing Address: 117 Macneil Street

Contact Person: Julia Fritz Phone No. (818) 898-1204

Email: cityclerk@sfcity.org Alternate Email: jfritz@sfcity.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

☒ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) **Add: Human Resources Manager, Senior Accountant and Management Analyst (Police Department).**

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2023-2024 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

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

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

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

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2023

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 2 – Most other filers

WHERE DO I FILE?

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

ITEMS TO NOTE!

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

NOTHING TO REPORT?

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

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

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

QUESTIONS?

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

E-FILING ISSUES?

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

What's New

Gift Limit Increase

The gift limit increased to **\$590** for calendar years **2023** and **2024**. The gift limit was \$520 for calendar years 2021 and 2022.

Who must file:

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

Exception:

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

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

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

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

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

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

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

Candidates file as follow:

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

How to file:

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

When to file:

Annual Statements

⇒ March 1, 2024

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

⇒ April 2, 2024

- Most other filers

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

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

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

Assuming Office and Leaving Office Statements

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

Exception:

If you assumed office between October 1, 2023, and December 31, 2023, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2025, or April 1, 2025, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2024. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

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

Late Statements

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

Amendments

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

Types of Statements

Assuming Office Statement:

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

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

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

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

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

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

Annual Statement:

Generally, the period covered is January 1, 2023, through December 31, 2023. If the period covered by the statement is different than January 1, 2023, through December 31, 2023, (for example, you assumed office between October 1, 2022, and December 31, 2022 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

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

Leaving Office Statement:

Generally, the period covered is January 1, 2023, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2023, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2022, and December 31, 2022, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

Candidate Statement:

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

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

Amendments:

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

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

Expanded Statement:

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

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Please type or print in ink.

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

1. Office, Agency, or CourtAgency Name *(Do not use acronyms)*

Division, Board, Department, District, if applicable

Your Position

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

Agency: Position:

2. Jurisdiction of Office *(Check at least one box)*☐ State☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner
(Statewide Jurisdiction)☐ Multi-County☐ County of☐ City of☐ Other**3. Type of Statement** *(Check at least one box)*☐ **Annual:** The period covered is January 1, 2023, through
December 31, 2023.**-or-**The period covered is ____/____/____, through
December 31, 2023.☐ **Leaving Office:** Date Left ____/____/____
(Check one circle.)☐ The period covered is January 1, 2023, through the date
of leaving office.**-or-**☐ The period covered is ____/____/____, through
the date of leaving office.☐ **Assuming Office:** Date assumed ____/____/____☐ **Candidate:** Date of Election ____ and office sought, if different than Part 1: ____**4. Schedule Summary (required)**► **Total number of pages including this cover page:** ____**Schedules attached**☐ **Schedule A-1 - Investments** – schedule attached☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached☐ **Schedule A-2 - Investments** – schedule attached☐ **Schedule D - Income – Gifts** – schedule attached☐ **Schedule B - Real Property** – schedule attached☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached**-or-** ☐ **None - No reportable interests on any schedule****5. Verification**MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER

()

EMAIL ADDRESS

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

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

Date Signed

(month, day, year)

Signature

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

Instructions Cover Page

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

Part 1. Office, Agency, or Court

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

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

Example:

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

Part 2. Jurisdiction of Office

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

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

Example:

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

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

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2023 annual statement, **do not** change the pre-printed dates to reflect 2024. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2024, through December 31, 2024, will be disclosed on your statement filed in 2025. See Reference Pamphlet, page 4.

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

Part 4. Schedule Summary

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

Part 5. Verification

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

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

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION

Name

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

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

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

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

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
 ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

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

Reportable investments include:

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

You are not required to disclose:

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

Reminders

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

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

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

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

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

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

Examples:

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

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

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one

☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2**GENERAL DESCRIPTION OF THIS BUSINESS****FAIR MARKET VALUE**

- ☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

_____/_____/23 _____/_____/23
ACQUIRED DISPOSED

NATURE OF INVESTMENT

☐ Partnership ☐ Sole Proprietorship ☐ _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one

☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2**GENERAL DESCRIPTION OF THIS BUSINESS****FAIR MARKET VALUE**

- ☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

_____/_____/23 _____/_____/23
ACQUIRED DISPOSED

NATURE OF INVESTMENT

☐ Partnership ☐ Sole Proprietorship ☐ _____ Other

YOUR BUSINESS POSITION _____

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

- ☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$1,001 - \$10,000

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

☐ None or ☐ Names listed below

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

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

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

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

FAIR MARKET VALUE

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

IF APPLICABLE, LIST DATE:

_____/_____/23 _____/_____/23
ACQUIRED DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____
Yrs. remaining ☐ Other _____

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

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

- ☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$1,001 - \$10,000

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

☐ None or ☐ Names listed below

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

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

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

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

FAIR MARKET VALUE

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

IF APPLICABLE, LIST DATE:

_____/_____/23 _____/_____/23
ACQUIRED DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____
Yrs. remaining ☐ Other _____

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

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

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

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

To Complete Schedule A-2:

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

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

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

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

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

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

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

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

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

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY

FAIR MARKET VALUE

☐ \$2,000 - \$10,000

☐ \$10,001 - \$100,000

☐ \$100,001 - \$1,000,000

☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/23

ACQUIRED

____/____/23

DISPOSED

NATURE OF INTEREST

☐ Ownership/Deed of Trust

☐ Easement

☐ Leasehold _____

Yrs. remaining

☐ _____

Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

☐ \$0 - \$499

☐ \$500 - \$1,000

☐ \$1,001 - \$10,000

☐ \$10,001 - \$100,000

☐ OVER \$100,000

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

☐ None

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

☐ \$2,000 - \$10,000 / / **23** / / **23**

☐ \$10,001 - \$100,000 ACQUIRED DISPOSED

☐ \$100,001 - \$1,000,000

☐ Over \$1,000,000

NATURE OF INTEREST

☐ Ownership/Deed of Trust ☐ Easement

☐ Leasehold ☐

Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000

☐ \$10,001 - \$100,000 ☐ OVER \$100,000

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

☐ None

NAME OF LENDER*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE	TERM (Months/Years)
_____% <input type="checkbox"/> None	_____

HIGHEST BALANCE DURING REPORTING PERIOD

<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	

NAME OF LENDER*	
ADDRESS (<i>Business Address Acceptable</i>)	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
INTEREST RATE	TERM (Months/Years)
<div style="display: flex; justify-content: space-between; align-items: center;"> _____ % <div style="display: flex; align-items: center;"> <input type="checkbox"/> None </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> _____ </div>
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	

Instructions – Schedule B

Interests in Real Property

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

Interests in real property include:

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

You are not required to report:

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

To Complete Schedule B:

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

Reminders

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

disclose the number of years remaining on the lease.

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

When reporting a loan:

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

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

Example:

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

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

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

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

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED ☐ No Income - Business Position Only☐ \$500 - \$1,000☐ \$1,001 - \$10,000☐ \$10,001 - \$100,000☐ OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

☐ Salary ☐ Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)☐ Partnership (Less than 10% ownership. For 10% or greater use
Schedule A-2.)☐ Sale of _____
(Real property, car, boat, etc.)☐ Loan repayment☐ Commission or ☐ Rental Income, list each source of \$10,000 or more

(Describe)

☐ Other _____
(Describe)**▶ 1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED ☐ No Income - Business Position Only☐ \$500 - \$1,000☐ \$1,001 - \$10,000☐ \$10,001 - \$100,000☐ OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

☐ Salary ☐ Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)☐ Partnership (Less than 10% ownership. For 10% or greater use
Schedule A-2.)☐ Sale of _____
(Real property, car, boat, etc.)☐ Loan repayment☐ Commission or ☐ Rental Income, list each source of \$10,000 or more

(Describe)

☐ Other _____
(Describe)**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

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

NAME OF LENDER*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF LENDER

HIGHEST BALANCE DURING REPORTING PERIOD

☐ \$500 - \$1,000☐ \$1,001 - \$10,000☐ \$10,001 - \$100,000☐ OVER \$100,000

INTEREST RATE

TERM (Months/Years)

_____% ☐ None

SECURITY FOR LOAN

☐ None☐ Personal residence☐ Real Property _____

Street address

City

☐ Guarantor _____☐ Other _____
(Describe)

Comments: _____

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

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

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

Reporting Business Positions:

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

Commonly reportable income and loans include:

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

Reminders

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

You are not required to report:

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

(See Reference Pamphlet, page 12.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

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

Part 2. Loans Received or Outstanding During the Reporting Period

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

Name _____

SCHEDULE D
Income – Gifts► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

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

Comments: _____

Instructions – Schedule D

Income – Gifts

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

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

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

Commonly reportable gifts include:

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

Reminders

- Gifts from a single source are subject to a \$590 limit in 2023. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

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

You are not required to disclose:

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

To Complete Schedule D:

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

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION Name _____

SCHEDULE E

Income – Gifts

Travel Payments, Advances, and Reimbursements

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

▶ NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

CITY AND STATE

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCEDATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

CITY AND STATE

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCEDATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

CITY AND STATE

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCEDATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*

CITY AND STATE

☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCEDATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)▶ MUST CHECK ONE: ☐ Gift **-or-** ☐ Income☐ Made a Speech/Participated in a Panel☐ Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E

Travel Payments, Advances, and Reimbursements

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

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

You are **not** required to disclose:

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

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

To Complete Schedule E:

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

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

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

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

Example:

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

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

Example:

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

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

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

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

Restrictions and Prohibitions

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

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2023-2024, the gift limit increased to \$590 from a single source during a calendar year.

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

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

Disqualification

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

Honorarium Ban

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

Loan Restrictions

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

Post-Governmental Employment

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

Late Filing

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

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

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

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

Form 700 is a Public Document Public Access Must Be Provided

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

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

Questions and Answers

General

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

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

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

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

Investment Disclosure

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

Questions and Answers Continued

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

Income Disclosure

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

Questions and Answers Continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Real Property Disclosure

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

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

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

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

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

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

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

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

Questions and Answers Continued

Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2023 the gift limit was \$590, so the Bensons may have given the supervisor artwork valued at no more than \$1,080. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Administrative Services/City Treasurer
Art Ziyalov, Information Technology Services Administrator

Date: September 16, 2024

Subject: Consideration to Authorize Submittal of a Grant Application to the California Office of Emergency Services for the California State and Local Cybersecurity Grant Program

RECOMMENDATION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the California Office of Emergency Services (CalOES) for the California State and Local Cybersecurity Grant Program (SLCGP) (Attachment "A") in an amount up to \$250,000 to support the Information Technology Division in cybersecurity compliance.

BACKGROUND:

1. The Infrastructure Investment and Jobs Act (IIJA), referred to as the Bipartisan Infrastructure Law, was signed into law by President Biden on November 15, 2021. The Act provides \$2.75 billion which established three (3) grant programs to promote digital equity and inclusion with the aim to ensure that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital economy.
2. Through the IIJA, Congress established the State and Local Cybersecurity Grant Program appropriating \$1 billion nationwide to be awarded over four (4) years. Each state and territory receive a funding allocation as determined by the statutory formula with 80% of total state allocations designated to support local governments. In California, this program is administered by CalOES.
3. On July 31, 2024, CalOES announced the Notice of Funding Opportunity (NOFO) for the Fiscal Year 2024 SLCGP (Attachment "B") from its annual funding to support local agencies in strengthening cybersecurity practices and resilience.

Consideration to Authorize Submittal of a Grant Application to the California Office of Emergency Services for the California State and Local Cybersecurity Grant Program

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ANALYSIS:

Cybersecurity is protecting computer systems, networks, and data from unauthorized access, attacks, and damage. It involves implementing various technologies, processes, and measures to safeguard sensitive information and ensure the integrity, confidentiality, and availability of digital assets. Cybersecurity is important because it helps prevent data breaches, identity theft, financial loss, and the disruption of critical services. As the digital world expands, cybersecurity is essential for protecting personal privacy, securing businesses, and maintaining trust in online systems and infrastructures.

The California Governor's Office of Emergency Services (CalOES) administers the State Local Cybersecurity Grant Program, providing crucial funding to enhance cybersecurity capabilities for local entities. Cyber threats continue to escalate, posing a serious risk to local governments' critical infrastructure and sensitive data. The CalOES grant program addresses this pressing concern by providing financial assistance for bolstering cybersecurity defenses for projects related to governance and planning, assessment and evaluation, mitigation, incident response, and recovery.

The program operates on a competitive basis, requiring applicants to submit detailed proposals outlining their project objectives and how they align with the state's cybersecurity goals. For the Fiscal Year 2024, California has been allocated \$19,085,028 in funds under the SLCGP. The application deadline for this cycle is September 27, 2024, with a maximum award amount capped at \$250,000. The program is open to various local entities, including cities, counties, special districts, and tribal governments. To be eligible, applicants must demonstrate a clear need for cybersecurity improvements and outline a comprehensive plan to utilize the grant funding effectively.

The FY 2024-25 Program supports efforts to implement cyber governance and planning, assess and evaluate systems and capabilities, mitigate prioritized issues, and build a cybersecurity workforce under the following allowable categories of cost:

- Planning – SLCGP funds may be used for a range of planning activities, such as those associated with the development, review, and revision of holistic, entity-wide cybersecurity plans and other.
- Organization – SLCGP funds may be used for cybersecurity program management, development of whole community partnerships that support cybersecurity program governance, structures and mechanisms for information sharing between the public and private sector, and operational support, including ensuring continuity of operations for essential functions. Personnel hiring, overtime, and backfill expenses are permitted under this Program to perform allowable SLCGP planning, organization, training, exercise, and equipment activities. Personnel expenses may include, but are not limited to, training and

Consideration to Authorize Submittal of a Grant Application to the California Office of Emergency Services for the California State and Local Cybersecurity Grant Program

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exercise coordinators, program managers and planners, and cybersecurity navigators. The Subrecipient must demonstrate that the personnel will be sustainable.

- Equipment – Equipment meeting all applicable statutory, regulatory, and/or DHS-adopted standards are eligible for purchase using SLCGP funds. SLCGP funds may be used to purchase maintenance contracts or agreements, warranty coverage, licenses, and user fees in support of a system or equipment.
- Training – Allowable training-related costs under SLCGP include the establishment, support, conduct, and attendance of training and/or in conjunction with training by other federal agencies. Training conducted using SLCGP funds should align with the California SLCGP Cybersecurity Plan and address a performance gap identified through cybersecurity assessments and contribute to building a capability that will be evaluated through a formal exercise.
- Exercise – Exercise costs conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP) are allowable under this Program.
- Management and Administration (M&A) – M&A costs are allowable under this Program. M&A activities are defined as directly relating to the management and administration of SLCGP subaward funds, such as financial management, reporting, and program and financial monitoring.

Staff proposes a grant application up to the \$250,000 award cap under these guidelines that focuses on planning, equipment, and management to maximize benefits to the City based on current needs:

1. Planning: Under the planning criteria, the application will seek funding for an updated cybersecurity assessment, along with development of updated cybersecurity policies and procedures through consultant services. The cybersecurity landscape is constantly evolving, with new threats, vulnerabilities, and attack methods emerging regularly. Regularly reviewing and updating policies ensures that cities stay ahead of these evolving threats and can adapt their defenses accordingly.
2. Equipment: Technology is constantly advancing, and cities often adopt new Information Technology (IT) systems, software, and devices to improve efficiency and service delivery. Updating technologies should be incorporated into the cybersecurity framework to ensure appropriate safeguards are in place. Equipment will include vetted hardware and software products to enhance overall compliance, resiliency and security.
3. Management & Administration: Finally, staff will include a funding request to mitigate general fund impact of staff resources related to grant management and administration.

Consideration to Authorize Submittal of a Grant Application to the California Office of Emergency Services for the California State and Local Cybersecurity Grant Program

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By proactively seeking and securing grant funding, the City can demonstrate its commitment to protecting critical infrastructure and sensitive data from evolving cyber threats. Application for this grant opportunity would additionally help to achieve the *2022-2026 Citywide Strategic Goal 1.3 Focus on Community First*: “Improve the City’s use of technology to enhance customer service, work more efficiently, improve transparency for residents, businesses and other stakeholders, and increase community access to broadband.” Securing this grant would allow the City to enhance cybersecurity resiliency and readiness through the implementation of more up-to-date technologies and services.

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the preparation and submittal of a grant application to CalOES in the amount of \$250,000 to support the City’s cybersecurity infrastructure. This is the initial step in requesting funding.

If the City is awarded grant funds through the State and Local Cybersecurity Grant Program, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

CONCLUSION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the California Governor's Office of Emergency Services in the amount up to \$250,000 through the State and Local Cybersecurity Grant Program.

ATTACHMENTS:

- A. Fiscal Year 2024-25 State & Local Cybersecurity Grant – Local & Tribal Competitive Funding Opportunity

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR



FISCAL YEAR 2024-25
STATE & LOCAL CYBERSECURITY GRANT – LOCAL & TRIBAL (SL)
COMPETITIVE FUNDING OPPORTUNITY

Release Date: July 31, 2024

The California Governor's Office of Emergency Services (Cal OES), Homeland Security & Emergency Management (HSEM) Branch, has a Competitive Funding Opportunity (CFO) for the (SL) Program.

This CFO provides programmatic information and the requirements necessary to prepare and submit a proposal for Cal OES grant funds. The provisions of this CFO supersede previous RFPs. If any language in this CFO conflicts with the terms and conditions of the applicable grant program guidance (e.g., federal Notice of Funding Opportunity, California State Supplement, etc.), the grant program guidance document(s) prevail. Applicants are strongly encouraged to review the applicable Notices of Funding Opportunity and California State Supplement, which outline the requirements that apply to Cal OES HSEM Branch Grant Subawards.

PUBLIC RECORDS ACT NOTICE

Proposals are subject to the Public Records Act, Government Code Section 7920.000, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

CONTACT INFORMATION

Questions concerning this CFO or the proposal process must be submitted by email to:

State & Local Projects Unit
StateLocalProjects@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the CFO during the period between the publication date and completion of the CFO process.

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A. ELIGIBILITY

1. Eligibility to Compete for Funding

For a proposal to be eligible to compete for funding (i.e., read and rated) all the following conditions must be met:

- Applicants must meet the federal definition of Local Government in [6 U.S.C. §101\(13\)](#) or Tribal Government in [6 U.S.C. §665\(g\)\(a\)\(7\)](#) and be located in California.
- The proposal must be emailed to StateLocalProjects@caloes.ca.gov and received no later than **11:59 PM (PDT) on Friday, September 27, 2024**. Proposals must be attached as PDF documents and contain the form(s) outlined E. Proposal Requirements. **The proposal PDF file name should include “FY2024 SL Program CFO” and the Applicant entity name.** Cal OES cannot access proposals through cloud-based storage services (e.g., Google Drive, Dropbox, etc.). Emails should identify the name of the CFO in the Subject line. **If you have not received a confirmation that your proposal was received within two business days of the date it was submitted, please send an email to StateLocalProjects@caloes.ca.gov .**

Please Note: proposals that do not meet the above requirements will be disqualified (i.e., ineligible) and not read and rated.

2. Eligibility for Funding Consideration

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

3. Prerequisites to Receive Funding

If selected, all the following must be completed within 60 days of receiving the Intent to Fund notification to be eligible to receive funding, Applicants must:

- Have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at

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SAM.gov to obtain one. **Applicants should start this process immediately to ensure they are able to comply with the requirement to have this completed within the 60-days.**

- **Not** have an exclusion record in the SAM by the beginning of the Grant Subaward performance period. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

B. FUNDING INFORMATION

There is \$19,085,028 available for the Program for the Grant Subaward performance period of December 1, 2024 – December 31, 2026.

1. Funding Amount

Applicants may apply for up to \$250,000 for the 25-month Grant Subaward performance period.

Please see the chart below for a sample breakdown of the fund sources (by Cal OES fund source code) and match based on the maximum request amount.

2022 SLCG	2022 SLCG MATCH (WAIVED)	2023 SLCG	2023 SLCG MATCH (WAIVED)	TOTAL PROJECT COST
\$82,500	\$0	\$167,500	\$0	\$250,000

2. Funding Source(s)

Guidance on policies and procedures for managing HSEM Branch Grant Subawards funded through federal fund sources can be found in the [FEMA Preparedness Grants Manual](#). Applicants are **strongly encouraged** to review and retain a copy of this document to familiarize themselves with program-specific information as well as overall guidance on the rules and regulations for all fund sources that support this Program.

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The Program is supported through the following fund:

State & Local Cybersecurity Grant Program (SLCG)

- Provides state/territorial, local, and tribal (SLT) governments with resources to address cybersecurity risks and threats to information systems, improve the security of critical infrastructure and resilience of the services provided by those entities.
- Supports efforts to implement cyber governance and planning, assess and evaluate systems and capabilities, mitigate prioritized issues, and build a cybersecurity workforce.
- Requires the State Administrative Agency (SAA), as the Recipient of the federal grant, to pass through at least 25% of the amount of the total federal award to rural areas. Per the Homeland Security Act of 2002, a rural area is defined in [49 U.S.C. §5302\(17\)](#) as an area encompassing a population of less than 50,000 people.
- Requires Recipients and Subrecipients to participate in the federal Cybersecurity & Infrastructure Security Agency (CISA) Cyber Hygiene Service – Vulnerability Scanning and participate in the Nationwide Cybersecurity Review (NCSR) as described in the federal Notice of Funding Opportunity (NOFO).
- **For FY 2022 and FY 2023 SLCGP funding, the match requirement has been waived for all Subrecipients.** Applicants are referred to [Title 2, Code of Federal Regulations \(C.F.R.\), Part 200, § 200.306](#) for additional information.
- Cal OES's fund source code for this federal fund is SLCG.

FEMA has identified the allowable categories of cost under the SLCGP Program as follows:

- Planning – Planning costs are allowable under this Program. SLCGP funds may be used for a range of planning activities, such as those associated with the development, review, and revision of holistic, entity-wide cybersecurity plans and other

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planning activities that support the Program goals and objectives.

- Organization – Organizational costs are allowable under this Program. SLCGP funds may be used for cybersecurity program management, development of whole community partnerships that support cybersecurity program governance, structures and mechanisms for information sharing between the public and private sector, and operational support, including ensuring continuity of operations for essential functions.

Personnel hiring, overtime, and backfill expenses are permitted under this Program to perform allowable SLCGP planning, organization, training, exercise, and equipment activities. Personnel expenses may include, but are not limited to, training and exercise coordinators, program managers and planners, and cybersecurity navigators. The Subrecipient must demonstrate that the personnel will be sustainable.

- Equipment – Equipment costs are allowable under this Program. Unless otherwise stated, equipment must meet all applicable statutory, regulatory, and/or DHS-adopted standards to be eligible for purchase using SLCGP funds. Subrecipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance recommendations; such investments must be coordinated with the Statewide Interoperability Coordinator and the State Interoperability Governing Body to ensure interoperability and long-term capability.

SLCGP funds may be used to purchase maintenance contracts or agreements, warranty coverage, licenses, and user fees in support of a system or equipment. Applicants should reference the FY 2022 and FY 2023 SLCGP NOFO, Section D, 12 – Funding Restrictions and Allowable Costs, e. Other Direct Costs, III. Equipment, for additional requirements and restrictions on allowable equipment costs, when building their Budget Detail table for their NOI.

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- Training – Training costs are allowable under this Program. Allowable training-related costs under SLCGP include the establishment, support, conduct, and attendance of training and/or in conjunction with training by other federal agencies. Training conducted using SLCGP funds should align with the California SLCGP Cybersecurity Plan and address a performance gap identified through cybersecurity assessments and contribute to building a capability that will be evaluated through a formal exercise.

Subrecipients are encouraged to use existing training, such as [FEMA's National Preparedness Course Catalog](#), rather than developing new courses.

All training courses must receive a Training Feedback Number from Cal OES Training & Exercise prior to the start of the course.

To request a Training Feedback Number, please download and complete the [Training Feedback Form](#) and forward the completed request via email to training@caloes.ca.gov.

- Exercise – Exercise costs are allowable under this Program. Exercises conducted with SLCGP funding should be managed and conducted consistent with [Homeland Security Exercise and Evaluation Program \(HSEEP\) guidance documents](#).

Subrecipients are required to submit an After Action Report/Improvement Plan (AAR/IP) to the SLCGP Grants Analyst and FEMA at hseep@fema.dhs.gov no later than 90 days after completion of any exercise(s) conducted using SLCGP funds.

- Management and Administration (M&A) – M&A costs are allowable under this Program. M&A activities are defined as directly relating to the management and administration of SLCGP subaward funds, such as financial management, reporting, and program and financial monitoring. See the FEMA Preparedness Grants Manual for examples of some M&A costs.

Subrecipients are allowed a maximum of five (5) percent of the Grant Subaward amount for the FY 2024 SLCGP.

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- Indirect Costs – Indirect costs are allowable under SLCGP; see the Indirect Costs section of the FY 2024 SLCGP State Supplement for additional guidance on including indirect costs in the budget for SLCGP-funded projects.

Applicants should complete the appropriate budget categories for the costs included in their project proposal on the Notice of Interest form; see E. Programmatic Narrative, below.

In addition, the following costs are **unallowable** under the SLCGP:

- Supplantation of state or local funds.

This shall not be construed to prohibit the use of funds under this Program for otherwise permissible uses on the basis that the Subrecipient has previously used state, local, and/or tribal government funds to support the same or similar uses.

- Any Subrecipient cost-sharing contribution, when required.
- To pay a ransom from cyberattacks.
- Spyware.
- Recreational or social purposes, or for any purpose that does not address cybersecurity risks or cybersecurity threats on information systems owned or operated by, or on behalf of, the Subrecipient entity.
- Suing the federal government or any other government entity.
- Lobbying or intervention in federal regulatory or adjudicatory proceedings.
- Acquiring land or constructing, remodeling, or altering buildings or other physical facilities.
- Cybersecurity insurance premiums.

Please refer to [**Title 2, C.F.R., Part 200, Subpart E – Cost Provisions**](#), for additional guidance on allowable and unallowable costs.

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C. PROGRAMMATIC INFORMATION

1. Program Overview & Objectives

The purpose of the FY 2024 SLCGP Local & Tribal Program is to assist local units of government, as defined in 6 U.S.C. § 101(13), and federally recognized tribes address cybersecurity risks and threats to information systems, improve security of critical infrastructure and resilience of the services these entities provide to their communities.

Through the [Infrastructure Investment and Jobs Act \(IIJA\) of 2021](#), Congress established the State and Local Cybersecurity Improvement Act, which created the State and Local Cybersecurity Grant Program and appropriated funds to be awarded to eligible state and territorial administrative agencies over a period of four federal fiscal years.

Each year, beginning with federal fiscal year 2022 through federal fiscal year 2025, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) announces a NOFO for the SLCGP. The funds provided by this Program assist SLT governments to manage and reduce systemic cyber risks, including through the establishment of a strong foundation to build a sustainable cybersecurity program. **Grant funds are intended to supplement existing fiscal resources and are not guaranteed long-term sustainability solutions.** Projects funded under this Program are expected to be reasonably sustained after the end of the performance period without the expectation to receive future grant funds.

As the SAA for this Program, Cal OES established a subcommittee of the California Cybersecurity Task Force, called the Cybersecurity Investment Planning Subcommittee (CCTF-CIPS), in order to meet specified requirements under the IIJA and SLCGP NOFO, including the development and submission of a statewide cybersecurity plan, which was submitted by Cal OES and approved by CISA on September 29, 2023. The CCTF-CIPS serves as California's cybersecurity planning committee for the purposes of the SLCGP and participates in Program activities such as updating the cybersecurity plan and developing strategies for allocating funds available through the SLCGP to projects that align with the approved cybersecurity plan.

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SLCGP provides funding to implement projects that address one or more of the following objectives established by CISA to accomplish the overarching goal of the Program:

Objective 1 – Governance and Planning – Develop and establish appropriate governance structures, as well as plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations.

Objective 2 – Assessment and Evaluation – Identify areas for improvement in SLT cybersecurity posture based on continuous testing, evaluation, and structured assessments.

Objective 3 – Mitigation – Implement security protections commensurate with risk (outcomes of Objectives 1 and 2), using the best practices as described in element 5 of the required 16 elements of the cybersecurity plans listed in the IIJA and those further listed on page 14 of the NOFO.

Objective 4 – Workforce Development – Ensure organization personnel are appropriately trained in cybersecurity, commensurate with their responsibilities as suggested in the National Initiative for Cybersecurity Education.

2. Program Priorities & Requirements

All proposed projects must support activities that effectively contribute to the local or tribal government's capability to prevent, prepare for, mitigate against, respond to, and recover from cyber threats against information systems owned and/or operated by the unit of government, align with the objectives, priorities, and cybersecurity plan elements described in the [California SLCGP Cybersecurity Plan](#), and meet the criteria listed in the FY 2022 and FY 2023 SLCGP NOFOs.

a. SLCGP National Priorities

In developing projects for the FY 2024 SLCGP Local & Tribal Program, Applicants should describe projects that address areas for improvement identified by the local or tribal government using the whole community approach as they relate to cybersecurity capabilities and especially projects that address implementation

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of one or more of the key Cybersecurity Best Practices, as appropriate to their organization:

- Implement multi-factor authentication.
- Implement enhanced logging.
- Data encryption for data at rest and in transit.
- End use of unsupported/end of life software and hardware that are accessible from the internet.
- Prohibit use of known/fixed/default passwords and credentials.
- Ensure ability to reconstitute systems (backups).
- Actively engage in bidirectional sharing between CISA and SLT entities in cyber relevant time frames to drive down cyber risk.
- Migration to the .gov internet domain.

Educational institution Subrecipients (e.g., school districts) using the .edu Internet domain are exempted from transitioning to the .gov Internet domain. All other Subrecipients of SLCGP funding are highly encouraged to transition to a .gov Internet domain over time. Additional information on migrating to the .gov Internet domain can be found on the [DotGov Program website](#).

DHS/FEMA does not prescribe a minimum funding amount for these priorities. However, all SLCGP Applicants are encouraged to consider how FY 2024 SLCGP Local & Tribal Program funding can be used to support these priority areas as they apply to the local or tribal government's specific needs and the needs of the whole community. Subrecipients of funding through SLCGP are strongly encouraged to eventually adopt and use all eight of the Cybersecurity Best Practices listed above.

Additional information about these cybersecurity best practices can be found in the FY 2022 and FY 2023 SLCGP NOFOs, Section A, 10, c.

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b. SLCGP Statewide Priorities

The CCTF-CIPS, in its [SLCGP Cybersecurity Plan](#), described an intention to focus on the following initiatives, with the corresponding cybersecurity plan element from the IJA noted in parentheses, to strengthen cybersecurity across California using the FY 2022-23 SLCGP funds:

- Enhance the preparation, response, and resiliency of information systems, applications, and user accounts (Element 3);
- Implement a process of continuous cybersecurity risk factors and threat mitigation practices prioritized by degree of risk (Element 4);
- Develop and coordinate strategies to address cybersecurity risks and threats (Element 14);
- Identify and mitigate any gaps in the cybersecurity workforce, enhance recruitment and retention efforts, and bolster the knowledge, skills, and abilities of personnel with reference to the National Initiative for Cybersecurity Education – Workforce Framework for Cybersecurity (Element 8);
- Assess and mitigate Critical Infrastructure and Key Resources risks and threats impacting local jurisdictions (Element 10);
- Ensure continuity of operations including by conducting exercises (Element 7); and
- Ensure rural communities have adequate access to, and participation in, plan activities (Element 15).

SLCGP Applicants are strongly encouraged to incorporate one or more of these statewide priorities in their project description for the project(s) proposed using Program funds. **Additional information about the cybersecurity plan elements is available in the FY 2022 SLCGP NOFO, Appendix C: Cybersecurity Plan, Required Elements.**

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c. Participation in Required Cybersecurity Services

Subrecipients are required to participate in free [Cyber Hygiene Services](#) – Vulnerability Scanning, provided by CISA. For these required services, please note that participation is not required to submit a proposal under this CFO but is a post-award requirement for all projects selected to receive SLCGP funding.

Additional information on this and other, optional but encouraged cybersecurity services, memberships, and resources can be found on the [CISA - SLCGP website](#) (scroll down to the Tools and Resources section).

d. Nationwide Cybersecurity Review (NCSR)

The NCSR is a free, anonymous, annual self-assessment designed to measure gaps and capabilities of a SLT's cybersecurity programs. It is based on the National Institute of Standards and Technology Cybersecurity Framework and is sponsored by DHS and the Multi-State Information Sharing and Analysis Center.

SLCGP Subrecipients are required to complete the NCSR during the first year of the Grant Subaward performance period and annually thereafter until closeout. The open assessment period is usually October through February; Subrecipients may contact their assigned SLCGP Grants Analyst for additional information and technical support.

D. PROGRAM REPORTING REQUIREMENTS

Performance and implementation reports serve as a record for the implementation of the Grant Subaward. Statistics for performance and implementation reports should be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

a. FEMA Reports

There is one FEMA report Subrecipients will need to complete:

Annual Performance Progress Reports (PPR)

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Subrecipients must submit PPR to Cal OES annually until all grant activities are completed and the Grant Subaward is formally closed out. PPR are due within 30 days after the end of the reporting period. Annual PPR must include progress made on approved activities and any other project-specific information required by Cal OES. PPR are cumulative and each annual report will include information provided by the Subrecipient in previous reporting periods.

In order to ensure that mandated performance metrics and other data required by the Grant Subaward are reported accurately, SLCGP PPR must first be submitted via email to the Cal OES SLCGP Grants Analyst for review. Electronic reports should be submitted to Cal OES for review at least seven (7) calendar days before the due date. Submission of the final, signed electronic report should only occur after the Subrecipient is instructed by the Grants Analyst to do so.

There are two annual PPR required for the Program. Failure to submit a PPR could result in Grant Subaward reduction, suspension, or termination. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	December 1, 2024 – November 30, 2025	December 31, 2025
Final Report	December 1, 2025 – December 31, 2026	January 31, 2027

*Exact dates will be provided by your Grants Analyst at the end of each quarter.

E. PROGRAMMATIC NARRATIVE

Applicants must use the forms provided on the Cal OES website. **Applicants may not alter the formatting of any forms, including the Notice of Interest (NOI).** If a space or character limitation is specified under each NOI question, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.**

Applicants must respond to each question in the NOI form. The Applicant's response to each question will be evaluated as part of the rating process. Applicants should develop a thorough project proposal that takes into consideration planning and implementation of the entire process for the

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proposed project from conception to completion of all activities using the requested funding.

Proposals must be aligned to one or more of the SLCGP Objectives and at least one of the 16 Cybersecurity Plan Elements. This alignment is based on how many and to what degree the associated elements are adopted, especially the eight best practices listed above (see [California Cybersecurity Plan](#), Appendix B: Project Summary Worksheet, Related Required Element # column).

Applicants should also consider the Program priorities and requirements referenced above in C, Programmatic Information, as well as the [SLCGP FY 2022 NOFO](#), [FY 2023 NOFO](#) and the [SLCGP California State Supplement](#), when developing their project proposals.

In addition to their responses on the NOI form, Applicants must complete an online [Cybersecurity Maturity Survey](#) (not scored). **Upon completion of the survey, Applicants must download a copy of their survey responses and attach as a PDF file to submit with their proposal; proposals submitted without completing the survey may not be considered for funding.**

F. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals submitted via email as specified in A. Eligibility, above, by the due date are generally evaluated by a three-member team. Each question is assigned a point value and the Applicant's response to each question is evaluated on the following criteria:

ABSENT: The response does not address the specific question, or a response was not provided.

UNSATISFACTORY: The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the CFO, and/or does not adequately support the proposal or the intent of the Program.

SATISFACTORY: The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.

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ABOVE AVERAGE: The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

EXCELLENT: The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

In addition to evaluating and assigning a point value to the Applicant's responses to the Programmatic Narrative Questions, the budget table and milestones submitted on the NOI form will be evaluated and assigned a point value.

The rater scores are averaged and ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. Applicants that meet the definition of a rural area as defined in 49 U.S.C. § 5302 will be scored and ranked against proposals from other Applicants in this category until the 25% federally-mandated rural pass-through threshold is met; at which time, remaining Applicants in this category will be scored and ranked against all other proposals.

Project proposals that do not clearly and directly address the required program objectives/investment justifications or cannot be completed within the performance period will be disqualified.

2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal.
- Consideration of priorities or geographical distribution specific to this CFO; e.g., whether the Applicant meets the definition of a rural area as defined in 49 U.S.C. §5302.
- Prior negative administrative and programmatic performance, if applicable.

Applicants previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual

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reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Applicant may not be selected for funding.
- The amount of funding may be reduced.
- Grant Subaward Conditions may be added to the Grant Subaward.

3. Notification Process

All Applicants will be notified in writing, via electronic communication, the results of the rating process. The notification will be sent to the Authorized Agent and the Primary Point of Contact identified on the NOI submitted with the proposal.

Applicants will receive one of the following notifications:

- Intent to Fund if selected for funding.
- Denial if not selected for funding, including the Applicant's scores and information regarding the appeal process.
- Ineligibility:
 - If the proposal did not meet Eligibility to Compete for Funding including information regarding the appeal process; or
 - If the proposal scored less than the required 50% of points possible, including the Applicant's scores and information regarding the appeal process.

Cal OES can only respond to technical questions about the CFO during the period between the publication date and completion of the CFO process. Requests for records must be made through a [Public Records Act request](#).

G. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Subrecipients must complete and submit their Grant Subaward Application through the online [Cal OES Grants](#)

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[Central System \(GCS\)](#). Cal OES may require revisions and/or additional documentation to finalize the submission of the Grant Subaward Application in the GCS. The Grants Analyst identified in the Subrecipient's Intent to Fund notification can provide technical assistance in completing these components.

For more information on the GCS, please see the FY 2024 SLCGP California State Supplement to the NOFO.

2. Grant Subaward Approval

The Grant Subaward will be available in the Cal OES GCS. The Subrecipient is not authorized to incur costs against the Grant Subaward until the application is approved. Once the Grant Subaward is approved, a request for payment may be submitted.

a. Grant Subaward Conditions

Cal OES may add conditions to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient and will become part of the Grant Subaward.

Grant Subaward Conditions may include holds on funding amounts included in the budget for items of cost that require prior approval from Cal OES and/or DHS/FEMA, including but not limited to, training, and meals/beverages for training and exercise events.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Subrecipient. In addition, Cal OES reserves the right to negotiate budgetary changes with the Subrecipient prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Subrecipient prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. Cal OES does not have the authority to disburse funds until the State

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Budget is passed, and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize a Subrecipient to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or after, the start of the Grant Subaward performance period.

If, during the Grant Subaward performance period, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, after, the execution of the Grant Subaward.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Administrative Services/City Treasurer
Art Ziyalov, Information Technology Services Administrator

Date: September 16, 2024

Subject: Consideration to Authorize Submittal of a Letter of Commitment to the County of Los Angeles as a Subrecipient Applicant for the Federal Digital Equity Competitive Grant Program

RECOMMENDATION:

It is recommended that the City Council authorize the submittal of a letter of commitment to the County of Los Angeles (County) as a subrecipient applicant (partner) for the Federal Digital Equity Competitive Grant Program (Competitive Grant Program) to support efforts to achieve digital equity, promote digital inclusion activities, and spur greater adoption and use of broadband among the covered populations as defined in the Digital Equity Act.

BACKGROUND:

1. The Infrastructure Investment and Jobs Act, referred to as the Bipartisan Infrastructure Law, was signed into law by President Biden on November 15, 2021. The Act provides \$2.75 billion which established three grant programs to promote digital equity and inclusion with the aim to ensure that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital economy.
2. On November 16, 2021, the County of Los Angeles Board of Supervisors (Board) approved a motion to invest in immediate and longer-term efforts to facilitate affordable and reliable high-speed internet services to underserved communities impacted by the digital divide. The motion designated the Internal Services Department (ISD) as the lead department responsible for coordinating the County's efforts on all community broadband infrastructure and residential service initiatives to close the digital divide.
3. On October 17, 2022, the City Council authorized a Memorandum of Understanding (MOU) between the City and the County of Los Angeles to support broadband connectivity and address the digital divide. Through this MOU, the City has participated in the County Intergovernmental Broadband Coordinating Committee (IBCC) to develop, implement, and

Consideration to Authorize Submittal of a Letter of Commitment to the County of Los Angeles to Partner as a Subrecipient for the Digital Equity Competitive Grant Program

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evaluate digital inclusion activities with Federal grant funding resources to ensure that communities most in need throughout the Los Angeles County region have equitable access to and use of digital inclusion resources and services to thrive in day-to-day activities.

4. On July 24, 2024, the National Telecommunications Information Administration (NTIA) published the Notice of Funding Opportunity for the Competitive Grant Program. The Competitive Grant Program is the third (and final) set of funds available from the Digital Equity Act.
5. On September 6, 2024, the County of Los Angeles requested letters of commitment from IBCC agencies to include as part of its application for the Competitive Grant to meet the September 23, 2024, deadline.

ANALYSIS:

Promoting digital equity and inclusion aims to ensure that all individuals and communities, regardless of their socioeconomic status, geographic location, or other barriers, have access to the necessary skills, technology, and resources to fully participate in and benefit from the digital economy. This involves addressing disparities in internet access, digital literacy, and the availability of digital tools, which are increasingly essential for education, employment, healthcare, and civic engagement. By fostering digital equity, communities can bridge the digital divide, empower marginalized groups, and create opportunities for economic growth and social inclusion in an increasingly digital world.

To continue the existing efforts to address the digital divide amongst the City's residents, the County of Los Angeles has invited the City to be a Subrecipient Applicant (partner) in an application for the NTIA Competitive Grant Program. The County has designed their application program to focus on digital inclusion activities, specifically broadband internet and device distribution.

The County will serve as the Authorized Representative (i.e. primary applicant). As a Subrecipient Applicant, the City would receive funding to develop, implement, and evaluate broadband internet and devices distribution outreach, enrollment, and adoption activities. To achieve this, through the grant, the City would receive funding to conduct outreach and provide 400 broadband enabled computer devices to eligible households. It is estimated that 13.4 percent (i.e. 848) of total households Citywide do not have an internet subscription, and 9.7 percent (i.e. 613) of total households Citywide do not have a computer. Through this Competitive Grant, the City would have the ability to make a significant improvement in the number of households that have a computer with internet access.

Consideration to Authorize Submittal of a Letter of Commitment to the County of Los Angeles to Partner as a Subrecipient for the Digital Equity Competitive Grant Program

Page 3 of 3

The Letter of Commitment outlines in detail the City's responsibilities as a partnering agency, which are summarized as follows:

- *Administrative Tasks:* City staff will be required to attend monthly grant/program meetings; monitor and track ongoing expenditures; and complete monthly financial reporting for reimbursement from the County.
- *Programmatic Tasks:* City staff will be responsible for creating a detailed implementation plan that outlines key logistics for the distribution, marketing and tracking of internet-enabled mobile hotspots and the internet-enabled laptop computers.
- *Matching Requirement:* As a condition of the partnership, the City will be responsible to provide a minimum 10% match in cash or in-kind contributions. In coordination with the Recreation and Community Services Department, this requirement will be achieved through existing staff resources and programs as well as the cost to provide City facilities on an "in kind" basis.

This partnership with the County represents a significant opportunity to address the digital divide in our community. Doing so will help achieve the 2022-2026 Citywide Strategic Goal 1.3 *Focus on Community First*: "Improve the City's use of technology to enhance customer service, work more efficiently, improve transparency for residents, businesses and other stakeholders, and increase community access to broadband."

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the submittal of the Letter of Commitment and there is no request to appropriate funds at this time. This is the initial step in establishing the City as an application subrecipient.

If the County is awarded grant funds through the Digital Equity Competitive Grant, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

CONCLUSION:

It is recommended that the City Council authorize the preparation and submittal of a letter of commitment to the County of Los Angeles to partner as a subrecipient for the Digital Equity Competitive Grant Program.

ATTACHMENTS:

- A. Letter of Commitment



MICHAEL OWH
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

Speed. Reliability. Value.

September 10, 2024

Nick Kimball
City Manager
City of San Fernando
117 N Macneil Street
San Fernando, CA 91340

RE: Letter of Commitment (LOC) for the Digital Equity Competitive Grant Program

Dear Nick Kimball:

On behalf of the County of Los Angeles (County), I want to thank your organization for working with the County Intergovernmental Broadband Coordinating Committee (IBCC) to develop, implement, and evaluate digital inclusion activities with Federal grant funding resources to ensure that communities most in need throughout the Los Angeles County region have equitable access to and use of digital inclusion resources and services to thrive in day-to-day activities. We greatly appreciate your organization's ongoing collaboration and partnership.

The purpose of this Letter of Commitment (LOC) is to establish and confirm a binding commitment with the County and your organization to develop, implement, and evaluate digital inclusion activities as part of the Federal Digital Equity Competitive Grant Program (Competitive Grant Program). The County will serve as the Authorized Representative (primary applicant) and your organization will serve as the Subrecipient Applicant (partner) for the Competitive Grant Program.

Competitive Grant Program Overview

The Competitive Grant Program is a \$1.25 billion program that provides Federal funding to support efforts to achieve digital equity, promote digital inclusion activities, and spur greater adoption and use of broadband among the covered populations as defined in the Digital Equity Act (DEA). As a Subrecipient Applicant to the County, if awarded, your organization will receive Competitive Grant Program funding to develop, implement, and evaluate Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities to advance the successful development, implementation, and management of the Competitive Grant Program.

Competitive Grant Program Subrecipient Applicant Digital Equity Need

Your organization will carry out Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities in San Fernando, CA, CA where 13.4 percent (848) total households Citywide do not have an internet subscription and 9.7 percent (613) total households Citywide do not have a computer. Through the Competitive Grant Program funding, your organization will develop, implement, and evaluate Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities that will address the following key digital equity barriers for the following covered populations. Your organization will reach and serve 400 covered populations with Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities.

Digital Equity Barriers

- Challenging and inaccessible digital inclusion activities, resources, and services
- Distrust and mistrust of corporations and government entities
- Isolation and distance from digital inclusion activities, resources, and services
- Lack of access to digital inclusion activities, resources, and services
- Lack of awareness of digital inclusion activities, resources, and services
- Lack of reliable digital inclusion activities, resources, and services
- Poor quality digital inclusion activities, resources, and services
- Unaffordable digital inclusion activities, resources, and services

Covered Populations

- Aging individuals (ages 60 years and up)
- Individuals in households below 150% of the Federal Poverty Line
- Individuals with limited English proficiency
- Racial or ethnic communities

Competitive Grant Program Subrecipient Applicant Commitment to Advance Goals

Your organization will advance the goals of the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities.

- Increase free broadband internet services access, adoption, and usage for the covered populations and subpopulations in Los Angeles County
- Increase free internet-enabled devices access and usage for the covered populations and subpopulations in Los Angeles County

Competitive Grant Program Subrecipient Applicant Scope of Work

Administrative Tasks

- Attend and participate in a virtual Competitive Grant Program Kickoff Meeting (one-time)
- Attend and participate in monthly Competitive Grant Program meetings and office hours (ongoing)
- Track and monitor their respective Competitive Grant Program budget and expenditures to ensure activities and spending are within compliance and meet the Grant Program requirements
- Track, compile, and submit Competitive Grant Program financial documents for monthly reimbursement to County staff (e.g., invoices, mileage tracking spreadsheets, personnel hours tracking spreadsheets, receipts, etc.)

Programmatic Tasks

Before the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

- Attend and participate in the in-person Digital Equity and Inclusion Capacity-Building Training (one-time)
- Create a Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Implementation Plan
 - A detailed implementation plan that outlines key logistics
- Obtain the necessary equipment, facilities, personal protective equipment (PPE), and supplies to develop and implement the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
 - PPE examples include but are not limited to (e.g., disinfecting wipes, face coverings, hand sanitizers, etc.)
 - Supplies examples include but are not limited to (e.g., canopies, chairs, display boards, electrical cords, laptop computers, name tags, tables, tablecloths, Wi-Fi hotspots, etc.)
- Coordinate, receive, and track the internet-enabled mobile hotspots and the internet-enabled laptop computers received from Human-I-T
- Print the Competitive Grant Program multilingual outreach flyers that promote the digital inclusion resources and services and other required forms and documentation needed for the implementation of the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
 - Multilingual outreach flyers to promote may include:
 - Free internet-enabled mobile hotspots
 - Free internet-enabled computing devices
 - Free in-person digital literacy and skills training
 - Free in-person AI literacy and skills training
 - Free virtual technical support services
 - Free in-person and virtual digital navigation support services
 - Free in-person and virtual workforce development services

During the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

Addressee

September 10, 2024

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- Plan and organize the in-person Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
 - Align with existing large and mid-size scale Activities where the covered populations and subpopulations are already gathering
 - Align with existing community and public wraparound resources and services where the covered populations and subpopulations are already coming to receive support
 - Implement 10 Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities over 2 to 3 years
 - EveryoneOn and Human-I-T teams are available to provide any in-person day of support if needed
- Promote free internet-enabled mobile hotspots and free internet-enabled computing devices to the covered populations and subpopulations who attend the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
- Complete the Competitive Grant Program Online Intake Form if the covered populations and/or subpopulations have decided to receive free internet-enabled mobile hotspots and/or internet-enabled laptop computers
- Promote additional digital inclusion resources and services to the covered populations and subpopulations such as the following items below while completing the Competitive Grant Program Online Intake Form
 - Free in-person digital literacy and skills training
 - Free in-person AI literacy and skills training
 - Free virtual technical support services
 - Free in-person and virtual digital navigation support services
 - Free in-person and virtual workforce development services
- Check off and enroll the covered populations and subpopulations who are interested in the additional digital inclusion resources and services via the Competitive Grant Program Online Intake Form
- Confirm the Competitive Grant Program eligibility and qualifications criteria of each covered population and subpopulation and complete the required forms and documentation to administer the technology
- Administer the technology and the Competitive Grant Program multilingual outreach flyers to the covered populations and subpopulations
- Confirm key next steps with the covered populations and subpopulations to receive the additional digital inclusion resources and services

After the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

- Complete the Competitive Grant Program Online Community Outreach and Promotion Reporting Form immediately after each in-person Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Event

Program Monitoring and Evaluation Tasks

- Promote and administer the Competitive Grant Program Online Evaluation Survey (e.g., emails, phone calls) to the covered populations and subpopulations who received the technology during the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
- Complete and submit the Competitive Grant Program Online Community Quotes Form to collect direct quotes from the covered populations and subpopulations who received the technology during the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities
- Complete and submit the Competitive Grant Program Online Community Success Stories Form to collect direct success stories from the covered populations and subpopulations who received the technology during the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities

Competitive Grant Program Subrecipient Applicant Resources

Your organization must allocate the appropriate equipment, facilities, personnel, supplies, etc. to develop, implement, and evaluate the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities.

Competitive Grant Program Subrecipient Applicant Funding Allocation

Your organization will receive a total of \$425,596.00 to develop, implement, and evaluate the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities. This includes \$171,996.00 to distribute 400 internet-enabled laptop computers and \$153,600.00 to distribute internet-enabled mobile hotspots with 12 months of free subsidized broadband internet service to the covered populations. This also includes \$100,000.00 to develop, implement, and evaluate the Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities. This funding allocated will be dedicated equally amongst covered population groups.

Competitive Grant Program Subrecipient Applicant Funding Match Requirement

Your organization is expected to provide a 10 percent match of cash contributions or in-kind contributions of property, goods, or services for the \$425,596.00 funding allocation. Examples of in-kind contributions may include employee or volunteer services, equipment, supplies, indirect costs, computer hardware and software, and use of facilities. Your organization is encouraged to provide a 20 percent match to increase the competitiveness of the regional Competitive Grant Program application.

Competitive Grant Program Subrecipient Applicant Period of Performance

The Competitive Grant Program period of performance for your organization will begin either in later calendar year 2025 or early calendar year 2026 through the end of calendar 2028. This includes calendar year 2029 for the Competitive Grant Program evaluation.

Addressee

September 10, 2024

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Competitive Grant Program Subrecipient Applicant Good Standing Status with Federal and State Funding Agencies

Your organization as a Subrecipient Applicant hereby warrants that neither it nor any of its staff members are restricted, excluded, or suspended from providing goods or services under any broadband-related programs funded by the Federal and State government, directly or indirectly, in whole or in part. Your organization will notify the County Director of Digital Equity within thirty (30) calendar days in writing of 1) any event that would require your organization or a staff member's mandatory exclusion or suspension from participation in a Federal or State government broadband-related funding programs; and 2) any exclusionary action taken by any agency of the Federal or State government against your organization or one or more staff members barring it or the staff members from participation in a Federal or State funded broadband-related programs, whether such bar is direct or indirect, or whether such bar is in whole or in part. Your organization must indemnify and hold the County harmless against any and all loss or damage the County and/or your organization may suffer arising from any Federal or State government exclusion or suspension of your organization or its staff members from such participation in Federal or State broadband-related funding programs.

Competitive Grant Program Subrecipient Applicant Technical Assistance, Training, and Support Resources

As the Authorized Representative, the County will streamline and centralize a Countywide Competitive Grant Program administration and management process where County staff will serve as the primary Competitive Grant Program administrator and manager for all Subrecipient Applicants. This includes organizing and implementing monthly Competitive Grant Program meetings and office hours for the Subrecipient Applicants to track deliverables, equity indicators, lessons learned, milestones, outcomes, outputs, and keep the Subrecipient Applicants informed of digital inclusion project activity progress.

Competitive Grant Program Subrecipient Applicant Partnership Agreement

Please be advised that this binding LOC is contingent upon the successful Competitive Grant Program funding award to the County as the Authorized Representative and primary applicant. Your commitment to serving as a Subrecipient Applicant to develop, implement, and evaluate Broadband Internet and Devices Distribution Outreach, Enrollment, and Adoption Activities for the duration of the period of performance and evaluation period. The County will you're your informed of key Competitive Grant Program activities and progress.

The LOC is executed by both the County as the Authorized Representative and the City of San Fernando as the Subrecipient Applicant as a binding agreement upon receiving the signatures below.

Rebecca F. Kauma
Director of Digital Equity

Addressee

September 10, 2024

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Internal Services Department (ISD)

County of Los Angeles

[Insert County Staff Signature]

[Insert Date]

Nick Kimball

City Manager

City of San Fernando

[Insert Subrecipient Applicant Organization Signature]

[Insert Date]

Contact Information

The County looks forward to collaborating with your organization to develop, implement, and evaluate digital inclusion activities as part of the Competitive Grant Program funding opportunity. The County is confident that your organization's efforts will successfully advance digital equity and inclusion Countywide and within your respective city/community through collective intergovernmental and cross-sector regional coordination.

Feel free to contact Rebecca F. Kauma at rkauma@isd.lacounty.gov if your organization has any follow-up questions regarding the LOC and/or the Competitive Grant Program.

Respectfully,

Rebecca F. Kauma

Director of Digital Equity

Internal Services Department (ISD)

County of Los Angeles

rkauma@isd.lacounty.gov

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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: September 16, 2024

Subject: Receive and File the 2024 Local Transaction Tax Annual Report For Measures “A” and “SF”

RECOMMENDATION:

It is recommended that the City Council receive and file the 2024 Annual Report on the collection, management, and expenditure of the City’s Local Transaction Tax (i.e. Measures “A” and “SF”) as required by the City Code.

BACKGROUND:

1. On June 4, 2013, San Fernando voters approved a temporary ½ cent Transaction and Use Tax (Measure “A”), effective October 1, 2013 and terminating October 1, 2020.
2. On November 6, 2018, San Fernando voters approved extending Measure “A” ½ cent Transaction and Use Tax indefinitely.
3. On November 3, 2020, San Fernando voters approved an additional ¼ cent Transaction and Use Tax (Measure “SF”) for a total local Transaction and Use Tax of ¾ cents. This increase Transaction and Use Tax went into effect in April 2021.
4. Chapter 82, Article V, Section 82-132 of the City Code requires an Annual Report on the collection, management, and expenditure of the Measure A/SF funds prior to October 1st each year.
5. With the passage of Measure SF, both Measure “A” and Measure “SF” receipts have been combined and reported on jointly in this *Local Transaction Tax Annual Report*.
6. On September 30, 2024, staff will host an Annual Transaction Tax Town Hall meeting, to be held in person and broadcast through YouTube, to present the Local Transaction Tax Annual Report to the community.

Receive and File the 2024 Local Transaction Tax Annual Report For Measures “A” and “SF”

Page 2 of 2

ANALYSIS:

After declaring a fiscal emergency in June 2013, San Fernando voters approved local transaction tax measures in 2018 for 0.50% (Measure A) and in 2020 for 0.25% (Measure SF), resulting in a current 10.25% total Sales Tax in San Fernando. The Local Transaction Tax has been instrumental in stabilizing the City’s finances since its initial passage. Local Transaction Tax revenues have been used to: 1) eliminate the General Fund deficit, 2) pay down external/internal debt, 3) establish financial reserves, and 4) make one-time investments in infrastructure, equipment and technology improvements. As of June 30, 2024, these goals have been met or exceeded. To demonstrate to the community that the City of San Fernando has been a responsible steward of taxpayer funds, an annual report is prepared and provided at a public meeting each September that details how funds were expended in the prior fiscal year. The City Council also discusses the planned use of local transaction tax revenues each year in open public meetings through the budget process.

Executive Summary.

The City received \$4,860,526 in Local Transaction Taxes in Fiscal Year (FY) 2023-2024, reflecting a decrease of \$190,474, or 4.9%, from FY 2022-2023. This decline is the result of several factors, including shifts in the automotive/transportation industry with auto market normalizing after seeing significant revenue spikes in previous years, have now leveled off, leading to moderate declines in tax revenue. Additionally, while general consumer goods had a strong start, high credit card rates and rising costs put pressure on household spending. Despite these impacts, the local transaction tax continues to aid City annual reserves to ensure financial resources necessary for implementation of the City Council Strategic Goals for Fiscal Years 2022 through 2026.

A full analysis can be found in the *Local Transaction Tax (Measures “A” and “SF”) 2024 Annual Report*, which is included as Attachment “A” to this agenda item. The report will also be available on the City’s website (SFCITY.ORG/Measure-A/#Annual-Reports) under the Annual Reports section of the Local Transaction Tax page for the September 30, 2024 Town Hall Meeting.

BUDGET IMPACT:

Local Transaction Taxes generated \$4,860,526 in FY 2023-2024 and is projected to raise \$5,115,000 in FY 2024-2025. Since October 1, 2013, Local Transaction Taxes have raised a total of \$33,941,141.

CONCLUSION:

Staff recommends that the City Council receive and file the 2024 Annual Report on the collection, management, and expenditure of the City’s Local Transaction Tax (i.e. Measures “A” and “SF”) as required by the City Code.

ATTACHMENT:

A. Local Transaction Tax 2024 Annual Report



September 16, 2024

Local Transaction Tax (Measures "A" and "SF") 2024 Annual Report

Chapter 82, Article V, Section 82-132 of the San Fernando City Code states:

On or before each anniversary of the operative date, the city shall complete a study and produce a report reviewing the collection, management and expenditure of revenue from the proposed tax and shall present a report explain[ing] and providing an overview of the same at an open and public meeting of the City Council. This report shall be a public document.

With the passage of Measure SF in November 2020, which increased the Local Transaction Tax from 0.50 percent to 0.75 percent, Measure "A" and Measure "SF" receipts will be combined and reported on jointly in this Local Transaction Tax Annual Report. This report is being presented in accordance with the Municipal Code, Section 82-132 referenced above.

Executive Summary:

The City received \$4,860,526 in Local Transaction Taxes in Fiscal Year (FY) 2023-2024, which is a decrease of \$190,474, or 4.9%, from FY 2022-2023. This decline is the result of a number of factors, including:

- 1) Shifts in the automotive/transportation industry with the national auto market normalizing, after seeing significant revenue spikes in previous years, leading to declines in local tax revenue;
- 2) Declines in general consumer goods due to high credit card rates and rising costs placing pressure on household spending leading; and
- 3) Reductions in business and industry due to slow recovery from the entertainment industry strike.

A preliminary review of the City's finances for Fiscal Year 2023-2024 indicates that there will be a surplus in the General Fund¹. In accordance with the City's Fund Balance Policy, the surplus will be used to maintain a general operating reserve of, at a minimum, 20% of projected General Fund annual operating expenditures (approximately \$4 million), excluding debt service, fund transfers, and encumbered funds. These reserves are designed to be used in the event of a significant financial emergency. With the projected surplus, the General Fund is expected to exceed the minimum reserve policy for FY 2023-2024. Excess surplus funds are available for appropriate by City Council.

¹ *The estimated General Fund surplus is a preliminary estimate and is subject to change during the annual independent audit.*

Local Transaction Tax (Measures “A” and “SF”)

2024 Annual Report

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In October 2019, the City Council approved the Measure “A” Transparency Forum with the intent of allowing any and all interested community members the opportunity to review the Annual Report of collection, management and expenditure of the local half-cent Transaction and Use Tax (Measure “A”) revenue as required by Chapter 82, Article V, Section 82-132 of the City Code and make non-binding recommendations to the City Council general priorities for the use of Measure “A” funds during the annual budget process. Going forward, Annual Reports and related Transparency Forums will be inclusive of both Measure “A” and Measure “SF” revenues and be referred to jointly as “Local Transaction Tax.”

Since voter approval of Measure A in 2013, the City has used the Local Transaction Taxes to:

- Eliminate the General Fund deficit from (\$5.7 million) in fiscal year 2013-2014 to a projected reserve of approximately \$12.6 million as of June 30, 2024.
- Repay more than \$1.3 million in debt to outside agencies and \$2.1 million in internal debt to other City funds.
- Establish over \$2.5 million in financial reserves for vehicle replacements, facility improvements, and self-insurance costs.
- Improve public safety reliability and response time by replacing thirteen (13) police patrol vehicles, upgrading in-car computers, enhancing network infrastructure, and modernizing the City’s radio communication system.
- Replace Police Department HVAC System.
- Support infrastructure improvements and maintenance through the annual residential resurfacing program, reconstruction of Glenoaks Boulevard, sidewalk improvements, additional tree trimming, and replacing Public Works vehicles and equipment.
- Beautify Brand Boulevard to create a notable entrance into the City.
- Support a number of special events, including Dia de los Muertos 5k Run, San Fernando Open Streets Festival, City Birthday Celebration, Independence Day Celebrations and JAM sessions.
- Construct facility improvements at Recreation Park, Las Palmas Park, Pioneer Park and Layne Park.
- Replace the City’s outdated network equipment and software to protect customer information and increase efficiency.
- Support the City’s COVID-19 emergency response efforts.

Voters insisted there be accountability for the use of these revenues by including a requirement for an Annual Report to be presented at a public meeting. As evidenced in this report, the City Council and City staff have worked diligently to ensure that Local Transaction Tax revenues are being collected, managed, and expended responsibly and in a manner consistent with the communities’ goals.

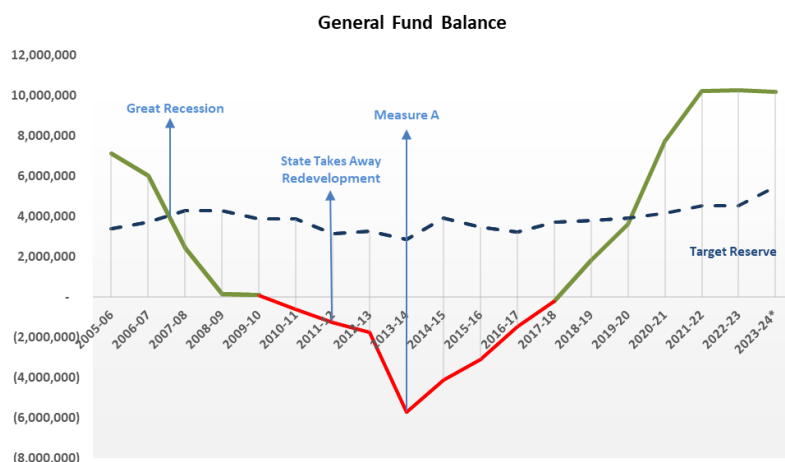
Local Transaction Tax (Measures “A” and “SF”)

2024 Annual Report

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Background:

Since 2005, the City’s financial position has changed significantly. The General Fund, which pays for police, fire, recreation and public works services, experienced a dramatic decrease in the amount of money available to provide services. The City’s reserves fell from \$7.1 million in June 2006 to a deficit of (\$5.7 million) in June 2014.



The dramatic reduction was the result of a perfect storm as the City’s expenditures on operating services began to increase (e.g. the San Fernando Regional Pool and Los Angeles Fire Department contract) just as the onset of the “Great Recession” in 2008/2009 decreased tax revenues. Additionally, the State of California eliminated local redevelopment funding in 2012, which further reduced tax revenue the City had used to make infrastructure improvements and fund economic development programs.

To remain solvent, the City implemented layoffs and furloughs, eliminated vacant positions, reduced employee benefits, discontinued retiree medical benefits for new employees, reduced department budgets, and renegotiated the contract with Los Angeles Fire Department. In the ten (10) years following the Great Recession, the number of City employees was reduced from 160 in 2008 to 128 in 2017 (20% reduction). The number of Police Officers was reduced from 37 in 2008 to 31 in 2017 (16% reduction).

In FY 2012-2013, the City declared a fiscal emergency and held a special election on June 4, 2013 for the San Fernando electorate to vote on a temporary one-half (½) cent Transaction and Use Tax (“Tax”). The “City Services Emergency Protection Measure” (Measure A) was approved by sixty percent (60%) of voters. The increased Transaction Tax rate went into effect on October 1, 2013 with a sunset date of October 1, 2020. In November 2018, Measure A was extended indefinitely by voters.

Without the revenues generated by Measure A, the City would have struggled to stay out of bankruptcy. In 2013, the City’s auditors expressed their concern regarding the City’s ability to continue to operate and carry out its financial commitments, obligations and objectives.

Local Transaction Tax (Measures “A” and “SF”)

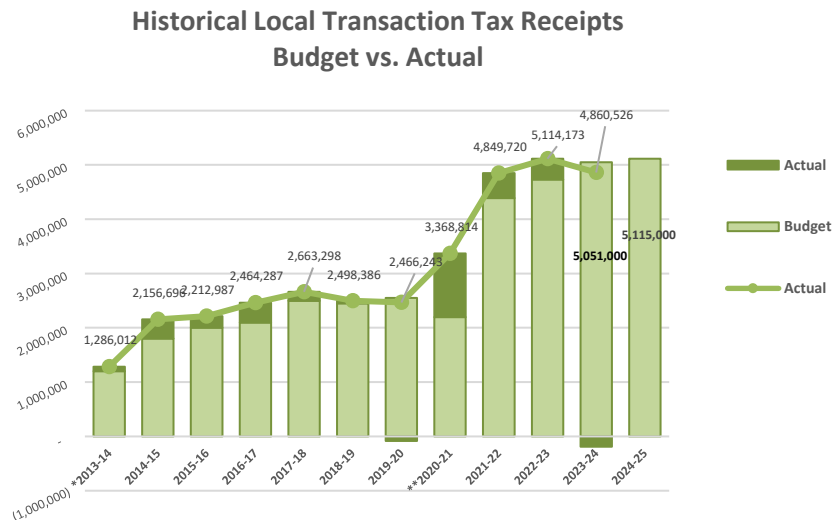
2024 Annual Report

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Collection:

The City began collecting a 0.50 percent Transaction Tax on applicable transactions in San Fernando on October 1, 2013.

The City began collecting an additional 0.25 percent Transaction Tax on April 1, 2021, for a total Local Transaction Tax of 0.75 percent.



Below are a few key statistics related to the collection of the Tax:

- Fiscal Year 2023-2024 estimated Tax receipts were \$4,860,526 compared to the \$5,051,000 projected budget.
- Of this amount, \$1,215,131 is attributed to the additional 0.25 percent authorized by Measure SF.
- Since October 1, 2013, Measure A has generated \$33,941,142 in additional revenue.
- The Sales Tax to Transaction Tax ratio, a key metric for measuring local business compliance with the Tax, was 72.6% for Fiscal Year 2023-2024. Since the City Sales Tax is 1.0% and the Transaction tax is 0.75%, a Sales Tax to Transaction Tax ratio of 75% or greater indicates compliance by local businesses with the Local Transaction Tax measure. Consequently, it appears that local businesses are complying with and collecting the Tax.

The Tax is collected and administered by the California Department of Tax and Fee Administration (CDTFA), formerly collected and administered by the Board of Equalization. CDTFA remits Measure A collections to the City Treasurer on a monthly basis. The CDTFA charges approximately \$30,000 per year for tax administration services.

The City contracts with Hinderliter, de Llamas & Associates (HdL) to monitor Tax receipts to identify, correct, and recover allocation errors and prepare the necessary case submittal documents with the CDTFA. This ensures that the City is maximizing collections and receipts are properly allocated to the City by the CDTFA.

Local Transaction Tax (Measures “A” and “SF”)

2024 Annual Report

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Management:

In order to track Local Transaction Tax revenue, receipts are recorded in a special account number on the City’s General Ledger. This allows the City staff to easily discern year-to- date receipts, update projections, and make budget adjustments, if necessary.

The planned use of Local Transaction Tax funds is discussed through the annual budget process and clearly identified in the City Manager’s Budget Message. All current and prior Annual Reports and Budget documents are posted on the City’s website (sfcity.org/Financial-Documents) under the Financial Documents section of the Finance Department page.

Lastly, City staff conducts quarterly meetings with a consultant to review Local Transaction Tax receipts in detail. This provides staff with valuable information on the health of the local economy, various business sectors, and individual companies by reviewing their quarterly sales tax reports. It also gives staff an opportunity to inform the consultant of new businesses opening in the City so staff can ensure compliance with Local Transaction Tax collections.

A quarterly newsletter providing Sales and Transaction Tax information pertinent to San Fernando is posted on the City’s website (sfcity.org/Financial-Documents) under the Financial Documents section of the Finance Department page.

Expenditure:

The City’s Local Transaction Tax was approved as a general tax, which means that it can be used for any general governmental purpose. After a year of uncertainty, City Council adopted a budget for FY 2023-2024 that focused on allowing the dust to settle in effort to complete many of the previously authorized projects, programs and priorities. In consultation with HdL consultants, staff projected a 7.7% increase in Local Transaction Tax revenue for FY 2023- 2024 over the prior year. The increase in revenue and focus on service enhancements is reflected in the Expenditure plan adopted by City Council, which is included in the table below:

Local Transaction Tax (Measures “A” and “SF”)

2024 Annual Report

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	BUDGET	ACTUAL*
SOURCES		
Local Transaction Taxes	\$ 5,051,000	\$ 4,860,526
USES		
<u>Repayment of Debt</u>		
To Retirement Fund	\$ 271,327	\$ 271,327
<u>Establish Reserves</u>		
General Fund Reserve	\$ 61,300	\$ 61,300
Self Insurance Fund Reserve	850,000	850,000
Equipment Replace Fund Reserve	103,375	103,375
Pre-fund OPEB	500,000	500,000
Appropriated Reserve	85,000	18,243
<i>Establish Reserves Subtotal</i>	\$ 1,599,675	\$ 1,532,918
<u>Ongoing Enhancements/Investments</u>		
Employee Recognition Program	\$ 1,000	\$ 1,000
Housing Division Department Supplies	3,500	3,820
Membership & Conference for Housing Division	2,000	2,000
Everbridge - Emergency Notification System	12,600	12,600
Handheld Ticket Writers for Officers (6 devices)	2,000	-
Graffiti Removal Supplies	10,000	10,000
Programming Supplies for Lopez Adobe	3,500	3,500
Commissioner Stipend Increase	6,000	6,000
Reclassify One (1) PT Office Clerk to FT	25,000	25,000
Executive Management/City Council Benefit Increases	3,575	3,575
<i>Ongoing Enhancements/Investments Subtotal</i>	\$ 69,175	\$ 67,495
<u>One-Time Enhancements/Investments</u>		
Labor Attorney	\$ 45,625	\$ 45,625
Tuition Assistance	6,000	4,976
Professional Records Scanning Services	10,000	10,000
Contract Building Official & Plan Check	25,000	25,000
On-Call Environmental/Architectural Design Review Svcs & P	75,000	75,000
Tutorial Video for Building Permit & Online Portal	6,000	6,000
Comprehensive User Fee Study	25,000	25,000
PC Replacement Project (Year 1)	35,000	35,000
Wall Off IT Room	5,000	5,000
2023 Oxnard Police Explorers Channel Islands Challenge	9,015	7,547
(4) Bodyworn Cameras for CSOs	3,750	-
POST-Mandated Training for Detective Lt.	10,000	10,000
POST-Mandated Training for Patrol	15,000	15,000
Background Investigations/Polygraphs	21,800	21,800
Facility Condition Assessment Report	25,000	-
Language Translation Services	64,000	33,918
Sidewalk Cleaning - Homeless Services	12,500	12,500

Local Transaction Tax (Measures “A” and “SF”)

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Public Arts - Mural Fund 6	25,000	25,000
Commissioner Training - Onsite Consultant	3,500	-
Citywide Holiday Party	2,000	2,000
Graffiti Removal Supplies	5,000	5,000
Illegal Dumping/Bulky Items Option	10,100	10,100
City Council Office Furniture	5,000	4,576
City Council Travel Conference & Convention Increase	2,500	1,916
City Council Memberships & Dues Increase	2,500	169
Liberty Bell Special Event	2,500	2,500
Child Care Services - Community Engagement Events	5,000	5,000
Children Tables & Chairs	1,500	1,500
Furnish Pioneer Park Field House	4,000	3,770
Parks Signage - Vandalism Reporting	2,000	2,000
Parks Signage - Do Not Enter/Wrong Way (Las Palmas)	500	500
Park Revitalization Fund	51,360	4,639
	\$ 516,150	\$ 401,036
<u>Prior-Year Approved Ongoing Enhancements</u>	\$ 2,594,673	\$ 2,419,461
TOTAL LOCAL TRANSACTION TAX USES:	\$ 5,051,000	\$ 4,692,237
ADDITIONAL GENERAL FUND RESERVE SURPLUS (DEFICIT):	\$ -	\$ 168,289

**NOTE: Actuals based on Unaudited Financial Reporting*

The table above demonstrates the planned budget expenditures for Local Transaction Tax revenues were primarily for one-time enhancements for projects related to beautification (i.e. planning services, graffiti removal supplies, illegal dumping/bulky item removal, signage, etc.). However, the City's Local Transaction Taxes slightly underperformed budget projections by 4% due to declines in Building and Construction industry, Automotive/Transportation and General Consumer Goods. However, with actual expenses lower than budgeted, the overall impact was nominal and surplus Local Transaction Tax revenues were available to be applied to the City's General Fund reserves for appropriation by City Council in future years.

Conclusion:

Since October 2013, Local Transaction Tax revenues have been used to 1) eliminate the General Fund deficit, 2) pay down external/internal debt, 3) establish financial reserves, and 4) make one-time investments in infrastructure, equipment and technology improvements. As of June 30 2023, the original goals have been met or exceeded. With strong financial reserves and robust Local Transaction Tax revenues, City Council will have the financial resources necessary to continue implementation of the City Council Strategic Goals for fiscal years 2022 through 2026.

Preparation of this report and the corresponding Local Transaction Tax Town Hall is meant to demonstrate to voters that the City has been responsible and fiscally prudent with Local Transaction Tax funds and has been transparent about the planned use of Local Transaction Tax revenues each year through the budget process.

Local Transaction Tax (Measures “A” and “SF”)

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Appendix A: Deficit Elimination Plan

In FY 2013-2014, the City Council began the development and implementation of a multi-year Deficit Elimination Plan. The goal of the Deficit Elimination Plan was to pay off debt, reduce ongoing expenditures and increase ongoing revenue. Revenues raised through Measure A have been critical to achieving the City’s Deficit Elimination Plan.

The City’s General Fund had been in a deficit fund balance position since Fiscal Year 2010-2011. To address the deficit, the City took a number of steps to stabilize ongoing finances, including reducing programs and services, reducing training and professional development opportunities for City staff, implementing layoffs and furloughs, and eliminating vacant positions. Many of these actions were short-term fixes that were necessary to remain solvent, but were not sustainable in the long-term.

In addition to short-term actions identified above, the City took a number of longer-term actions to address the City’s deficit and improve long-term financial stability, including:

- Renegotiated the Fire and Emergency Services contract with the Los Angeles Fire Department to reduce the City’s ongoing annual cost without reducing service (saved more than \$500,000/year).
- Transferred operational and financial responsibility of the San Fernando Regional Pool to the County of Los Angeles through a lease of up to 55 years (saved more than \$500,000/year).
- Reduced retiree health benefits to the statutory minimum for new employees to decrease the City’s retiree health (OPEB) liability (significant long-term savings).
- Sold surplus land and used the land sale proceeds to reduce the General Fund deficit (generated \$1 million in proceeds).
- Developed a five-year General Fund projection to improve long-term decision making.
- Adopted a Development Agreement Ordinance to provide additional tools to increase economic development efforts and diversify the tax base.
- Re-established reserves for the Self-Insurance and Equipment Replacement Funds (more than \$1.5 million in SIF reserve to protect against large lawsuits and \$1.1 million set aside to fund future vehicle replacements).

Local Transaction Tax (Measures “A” and “SF”)

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- Updated user fees, development fees, cost allocation calculations to ensure an appropriate cost recovery for City services (more than \$500,000/year in projected ongoing revenue).
- Updated the City’s long term financial planning policies, including budget, purchasing, debt management, grant management, investment, and reserve policies, with an emphasis on creating long term fiscal sustainability.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Fabian Valdez, Police Chief
Jennifer Spatig, Management Analyst

Date: September 16, 2024

Subject: Consideration to Accept the California Office of Traffic Safety Selective Traffic Enforcement Program Grant Funds to Support Selective Traffic Enforcement Details; Accept the California Office of Traffic Safety Traffic Records Improvement Project Funds to Purchase and Implement a New Electronic Crash Reporting Solution; and Adopt Resolutions Appropriating the Funds

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept California Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant funds (Attachment "A" – Contract No. 2291), in the amount of \$74,000 to help mitigate traffic safety issues by conducting Driving Under the Influence (DUI)/ Driver's License (DL) Checkpoints, DUI Saturation Patrols, Traffic Enforcement, Distracted Driving Enforcement, Bicycle and Pedestrian Safety Enforcement, Traffic Safety presentations, and to purchase supplies and equipment to assist in DUI Prevention and traffic enforcement efforts;
- b. Adopt Resolution No. 8334 (Attachment "B") amending the budget for Fiscal Year (FY) 2024-2025 to appropriate the grant revenues and expenses;
- c. Accept California Office of Traffic Safety (OTS) Traffic Records Improvement Project (TRIP) Grant funds (Attachment "C" – Contract No. 2292), in the amount of \$44,400 to purchase and implement an electronic crash reporting solution;
- d. Adopt Resolution No. 8335 (Attachment "D") amending the budget for Fiscal Year (FY) 2024-2025 to appropriate the grant revenues and expenses; and
- e. Authorize the City Manager to execute all related documents.

Consideration to Accept the California Office of Traffic Safety Selective Traffic Enforcement Program Grant Funds to Support Selective Traffic Enforcement Details; Accept the California Office of Traffic Safety Traffic Records Improvement Project Funds to Purchase and Implement a New Electronic Crash Reporting Solution; and Adopt Resolutions Appropriating the Funds

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BACKGROUND:

1. In December 2023, OTS announced their annual open enrollment for the 2024-2025 National Highway Traffic Safety Administration (NHTSA) Grant, which provides funding to local agencies to operate local selective traffic enforcement operations with the goal of reducing death, injuries, and economic losses.
2. On January 16, 2024, the City Council authorized the preparation and submittal of a grant application for up to \$105,000 from the California Office of Traffic Safety.
3. On January 31, 2024, the Police Department submitted a grant application requesting funds for activities related to distracted driving, occupant protection, pedestrian and bicycle safety, and crash data reporting software.
4. On February 23, 2024, the Department received instructions from OTS to modify the grant application by including the required Saturation Patrols and DUI Checkpoints. Additionally, OTS directed the Department to submit a separate application for the Traffic Records Improvement Program (TRIP) to request funding for the crash data reporting software, as TRIP is a different grant program.
5. On June 6, 2024, the Department received notices of funding awards from OTS for the Selective Traffic Enforcement Program (STEP) and TRIP Grants.

ANALYSIS:

The Office of Traffic Safety's mission is to obtain and effectively administer National Highway Traffic Safety Administration (NHTSA) grant funds to reduce deaths, injuries and economic losses resulting from traffic related collisions. Each year, the OTS administers NHTSA Grant Funds to reflect current areas of focus and details the planned use of federal funds. The OTS identifies problems, specific performance measures, proposed solutions, time frames and related information on existing priorities to mitigate traffic safety problems and address NHTSA's priority areas, which include the following:

- Alcohol-Impaired Driving
- Distracted Driving
- Drug-Impaired Driving
- Emergency Medical Services
- Motorcycle Safety
- Occupant Protection
- Police Traffic Services
- Pedestrian and Bicycle Safety
- Roadway Safety and Traffic Records
- Public Relations, Advertising, and Marketing Programs

Consideration to Accept the California Office of Traffic Safety Selective Traffic Enforcement Program Grant Funds to Support Selective Traffic Enforcement Details; Accept the California Office of Traffic Safety Traffic Records Improvement Project Funds to Purchase and Implement a New Electronic Crash Reporting Solution; and Adopt Resolutions Appropriating the Funds

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Equipment costing \$5,000 or more, with a useful life of at least one (1) year, and that is required to carry out the grant activities, is also allowable within these priority areas.

The California Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant supports local law enforcement agencies in reducing traffic-related injuries and fatalities. The STEP Grant focuses on traffic enforcement activities targeting specific unsafe driving behaviors, such as speeding, impaired driving, distracted driving, and pedestrian safety violations. By providing financial assistance, the program enables law enforcement agencies to increase patrols, conduct sobriety checkpoints, and launch public awareness campaigns aimed at promoting safe driving practices and reducing dangerous behaviors on the roads.

The Department received STEP grant funding in the amount of \$74,000 to conduct the following operations:

1. Two (2) DUI/DL Checkpoints
2. Five (5) Saturation Patrols
3. Five (5) Traffic Enforcement operations
4. Two (2) Distracted Driving Enforcement Operation(s) targeting drivers using hand held cell phones and texting
5. Two (2) Pedestrian and/or Bicycle Enforcement Operations
6. Two (2) Traffic Safety Educational Presentations to Community Members

Additionally, grant funds will provide Standardized Field Sobriety Testing (SFST), Drug Recognition Expert (DRE), Advanced Roadside Impaired Driving Enforcement (ARIDE), DUI Checkpoint Planning, and Management and implicit bias training for Officers. Finally, a portion of STEP grant funds will be used to purchase a radar trailer, a Light Detection and Radar (LIDAR) device for speed enforcement, and DUI Checkpoint supplies.

The California Office of Traffic Safety (OTS) Traffic Records Improvement Program (TRIP) Grant helps local agencies enhance the accuracy, timeliness, and accessibility of traffic safety data. This grant supports projects that improve traffic records systems, allowing law enforcement, emergency services, and state agencies to collect and analyze critical data more effectively. By upgrading the technology and processes used to capture crash data, vehicle information, and citations, the TRIP Grant aims to foster better decision-making and improve the overall management of traffic safety programs across the state.

TRIP grant funds can be used for various activities, including the development and implementation of electronic data collection systems, integrating traffic data with other public safety systems, and training personnel on new technologies. This program encourages collaboration between local and state agencies to create more comprehensive, real-time traffic data systems. By improving data quality and access, the TRIP Grant supports efforts to identify

Consideration to Accept the California Office of Traffic Safety Selective Traffic Enforcement Program Grant Funds to Support Selective Traffic Enforcement Details; Accept the California Office of Traffic Safety Traffic Records Improvement Project Funds to Purchase and Implement a New Electronic Crash Reporting Solution; and Adopt Resolutions Appropriating the Funds

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traffic safety issues, evaluate intervention strategies, and ultimately reduce the number of traffic-related injuries and fatalities across California.

The Department received \$44,400 in TRIP Grant funding. These funds will be used to purchase and implement an electronic crash reporting system that allows for more accurate and timely submissions to the Statewide Integrated Traffic Records System (SWITRS) and the department's Records Management System (RMS). This will improve data quality, accessibility, and overall traffic safety management.

BUDGET IMPACT:

The OTS STEP and TRIP funds will cover the cost of the approved grant activities. As a reimbursable grant, it requires the Police Department to enter into an agreement with OTS to administer the grant. Adoption of the attached resolutions is necessary to amend the FY 2024-2025 adopted budget to appropriate the grant revenues (110-3696-XXXX) and expenditures (110-225-XXXX-Various) and (110-222-XXXX-4260) for each of the grants.

CONCLUSION:

Staff recommends that the City Council accept the OTS STEP and TRIP Grant funds, appropriate the funds, and authorize the City Manager or his designee to take all related action to execute the grant.

ATTACHMENTS:

- A. Contract No. 2291 - Office of Traffic Safety STEP Grant Agreement
- B. Resolution No. 8334
- C. Contract No. 2992 - Office of Traffic Safety TRIP Grant Agreement
- D. Resolution No. 8335

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY San Fernando	3. Grant Period From: 10/01/2024 To: 09/30/2025
4. AGENCY UNIT TO ADMINISTER GRANT San Fernando Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$74,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none">Schedule A – Problem Statement, Goals and Objectives and Method of ProcedureSchedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)Exhibit A – Certifications and AssurancesExhibit B* – OTS Grant Program ManualExhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Jennifer Spatig TITLE: Management Analyst EMAIL: jspatig@sfcity.org PHONE: (818) 898-1254 ADDRESS: 910 First Street San Fernando, CA 91340 _____ (Signature) (Date) C. FISCAL OFFICIAL NAME: TITLE: EMAIL: PHONE: ADDRESS: _____ (Signature) (Date)	B. AUTHORIZING OFFICIAL NAME: TITLE: EMAIL: PHONE: ADDRESS: _____ (Signature) (Date) D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (Signature) (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: XARQWS6VM2N3 REGISTERED ADDRESS: 910 First Street CITY: San Fernando ZIP+4: 91340-2928
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$74,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$74,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE \$74,000.00		

State of California – Office of Traffic Safety

GRANT AGREEMENT

Schedule A

GRANT NUMBER

PT25223

1. PROBLEM STATEMENT

The City of San Fernando is 2.42 square miles with a resident population of approximately 24,000. The population density is approximately 10,381 residents per square mile, compared to the approximate 2,500 as reported by surrounding Los Angeles County. San Fernando is surrounded by the City of Los Angeles and is bordered by three major interstate freeway systems. In addition, the City of San Fernando contains several arterial streets that accommodate the high volume of transitory traffic from Los Angeles. The combination of geographical location, transitional arterial streets, coupled with the resident density creates a substantial volume of transitory vehicular and pedestrian traffic within the City.

Navigating roadways is an essential part of daily life. However, factors such as distracted driving, lack of compliance with traffic laws, impaired driving and low seatbelt use can significantly impact road safety for everyone, especially vulnerable groups like children, teens, the elderly, pedestrians, and cyclists. Crashes resulting from these factors can lead to injuries, fatalities, and emotional and economic burdens for families and communities. Lack of compliance with traffic laws by drivers, pedestrians, and bicyclists can lead to increased risks for all individuals using the road, regardless of age. This includes pedestrians, cyclists, and motorists, as well as passengers in vehicles. Additionally, motorists' lack of awareness of traffic laws and non-compliance - especially when combined with alcohol or drug impairment - poses a serious threat to the safety of all road users. This can lead to a higher likelihood of crashes and injuries for everyone on the road.

In the City of San Fernando, the number of fatal crashes has fluctuated over the past three years, with 2022 showing an increase from 2021 but then dropping back down in 2023. Similarly, the number of injury crashes has also varied, with a slight increase in 2022 compared to 2021, followed by a decrease in 2023. The total number of fatality victims increased from 2021 to 2022 but remained the same in 2023 as compared to 2022. The total number of injury victims has shown a slight increase from 2021 to 2022, followed by a decrease in 2023 compared to 2022.

In 2023, the San Fernando Police Department responded to two fatal traffic crashes, 70 traffic crashes resulting in injuries, and 68 non-injury traffic crashes. Of the 140 crashes reported, speeding was the primary contributing factor in 10 of them. Twenty-six of the crashes were caused by Impaired drivers. Sixty-five citations for speeding were issued in 2023. This underscores the dangers associated with speeding and impaired driving, and emphasizes the need for continued efforts to prevent and deter speeding and DUI incidents through enforcement, public awareness campaigns, and other interventions. Based on this data, there are some concerning trends, particularly the increase in both fatal crashes and injury crashes in 2022 compared to 2021. While there was a decrease in these numbers in 2023, it is still important to address the underlying factors contributing to these incidents.

The City of San Fernando Police Department would like to address traffic safety in the following three areas: Pedestrian and Bicyclist Safety, Seatbelt Usage (with a Click it or Ticket Campaign), and Distracted Driving.

Finally, non-compliance with bicycle laws by cyclists, such as riding on the wrong side of the road, can increase the risk of crashes involving all road users, not just children and teens. Pedestrian and Bicyclist directed activities that will target youth and older community members are crucial for improving road safety for everyone. By teaching safer transportation behaviors and raising awareness about traffic laws and responsibilities, the project aims to reduce the number of pedestrians and bicyclists killed or injured in traffic-related crashes, benefiting all members of the community. The Department also aims to increase bicycle helmet compliance in children aged 5 to 18, thus contributing to overall road safety by reducing the severity of injuries in the event of a crash.

Fifteen (15) citations for seatbelt violations were issued in 2023. Drivers who neglect to wear seat belts are at a significantly higher risk of injury or fatality in the event of a road crash. Despite existing seat belt laws and public awareness efforts, a substantial portion of the population continues to overlook the importance of using seat belts while driving or riding in motor vehicles. This behavior not only endangers the individuals who choose not to buckle up but also poses a serious risk to public safety.

In the context of the City of San Fernando, both residents and visitors who drive within its limits are affected by this issue. The lack of consistent seat belt usage among drivers indicates a pressing need for intervention to increase compliance with seat belt laws and promote safer driving habits. Without seat belts, drivers are more vulnerable to being ejected from their vehicles or suffering severe impact injuries during crashes. This not only endangers their lives but also increases the likelihood of sustaining injuries that could have been mitigated or prevented by wearing seat belts. The impact of non-compliance with seat belt laws extends beyond individual drivers to affect the broader community. Unbuckled drivers are more likely to be injured or killed in crashes, leading to emotional distress for their families and communities. Furthermore, the costs associated with medical care and rehabilitation for injuries resulting from crashes involving unbuckled drivers can place a significant burden on healthcare systems and public resources.

Distracted driving has become a pervasive and dangerous issue on roadways, contributing to a significant number of crashes, injuries, and fatalities each year. With the widespread use of mobile devices, including smartphones, tablets, and GPS systems, drivers are increasingly prone to distractions that divert their attention from the road. Additionally, activities such as eating, adjusting vehicle controls, and interacting with passengers further compound the problem, leading to impaired driving performance and an increased risk of crashes. Despite efforts to raise awareness and implement laws restricting certain distractions while driving, the prevalence of distracted driving remains a serious concern. Addressing this issue requires comprehensive strategies that target the root causes of distraction, educate drivers about the risks involved, and enforce regulations to ensure compliance. By addressing distracted driving, we aim to reduce the frequency and severity of crashes caused by driver distraction and improve overall road safety for all motorists. The San Fernando Police Department will focus on public awareness and education programs for drivers within the community. The Department will specifically focus efforts during Distracted Driving Awareness Month in April.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed

Target Number

1

10

Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	2
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).	1
7. Send law enforcement personnel to the DRE Recertification training.	1
8. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
9. Conduct DUI Saturation Patrol operation(s).	5
10. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	5
11. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	2
12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	2
13. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
14. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	1
15. Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias.	4

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.
- In order to develop/maintain the "DUI BOLOs," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements:

Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15

B. Phase 2 – Program Operations (Throughout Grant Year)

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS grant coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.

- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PT-25	20.600	State and Community Highway Safety	\$37,000.00
164AL-25	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$37,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-25	\$10,000.00	2	\$20,000.00
DUI Saturation Patrols	164AL-25	\$1,600.00	5	\$8,000.00
Benefits for 164AL OT @ 21.45%	164AL-25	\$28,000.00	1	\$6,006.00
Traffic Enforcement	402PT-25	\$1,500.00	5	\$7,500.00
Distracted Driving	402PT-25	\$1,500.00	2	\$3,000.00
Pedestrian and Bicycle Enforcement	402PT-25	\$1,500.00	2	\$3,000.00
Traffic Safety Educational Presentations	402PT-25	\$500.00	2	\$1,000.00
Benefits for 402PT OT @ 21.45%	402PT-25	\$14,500.00	1	\$3,110.00
Category Sub-Total				\$51,616.00
B. TRAVEL EXPENSES				
In State Travel	402PT-25	\$4,690.00	1	\$4,690.00
				\$0.00
Category Sub-Total				\$4,690.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
Radar Trailer	402PT-25	\$12,000.00	1	\$12,000.00
Category Sub-Total				\$12,000.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-25	\$2,994.00	1	\$2,994.00
Lidar Device	402PT-25	\$2,700.00	1	\$2,700.00
Category Sub-Total				\$5,694.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$74,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Benefits for 164AL OT @ 21.45% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Benefit Breakdown:

Medicare - 1.45%

WC - 20%

Total Benefits: 21.45%

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.

Benefits for 402PT OT @ 21.45% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Benefit Breakdown:

Medicare - 1.45%

WC - 20%

Total Benefits: 21.45%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include Lifesavers in Long Beach and the OTS Traffic Safety Law Enforcement Forum. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

Radar Trailer - Trailer with radar to measure and display the speed of vehicles. Costs may include trailer, computer software, and modifications such as generator, paint, graphics and lighting.

OTHER DIRECT COSTS

DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).

Lidar Device - Light detection and ranging device used to measure the speed of motor vehicles. This device will be used for speed enforcement. Costs may include lidar devices, batteries, tax, and shipping.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

RESOLUTION NO. 8334

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2024-2025 ADOPTED ON JULY 1, 2024, ALLOCATING CALIFORNIA OFFICE OF TRAFFIC SAFETY SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT FUNDS TO SUPPORT THE POLICE DEPARTMENT'S TRAFFIC SAFETY ENFORCEMENT EFFORTS

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2024-2025, commencing July 1, 2024, and ending June 30, 2025; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to help mitigate traffic safety issues by conducting Driving Under the Influence (DUI)/ Driver's License (DL) Checkpoints, DUI Saturation Patrols, Traffic Enforcement, Distracted Driving Enforcement, Bicycle and Pedestrian Safety Enforcement, Traffic Safety presentations, and to purchase supplies and equipment to assist in DUI Prevention and traffic enforcement efforts; and

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2024 and ending July 30, 2025, a copy of which is on file in the City Clerk's Office, was adopted on July 1, 2024.

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

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

CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) FUNDS

Increase in Revenues	\$ 74,000
Account No. 110-3696-XXXX	

Increase in Expenditures	\$ 74,000
Account No. 110-225-XXXX-4105	\$ 51,616
Account No. 110-225-XXXX-4360	\$ 4,690
Account No. 110-225-XXXX-4300	\$ 17,694

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 16th day of September, 2024.

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. 8334 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2024.

Julia Fritz, City Clerk

GRANT AGREEMENT

TR25042

1. GRANT TITLE Traffic Records Improvement Project	
2. NAME OF AGENCY San Fernando Police Department	3. Grant Period From: 10/01/2024 To: 09/30/2025
4. AGENCY UNIT TO ADMINISTER GRANT San Fernando Police Department	
5. GRANT DESCRIPTION State and local agencies need timely, accurate, complete, uniform, integrated, and accessible traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to improve the quality of the State's crash and citation data through various efforts such as: purchasing equipment or software for electronic reporting of crash data, citation data reporting and collection, improving the compatibility of crash and/or citation data with the state and national data systems, enhancing the ability to analyze trends in crashes, crash outcomes, and contributing factors, etc.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$44,400.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> Schedule A – Problem Statement, Goals and Objectives and Method of Procedure Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) Exhibit A – Certifications and Assurances Exhibit B* – OTS Grant Program Manual Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Jennifer Spatig TITLE: Management Analyst EMAIL: jspatig@sfcity.org PHONE: (818) 898-1254 ADDRESS: 910 First Street San Fernando, CA 91340 <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature) </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Date) </div> </div> C. FISCAL OFFICIAL NAME: TITLE: EMAIL: PHONE: ADDRESS: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature) </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Date) </div> </div>	B. AUTHORIZING OFFICIAL NAME: TITLE: EMAIL: PHONE: ADDRESS: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature) </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Date) </div> </div> D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature) </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Date) </div> </div>

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: XARQWS6VM2N3 REGISTERED ADDRESS: 910 1st St CITY: San Fernando ZIP+4: 91340-2928
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$44,400.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$44,400.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$44,400.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

State of California – Office of Traffic Safety

GRANT NUMBER

GRANT AGREEMENT

TR25042

Schedule A

1. PROBLEM STATEMENT

The City of San Fernando is 2.42 square miles with a resident population of approximately 24,000. The population density is approximately 10,381 residents per square mile, compared to the approximate 2,500 as reported by surrounding Los Angeles County. San Fernando is surrounded by the City of Los Angeles and is bordered by three major interstate freeway systems. In addition, the City of San Fernando contains several arterial streets that accommodate the high volume of transitory traffic from Los Angeles. The combination of geographical location, transitional arterial streets, coupled with the resident density creates a substantial volume of transitory vehicular and pedestrian traffic within the City.

The San Fernando Police Department's Records Bureau comprises three full-time employees and four cadets. This Bureau is responsible for processing and maintaining department records, serving the public, providing fingerprinting/Livescan services, and conducting vehicle inspections. Additionally, the Records Bureau manages the Court Commitment Program, as well as criminal and sex registrant compliance. The Records Administrator is responsible for compiling all department statistics and completing all mandated reports independently.

State and local agencies require timely, accurate, complete, accessible, and uniform traffic records to identify and prioritize traffic safety issues, choose appropriate safety countermeasures, and evaluate their effectiveness. Currently, the California Highway Patrol collects this data via the Statewide Integrated Traffic Records System (SWITRS) from law enforcement agencies throughout the state. The City of San Fernando Police Department uses Informed RMS to track traffic crash data. However, this system is outdated and still requires the Records Administrator to mail crash information to the CHP, where it is manually entered into SWITRS. The San Fernando Police Department Records Division batch prints and ships crash reports to the California Highway Patrol SWITRS program on a monthly basis. This process is inefficient and creates delays in traffic safety data reporting. In calendar year 2023, SFPD shipped an average of 13 reports per month.

By implementing a solution to electronically submit crash data to the California Highway Patrol SWITRS program, SFPD could increase their contribution to the Office of Traffic Safety's goal of improving overall roadway safety by providing accurate and timely data that roadway safety engineering improvements and traffic safety enforcement operations rely on. Electronic submission of crash data would also allow the Records Administrator to focus on other vital responsibilities.

2. PERFORMANCE MEASURES**A. Goals:**

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.

B. Objectives:

1. Purchase and implement a new electronic crash reporting solution or upgrade an existing electronic crash reporting solution to allow for submission of complete crash reports to the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS), and/or to a departmental records management system (RMS) as applicable.

Target Number

1

3. METHOD OF PROCEDURE**A. Phase 1 – Program Preparation (1st Quarter of Grant Year)**

- Determine specific system requirements.
- Determine specific equipment requirements.
- Request vendor price quotation per host agency requirements.
- Procure an electronic crash reporting system with the following functionalities:
 - System licensing with installation and training.
 - GIS based mapping.
 - Segment crash diagramming tool.
 - Ability to create or import crash reports.

- Ability to import and export agency RMS files.
- Ability to perform complete analysis of crash reports.
- Secure database accessible by appropriate agency personnel.
- Ability to export complete crash report to the California Highway Patrol's Statewide Integrated Traffic Records System.
- Procure an electronic citation system with the following functionalities:
 - System licensing with installation and training.
 - Ability to import and export to agency RMS files.
 - Ability to perform complete analysis of citation reports.
 - Secure database accessible by appropriate agency personnel.
 - Ability to export complete citation reports to the local county court.

B. Phase 2 – Program Operations (Throughout Grant Year)

- Select vendor for system development, implementation, and installation.
- Monitor and oversee progress of system/software development.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

- Prepare and submit grant claims invoice (due January 30, April 30, July 30, and October 30).
 - Successful project completion and confirmation of successful electronic transmission of crash reports by the California Highway Patrol is required before submission of invoice claims seeking reimbursement from OTS.
- Prepare and submit quarterly performance reports (due January 30, April 30, July 30, and October 30).
 - Collect and report quarterly appropriate data that supports the progress of goals and objectives.
 - Provide a summary of quarterly accomplishments and explanations for objectives not completed.
 - Collect, analyze, and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405c TR-25	20.616	State Traffic Safety Information System Improvements	\$44,400.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$0.00
B. TRAVEL EXPENSES				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
Traffic Crash Database System	405c TR- 25	\$44,400.00	1	\$44,400.00
Category Sub-Total				\$44,400.00
E. OTHER DIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$44,400.00

BUDGET NARRATIVE	
PERSONNEL COSTS	-
TRAVEL EXPENSES	-
CONTRACTUAL SERVICES	-
EQUIPMENT	Traffic Crash Database System - A traffic crash database and geographic information system (GIS) to collect, analyze and display crash and enforcement data, including a full featured module for analysis, allowing queries for top ranking lists of locations, breakdowns by cause, type, injury, conditions and many other attributes. Queries and Reports will be provided in a variety of formats including pie charts, bar charts, and summaries. The system provides for crash mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computer(s), software and licenses, printers, accessories, training, and associated shipping and taxes.
OTHER DIRECT COSTS	-
INDIRECT COSTS	-
STATEMENTS/DISCLAIMERS	There will be no program income generated from this grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website

(<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

RESOLUTION NO. 8335

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2024-2025 ADOPTED ON JULY 1, 2024, ALLOCATING CALIFORNIA OFFICE OF TRAFFIC SAFETY TRAFFIC RECORDS IMPROVEMENT PROJECT GRANT FUNDS TO PURCHASE AND IMPLEMENT AN ELECTRONIC CRASH REPORTING SYSTEM

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2024-2025, commencing July 1, 2024, and ending June 30, 2025; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to purchase and implement an electronic crash reporting solution; and

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2024 and ending July 30, 2025, a copy of which is on file in the City Clerk's Office, was adopted on July 1, 2024.

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

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

CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) TRAFFIC RECORDS IMPROVEMENT PROJECT (TRIP) FUNDS

Increase in Revenues

Account No. 110-3696-XXXX \$ 44,400

Increase in Expenditures

Account No. 110-222-XXXX-4260 \$ 44,400

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

PASSED, APPROVED, AND ADOPTED THIS 16th day of September, 2024.

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. 8335 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2024.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager

By: Fabian Valdez, Police Chief

Jennifer Spatig, Management Analyst

Date: September 16, 2024

Subject: Consideration to Adopt a Resolution Accepting the Department of Alcoholic Beverage Control Alcohol Policing Partnership Grant Funds to Support the Police Department's Under-Age Alcohol Purchase Prevention Program, and Adopt a Resolution to Appropriate the Funds

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8336 (Attachment "A") authorizing the City Manager to execute Standard Agreement No. 24-APP39;
- b. Accept Department of Alcoholic Beverage Control (ABC) Alcohol Policing Partnership Program (APP) Grant funds (Exhibit "A" to Attachment "A" – Contract No. 2293), in the amount of \$60,000 to support the Police Department's Under-Age Alcohol Purchase Prevention Program aimed to reduce underage drinking, reduce youth access to alcoholic beverages through the education of alcohol licensees, and enforcement intervention; and
- c. Adopt Resolution No. 8337 (Attachment "B") amending the budget for Fiscal Year (FY) 2024-2025 to appropriate the grant revenues and expenses.

BACKGROUND:

1. Since 2005, the Police Department has received grant funds from the Department of Alcoholic Beverage Control (ABC) for the Under-Age Alcohol Purchase Prevention Program.
2. In March 2024, the Police Department was notified by ABC of a Request for Proposals (RFP) for the Alcohol Policing Partnership (APP) Program.
3. On April 2, 2024, the City Council authorized the submittal of a grant application to the Department of Alcoholic Beverage Control in an amount up to \$100,000 to support the Police

Consideration to Adopt a Resolution Accepting the Department of Alcoholic Beverage Control Alcohol Policing Partnership Grant Funds to Support the Police Department's Under-Age Alcohol Purchase Prevention Program, and Adopt a Resolution to Appropriate the Funds

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Department's Under-Age Alcohol Purchase Prevention Program. The Department subsequently submitted an application requesting \$83,586 based on the cost of the proposed activities.

4. On May 19, 2024, the Department received notice of funding award from ABC for the Under-Age Alcohol Purchase Prevention Program.

ANALYSIS:

The California Department of Alcoholic Beverage Control (ABC), established in 1955, is a state governmental agency responsible for regulating the manufacturing, distribution, and sale of alcoholic beverages. As an independent department within the executive branch of the state government, ABC oversees licensing, education, and enforcement services. Since 1995, ABC has been working in partnership with cities and counties through the Alcohol Policing Partnership (APP) Program, aiming to address challenges related to problematic alcohol outlets by developing strategies in conjunction with local law enforcement agencies.

ABC's funding priorities focus on several programs aimed at preventing alcohol-related crimes through education and enforcement. The Informed Merchants Preventing Alcohol Related Crime Tendancies (IMPACT) Program educates licensees (retailers/vendors) on reducing alcohol-related crime by fostering cooperation with law enforcement and ensuring compliance with alcohol sale laws. Similarly, the License Education of Alcohol and Drugs (LEAD) Program offers free, voluntary training for retail licensees, managers, and employees to promote responsible alcohol service. The Minor Decoy Program and the Shoulder Tap Program involve law enforcement using underage decoys to detect illegal alcohol sales to minors and adults who furnish alcohol to minors.

Additionally, ABC operates the Retail Operating Standards Task Force (ROSTF), which addresses public nuisance issues related to alcohol sales, and the Target Responsibility for Alcohol Connected Emergencies (TRACE) Program, which investigates alcohol-related incidents involving minors that result in serious injury or death. The Trap Door initiative focuses on detecting minors attempting to use false identifications (IDs) to purchase alcohol or enter licensed premises. Each program plays a role in promoting alcohol law compliance and public safety.

Consideration to Adopt a Resolution Accepting the Department of Alcoholic Beverage Control Alcohol Policing Partnership Grant Funds to Support the Police Department's Under-Age Alcohol Purchase Prevention Program, and Adopt a Resolution to Appropriate the Funds

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Per City Council authorization, the Department submitted an application for the following efforts and activities:

- 1) Two (2) LEAD Trainings
- 2) Five (5) Minor Decoy Operations
- 3) Five (5) Shoulder Tap Operations
- 4) Six (6) IMPACT inspection Operations
- 5) One (1) Neighborhood Watch meeting presentation on ABC-related topics
- 6) One (1) Business Watch presentation on ABC-related topics
- 7) Three (3) Press Releases
- 8) Attendance at one (1) ABC Grant Conference

After receiving an initial award of \$83,536, the Department was notified of grant program funding cuts that required reductions to individual grantee budgets. Department representatives then met with ABC officials to adjust the planned activities and reduce the 2025 grant budget to \$60,000 to align with the new funding limits. The following activities were subsequently proposed, and approved, by ABC.

- 1) One (1) LEAD Training
- 2) Four (4) Minor Decoy Operations
- 3) Four (4) Shoulder Tap Operations
- 4) Four (4) IMPACT inspection Operations
- 5) One (1) Neighborhood Watch meeting presentation on ABC-related topics
- 6) One (1) Business Watch presentation on ABC-related topics
- 7) Three (3) Press Releases
- 8) Attendance at one (1) ABC Grant Conference

The operation period of the grant is July 1, 2024 through June 30, 2025.

The ABC Grant will provide funding for the overtime associated with each of these activities, “buy money” for the Minor Decoy and Shoulder Tap Operations, and travel expenses for the ABC Conference. Upon acceptance of the grant funds, the Department will release the first of three press releases and schedule grant-funded activities.

BUDGET IMPACT:

The ABC APP funds will cover the cost of the approved grant activities. As a reimbursable grant, the Police Department is required to enter into an agreement with ABC to administer the grant. Adoption of the attached resolution is necessary to amend the FY 2024-2025 Adopted Budget to appropriate the grant revenues (110-3696-XXXX) and expenditures (110-220-XXXX-Various) for the ABC Grant.

Consideration to Adopt a Resolution Accepting the Department of Alcoholic Beverage Control Alcohol Policing Partnership Grant Funds to Support the Police Department's Under-Age Alcohol Purchase Prevention Program, and Adopt a Resolution to Appropriate the Funds

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CONCLUSION:

Staff recommends adopting a resolution authorizing the City Manager to accept the ABC APP Grant funds, and adopting a resolution to appropriate the funds.

ATTACHMENT(S):

- A. Resolution No. 8336, including:
Exhibit "A": Contract No. 2293 – Department of Alcoholic Beverage Control Alcohol Policing Partnership Program Agreement
- B. Resolution No. 8337

RESOLUTION NO. 8336

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE
STANDARD AGREEMENT NO. 24-APP39 ACCEPTING DEPARTMENT OF
ALCOHOLIC BEVERAGE CONTROL ALCOHOL POLICING PARTNERSHIP
GRANT FUNDS**

WHEREAS, the City Council of the City of San Fernando desires to undertake a certain project designated as 2024-2025 Alcohol Policing Partnership Program to be funded in part from funds made available through the Alcohol Policing Partnership (APP) Program administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

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

SECTION 1. The City Manager is authorized to execute, on behalf of the City Council, the attached Standard Agreement No. 24-APP39 (Exhibit "A" – Contract No. 2293), including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

SECTION 2. It is agreed that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

SECTION 3. The grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

SECTION 4. This award is not subject to local hiring freezes.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 16th day of September, 2024.

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. 8336 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2024.

Julia Fritz, City Clerk

SCO ID: 2100-24APP39

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24-APP39

PURCHASING AUTHORITY NUMBER (If Applicable)

ABC-2100

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Alcoholic Beverage Control

CONTRACTOR NAME

City of San Fernando through the San Fernando Police Department

2. The term of this Agreement is:

START DATE

July 1, 2024

THROUGH END DATE

June 30, 2025

3. The maximum amount of this Agreement is:

\$60,000.00 Sixty thousand dollars and no cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C *	General Terms and Conditions	4
Exhibit D	Special Terms and Conditions	1

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.**These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of San Fernando through the San Fernando Police Department

CONTRACTOR BUSINESS ADDRESS

910 First Street

CITY

San Fernando

STATE

CA

ZIP

91340

PRINTED NAME OF PERSON SIGNING

Nick Kimball

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Alcoholic Beverage Control

CONTRACTING AGENCY ADDRESS

3927 Lennane Drive

CITY

Sacramento

STATE

CA

ZIP

95834

PRINTED NAME OF PERSON SIGNING

Patty Baker

TITLE

Chief, Business Management Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

EXHIBIT A SCOPE OF WORK

I. SCOPE OF WORK

- Contractor agrees to implement the Department of Alcoholic Beverage Control (ABC), Alcohol Policing Partnership program. This program is intended to work with law enforcement agencies to develop an effective, comprehensive and strategic approach to eliminate the crime and public nuisance problems associated with problem alcoholic beverage outlets.
- Contractor agrees to implement ABC's Minor Decoy, Shoulder Tap Programs and conduct Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) Inspections. These programs target both ABC licensed premises and individuals who furnish alcoholic beverages to the underage operators. The project is targeted to reduce underage drinking and the resultant DUI driving injuries and fatalities, and/or property damages, reduce youth access to alcoholic beverages through the education of licensee(s), enforcement intervention and the impressions of omnipresence of law enforcement. In addition, Contractor agrees to the following goals:
 1. The operation period of the grant is July 1, 2024 through June 30, 2025.
 2. Contractor agrees to raise public awareness that selling, serving and/or furnishing alcoholic beverages to individuals under twenty-one years old is a criminal violation that will be prosecuted by local city and district attorneys.
 3. Minor Decoy operations are designed to educate and deter licensed locations from selling/furnishing alcohol to minors. Contractor agrees to conduct Minor Decoy Operations at both "On-Sale" and "Off-Sale" licensed establishments within the operation period of the grant.
 4. Shoulder Tap operations are used to detect and deter adult furnishers outside of a licensed business. Contractor agrees to conduct Shoulder Tap Operations at "Off-Sale" licensed locations to apprehend adults that are unaffiliated with the licensed businesses and who are purchasing alcohol for minors outside of the stores within the operation period of the grant.
 5. Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) primary goal is to educate licensee's on alcohol related laws to help reduce alcohol-related crime in and around licensed premises. Contractor agrees to conduct visits and inspections of licensed premises identifying areas of non-compliance at "On-Sale" and "Off-Sale" licensed locations within the operation period of the grant.

II. GOALS AND OBJECTIVES

1. Conduct at least four (4) Minor Decoy operations.
2. Conduct at least four (4) Shoulder tap operations, including the Statewide Shoulder tap operation.
3. Conduct at least four (4) IMPACT operations.

4. Conduct at least one (1) Neighborhood Watch meeting presentation on ABC-related topics.
5. Conduct at least one (1) Business Watch presentation on ABC-related topics.
6. Host or facilitate at least one (1) LEAD training.
7. Provide press/social media releases on grant enforcement activities.
 - A. To announce the start of the program;
 - B. At the conclusion of each Minor Decoy Operation has been held (to announce the number of licensed premises who sold to the minor decoy)
 - C. At the conclusion of each Shoulder Tap Operation has been held (to announce the number of adults arrested for purchasing alcoholic beverages for the decoy).
8. Contractor will fax (916) 419-2599 or email each press release to the Department's Public Information Officer (pio@abc.ca.gov) as soon as it is released.
9. Contractor agrees in all press releases, in addition to any credits the agency wishes to give, will include the following statement: "This project is part of the Department of Alcoholic Beverage Control's Alcohol Policing Partnership."

Contractor agrees to complete and submit monthly reports, on a format designed and provided by the Department of Alcoholic Beverage Control due no later than 15th of the following month.

III. PROJECT REPRESENTATIVES

The project representatives during the term of this agreement will be:

San Fernando Police Department
Jorge Cervantes, Detective
910 First Street
San Fernando, CA 91340
(818) 898-1263
jcervantes@sfcity.org

Department of Alcoholic Beverage Control
Brandon Shotwell, Supervising Agent in Charge
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2329
Brandon.shotwell@abc.ca.gov

Direct all fiscal inquiries to:

San Fernando Police Department
Jennifer Spatig, Management Analyst
910 First Street
San Fernando, CA 91340
(818) 898-1254
jspatig@sfcity.org

Department of Alcoholic Beverage Control
Kristine Okino, Grant Coordinator
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
Kristine.okino@abc.ca.gov

EXHIBIT B BUDGET DETAIL AND PAYMENT PROVISIONS

I. INVOICING AND PAYMENT

- For services satisfactorily rendered and upon receipt and approval of the invoice, the Department of Alcoholic Beverage Control agrees to pay a monthly payment of approved reimbursable costs per the Budget Detail of personnel overtime and benefits (actual cost) and/or allowable costs.
- Invoices shall clearly reference this contract number (24-APP39) and must not exceed the contract total authorized amount of \$60,000.00. Invoices are to be submitted by the 15th of every month, on the prescribed form designed by the Department of Alcoholic Beverage Control.

Submit to: Department of Alcoholic Beverage Control
Attn: Kristine Okino, Grant Coordinator
3927 Lennane Drive
Sacramento, California 95834

- Payment shall be made in arrears within 30 days from the receipt of an undisputed invoice. Nothing contained herein shall prohibit advance payments as authorized by Item 2100-101-3036, Budget Act, Statutes of 2024.
- Contractor understands in order to be eligible for reimbursement; cost must be incurred on or after the effective date of the project, July 1, 2024 and on or before the project termination date, June 30, 2025.
- Revisions to the "Scope of Work" and the "Budget Detail" may be requested by a change request letter submitted by the Contractor. If approved, the revised Grant Scope of Work and/or Budget Detail supersedes and replaces the previous grant and will initiate an amendment. No revisions can exceed allotted amount as shown on the Budget Detail. The total amount of the grant must remain unchanged.
- Contractor agrees to refund to the State any amounts claimed for reimbursement and paid to Contractor which are later disallowed by the State after audit or inspection of records maintained by the Contractor.
- Only the costs displayed in the Budget Detail are authorized for reimbursement by the State to Contractor under this agreement. Any other costs incurred by Contractor in the performance of this agreement are the sole responsibility of Contractor.
- Title shall be reserved to the State for any State-furnished or State-financed property authorized by the State which is not fully consumed in the performance of this agreement. Contractor is responsible for the care, maintenance, repair, and protection of any such property. Inventory records shall be maintained by Contractor and submitted to the State upon request. All such property shall be returned to the State upon the expiration of this grant unless the State otherwise directs.
- Prior approval by the State in writing is required for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference, and over any reimbursable publicity or educational materials to be made available for distribution. Contractor is required to acknowledge the support of the State whenever publicizing the work under this grant in any media.

II. BUDGET DETAIL

COST CATEGORY	TOTAL COST
A. Personnel Services	
<u>Overtime</u>	
Sergeant (\$155.00/hourly)	\$12,810.00
Detective (\$132.00/hourly)	\$28,278.00
Officer (\$132.00/hourly)	\$14,652.00
Benefits – 1.45%	\$2,000.00
TOTAL Personnel	\$57,740.00
B. Operating Expenses (receipts required)	
Buy Money	\$500.00
TOTAL Operating	\$500.00
C. Equipment (receipts required, must be purchased by 12/31)	
n/a	\$0.00
TOTAL Equipment	\$0.00
D. Travel Costs	
Registration, hotel, per diem	\$1,760.00
TOTAL Travel	\$1,760.00
GRANT TOTAL	\$60,000.00

III. BUDGET CONTINGENCY CLAUSE

- It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

IV. PROMPT PAYMENT CLAUSE

- Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

EXHIBIT C GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT**: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT**: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT**: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION**: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES**: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE**: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR**: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. TIMELINESS: Time is of the essence in this Agreement.
13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
 - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
 - a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
 - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
20. LOSS LEADER: If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D SPECIAL TERMS AND CONDITIONS

1. **Disputes:** Any disputes concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Director, Department of Alcoholic Beverage Control, or designee, who shall reduce his decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Department shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the State a written appeal addressed to the Director of the Department of Alcoholic Beverage Control. The decision of the Director of Alcoholic Beverage Control or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the State.
2. **Cancellation/Termination:** This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions/requirements. No penalty shall accrue to either party because of contract termination.
3. **Contract Validity:** This contract is valid and enforceable only if adequate funds are appropriated in Item 2100-101-3036, Budget Act of 2024, for the purposes of this program.
4. **Contractor Certifications:** By signing this agreement, Contractor certifies compliance with the provisions of CCC 04/2017, Standard Contractor Certification Clauses. This document may be viewed at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>
5. If the State determines that the grant project is not achieving its goals and objectives on schedule, funding may be reduced by the State to reflect this lower level of project activity and/or cancel the agreement.

RESOLUTION NO. 8337

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2024-2025
ADOPTED ON JULY 1, 2024, ALLOCATING DEPARTMENT OF ALCOHOLIC
BEVERAGE CONTROL ALCOHOL POLICING PARTNERSHIP PROGRAM
GRANT FUNDS TO SUPPORT THE POLICE DEPARTMENT'S UNDER-AGE
ALCOHOL PURCHASE PREVENTION PROGRAM**

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2024-2025, commencing July 1, 2024, and ending June 30, 2025; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to support the Police Department's Under-Age Alcohol Purchase Prevention Program aimed to reduce underage drinking, reduce youth access to alcoholic beverages through the education of alcohol licensees, and enforcement intervention; and

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2024 and ending July 30, 2025, a copy of which is on file in the City Clerk's Office, was adopted on July 1, 2024.

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

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

**ALLOCATION OF DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC) ALCOHOL
POLICING PARTNERSHIP PROGRAM GRANT FUNDS**

Increase in Revenues	<u>\$ 60,000</u>
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Account No. 110-3696-XXXX	
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Increase in Expenditures	<u>\$ 60,000</u>
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Account No. 110-220-XXXX-4105	\$ 57,740
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110-220-XXXX-4360	\$ 1,760
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110-220-XXXX-4300	\$ 500
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SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 16th day of September, 2024.

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. 8337 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2024.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Sergio Ibarra, Personnel Manager

Date: September 16, 2024

Subject: Consideration to Approve a Memorandum of Understanding with the San Fernando Police Civilians' Association; Adopt a Resolution Amending the Fiscal Year 2024-2025 Salary Plan; and Adopt a Resolution Approving Job Specifications for Community Service Officer

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Memorandum of Understanding (MOU) (Attachment "A"- Contract No. 2294) between the City and the San Fernando Police Civilians' Association (SFPCA) for a five-year term (July 1, 2024 through June 30, 2029);
- b. Adopt Resolution No. 8338 (Attachment "B") amending the Fiscal Year (FY) 2024-2025 Salary Plan to include certain provisions in the approved MOU between the City and SFPCA;
- c. Adopt Resolution No. 8339 (Attachment "C") approving the job specification for Community Service Officer (Exhibit "1" to Attachment "C") job classification; and
- d. Authorize the City Manager to make non-substantive corrections and execute all related documents.

BACKGROUND:

1. On November 15, 2021, the City and the San Fernando Police Civilians' Association (SFPCA) executed a three-year Memorandum of Understanding (MOU) for the term of July 1, 2021 through June 30, 2024 (Contract No. 2039).
2. On April 18, 2024, the City and SFPCA met to begin negotiations for a new MOU. The City and SFPCA met regularly between April and August 2024.
3. On August 27, 2024, the two parties reached a tentative agreement for a successor MOU (Attachment "A" – Contract No. 2294).

Consideration to Approve a Memorandum of Understanding with the San Fernando Police Civilians' Association; Adopt a Resolution Amending the Fiscal Year 2024-2025 Salary Plan; and Adopt a Resolution Approving Job Specification for Community Service Officer

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ANALYSIS:

A Memorandum of Understanding (MOU) is a collective bargaining agreement between the City and each respective bargaining unit representing City employees. The MOU covers wages, benefits, and terms and conditions of employment for represented employees. MOUs typically also outline working hours and conditions, leave, job health and safety policies, and grievance/disciplinary procedures, among other employment related items.

The proposed five-year MOU between the City and SFPCA includes the following changes to employee salaries and benefits through June 30, 2029:

1. Term (Article 1): July 1, 2024 – June 30, 2029 (5 Years)
2. Medical, Dental, and Vision Insurance (Article 2): The City will increase flex dollar allowances (i.e. cafeteria plan) with an annual adjustment based on the average change from the prior year's monthly premium from CalPERS contracting agencies in the Los Angeles Area Region for all plans. The adjustment will not be less than 0.0% and will not exceed 5%.
3. Paid Parental Leave – NEW (Article 4): The City will now offer a Paid Parental Leave Program, with a new leave bank up to 480 hours (12 weeks) of paid time off for pregnancy disability and/or to bond with their new child during Federal Family and Medical Leave Act (FMLA) and/or California Family Right Act (CFRA) approved leave.
4. Compensation (Article 5): The base salary will increase effective the first day of the first full pay period after City Council adoption of MOU. A retroactive payment to the first day of the first full payment of the MOU effective date (July 1, 2024) will be processed. Each subsequent increase will be effective on the first day of the period that includes July 1st.

Cost of Living Adjustments (COLA):

- July 1, 2024: 5.0%
 - July 1, 2025: 5.0%
 - July 1, 2026: 4.0%
 - July 1, 2027: 4.0%
 - July 1, 2027: 4.0%
5. Uniform/Equipment Allowance (Article 8): The City will increase the annual uniform allowance to \$500 and boot allowance to \$300.
 6. Longevity (Article 9): The City will expand the current longevity benefit and make it available to all unit employees, regardless of hire date, by striking the following language from Article 9.06: ~~"Employees whose original or rehire date is after July 1, 2018 are ineligible for Longevity Pay."~~

Consideration to Approve a Memorandum of Understanding with the San Fernando Police Civilians' Association; Adopt a Resolution Amending the Fiscal Year 2024-2025 Salary Plan; and Adopt a Resolution Approving Job Specification for Community Service Officer

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7. POST Certification Pay (Article 9): The City will increase Peace Officer Standards and Training (POST) certification pay, effective the first day of the pay period following date of submittal of proof, as follows:
 - Intermediate POST: 4%
 - Advanced POST: 4%
 - Supervisory POST: 2.5%
8. Lead Community Preservation Officer Assignment Pay – NEW (Article 9): Employees assigned by the Director of Community Development to serve in the at-will assignment as Lead Community Preservation Officer shall receive an additional 5% above their base salary step. The City shall report the Lead Community Preservation Officer pay to CalPERS as special compensation under Government Code 7522.04(f)(3) and 20636. This assignment is at-will as determined by the Director of Community Development.
9. Community Service Officer (CSO) – Parking Meter Collection Duties (Articles 8 & 13): The job specification will be amended for Community Service Officers to include parking meter collection and basic maintenance duties (e.g. swap out battery packs, unclog jammed coins, etc.). In exchange, the City will reclassify one part-time CSO to full-time for a total of 3 full-time and 1 part-time CSO positions; increase the CSO base salary by 2%; and provide one City polo shirt per year to CSOs to execute for the new responsibilities (Attachment “C”).

In order to implement the proposed changes, it is necessary to adopt the proposed resolution (Attachment “B”) to amend the FY 2024-2025 Salary Plan.

BUDGET IMPACT:

The total annual net estimated additional cost of the proposed MOU is outlined in the table below:

Fiscal Year	General Fund	Retirement Fund
2024-2025 Est. Additional Cost	\$ 108,152	\$ 12,161
2025-2026 Est. Additional Cost	\$ 108,152	\$ 12,161
2026-2027 Est. Additional Cost	\$ 87,962	\$ 9,729
2027-2028 Est. Additional Cost	\$ 87,962	\$ 9,729
2028-2029 Est. Additional Cost	\$ 87,962	\$ 9,729

Sufficient contingency funds have been included in the FY 2024-2025 Adopted Budget to cover the additional cost for this fiscal year. Future costs will be included in subsequent year annual budget processes.

Consideration to Approve a Memorandum of Understanding with the San Fernando Police Civilians' Association; Adopt a Resolution Amending the Fiscal Year 2024-2025 Salary Plan; and Adopt a Resolution Approving Job Specification for Community Service Officer

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CONCLUSION:

It is recommended that the City Council approve the SFPCA MOU (Attachment "A" – Contract No. 2294) between the City and the SFPCA for a 5-year term (July 1, 2024 through June 30, 2029); adopt a resolution approving the update to the Job Specification for a Community Service Officer; adopt a resolution amending the Salary Plan for Fiscal Year 2024-2025; and authorize the City Manager to make non-substantive corrections and execute all related documents.

ATTACHMENTS:

- A. Contract No. 2294 – SFPCA MOU 2024-2029
- B. Resolution No. 8338 – Update to Salary and Benefits
- C. Resolution No. 8339 – Update to Job Specification for Community Service Officer, including:
Exhibit 1: Community Service Officer Job Specification

**MEMORANDUM OF
UNDERSTANDING
(MOU)**

**San Fernando
Police Civilians' Association
(SFPCA)**

&

**City of San Fernando
(City)**

MOU TERM

July 1, 2024 – June 30, 2029

CITY CONTRACT NO.

2294

ADOPTION DATE

September 16, 2024

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MOU: SFPCA (2024 - 2029)

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ARTICLE I - INTRODUCTION

1.01 Preamble

This “Memorandum of Understanding” (“MOU”) by and between, the San Fernando Police Civilians’ Association (“SFPCA”) and the City of San Fernando (“City”) has, as its purpose, the promotion of fair and harmonious relations, cooperation, and understanding between the “City” and SFPCA and the employees that it represents; the establishment of a fair, orderly, equitable, and peaceful procedure for the resolution of misunderstandings or differences which may arise under this MOU; and the establishment of wages, hours and terms and conditions of employment that affect the employees covered by this MOU.

1.02 Recognition

Pursuant to the City’s Employer-Employee Relations Resolution and the Meyers-Milias-Brown Act (“MMBA”) Government Code (Section 3500 et. seq.), the City recognizes SFPCA as the exclusive representative of the full time employees in the Police Civilian bargaining unit (“PCU”).

1.03 Implementation Of The Memorandum Of Understanding (MOU)

This MOU constitutes an agreement and joint recommendation ratification by the general membership of SFPCA, and approval and adoption by the City Council of the City of San Fernando.

Whenever any ordinance, rule, regulation, resolution or other action is required for the implementation of this MOU, the effective date of that ordinance, rule, regulation, etc. will be the same as the effective date provided for in this MOU, unless otherwise specified to become effective at a different date.

Except as specifically provided herein, the parties do not waive their rights to meet and confer in good faith during the term of this MOU with respect to any other matters within the scope of the meet and confer process.

1.04 Pre-Emptive Law And Severability

The parties agree that this MOU is subject to all current and future applicable federal, state, and local laws. If any Article, part of this MOU conflicts with or inconsistent with such laws, or is held invalid by operation of law, then that conflicting or invalid provision shall be of no force or effect, and the remainder of the MOU shall not be affected.

1.05 Duration Of The Memorandum Of Understanding

This MOU shall be effective beginning at 12:00 a.m. on July 1, 2024, and shall continue thereafter for a period of five (5) years, and shall terminate at 11:59 p.m. on June 30, 2029.

Either party to this MOU wishing to negotiate a successor MOU shall endeavor to deliver to the other party by April of the final year of the MOU, a formal request to reopen negotiations, along with a list of negotiable working conditions proposed for meeting and conferring.

All of the current terms and conditions in the MOU shall remain in effect until either a successor agreement is reached between the parties, or the City implements its last, best and final offer following completion of any applicable impasse resolution procedures, or unless a specific expiration date is otherwise provided for in this MOU.

1.06 Full Understanding

SFPCA and the City agree that during the negotiations which resulted in this MOU, each party had the unlimited right and opportunity to make proposals with respect to any subject or matter within the scope of bargaining and that this MOU represents the full and complete understanding and agreement of the parties on terms and conditions of employment specifically addressed herein.

1.07 Prevailing Rights

To the extent that they are not expressly or by necessary interpretation and application covered by the purpose, intent, and language of this MOU, all rights, privileges, obligations, and working conditions of employment within the scope of representation presently enjoyed by the employees within the unit shall remain in effect and be operative during the term of this MOU, unless eliminated, enlarged or otherwise modified after a meet and confer process to the extent that such procedures are required by Federal laws and the laws of the State of California.

1.08 City Rights

The City's rights include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the method, means, and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and technology of performing its work, unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers, and authority.

1.09 Non-Discrimination

The parties mutually reaffirm California state laws of nondiscrimination in the treatment of any unit member because of race, religious creed, color, sex, age, disability, sexual orientation,

national origin or ancestry, medical conditions (cancer and genetic characteristics), marital status, and as defined under the California Fair Employment and Housing Act (FEHA) and all other state and federal anti-discrimination laws.

1.10 SFPCA Rights

A. Bulletin Boards

The City shall grant SFPCA reasonable access to work locations to post their bulletins as needed, for the purposes of notifying members of meetings, elections, events, and other relevant activities. Access shall be restricted so as not to interfere with the normal operations of the Departments or with established safety or security requirements.

B. Use Of City Facilities

With the approval of City Manager, the City agrees that SFPCA may use City facilities to conduct meetings provided that such use does not interfere with the City's normal business operations. The City shall provide space within City facilities for SFPCA to maintain its files. In exchange, SFPCA agrees to hold the City harmless and to indemnify the City against any claim, causes of action, or lawsuits arising out of SFPCA's use of such space. SFPCA further agrees to reimburse the City for any costs of repair to any building space or structure provided to it by the City under the terms of this MOU where such repairs result from the deliberate, malicious or negligent act of any of SFPCA-represented employees related to the use of such space.

C. Unit Information

Management will provide SFPCA, quarterly, the list of employees in alphabetical order, their employee numbers, class titles, and work location by department. They will also provide the employees home address unless the employee objects in writing, such written statement will be provided to the Union.

D. Membership Meetings

A total of one hour of City time will be provided every month for bargaining unit employees to attend membership meetings for the entire meeting time, which will not take the place of a unit member's lunch break.

E. Payroll Deductions

SFPCA has the right to payroll deduction of membership dues and insurance premiums for non-employer offered union benefits revocable upon written authorization by the affected employee in the form presently used. Such deductions shall be made monthly and forwarded to SFPCA. SFPCA agrees to hold the City harmless against any and all claims, demands, suits and other forms of liability that may arise out of or by reason of deduction of dues.

ARTICLE 2 INSURANCE BENEFITS

2.01 Medical, Dental, And Vision Insurance For Active Employees

A. The City contracts with the California Public Employees' Retirement System (CalPERS) for medical insurance coverage. Eligible new hires are covered under the program on the first day of the month following enrollment. The City will contribute the Public Employee's Medical and Hospital Care Act (PEMHCA) statutory minimum on behalf of each participant in the program. A participant is defined as:

1. An enrolled employee and eligible dependents
2. An enrolled retiree and eligible dependents; and
3. A surviving annuitant.

The City provides all active employees with a full flex cafeteria plan in accordance with IRS Code Section 125. Unit employees shall receive a monthly flex dollar allowance to apply toward medical, dental and vision benefits offered through the City's insurance plans.

For 2024 and 2025, the monthly flex dollar allowances for employees purchasing benefits under the cafeteria plan, inclusive of the statutory PEMHCA minimum, are as follows:

	January 1, 2024	January 1, 2025
Employee only:	\$1,049-	\$1,101
Employee + 1:	\$1,809-	\$1,899
Family:	\$2,431-	\$2,553

Beginning January 1, 2025, and each January 1 thereafter, the monthly dollar allowance, inclusive of the statutory PEMHCA minimum, will be adjusted based on the average change from the prior year's monthly premium from CalPERS contracting agencies in the Los Angeles Area Region for all plans. The adjustment will not be less than 0.0% and will not exceed 5.0%.

B. The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits offered under the cafeteria plan and other supplementary products.

C. Excess Flex Dollars After Selection of Benefits and Supplemental Products

1. Employees hired prior to July 1, 2018, who do not use the entire monthly flex dollar allowance will receive the unused balance, up to \$210 per month, as taxable income.

2. Employees hired on or after July 1, 2018 who do not use the entire monthly flex dollar allowance are ineligible to receive any unused flex dollar allowance amounts.

D. In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction, as permitted under IRS Code Section 125.

E. Opt Out

Unit employees may elect to discontinue participation in the CalPERS Health Plan medical insurance coverage ("Opt Out"), subject to the provisions set forth below. The intent of this provision is to share premium savings that the City will receive as a result of a unit employee canceling City coverage.

1. Unit employees electing to waive City medical insurance coverage for themselves and all eligible family members must annually provide the City with proof of other health/medical insurance coverage that meets the minimum essential coverage requirements, as established by the Affordable Care Act, through another source (other than coverage in the individual market, whether or not obtained through Covered California, and must waive any liability to the City for their decision to cease coverage under the City's medical insurance plan.
2. Employees receiving opt-out pay as of July 1, 2018, and who have continuously received it without interruption since then will receive opt-out pay as follows:
 - a. \$770 per month effective January 1, 2022 through December 31, 2022, or until they elect to enroll in City medical insurance, whichever is earlier.
 - b. \$740 per month effective January 1, 2023 through December 31, 2023, or until they elect to enroll in City medical insurance, whichever is earlier.
 - c. \$700 per month effective January 1, 2024 through June 30, 2024, or until they elect to enroll in City medical insurance, whichever is earlier.
3. For employees not receiving opt-out pay as of July 1, 2018 and/or who opted out after July 1, 2018, the City shall deposit, on behalf of the employee, an amount equal to the most expensive family level dental and vision premiums (currently \$210/month) each month into Retiree Health Savings Account.
4. After electing to Opt Out, a unit employee who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier and Cafeteria Plan regulations.
5. For medical insurance plans, when a unit employee is the spouse of another benefited employee, the affected employees shall have the option of:

- a. Receiving a flex dollar amount and selecting coverage as a single employee; or
- b. One (1) employee may select a plan and list the spouse as a dependent under the two-party or family coverage, as applicable and the remaining employee may opt-out as outlined above.

2.02 Medical Insurance For Retirees

Effective upon approval of the necessary Resolution(s) by CalPERS, the City will create a three (3) tier structure for retiree medical insurance. The City will adopt a Resolution to implement a ten (10) year retiree medical insurance vesting schedule, pursuant to the provisions of California Government Code Section 22893.

1. Retiree Medical Tier I: Employees retired on or before June 30, 2015:

- a. If retired on or before December 31, 2012, 100% paid medical insurance premium for employees and eligible dependents.
- b. If retired on or after January 1, 2013, 100% paid medical insurance premium for employee and eligible dependents, excluding PERS Care plan, if the most expensive.

2. Retiree Medical Tier II: Employees hired on or before June 30, 2015 and retire on or after July 1, 2015:

If the employee meets the vesting schedule set forth in California Government Code Section 22893, 100% paid medical insurance premium for whatever plan the employee selects for himself/herself and eligible dependents, except PERS Care plan, if the most expensive.

3. Retiree Medical Tier III: Employees hired on or after July 1, 2015:

If the employee meets the vesting schedule set forth in California Government Code Section 22893, PEMHCA minimum

2.03 Retiree Health Savings Account

The City shall contribute \$50 per month into a Retiree Health Savings Account (RHSA) for all Retiree Medical Tier III employees.

The City shall also contribute a monthly amount into an RHSA for employees as follows:

1. For employees hired prior to July 1, 2018, the City will contribute \$210 per month into a RHSA if the employee was not receiving opt-out pay as of July 1, 2018 and/or choose to opt out after July 1, 2018.

2. For employees hired on or after July 1, 2018, the City will contribute an additional \$25 into an RHSA, regardless of whether they choose to opt out and an additional \$210 into an RHSA for those employees who opt out.

2.04 Life Insurance

The City shall provide each unit member with a \$50,000 Basic Life and Accidental Death & Dismemberment insurance policy at no cost to the employee.

ARTICLE 3 – RETIREMENT BENEFITS

3.01 Retirement Formula

- A. The City provides retirement benefits to eligible unit employees through CalPERS as set forth below. The definition of “new” member and “classic” member are set forth in the Public Employee Pension Reform Act of 2013 (PEPRA).
 1. First Tier: “Classic” members hired prior to November 12, 2005 receive the 3% at 60, highest twelve consecutive months compensation retirement calculation, as per Government Code section 21354.3.
 2. Second Tier: “Classic” members hired on or after November 12, 2005 receive the 2% at 55, of the highest twelve consecutive months compensation retirement calculation, as per Government Code section 20475.
 3. Third Tier: “New” members hired on or after January 1, 2013 receive the 2% at 62, 36 consecutive months average compensation retirement calculation, as per Government Code sections 7522.20, 7522.30, and 7522.32.
- B. The City also provides the following retirement benefits for SFPCA employees covered by this MOU:
 1. Fourth Level of 1959 Survivor Benefits (Government Code § 21574).
 2. Up to 5% Annual Cost-of-Living Allowance (COLA), as determined by CalPERS for unit employees hired on or before November 12, 2005; and up to 3% COLA, as determined by CalPERS for unit employees hired after November 12, 2005 (Government Code § 21335).
 3. Credit for Unused Sick Leave for unit employees as per CalPERS guidelines (Government Code § 20965).

3.02 CalPERS Contributions

A. Employer Paid Members Contributions for Classic Members

The City shall pay 8.0% of the member contribution for First Tier “classic” members and 7.0% of the member contribution for Second Tier “classic” members.

The City’s payments, above, shall be treated as a “pick up” of employee contributions pursuant to IRC 414(h)(2).

The City shall report the value of the Employer Paid Member Contribution (“EPMC”) to CalPERS as compensation earnable on behalf of each employee, pursuant to California Government Code Section 20636(c)(4).

B. PEPRA Member Contributions

In accordance with PEPRA, “New” members shall pay, by pre-tax payroll deduction, the full employee contribution of 50% of the total normal cost.

C. CalPERS Cost Sharing

Classic Employees in the bargaining unit shall pay an additional pension contribution as cost sharing of the City’s contribution in accordance with Government Code section 20516(f) as follows:

1. First Tier:
 - Employee shall contribute a total of eight percent (8%) cost sharing of the City’s contribution.
2. Second Tier
 - Employee shall contribute a total of seven percent (7%) cost sharing of the City’s contribution.

This cost-sharing provision will continue in effect beyond the term of this MOU, until otherwise negotiated by the parties.

3.03 Military Buy Back

The City contracts with CalPERS to implement Government Section 21024, Military Service Credit as Public Service, at no cost to the City for eligible employees.

ARTICLE 4 – LEAVE BENEFITS**4.01 Vacation Leave**

Vacation leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

Unit members may, at the employee's discretion, carry over up to and including two years' worth of his/her current annual vacation allowance for use in the following year.

An employee who is denied vacation leave due to the Departments staffing issues, and who exceeds his/her maximum vacation accrual cap due to such denial, shall continue to accrue vacation time over and above the cap until such time as the department is able to allow sufficient vacation leave to bring the employee under the cap. This provision shall not apply if an employee first requests vacation leave within 24 hours or less of reaching his/her accrual cap.

The City shall provide for vacation leave accrual on a payroll-to-payroll basis as follows:

<u>Years of Service and Annual Accrual</u>	<u>Max. Accrual</u>
0 – 4 years of City service: 11 days (88 hours)	176 hours
5 – 10 years of City service: 16 days (128 hours)	256 hours
11 years of City service: 17 days (136 hours)	272 hours
12 years of City service: 18 days (144 hours)	288 hours
13 years of City service: 19 days (152 hours)	304 hours
14 years of City service: 20 days (160 hours)	320 hours
15 years of City service: 21 days (168 hours)	336 hours

4.02 Vacation Cash Out

On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to 40 hours of accrued vacation (in whole hour increments) which will be earned in the following calendar year at the employee's base rate of pay. On the pay day for the pay period that includes Thanksgiving in the following year, the employee will receive cash for the amount of vacation the employee irrevocably elected to cash out in the prior year, provided the employee still has a minimum of eighty (80) hours of accrued vacation remaining after the cash out. If, however, the employee's vacation leave balance would result in less than eighty (80) hours remaining after the cash out, the employee will receive cash for the amount of leave above eighty (80) hours that the employee has accrued at the time of the cash out.

4.02 Holiday Leave

Each unit employee shall be entitled to the following holidays with pay (8 hours per holiday):

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Cesar Chavez Day
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Veterans Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Day
13. Floating Holiday

Floating holiday hours are credited each July 1 and must be used before June 30. Unused floating holiday hours are not carried forward.

Employees that work a 5/8 or 9/80 schedule and are required to work on a City recognized holiday shall receive holiday compensation at the rate of time and one-half (1.5) times their normal rate of pay in addition to pay for all hours worked.

Employees that work a modified 3/12 work week shall accrue 104 hours of Holiday leave per year, with 52 hours credited each January 1st and an additional 52 hours credited each July 1st. Employees on the 3/12 work week shall schedule holiday leave in accordance with Police Departmental procedures.

Employees on the 3/12 work week will only be permitted to carry over 104 hours of accrued but unused Holiday leave from one calendar year to the next. Employees on the 3/12 work week who, as of January 1st, have not lowered their accrued Holiday leave to 104 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 104-hour cap. At that time, the employee will receive his/her full 52-hour allotment for that half year. Upon employee's separation from the City, any unused Holiday leave shall be compensated at his/her regular rate of pay.

4.03 Sick Leave

Sick leave shall be accrued, allowed, and credited as follows:

1. Full time employees accrue sick leave at the rate of 8 hours per month. Employees are eligible to use sick leave once it has been accrued.

2. Any employee eligible for sick leave may use such leave for the following reasons:
 - a. Medical and dental office appointments during work hours when authorized by the immediate supervisor; and/or
 - b. Personal illness or physical incapacity resulting from causes beyond the employee's control, including, but not limited to pregnancy, childbirth, and other medically-related conditions; and/or
 - c. For an employee who is a victim of domestic violence, sexual assault, or stalking, for the purposes described in Labor Code sections 230(c) and 230.1(a).
 - d. Sick leave shall be considered as "actual time worked" for purposes of calculating overtime premium pay.
 - e. In accordance with the California Family Sick Leave and Paid Sick Leave Acts, an employee is allowed up to 48 hours of family leave per calendar year for family-related illness or injury, which shall be charged against the employee's accumulated sick leave. "Family" as used in this subsection is limited to any relation by blood, marriage, or adoption who is a member of the employee's household (under the same roof); and any parent, substitute parent, parent-in-law, spouse, registered domestic partner, child, sibling, grandchild, or grandparent of the employee, regardless of residence.
 - i. As used in this subsection, the term "child" includes any biological or adopted child, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis (regardless of age or dependency status).
 - ii. As used in this subsection, the term "parent" includes any biological or adoptive parent, foster parent, stepparent, legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.
3. The City may request a doctor's note after the third (3rd) day of illness.
4. Employees shall be allowed to accumulate sick leave to a maximum accrual of 800 hours. All time accrued in excess of 800 hours shall be paid at the end of the calendar year, at the rate of 35% of the amount in excess of 800 hours at the employee's regular rate of pay.
5. The City shall allow any employee upon retiring by reason of reaching retirement age under CalPERS to be paid at the employee's then prevailing rate of pay, one half (1/2) of accumulated and unused sick leave time (total of employee's "sick leave bank" plus the accumulated sick leave for the current year) not to exceed a maximum of the employee's one (1) month pay.

4.04 Bereavement Leave

The City shall authorize unit members to utilize up to three (3) days City-paid bereavement leave following the death of an "immediate family" member and may choose to use either accrued leave or unpaid leave, or any combination of the two, for up to a maximum of five (5) days of Bereavement Leave. Employees are entitled to one (1) day of City-paid leave following the death of an "extended" family member.

For the purposes of implementing this benefit, "Immediate Family" shall mean grandparent, parent, sibling (including step or half), child, spouse or registered domestic partner as permitted by California law, or any person living in the employee's household. Proof of residence may be required. "Parent" shall mean biological, foster or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted or foster child, stepchild, legal ward or a child of an employee who has parental rights. Extended family shall include aunts, uncles, cousins, godparents or godparent equivalent.

The Department Head may authorize additional days of leave for bereavement purposes on a case-by-case basis. The unit member may utilize accrued sick leave or vacation time during the bereavement period for additional time off if needed.

4.05 Catastrophic Leave Donation Program

Unit employees will be eligible for catastrophic leave donations pursuant to the City's Catastrophic Leave Donation Policy.

4.06 Time Off For Promotional Tests Or Interviews

Employees shall be required to utilize their own time (e.g., unused Vacation, Holiday, or Compensatory time) for purposes of taking tests or participating in interviews within or outside the City. Procedure for such time off shall be consistent with existing City policy.

4.07 Paid Parental Leave

The City will implement the Paid Parental Leave Time (PPT) program beginning the effective date of the MOU. This program provides eligible employees who experience a qualifying event up to twelve (12) weeks (480 hours) of 100% paid time off for pregnancy disability and/or to bond with their new child during Federal Family and Medical Leave Act (FMLA) and/or California Family Right Act (CFRA) approved leave. Use of PPT shall be limited to twelve (12) weeks (480 hours) as part of the employee's FMLA/CFRA entitlement during the employee's 12-month FMLA/CFRA anniversary period.

A. Employee Eligibility

Eligibility shall be in accordance with the eligibility requirement for the FMLA/CFRA article in the aforementioned MOU.

B. Qualifying Events

Paid Parental Time shall be available to eligible employees who have experience one of the following qualifying events:

1. Birth of a Child;
2. Disability due to pregnancy;
3. Long-term placement of a child for foster care;
4. Placement of a child for adoption; or
5. Placement of a child for legal guardianship;

C. Definitions

The following definitions are included to clarify family relationship as defined in the Family and Medical Leave Act and the California Family Rights Act:

1. Parent: means a biological, step-, adoptive, or foster parent, an individual who stands or stood *in loco parentis* to an employee or a legal guardian. This term does not include parents-in-law. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for or financially support a child or, in the case of a parent of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

2. Child: Means a biological, step-, adopted, or foster child, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

D. PPT Usage

Paid Parental Time may be used at the employee's discretion without regard to any other available paid time off balance. All eligible employees with a qualifying event shall receive twelve (12) weeks (480 hours) of PPT regardless of any other paid time off balances (i.e., sick leave, vacation, compensatory time off, during pregnancy or bonding FML and taken on a continuous or intermittent basis in no less than one (1) hour increments. Employees must

conclude PPT within one (1) year of the child's birth or placement. Paid Parental Time will be administered in the same manner as all other paid time off balances. Paid Parental Time does not accrue, carry over, or pay out upon retirement or separation from City Service.

E. Compliance and administration of PPT

It is the intent of the parties that the provisions and administration of this article be in compliance with the Family and Medical Leave Act of 1993, the California Family Rights Act of 1993, and the Pregnancy Disability provisions of the California Fair Employment and Housing Act.

ARTICLE 5 – COMPENSATION

5.01 Salary

The base salary for each represented unit classification shall be adjusted as follows:

- Effective the first day of the pay period that includes July 1, 2024, the base salary for each represented unit classification shall be increased by five percent (5%).
- Effective the first day of the pay period that includes July 1, 2025, the base salary for each represented unit classification shall be increased by five percent (5%).
- Effective the first day of the pay period that includes July 1, 2026, the base salary for each represented unit classification shall be increased by four percent (4%).
- Effective the first day of the pay period that includes July 1, 2027, the base salary for each represented unit classification shall be increased by four percent (4%).
- Effective the first day of the pay period that includes July 1, 2028, the base salary for each represented unit classification shall be increased by four percent (4%).

5.02 Definitions

As used in this MOU, "Base salary" means the salary classification, range, and step to which an employee is assigned. It excludes any additional allowances, special pay, and non-cash benefits. As used in this MOU, "Regular Rate of Pay" shall be as defined in the Fair Labor Standards Act (FLSA).

5.03 Calculation Of Benefits

If applicable, benefits that are a percentage of base salary will be applied to the employee's base salary only. If an employee is entitled to multiple percentage based benefits, each benefit will be calculated against base salary independently (i.e., benefits will not be compounded).

ARTICLE 6 – WORK SCHEDULE**6.01 Modified Work Schedule**

The City shall include both the 3/12 and 9/80 work schedules as permanent items in the MOU. City Hall business hours are as follows: 7:30 a.m. – 5:30 p.m. (Monday – Thursday), and 8:00 a.m. – 5:00 p.m. (every Friday). Employees working the 9/80 work schedule shall have the option of either A or B schedule with either opposite Mondays or Fridays off. However, employees assigned to work at City Hall shall work the schedule consistent with City Hall schedule above. The City shall provide at least 30 days prior notification in the event it proposes to change the compressed workweek schedule.

A Police Desk Officer that works a twelve-hour shift will have the option to combine his/her three (3) fifteen (15) minute rest breaks, and a thirty (30) minute lunch break into one (1) hour and fifteen (15) minute lunch break within the first five and one-half (5 1/2) hours from the beginning of their work shift, or when operationally feasible. If a Police Desk Officer works an eight (8) hour day, he/she is entitled to only two (2) fifteen (15) minute breaks, plus a thirty (30) minute lunch break

The City shall endeavor to provide bargaining unit employees with at least seven and one-half (7.5) hours of rest between work shifts as stated in the San Fernando Police Department's policies and procedures. At times, a unit employee may be asked to work beyond their normal scheduled working hours to cover another unit employee's work shift (due to sick callout, emergency incident, etc.). When this occurs, the unit member may not receive the seven and one-half (7.5) hour rest time between work shifts. The on-duty supervisor will make every attempt to find another unit member (provided they have been properly trained for a particular job classification) to cover the work shift prior to requiring the on-duty bargaining unit member to work additional hours. The purpose of this provision is to avoid exceeding eighteen (18) consecutive work hours for any bargaining unit member.

6.02 Shift Selection/Time Off Selection

Employees that work rotating shifts shall bid time off vacation requests, time-off holiday requests and time off compensatory requests by seniority, according to their date of hire into that particular job classification in his/her department.

Employees that work rotating shifts shall bid for shift selection on a rotating basis from top to bottom annually (calendar year). Probationary employees shall not be part of the bidding process until they have passed the probationary period.

Block requests of forty-four (44) hours (vacation, holiday, compensatory, etc.) shall take precedence over shorter time off requests, regardless of seniority. If multiple unit employees request the forty four (44) hour threshold for the same time frame, then priority resorts back to seniority.

If a bargaining unit member requests time off, then wants to rescind his/her request, he/she must do so at least two calendar weeks (14 days) prior to their original requested time off. If the bargaining unit member does not give two calendar weeks' notice when rescinding a time-off request, he/she will be required to take the original requested time off. If a bargaining unit member has no time in his/her respective time banks, they will be required to take time off without pay. The only exception is a catastrophic incident, such as a death in the family or illness. The unit employee may be asked to provide proof of a catastrophic incident.

6.02 Notification of Shift Change

When the City finds it necessary to change an employee's regular shift, the City shall provide the employee with at least fourteen (14) calendars days' notice prior to its effective date. For purposes of this section, notice shall be deemed given if sent to the employee by email, or if the employee is orally advised by his/her supervisor, or if written notice is mailed to the employee's last address of record.

ARTICLE 7 – WORKERS' COMPENSATION

7.01 Workers' Compensation

In those instances when an employee experiences an injury that is recognized as job-related by the City or the Workers' Compensation Appeals Board, and the employee is absent from work because of the injury, the employee shall receive full pay for the first ten (10) working days of disability without charge against accumulated sick leave. Thereafter, the injured employee shall have the following options:

1. Remain on full pay with time charged against accumulated earned leave (sick leave/vacation). The injured employee shall remit his/her worker's compensation check to the City, and the City shall then credit back appropriated leave time in relation to the amount of the check. Upon using all accumulated leave time, the injured employee shall retain the disability time off. Employees may choose to only use sick leave and not vacation under this provision; or
2. Accept the workers' compensation check as compensation during the period of disability with no time charged against accumulated earned leave time.

The City agrees to continue full payment of all insurance premiums for the duration of any job-related injury or illness at the same level as the employee had prior to his/her injury regardless of whether or not the employee is on payroll.

In accordance with CalPERS stipulations, as soon as it is believed that a unit employee is unable to perform his/her job because of an illness or injury which is expected to be permanent or last longer than six months, the employee may request that the City accommodate/transfer him/her

to a less demanding vacant position. Should there not be a vacant position available, the City shall have the option to submit an application for disability retirement on the employee's behalf, provided that the employee has attained five or more years of service.

However, nothing in this provision, takes away the employee's option to waive the right to retire for disability and/or elect to resign and withdraw his/her share of retirement contributions. If the employee has attained normal service retirement eligibility, he/she shall have the right to elect service retirement as provided in Government Code Section 20731. The injury or disease causing the incapacity or disability need not be job-related.

7.02 Modified Duty Work

The City will provide temporary modified duty work, if available, as a reasonable accommodation to employees who have sustained a work-related injury or illness. In providing such temporary modified duty work, the City shall comply with all applicable provisions of the law.

ARTICLE 8 – UNIFORM/EQUIPMENT ALLOWANCE

8.01 Uniform/Equipment Allowance

A. The City shall provide uniforms and/or equipment, as well as provide allowances as follows:

1. Except for the Community Preservation Officer, unit members will receive two (2) complete sets of uniforms at time of hire, with two (2) replacements each year, an initial issue of one outdoor jacket with biennial (i.e., every even-numbered year) replacements, and an annual uniform allowance of \$500 per year. Clerical staff also receive one casual polo shirt. The Community Preservation Officer will receive five replacement polo shirts per year, and one outdoor jacket with biennial replacements.
2. Boots/Shoes: Employees who are required to wear certain shoes/boots for their position will receive up to \$300 per fiscal year to purchase work shoes/boots. All purchases shall be made in accordance with the City's purchasing policy.

B. Uniforms shall consist of:

1. Clerical – Shirt/Casual Polo, skirt, or pants, blazer, and vest
2. Police Desk Officer – Shirt, skirt or pants, name tag, tie, tie bar, and belt
3. Community Service Officer – Pants, shirt, jacket, Polo shirt, and belt and name tag.
4. Community Preservation Officer – Polo shirt, and jacket.

Uniform/Equipment Allowance shall be paid by separate payroll check semi-annually. Worn uniforms may be replaced by the City subject to the Department Head's approval. All worn uniforms must be turned in upon being replaced.

8.02 Rain Gear

The City shall provide rain gear to employees assigned to work in the rain.

ARTICLE 9 – OVERTIME & OTHER COMPENSATION

9.01 Overtime Issues and Language

Non-exempt employees who work under the regular 8 a.m.–5 p.m., Monday – Friday schedule must be paid overtime or compensatory time off (CTO) granted at the employee's request as defined in Article 9, section 9.02 for all hours worked over forty (40) hours in a seven (7) day work period.

Non-exempt employees that work a 9/80 or other flex work schedule shall have designated fixed workweek, and any hours worked over the specified maximum hours within the designated workweek must be paid as overtime or granted compensatory time off (CTO) at the Employee's request as defined in Article 9, section 9.02. The City shall comply with the provisions of the Fair Labor Standard Act (FLSA), and shall define the parameters of a standard workweek.

Overtime shall be paid at the rate of one and one-half (1.5) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, non-sworn employees will be based upon actual hours worked.

Overtime will be equitably distributed amongst qualified employees on a rotational basis. Overtime worked cannot interfere with an employee's assigned work schedule, which would allow seven and one-half (7.5) hours between assigned work shifts (e.g., an employee cannot work a twelve-hour shift followed by an overtime shift of more than four hours; and then work his/her assigned shift consecutively as this would leave less than seven and one-half hours of rest time between assigned work shifts).

Overtime offered to bargaining unit employees shall be posted to give bargaining unit members ample time to sign up for the overtime. A senior bargaining unit member may bump a junior bargaining unit member, as long as it does not interfere with the senior bargaining unit member's assigned work shift schedule. If a bargaining unit member calls out sick, overtime (if needed to cover the shift) will be offered on a seniority basis to cover the employee that has called out for his/her work shift (as long as overtime does not interfere with a bargaining unit member's assigned shifts).

9.02 Compensatory Time Off (CTO)

The maximum number of CTO hours any non-exempt, non-sworn employee may accrue is 100 hours. CTO hours in excess of 100 hours must be paid at the rate of one and one-half (1.5) times the regular rate of pay.

The scheduling and use of CTO shall be subject to the Department Head's approval. An employee who has requested the use of CTO is permitted to use such time "within a reasonable period" after making the request, unless it is determined that the employee's request would "unduly disrupt" the department's operations or impose an unreasonable burden on the department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

9.03 Call Back

Any employee called back to work other than as continuation (immediately preceding or following) of his/her regular established work schedule shall be compensated as follows:

1. When the employee is required to physically report for duty, the employee shall receive 1.5 times his/her regular rate of pay for the actual time worked, with a minimum of three (3) hours compensation for any such "callback."
2. When the employee is required to perform work by phone or computer, the employee shall receive 1.5 times his/her regular rate of pay for the actual time worked, with a minimum of one hour. Telephone calls/computer/emails under 15 minutes per day shall be deemed *de minimus* and employees shall receive no call back or other compensation for such work.

9.04 Working Out Of Class

An employee assigned by his or her Department Head, with City Manager approval, to perform duties outside of his or her job classification on a temporary basis will be paid at the rate of five percent (5%) higher than their current base salary. This five percent working out of class pay shall continue until such time that the Department Head determines that the duties are no longer necessary or the position is reclassified. This provision will not apply to an employee temporarily assigned to fill a vacant higher-level classification, which shall be governed by Section 9.05 (Acting Out of Class) of this MOU.

9.05 Acting Out Of Class

An employee assigned by his or her Department Head, with City Manager approval, to perform the duties of a higher level classification due to vacancy or prolonged absence in that higher level classification (e.g. vacation or other leave of absence) shall be paid as follows:

1. Effective on the fifth consecutive business day of assignment in that higher-level classification, five percent (5%) higher than their current base salary, retroactive to the first day of the assignment.
2. If that assignment lasts longer than ten (10) consecutive work days, then the employee shall be paid at Step A of the higher classification or five percent (5%) higher than their current base salary, whichever is greater, effective after the tenth consecutive business day of working in that higher level assignment.

In the event the employee is promoted to the higher-level position, and has completed at least six (6) consecutive months in the higher-level position to which they were promoted, and has received a satisfactory evaluation within 30 days prior to their promotion, the probation period shall be waived. All consecutive time worked of more than six consecutive months in that higher-level position shall be considered time served in the position for seniority as it relates to bumping rights.

No employee shall be assigned to an acting out of class assignment for more than 960 hours.

The City shall ensure that anyone assigned to act in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.

9.06 Longevity

Employees are eligible for Longevity pay under the following terms:

1. Unit employees who have, from date of hire, completed 10 years of continuous service with the City will receive an additional three percent (3%) above the base salary step.
2. Unit employees who have, from date of hire, completed 20 years of continuous service with the City will receive an additional one percent (1%) above the previous first longevity step, for a total of four percent (4%) above their base salary step.
3. Unit employees who have, from date of hire, completed 30 years of continuous service with the City will receive an additional one percent (1%) above the previous second longevity step, for a total of five percent (5%) above their base salary step.

An employee on leave of absence without pay, or any form of leave without pay, with the exception of the federal or state medical leave and/or military leave under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and/or the California Military and Veterans Code, shall not have such leave time credited as service time for purposes of calculating the years of service.

9.07 Bilingual Pay

The City shall provide Bilingual Pay in the amount of \$100.00 per month to those unit employees that satisfy the following conditions:

1. The employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language based on a written and/or oral testing procedure selected by the City with such testing to be conducted every five years; and
2. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.

Written Translation of City Materials: Employees who otherwise qualify for a bilingual bonus under subsection A and B above, shall receive an additional \$25 per month bilingual bonus when asked to translate City materials to Spanish for official publication.

9.08 Court Appearance Pay

Any bargaining unit employee required to appear in court on behalf of the City during off-duty hours, shall be paid at one and one-half (1.5) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

9.09 Certification Pays

Employees who possess any of the certificates listed below prior to September 1, 2021 shall receive the commensurate certification pay effective the first day of the pay period that includes July 1, 2024. For employees who earned any of the certificates listed below, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of the newly acquired certificate to the Human Resources Division.

1. POST Certification
 - a. Dispatcher Intermediate: Employees who hold a Dispatcher Intermediate Certificate from POST shall receive an additional 4% above their base salary step.
 - b. Dispatcher Advanced: Employees who hold a Dispatcher Advanced Certificate from POST shall receive an additional 4% above their base salary step.
 - c. Records Supervisor: Employees who hold a Records Supervisor Certificate from POST shall receive an additional 2.5% above their base salary step.
2. CPR/First Aid/AED Trainer: Employees who hold a CPR/First Aid/AED Trainer certificate from the American Red Cross shall receive an additional 5% above their base salary step.

3. CACEO: Employees who hold certification as a Certified Code Enforcement Officer through the California Association of Code Enforcement Officers shall receive an additional 5% above their base salary step.
4. IAAP: Employees who hold certification as a Certified Administrative Professional from the International Association of Administrative Professionals shall receive an additional 5% above their base salary step.
5. IAPE: Employees who hold certification as a Certified Property and Evidence Specialist from the International Association for Property and Evidence shall receive an additional 5% above their base salary step.
6. CLETS: Employees who hold certification as a Certified CLETS Trainer from the California Department of Justice shall receive an additional 5% above their base salary step.
7. ATSSA: Employees who hold certification as a Certified Traffic Control Technician from the American Traffic Safety Services Association shall receive an additional 5% above their base salary step.
8. NENA: Employees who hold certification as a Certified Emergency Number Professional from the National Emergency Number Association shall receive an additional 5% above their base salary step.
9. Building Inspector Pay: An employee assigned to serve as Community Preservation and Building Inspector shall receive ten percent (10%) above base Community Preservation Officer pay. To serve as Community Preservation and Building Inspector, the employee must hold at least one valid certification as either a Residential Building Inspector or Commercial Building Inspector issued by the International Code Council (ICC) at the time of assignment. Possession of both ICC certificates as a Residential Building Inspector and as a Commercial Building Inspector are a condition of continued assignment within 18 months of the assignment.

9.10 Lead Desk Officer Assignment Pay

Employees assigned to serve in the at-will assignment as Lead Desk Officer shall receive an additional 5% above their base salary step. If, in addition to serving in the at-will assignment as Lead Desk Officer, the employee is also responsible for training new and existing Desk Officers, or training sworn police employees with Desk Officer duties, the Lead Desk Officer shall receive a further additional five percent (5%) above their base pay for actual hours spent conducting the training.

The City shall report the Lead Desk Officer Assignment pay to CalPERS as special compensation under Government Code sections 7522.04(f)(3) and 20636.

9.11 Desk Officer Trainer Pay

An employee assigned to serve as Desk Officer Trainer for purposes of training new and existing Desk Officers, or training sworn police employees with Desk Officer duties, shall receive an additional five percent (5%) increase in base pay for actual hours spent conducting the training. Training hours shall be documented on the employee's timesheet and included on the department payroll summary report. Training hours will be paid on a per pay period basis.

The City shall report the Desk Officer Trainer pay to CalPERS as special compensation under Government Code sections 7522.04(f)(3) and 20636.

9.12 Lead Community Preservation Officer Assignment Pay

Employees assigned by the Director of Community Development to serve in the at-will assignment as Lead Community Preservation Officer shall receive an additional five percent (5%) increase in base pay step.

The City shall report the Lead Community Preservation Officer pay to CalPERS as special compensation under Government Code sections 7522.04(f)(3) and 20636. This assignment is at-will as determined by the Director of Community Development.

ARTICLE 10 – REIMBURSEMENTS

10.01 Tuition Reimbursement

The City shall reimburse unit member's tuition for approved courses to a maximum of \$3,000 per fiscal year. Department Heads and employees should make every effort to submit accurate requests for tuition reimbursement during the annual budget process.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "C" Grade and commit to continued service to the City for the equivalent of the school units, not to exceed two (2) years.

Employees enrolled in an approved tuition reimbursement program may charge mileage beyond ten (10) miles against tuition reimbursement at the current IRS rate.

10.02 Mileage Reimbursement

Employees who are required by the City to use their private vehicles on City business (i.e. training) shall be reimbursed for mileage at the prevailing IRS rate.

ARTICLE 11– NEPOTISM

11.01 Nepotism

The City shall implement and enforce a policy prohibiting nepotism as defined below:

1. No person shall be appointed, promoted or hired into a position in the same department when that person's relative already holds a position in the same department, and such employment would result in a direct supervisor-subordinate relationship.
2. A direct supervisor-subordinate relationship is one in which one person is responsible for the day-to-day supervision and control of the other person, or is in their direct chain of command. Collateral assignments and occasional, overtime or temporary assignments are not considered to violate this policy.
3. For purposes of this section, "relative" means spouse, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law or sister-in-law.
4. If a supervisor and subordinate in the same department marry, the department reserves the right to transfer the employee with the least City seniority to another assignment within the department that is consistent with this policy, without loss of pay. If no such assignment exists in the department that will remedy this supervisor-subordinate relationship, the employee with least seniority may be transferred to another department. If no such transfer is possible, that employee may be separated from service.

ARTICLE 12 – GRIEVANCE

12.01 Grievance Procedures

Grievances shall be processed in accordance with the City's Personnel Policies.

ARTICLE 13 – MISCELLANEOUS

13.01 Layoffs/Seniority/Re-Employment Lists/Call Back/Transfers In Lieu Of Layoff

The City agrees that during the term of this MOU, no employee shall be laid off or furloughed, as a result of the contracting out of unit work.

A. Layoffs

Whenever the City Council determines that employees are to be laid off due to curtailment of work, reorganization, lack of funds, or because the necessity for a position no longer exists, the

City shall meet and confer over impacts prior to the layoffs with SFPCA. Such impacts may include, but not be limited to, job placement assistance, and severance compensation subject to the meet and confer process.

The City Council may authorize the City Manager to layoff or transfer or demote in lieu of layoff. The City Manager shall notify those employees to be laid off at least ten (10) working days prior to the effective date of any such layoff. If less than ten (10) working days' notice is given, City shall pay commensurate pay up to ten (10) day total.

B. Seniority

Layoff shall be by seniority. Seniority for purpose of layoff shall be determined by the date of original appointment to the classification that is identified for layoff. The seniority list shall include all permanent employees. When seniority is equal, the employee with the earliest hire time (original appointment in department to non-sworn position for Police) shall be determined to have the most seniority.

All temporary and provisional employees in the classification involved shall be separated prior to probationary or permanent employees.

Any employee scheduled for layoff shall have the right to bump within a classification (should the job classification change, the employee will be able to use the new/current comparable classification to bump) in which he/she formally held. Seniority in this instance would be time served in this classification and time in higher classification.

Permanent employees shall be laid off in the reverse order of seniority.

C. Re-Employment Lists/Call Back

Upon submission of the approved form to the Human Resources Manager, employees laid off or demoted in lieu of layoff or transfer in lieu of layoff shall have their names placed on a re-employment list for their former class. The name of any employee on a reemployment list shall be ranked in order of the effective date of the layoff or demotion in lieu of layoff. A laid-off employee re-appointed from a re-employment list shall be considered as having been on leave of absence without pay during the period of layoff. The names of employees on the re-employment list shall be retained for the term of the MOU. If a vacancy is filled from a re-employment list, the appointee shall be the individual whose name appears in the first position on such list.

D. Transfer in Lieu of Layoff

Transfers, including lateral, will be by seniority within a classification. The City shall request volunteers first and if there are no volunteers, the employee with the least seniority will be automatically transferred.

The transfer will be held in abeyance and posted in the Human Resources Division and respective department for five (5) workdays to allow for volunteers to apply.

Should the position that the employee was transferred from becomes available, the employee who volunteered or was transferred due to his/her seniority shall be offered the available position or shift and will have the right of first refusal.

13.02 Safe And Respectful Workplace For All City Workers

The City shall agree to update applicable policies to ensure a safe and respectful workplace for all workers. The City also affirms its respect for its worker and shall not condone any unfair treatment of any employee. The City shall update all policies once a year and provide the changes to the Union if and when updated.

13.03 Joint Labor/Management Committee (JLMC)

The City and SFPCA agree to establish a Joint Labor-Management committee to consult on issues of mutual concern, including, but not limited to, safety issues. The committee shall be limited to a total of six (6) members unless the parties mutually agree otherwise. Three (3) members shall be appointed by the City and three (3) shall be appointed by SFPCA.

The committee shall have the authority to develop its own internal procedures, including the scheduling of meetings. The Committee will make recommendations to the Council for implementation once the Council concurs, with its recommendation.

The City and the Union agree to meet and confer through the Joint Labor Management Committee, which will meet on a monthly basis, or as needed, regarding the City Personnel Rules, Regulations and Policies including Departmental Rules, Regulations and Policies, provided such rules, regulations and policies are within the scope of representation.

Scheduling of the Joint Labor Management Committee will be achieved by the parties mutually agreeing to the date, time and location.

The Committee will meet on City work time.

13.04 Do No Harm

The City agrees that no member of the bargaining unit shall have his or her wages or salary or any other compensation negatively affected by the implementation of the results of the classification study.

13.05 Privatization

The City agrees to meet and confer on the impact of any decision to privatize bargaining unit work that may result in the elimination of an employee's position.

13.06 Employee Assistance Program

The City will maintain the privacy provisions of the Employee Assistance Program (EAP). Employees may visit a City-designated EAP Specialist without having to go through the Human Resources Division.

13.07 Job Descriptions

Each employee will be provided with a copy of his/her job description. The duties and responsibilities of each position shall be consistent with the specifications for the job.

For the purposes of this MOU, "classification" shall mean an individual employee's job classification, or an individual employee's job description, or the classifications or job descriptions of a group of employees who share the same classification or job description.

(SIGNATURE PAGE TO FOLLOW)

CITY OF SAN FERNANDO

**SAN FERNANDO POLICE CIVILIANS'
ASSOCIATION (SFPCA)**

By: _____
Nick Kimball, City Manager

By: _____
Sylvia Ortega, President

By: _____
Erica Melton, Director of Finance

By: _____
Elena Lara, Secretary

By: _____
Sergio Ibarra, Personnel Manager

By: _____
Marlene Martinez, Treasurer

RESOLUTION NO. 8338

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO
AMENDING PORTIONS OF RESOLUTION NO. 8316, ADOPTED JULY 1,
2024, AMENDING THE SALARY PLAN FOR SAN FERNANDO POLICE
CIVILIANS' ASSOCIATION**

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 1 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting "Schedule GPD For General Employees (Police Department – San Fernando Police Civilians' Association (SFPCA)) on page 4, and replacing it with the following, effective the first day of the first full pay period that includes July 1, 2024:

SCHEDULE GPD FOR GENERAL EMPLOYEES (POLICE DEPARTMENT - SFPCA)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
74	4350	4578	4818	5071	5337
77	4549	4788	5039	5304	5583
78	4640	4884	5141	5411	5695
83	4941	5201	5474	5762	6065
88	5255	5531	5822	6128	6450
92	5550	5842	6149	6472	6812
94	5656	5953	6266	6595	6942
107	7037	7407	7796	8206	8637

SECTION 2: That that portion of Sub-section A of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting the following on page 7-9 and replacing the salary ranges below, effective the first day of the first full pay period that includes July 1, 2024:

CLASSIFICATION	SALARY RANGES NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Community Preservation Officer	92GPD	5550	5842	6149	6472	6812
Community Service Officer	78GPD	4640	4884	5141	5411	5695

CLASSIFICATION	SALARY RANGES NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Desk Officer	94GPD	5656	5953	6266	6595	6942
Police Executive Assistant	88GPD	5255	5531	5822	6128	6450
Police Records Administrator	107GPD	7037	7407	7796	8206	8637
Police Records Specialist	74GPD	4350	4578	4818	5071	5337
Property Control Officer	83GPD	4941	5201	5474	5762	6065

SECTION 3: That that portion of Section 1 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting “Schedule HFE For Part Time Hourly Employees-Full Time Equivalent (SFPEBU) on page 5, and replacing it with the following, effective the first day of the first full pay period that includes July 1, 2024:

SCHEDULE HFE FOR PART TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT - SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	17.13	18.07	19.07	20.12	21.22
100	25.10	26.41	27.80	29.26	30.79
104	26.77	28.18	29.66	31.22	32.86
114	27.36	28.85	30.44	32.12	33.88
122	32.02	33.70	35.48	37.34	39.30

SECTION 4: That that portion of Sub-section A of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting the following on page 10-11 and replacing the salary ranges below, effective the first day of the first full pay period that includes July 1, 2024:

CLASSIFICATION	SALARY RANGES NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Community Preservation Officer	122HFE	32.02	33.70	35.48	37.34	39.30

CLASSIFICATION	SALARY RANGES NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Community Service Officer	104HFE	26.77	28.18	29.66	31.22	32.86
Police Records Specialist	100HFE	25.10	26.41	27.80	29.26	30.79

SECTION 5: That that portion of Section 3 sub-section B “Non-Sworn General Employees” of the Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting and replacing “Section 3, Subsection B (3) Non-Sworn General Employees on page 20-26, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2024:

B. NON-SWORN GENERAL EMPLOYEES

Salaries and benefits listed here apply to full-time, non-sworn general employees (i.e., San Fernando Police Civilians’ Association (SFPCA) members) assigned to Schedule GPD, and reflect stipulations in their last MOU (Contract No. 2294).

(1) SALARY

The salaries shown for SFPCA unit employees reflect stipulations from the last negotiated MOU (Contract No. 2294), Article 5.01, which expires June 30, 2029:

- A. Effective the first pay period that includes July 1, 2024, unit members shall receive a base salary increase of five percent (5%).

If applicable, benefits that are a percentage of base salary will be applied to the employee’s base salary only. If an employee is entitled to multiple percentage based benefits, each benefit will be calculated against base salary independently (i.e., benefits will not be compounded).

(2) Longevity

Employees are eligible for Longevity pay under the following terms:

1. Unit employees who have, from date of hire, completed 10 years of continuous service with the City will receive an additional three percent (3%) above the base salary step.
2. Unit employees who have, from date of hire, completed 20 years of continuous service with the City will receive an additional one percent (1%) above the previous first longevity step, for a total of four percent (4%) above their base salary step.

3. Unit employees who have, from date of hire, completed 30 years of continuous service with the City will receive an additional one percent (1%) above the previous second longevity step, for a total of five percent (5%) above their base salary step.

An employee on leave of absence without pay, or any form of leave without pay, with the exception of the federal or state medical leave and/or military leave under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and/or the California Military and Veterans Code, shall not have such leave time credited as service time for purposes of calculating the years of service.

(3) BILINGUAL PAY

A bonus of \$100.00 per month shall be paid to those unit employees that qualify in accordance with the following conditions:

- A. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on written and/or oral testing procedure selected by the City with such testing to be conducted every five years;
- B. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.
- C. Written Translation of City Materials: Employees who otherwise qualify for a bilingual bonus under subsection A and B above, shall receive an additional \$25 per month bilingual bonus when asked to translate City materials to Spanish for official publication.

(4) OVERTIME

Non-exempt employees who work under the regular 8a.m. – 5:00 p.m., Monday–Friday schedule, must be paid overtime or granted compensatory time off (CTO) at the employee's request as defined in Article 9, section 9.02 for all hours worked over forty (40) hours in a seven (7) day work period.

Non-exempt employees who are under the 9/80 or other flex work schedule shall have a designated fixed workweek, and any hours worked over the specified maximum hours within the designated workweek must be paid as overtime or granted compensatory time off at the employee's request as defined in Article 9, section 9.02. The City shall comply with the provisions of the Fair Labor Standard Act (FLSA), and shall define the parameters of a standard workweek.

Overtime shall be paid at the rate of one and one-half (1.5) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, employees will be based upon actual hours worked.

Overtime will be equitably distributed amongst qualified employees on a rotational basis. Overtime worked cannot interfere with an employee's assigned work schedule, which would allow seven and one-half (7 ½) hours between assigned work shifts (e.g. an employee cannot work a twelve-hour shift followed by an overtime shift or more than four hours; and then work his/her assigned shift consecutively as this would leave less than seven and one-half hours of rest time between assigned shifts).

Overtime offered to bargaining unit employees shall be posted to give members ample time to sign up for the overtime. A senior unit member may bump a junior member, as long as it does not interfere with the senior member's assigned work shift schedule. If a bargaining unit member calls out sick, overtime (if needed to cover the shift) will be offered on a seniority basis to cover the employee that has called out for his/her work shift (as long as overtime does not interfere with unit member's assigned shifts).

(5) COMPENSATORY TIME OFF (CTO)

The maximum number of CTO hours any non-exempt, non-sworn employee may accrue is 100 hours. CTO hours in excess of 100 hours must be paid at the rate of one and one-half (1.5) times the regular rate of pay.

The scheduling and use of CTO shall be subject to the approval of the employee's Department Head. An employee who has requested the use of CTO is permitted to use such time "within a reasonable period" after making the request, unless it is determined that the employee's request would "unduly disrupt" the Department operations or impose an unreasonable burden on the Department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

(6) CALL BACK

Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule, shall be compensated as follows:

A. When the employee is required to physically report for duty, the employee shall receive 1.5 times his/her regular rate of pay for the actual time worked, with a minimum of three (3) hours compensation for any such "callback."

B. When the employee is required to perform work by phone or computer, the employee shall receive 1.5 times his/her regular rate of pay for the actual time worked, with a minimum of one hour. Telephone calls/computer/emails under 15 minutes per day shall be deemed de minimus, and employees shall receive no call back or compensation for such work.

(7) HOLIDAY LEAVE

Each unit employee shall be entitled to the following holidays with pay (8 hours per holiday):

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Cesar Chavez Birthday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	Floating Holiday
Independence Day	

Floating holiday hours are credited each July 1st and must be used before June 30th. Unused floating holiday hours are not to be carried forward.

Employees that work a 5/8 or 9/80 schedule who are required to work on a holiday shall receive holiday compensation at the rate of time and one-half (1-1/2) times their normal rate of pay in addition to pay for all hours worked.

Employees that work a modified 3/12 work week shall be granted the same holidays as above and shall accrue 104 hours of Holiday leave per year, and shall be credited with 52 hours of Holiday leave each January 1st, and an additional 52 hours of Holiday leave each July 1st. Employees on the 3/12 work week shall schedule holiday leave in accordance with Police Departmental procedures.

Employees on the 3/12 work week will only be permitted to carry over 104 hours of accrued but unused holiday leave from one calendar year to the next. Employees on the 3/12 work week who, as of January 1st, have not lowered their accrued Holiday leave to 104 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 104-hour cap. At that time, the employee will receive his/her full 52-hour allotment for that half year. Upon employee's separation from the City, any unused holiday leave shall be compensated at his/her regular rate of pay.

(8) UNIFORM ALLOWANCE/EQUIPMENT ALLOWANCE

The City shall provide uniforms and/or equipment, as well as provide allowances as follows:

- A. Except for the Community Preservation Officer, unit members will receive two (2) complete sets of uniforms at time of hire, with two (2) replacements each year, an initial issue of one outdoor jacket with biennial (every even-numbered year) replacements, and an annual uniform allowance of \$500 per year. Clerical staff also receive one casual polo shirt. The Community Preservation Officer will receive five (5) replacement polo shirts per year, and one outdoor jacket with biennial replacements.
- B. Boots/Shoes: Employees who are required to wear certain shoes/boots for their position will receive \$300 per fiscal year to purchase work shoes/boots. All purchases shall be made in accordance with the City's purchasing policy.

C. Uniforms shall consist of:

1. Clerical – Shirt/Casual Polo, skirt or pants, blazer, and vest
2. Police Desk Officer – Shirt, skirt or pants, name tag, tie, tie bar, and belt
3. Community Service Officer – Pants, shirt, jacket, Polo shirt, belt and name tag
4. Community Preservation Officer – Polo shirt, and jacket

Uniform/Equipment Allowance shall be paid by separate payroll check semi-annually. Worn uniforms may be replaced by the City subject to the Department Head's approval. All worn uniforms must be turned in upon being replaced.

D. Rain Gear: The City shall provide rain gear to employees assigned to work in the rain.

(9) COURT APPEARANCE PAY

Any bargaining unit employee required to appear in court on behalf of the City during off-duty hours, shall be paid at one and one-half (1 ½) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

(10) WORKING OUT OF CLASS

An employee assigned by his or her Department Head, with City Manager approval, to perform duties outside of his or her job classification on a temporary basis will be paid at the rate of five percent (5%) higher than their current base salary. This 5% working out of class pay shall continue until such time that the Department Head determines that the duties are no longer necessary or the position is reclassified. This provision will not apply to an employee temporarily assigned to fill a vacant higher-level classification, which shall be governed by "Acting Out of Class" provisions below (i.e., Section 9.05 of SFPCA MOU, Contract No. 2294).

(11) ACTING OUT OF CLASS

An employee assigned by his or her Department Head, with City Manager's approval, to perform the duties of a higher level classification due to a vacancy or prolonged absence in that higher level classification (e.g. vacation or other leave of absence) shall be paid as follows:

- A. Effective on the fifth consecutive business day of assignment in that higher-level classification, five percent (5%) higher than their current base salary, retroactive to the first day of the assignment.
- B. If that assignment lasts longer than ten (10) consecutive work days, then the employee shall be paid at Step A of the higher classification, or 5% higher than their current base salary, whichever is greater, effective after the tenth consecutive business day of working in that higher level assignment.

In the event the employee is promoted to the higher-level position, and has completed at least six (6) consecutive months in the higher-level position to which they were promoted, and has received a satisfactory evaluation within 30 days prior to their promotion, the probation period shall be waived. All consecutive time worked of more than six (6) consecutive months in that higher-level position shall be considered time served in the position for seniority as it relates to bumping rights.

No employee shall be assigned to an acting out of class assignment for more than 960 hours. The City shall ensure that anyone assigned to act in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.

(12) CERTIFICATION PAYS

Employees who possess any of the certificates listed below prior to September 1, 2021 shall receive the commensurate certification pay effective the first day of the pay period that includes July 1, 2024. For employees who earned any of the certificates listed below, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of the newly acquired certificate to the Human Resources Division:

A. POST Certification

- i. Dispatcher Intermediate: Employees who hold a Dispatcher Intermediate Certificate from POST shall receive an additional 4% above their base salary step.
- ii. Dispatcher Advanced: Employees who hold a Dispatcher Advanced Certificate from POST shall receive an additional 4% above their base salary step.
- iii. Records Supervisor: Employees who hold a Records Supervisor Certificate from POST shall receive an additional 2.5% above their base salary step.

B. CPR/First Aid/AED Trainer: Employees who hold a CPR/First Aid/AED Trainer certificate from the American Red Cross shall receive an additional 5% above their base salary step.

C. CACEO: Employees who hold certification as a Certified Code Enforcement Officer through the California Association of Code Enforcement Officers shall receive an additional 5% above their base salary step.

D. IAAP: Employees who hold certification as a Certified Administrative Professional from the International Association of Administrative Professionals shall receive an additional 5% above their base salary step.

E. IAPE: Employees who hold certification as a Certified Property and Evidence Specialist from the International Association for Property and Evidence shall receive an additional 5% above their base salary step.

- F. CLETS: Employees who hold certification as a Certified CLETS Trainer from the California Department of Justice shall receive an additional 5% above their base salary step.
- G. ATSSA: Employees who hold certification as a Certified Traffic Control Technician from the American Traffic Safety Services Association shall receive an additional 5% above their base salary step.
- H. NENA: Employees who hold certification as a Certified Emergency Number Professional from the National Emergency Number Association shall receive an additional 5% above their base salary step.
- I. Building Inspector Pay: An employee assigned to serve as Community Preservation and Building Inspector shall receive ten percent (10%) above base Community Preservation Officer pay. To serve as Community Preservation and Building Inspector, the employee must hold at least one valid certification as either a Residential Building Inspector or Commercial Building Inspector issued by the International Code Council (ICC) at the time of assignment. Possession of both ICC certificates as a Residential Building Inspector and as a Commercial Building Inspector are a condition of continued assignment within 18 months of the assignment.

(13) OTHER BENEFITS

For other benefits such as tuition and mileage reimbursements, vacation leave, medical, dental, vision insurance, retirement, Paid Parental Leave, Lead Assignment Pay, Vacation Leave Cash out, and so on, that apply to Schedule GPD, please refer to their specific MOU (Contract No. 2294).

SECTION 6: 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 16th day of August, 2024.

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. 8338, 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 16th day of September, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this ____ day of September, 2024.

Julia Fritz, City Clerk

RESOLUTION NO. 8339

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, AND ADOPTING COMMUNITY SERVICE OFFICER JOB DESCRIPTION BY THE ADDITION OF RESOLUTION NO. 8339, AND AMENDING RESOLUTION NO. 8317 TO RECLASSIFY ONE PART-TIME COMMUNITY SERVICE OFFICER TO FULL TIME

WHEREAS, the City Council of the City of San Fernando approved a new Memorandum of Understanding (MOU) Contract No. 2294 between the City of San Fernando and the San Fernando Police Civilians' Association (SFPCA) for a five-year term (July 1, 2024-June 30, 2029; and

WHEREAS, the City Council desires to update the job description for Community Service Officer to include Parking Meter Collection duties; and

WHEREAS, the City Council desires to upgrade one (1) Part-Time Community Service Officer position to a full time Community Service Officer position; and

WHEREAS, the City Council desires to amend City Council Resolution 8317 to update the Authorized positions list for FY 2024-2025 to include the upgrade of one (1) Part-Time Community Service Officer to Full Time in the Police Department; and

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

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966, and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, covering important and essential duties, job-related and essential qualifications for the following position and classification attached as Exhibit "1":

COMMUNITY SERVICE OFFICER

Resolution No. 8339 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Resolution No. 8339 are now on file in the office of the City Clerk. Said Resolution No. 8339 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

SECTION 2: That Resolution 8317 is hereby amended to upgrade one (1) Part-Time Community Service to full-time in the Police Department Authorized position List.

SECTION 3: That Part-Time Community Service Officer Marcos Herrera will be reclassified to Full Time Community Service Officer effective the first full pay period available after the approval of this resolution and be placed at Step B of the salary range.

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 16TH day of September 2024.

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. 8339, 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 16th day of September 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this ____ day of September, 2024.

Julia Fritz, City Clerk

JOB SPECIFICATION

CLASS TITLE

ADOPTION

COMMUNITY SERVICE OFFICER

RESOLUTION NO.
8339

EFFECTIVE DATE
9/16/2024

FLSA DESIGNATION
NON-EXEMPT

GENERAL PURPOSE

Under general supervision, enforces parking regulations on streets and city parking lots; assists regular officers in the disposition of calls not requiring immediate law enforcement response including automobile accidents; serves subpoenas; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Community Service Officer performs city-wide parking control functions, such as enforcing parking and street-sweeping ordinances, towing and impounding abandoned and inoperative vehicles and issuing citations. An incumbent is expected to be knowledgeable of state and city laws, ordinance, procedures and practices pertaining to motor vehicle and parking enforcement. Work is generally performed independently with review following completion for accuracy and conformance with policies, procedures and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Patrols city streets, parking lots and neighborhoods to enforce parking control laws and regulations; identifies vehicle and parking control illegalities and determines, writes and/or issues citations or warnings in accordance with City and state laws, regulations, ordinances and procedures; patrols daily street-sweeping routes and issues citations to parked vehicles impeding street-sweeper routes.
2. Interacts with the public on an ongoing basis; receives, researches and responds to parking and vehicle enforcement questions, issues and complaints; provides information to the public on parking regulations and ordinances and citations; reports traffic accidents and traffic hazards, and reports graffiti.
3. Responds to customer complaints and conducts field investigations of abandoned and inoperative vehicles, vehicles with multiple violations and other vehicle code violations; issues warnings and citations; coordinates the towing and impounding of abandoned/inoperative vehicles or vehicles in violation of other codes and ordinances.
4. Services and maintains parking control equipment and vehicles; cleans and fuels assigned City vehicles; monitors proper functioning of parking control equipment.
5. Collects and deposits money received from parking equipment and meters.
6. Performs basic maintenance on parking structures and parking control equipment, including, but not limited to

ESSENTIAL DUTIES AND RESPONSIBILITIES

- replacing dislodged gate arms, clearing ticket jams, replacing receipt rolls, and replacing ticket boxes, clearing coin jams, replacing batteries in automated parking meters, replacing receipt rolls, placing out of order signs, and trouble shooting.
7. Makes oral presentations to businesses, community organizations and neighborhood watch groups to explain parking rules and regulations and to explain community services and programs and the procedures for obtaining services; assists with special events and community outreach activities.
 8. Assists sworn officers in the field with traffic control; may serve subpoenas; may conduct vehicle inspections.
 9. Enters, modifies, updates and retrieves computer data; maintains records and prepares reports.
 10. Provides positive and effective customer service.
 11. Inspects parking structures and parking control equipment daily for damages or other problems.
 12. Promotes public relations by providing information and assistance to the public.
 13. Investigate, respond to and enforce disabled parking placard provisions and issue misdemeanor citations.
 14. Identify and cite vehicles in violation of preferential parking regulations.
 15. Confer and coordinate with other agencies and City Departments on the investigation and disposition of parking code violations.
 16. Performs related duties similar to the above in scope and function as required.
 17. Maintains assigned areas, facilities, and equipment in a clean and orderly condition.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. State and City vehicle and parking laws, codes, ordinances and practices.
2. General functions, operations and activities of a police department.
3. Standard office practices and procedures, including recordkeeping and filing.
4. Customer service practices and telephone etiquette.
5. Various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in various computer systems.
6. Safety policies and safe work practices applicable to the work.

MINIMUM QUALIFICATIONS

7. Uses and operations of scanners, phone systems, computers, standard business software and specialized database and spreadsheet applications.

ABILITY TO:

1. Interpret, apply, explain and enforce applicable laws, codes and ordinances related to motor vehicle and parking control.
2. Prepare clear and accurate police reports, documents, data entries and files.
3. Analyze situations and adopt effective and responsible courses of action.
4. Operate a police radio and use a variety of computer-based systems.
5. Maintain highly confidential information.
6. Communicate effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations and upset individuals.
9. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

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

Graduation from high school or GED equivalent, and at least one year of experience in police clerical support or providing assistance or information to the public. Successful completion of the Police Junior Cadet program may be substituted for the required experience. Experience in a public agency is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, and the ability to adjust focus.

MENTAL DEMANDS

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

WORK ENVIRONMENT

The employee works in an office and field environment where the noise level varies. The employee may work in outdoor weather conditions; extreme heat or cold; wet, humid conditions; near moving equipment; and near heavy traffic. The employee is occasionally exposed to fumes or airborne particles, biological hazards, and disturbing or traumatic events.

The employee may be required to work various shifts.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Councilmember Victoria Garcia

Date: September 16, 2024

Subject: Consideration to Appoint a Planning and Preservation Commissioner

RECOMMENDATION:

I have requested to place on the agenda (Attachment "A") for the City Council to approve Fernando Diaz (Exhibit "A" to Attachment "A") to be appointed as my representative to the Planning and Preservation Commission.

BACKGROUND/ANALYSIS:

1. Pursuant to the City's Code (Attachment "B"), each Councilmember may appoint one Commissioner to each Commission (i.e., Planning and Preservation Commission; Parks, Wellness, and Recreation Commission; Transportation and Public Safety Commission; and Education Commission), with such appointment to be ratified by the full City Council. For appointment consideration, interested residents must submit an application to the nominating City Councilmember, at which time the proposed appointment considered by the City Council to approve and ratify.
2. On March 5, 2024, Victoria Garcia was elected through a special election to fill former Councilmember Cindy Montañez balance of her full four-year term seat due to expire in November 2024. This prompted a review of appointment representatives to each of the City Commissions by newly elected Councilmember Garcia.
3. On April 18, 2024, Councilmember Garcia notified the City Clerk that she would be appointing representatives to serve on all four City Commissions. This prompted the City Clerk to send written notification to each of the Commissioner appointments previously made by former Councilmember Montañez that their Commission terms ended, effective immediately. In accordance with Government Code Section 54974 (Attachment "C") the City Clerk posted the unscheduled vacancy notices for all four of the City Commissions at City Hall and on the City's website.

Consideration to Appoint a Planning and Preservation Commissioner

Page 2 of 2

4. On May 6, 2024, the City Council approved and ratified representatives to serve on the Education, Transportation and Public Safety, and Park, Wellness and Recreation. The Planning and Preservation Commission remained vacant.
5. On August 20, 2024, Fernando Diaz submitted an application (Exhibit "A" to Attachment "A") seeking consideration as my representative to be appointed to the Planning and Preservation Commission. The appointment replaces Commissioner David Bernal appointed to the Commission by former Councilmember Cindy Montañez.

BUDGET IMPACT:

The City pays each Commissioner \$100 for attendance at up to one (1) Commission meeting per month. A total of \$1,200 per Commissioner is appropriated in each responsible Department's budget. Sufficient funds are included in the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

I recommend that Fernando Diaz be appointed as representative to the Planning and Preservation Commission to fill the Planning and Preservation Commission vacancy.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration
Exhibit "A": Commissioner Application
- B. City Code Pertaining to Each Commission
- C. Government Code Section 54974

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Victoria Garcia

TITLE

Councilmember

CO-SPONSOR CITY COUNCILMEMBER INFORMATION

NAME

N/A

☐

In Support

ITEM INFORMATION

SUBJECT Title of the item you are requesting to be agendized.

Appointment of Commissioner to the San Fernando Planning and Preservation Commission

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.

This is to appoint Fernando Diaz to the San Fernando Planning and Preservation Commission (PPC).

ATTACHMENTS *Do you have any attachments to include?*

☒ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

I recommend that the City council confirm the appointment of Fernando Diaz to the San Fernando Planning and Preservation Commission (PPC).

SAN FERNANDO

APPLICATION TO SERVE ON A CITY COMMISSION*This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.***APPLICANT INFORMATION**

NAME Fernando Diaz		PHONE NO.	
RESIDENCE ADDRESS	CITY & STATE San Fernando CA	ZIP CODE 91340	
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE	
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i>			
EMPLOYER	POSITION Technician		
BUSINESS ADDRESS	CITY & STATE Santa Monica CA	ZIP CODE 90401	
BUSINESS PHONE			
ARE YOU RELATED TO THE NOMINATING COUNCILMEMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, HOW ARE YOU RELATED? _____			
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name, nature of the business, and business license number</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

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

- I am over the age of 18 years old and am a resident of the City of San Fernando, California.
- As a City Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code, if applicable.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

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

APPLICANT SIGNATURE 	DATE 8/20/24
--	------------------------

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

- ☐ EDUCATION COMMISSION
- ☐ PARKS, WELLNESS, AND RECREATION COMMISSION
- ☐ PLANNING AND PRESERVATION COMMISSION
- ☐ TRANSPORTATION AND PUBLIC SAFETY COMMISSION
- ☐ OTHER BOARD, COMMISSION OR COMMITTEE _____

Please provide your background and related experience information below:

My name is Fernando Diaz, I've been a member of this community for almost three decades. I have a son who is growing up in this city that we call our home. To me the city of San Fernando is an important part of my upbringing. I've represented San Fernando middle school marathon team, I've provided Spanish interpretation at the San Fernando Family Center. I've marched along Cindy Montañez. My son is also active in the city, as he attends San Fernando Elementary, and also played for our youth baseball league at Las Palmas park. My parents also participate and are involved in the Las Palmas Park senior center activities. In short three generations of my family are active in our community. we all vigorously seek our towns success.

As a southern resident of our city, I believe we need representation from our geographical points, and with all types of experiences.

I am committed to support any planning decisions that would benefit our community. I also support the beautification and conservation of our historical neighborhoods.

It is imperative that our city thrives. For a thriving city reflects the quality of its citizens.

CITY CODE PERTAINING TO ALL COMMISSIONS

Sec. 54-66. Reports and records.

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

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

Sec. 54-67. Incurring financial liability.

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

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

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

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

(Ord. No. 1702 , § 3, 8-16-2021)

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

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

(Ord. No. 1702 , § 3, 8-16-2021)

Sec. 62-28. Compensation.

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

(Ord. No. 1702 , § 3, 8-16-2021)

CITY CODE PERTAINING TO ALL COMMISSIONS

Sec. 62-29. Officers.

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

(Ord. No. 1702 , § 3, 8-16-2021)

Sec. 62-30. Meetings generally.

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

(Ord. No. 1702 , § 3, 8-16-2021)

Sec. 62-31. Absence from meetings.

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

(Ord. No. 1702 , § 3, 8-16-2021)

Sec. 62-32. Quorum.

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

(Ord. No. 1702 , § 3, 8-16-2021)

CITY CODE PERTAINING TO ALL COMMISSIONS

Sec. 62-33. Rules and regulations.

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

(Ord. No. 1702 , § 3, 8-16-2021)

Sec. 62-34. Records and reports.

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

(Ord. No. 1702 , § 3, 8-16-2021)

Sec. 62-35. Powers and duties generally.

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

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

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

(Ord. No. 1702 , § 3, 8-16-2021)

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

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

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

CITY CODE PERTAINING TO ALL COMMISSIONS

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

(Ord. No. 1702 , § 3, 8-16-2021)

Secs. 62-37—62-60. Reserved.

TRANSPORTATION AND PUBLIC SAFETY COMMISSION

Sec. 90-71. Established; composition; appointment and compensation of members; officers.

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

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

Sec. 90-72. Duties generally.

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

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

**State of California****GOVERNMENT CODE****Section 54974**

54974. (a) Whenever an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, on either the local agency's Internet Web site or at the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office.

(b) Notwithstanding subdivision (a), the legislative body may, if it finds that an emergency exists, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section.

(Amended by Stats. 2017, Ch. 387, Sec. 14. (SB 205) Effective January 1, 2018.)

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez, Councilmembers, and Planning and Preservation Commissioners

From: Nick Kimball, City Manager
By: Kanika Kith, Deputy City Manager/Economic Development
Erika Ramirez, Director of Community Development

Date: September 16, 2024

Subject: A Joint Public Hearing to Discuss Existing Conditions Analysis and Outreach Findings from Phase 1 of the Downtown Master Plan and Receive Input for Phase 2

RECOMMENDATION:

It is recommended that the City Council and the Planning and Preservation Commission:

- a. Conduct a public hearing to receive a presentation on the existing condition analysis and outreach findings from Phase 1 of the Downtown Master Plan; and
- b. Pending public testimony, provide direction to staff before starting Phase 2 of the Downtown Master Plan.

BACKGROUND:

1. On June 9, 2022, the City issued a Request for Proposals (RFP) to qualified consultants to prepare a Downtown Master Plan, which includes a Downtown Vision that will serve as a critical and important guide for future actions concerning change in Downtown San Fernando with an initial budget of \$50,000.
2. On July 19, 2022, seven (7) proposals were received from: The Arroyo Group, Dudek, RRM Design Group, HDL, Infrastructure Engineering, Los Angeles Neighborhood Initiative (LANI), and SWA Group. Costs ranged from \$50,000 to \$397,640.
3. On September 6, 2022, the City Council allocated \$250,000 from the American Rescue Plan Act (ARPA) for preparation of a Downtown Master Plan.
4. On September 22, 2022, all seven (7) consultants were informed of the additional allocation and were requested to provide a revised scope that was within the approved budget. It was

A Joint Public Hearing to Discuss Existing Conditions Analysis and Outreach Findings from Phase 1 of the Downtown Master Plan and Receive Input for Phase 2

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recommended that the revised scope and budget focus on high priorities such as community engagement and outreach, market analysis, financial and site analysis for opportunity sites, parking capacity and demand analysis, and design of the public realm.

5. On October 7, 2022, revised proposals were received from five (5) firms: Arroyo Group, Dudek, RRM Design Group, HDL, and Infrastructure Engineering. LANI and SWA Group did not submit revised scope and budget.
6. On January 3, 2023, the City Council created the Economic Development/Downtown Master Plan Ad Hoc Committee consisting of Councilmembers Montañez and Solorio to work with staff to move the City's economic development efforts forward.
7. On March 15, 2023, the Economic Development/Downtown Master Plan Ad Hoc Committee and staff interviewed four consultants (RRM Design Group, Dudek, Arroyo Group, HDL). Infrastructure Engineering declined the interview. RRM Design Group and Dudek were selected as the top two consultants and were invited to provide additional information. Based on innovative and proactive approaches tailored to engaging the community, realistic objectives, cost effectiveness, and schedule, Dudek was recommended to the City Council for consideration.
8. On April 17, 2023, the City Council approved a Professional Services Agreement with Dudek in an amount not-to-exceed \$313,975, for preparation of the Downtown Master Plan.
9. On July 17, 2023, the City Council approved a Community Outreach and Engagement Plan for the Downtown Master Plan (Attachment "A") that included the formation of a Community Advisory Committee. The approved Community Outreach and Engagement Plan changed the Scope of Work and reduced the total cost for the Downtown Master Plan to \$297,675, which is \$16,300 less than the original budget.
10. On October 2, 2023, the City Council discussed the formation of the Community Advisory Committee (CAC) for the Downtown Master Plan, agreeing to allow each Councilmember to recommend up to two (2) nominees for inclusion in the CAC.
11. On April 11, 2024, the first Community Advisory Committee (CAC) meeting was held with 14 appointed community members, representing residents, property/business owners, developers, and local community/neighborhood based organizations.
12. Between December 2023 and March 2024, a multimode survey was conducted via phone (landline and cell), text, and email that gathered input from a target of 300 participants. The methodology of this multimodal survey was developed in such a way to make it a statistically significant model.

A Joint Public Hearing to Discuss Existing Conditions Analysis and Outreach Findings from Phase 1 of the Downtown Master Plan and Receive Input for Phase 2

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13. From April to May 2024, an online survey was made available to the general public, which gathered input from 90 respondents.
14. On April 27, 2024, a first community event (“Walking Workshop”) was held at the Civic Center Parking Lot, consisted of a 1-mile walking tour of four (4) check-points throughout the downtown, and gathered input from approximately 40 participants.

ANALYSIS:

A Downtown Master Plan provides a platform for residents, business and property owners, local organizations, and other stakeholders the opportunity to share ideas and shape the future of Downtown San Fernando. Through this effort, the community will help define goals and priorities for economic development, setting the stage for a vibrant and thriving downtown.

The focus of the Downtown Master Plan is to identify the community’s vision for downtown’s economic vibrancy, including the type and scale of development needed to achieve that vision, as well the potential impacts. Ultimately, the goal is to create a community-driven plan that enhances downtown’s economic vitality, livability, and a sense of place. The Downtown Master Plan will be developed through a comprehensive visioning process that will involve extensive community input and participation. To achieve this goal, the Downtown Master Plan effort consists of four objectives:

1. Study the existing conditions in Downtown San Fernando;
2. Engage the San Fernando community;
3. Develop a community-driven vision for Downtown San Fernando; and
4. Recommend strategies for how to implement the community’s vision.

The Downtown Master Plan is being developed across three phases of work:

1. **Phase 1 – Discovery.** Phase 1 consists of analyzing the downtown, including identifying potential issues and opportunities across the broad topics of land use, mobility, economics, real estate, parking, the built environment, and the public realm. In this phase, the City engages the community for their concerns, ideas, and aspirations for the future via a survey and a walking workshop. Phase 1 commenced in July 2023 with the City Council approval of the Community Outreach and Engagement Plan. Analysis for Phase I has been completed and will conclude with this special joint meeting of the City Council and Planning and Preservation Commission.
2. **Phase 2 – Visioning.** Phase 2 will focus on developing three distinct vision scenarios for the future of Downtown San Fernando, incorporating key opportunity sites and conducting financial feasibility analysis for those opportunity sites. Recommendations will be made for enhancing the public realm, including streetscape design, public open spaces,

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mobility solutions, and other features to support the envisioned future. An interactive, in-person model-building pop-up event will be held to engage the community in shaping the future of Downtown through a hands-on activities. Phase 2 has yet to start but will conclude with a second presentation at a joint meeting of the City Council and Planning and Preservation Commission, which is tentatively scheduled for March 2025.

3. **Phase 3 – Preferred Vision.** Phase 3 consists of refining the community's preferred scenario from Phase 2 for the future of Downtown San Fernando. The resulting outcome will be a Downtown Master Plan, a planning document that will contain the community's vision of the downtown and an action plan for how best to achieve that vision. The Master Plan will be used by the City to guide future actions, such as changes to land use and development regulations, capital improvement projects, and other economic development programs to help revitalize Downtown San Fernando. Phase 3 has yet to start but will conclude with a public hearing each with the Planning and Preservation Commission and City Council for approval of the Downtown Master Plan. Public hearings are tentatively scheduled for May and June 2025.

The findings of Phase 1 of the Downtown Master Plan are being presented tonight. This includes the existing conditions analysis and the first phase of community outreach and engagement, as described in more detail below.

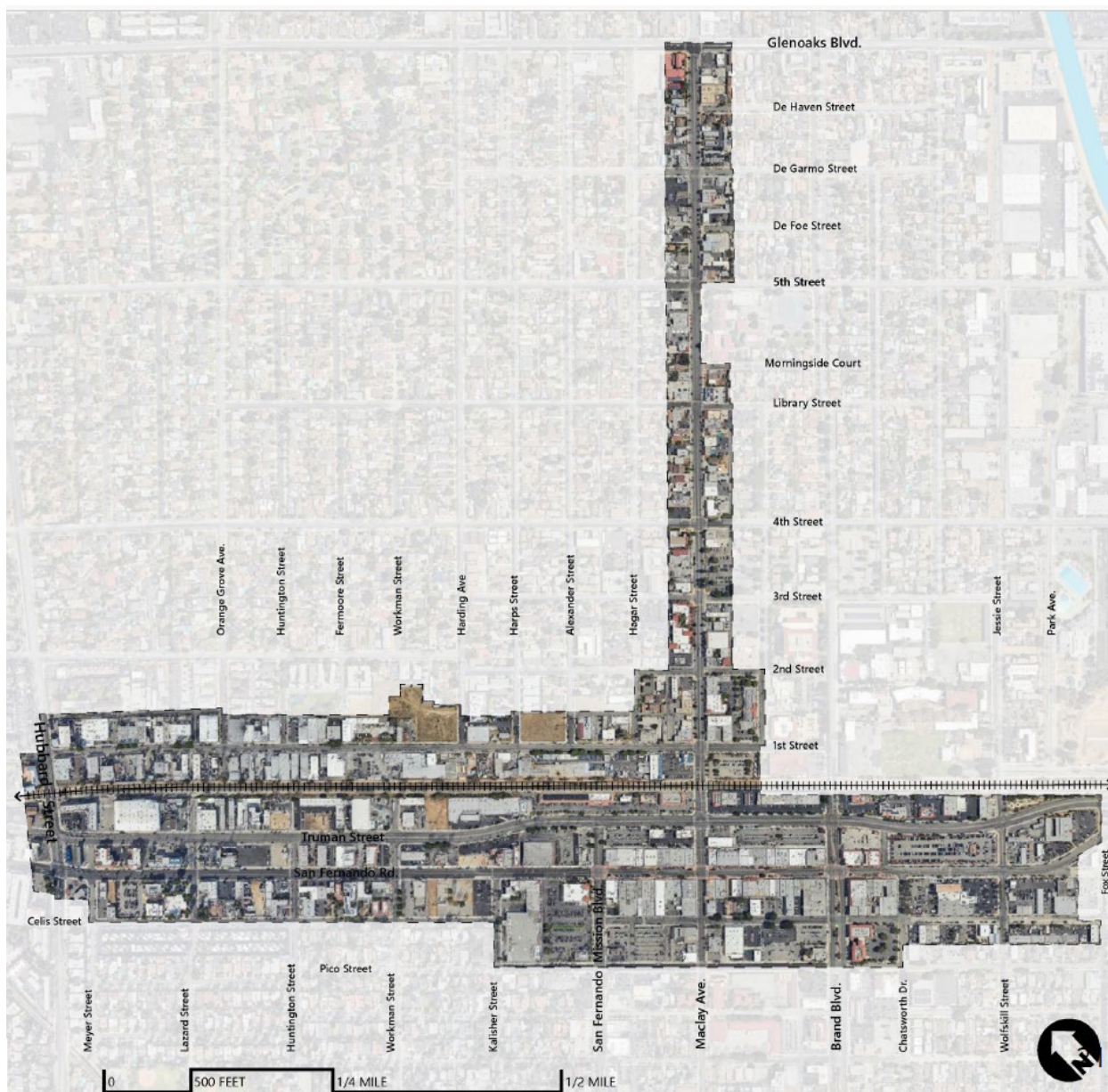
Built Environment Analysis

Dudek conducted a built environment analysis (Attachment "B") utilizing site observations and publicly available Geographic Information Systems (GIS) data and documents. The purpose of the analysis was to better understand the current conditions of the built environment in Downtown San Fernando to be able to identify key issues and opportunities for informing recommendations in the Downtown Master Plan. This analysis was conducted through the lens of history, land use, mobility, the public realm, policy, and development regulations. For purposes of this analysis, Downtown San Fernando as defined in Figure 1, along San Fernando Road from Hubbard Street to Fox Street and along Maclay Avenue from Pico Street to Glenoaks Boulevard.

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Figure 1: Downtown Master Plan Area



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Parking Analysis

Walker Consultants conducted a parking analysis (Attachment “C”) of a portion of Downtown San Fernando, a study area, as illustrated in Figure 2, along San Fernando Road from Hubbard Street to Fox Street and along Maclay Avenue from Fourth Street to Pico Street. The purpose of the analysis was to provide a baseline of current conditions as they related to parking to inform potential future development scenarios and recommended policy changes as part of the Downtown Master Plan. The analysis relied on field observations and data collection to analyze existing parking supply/inventory, occupancy, turnover/length, and demand relative to land use and location for both public and private parking facilities in the study area.

Figure 2: Parking Study Area



Market Analysis

HR&A conducted a market analysis of Downtown San Fernando, the City of San Fernando, and the North San Fernando Valley (Attachment “D”). The analysis focused on demographic changes, employment trends, and real estate data for both retail and multifamily residential uses. The purpose of the analysis was to identify opportunities and challenges related to the growth of the downtown to help inform the recommendations in the Downtown Master Plan.

Community Outreach and Engagement

Consistent with the goals and methods of the City Council approved Community Outreach and Engagement Plan (dated July 2023), Dudek executed a series of community outreach and

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engagement tools, meetings, and events during Phase 1 of the Downtown Master Plan, as outlined below.

Inform Method:

- A project website (www.sfdowntownmasterplan.com) was made live in October 2023 and has received approximately 3,600 visits.
- Multiple social media posts have been made via the City's existing Instagram and Facebook accounts during the course of Phase 1.
- Flyers promoting the Downtown Master Plan, Walking Workshop, and associated community engagement activities has been provided at City Hall, handed out to local businesses, and shared with the public via email blasts and at multiple public events since April 2024.
- A flyer promoting the Walking Workshop on April 27, 2024 and online survey was delivered to all residential units and businesses in the City (9,700 residential flyers and 1,000 to businesses) in April 2024.
- Radio interview with Valley View San Fernando Valley Media in April 2024 to promote the Downtown Master Plan and engage the community by highlighting the upcoming Walking Workshop.

Consult Method:

- A multimode survey was conducted between December 2023 and March 2024 via phone (landline and cell), text, and email that gathered input from a target of 300 participants (Attachment "E").
- The first Economic Development/Downtown Master Plan Ad-Hoc Committee meeting was held on March 11, 2024, with Councilmembers Joel Fajardo and Mary Solorio.
- The first Community Advisory Committee (CAC) meeting was held on April 11, 2024, with 14 appointed community members, representing residents, property/business owners, developers, and local community/neighborhood based organizations. A second meeting for Phase 2 is planned to occur by February 2025 and a third meeting for Phase 3 is planned to occur by July 2025.
- An online survey was made available to the general public from April to May 2024, which was advertised on the project website, social media, flyers, informational mailer, and email blasts, which gathered input from 90 respondents.

A Joint Public Hearing to Discuss Existing Conditions Analysis and Outreach Findings from Phase 1 of the Downtown Master Plan and Receive Input for Phase 2

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Collaborate Method:

- First community event (“Walking Workshop”) was held on April 27, 2024, at the Civic Center Parking Lot, consisted of a 1-mile walking tour of four (4) check-points throughout the downtown, and gathered input from approximately 40 participants.

Summary of Findings from Phase 1

Each existing conditions analysis provides detailed information for the respective topics of the built environment, parking, and market. Each analysis concludes with its own detailed summary of findings. Likewise, the Existing Conditions Analysis and Outreach Findings presentation provided to the joint meeting of the City Council and Planning and Preservation Commission contain an overview of the feedback received from the community across all tools, meetings, and events conducted during Phase 1. A high-level summary of findings across all of these topics is provided below and will be discussed in more detail during the presentation at the joint meeting of the City Council and Planning and Preservation Commission.

- Downtown San Fernando is beloved for its historic, small-town charm by the community. It is special and rare – unlike any other place in the region.
- The community wants more entertainment, more dining, more improvements such as trees, beautification, and public spaces.
- The area around San Fernando Road, Truman Street, and Maclay Avenue offer the most strategic opportunities to fill in the “holes” of the built environment with vibrant new uses and amenities.
- There is sufficient total parking capacity throughout the Downtown, but some areas have higher demand than others. There are opportunities for better parking management to more evenly distribute demand.
- Downtown San Fernando’s influence stretches far beyond City limits. There are opportunities to capture demand throughout the North San Fernando Valley in retail and dining to create a vibrant destination that is beneficial to residents and visitors.

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Next Steps – Phase 2.

The community will once again play a key role in shaping the future of Downtown San Fernando during Phase 2, where their input and preferences will guide the development of various scenarios. Phase 2 will kick off with a hands-on, model-building pop-up event, tentatively scheduled for January 2025. This interactive in-person event will invite participants to explore and share their visions for the downtown area through creative activities like model-building, storytelling, and collaborative play.

BUDGET IMPACT:

There is no fiscal impact associated with receipt and filing of this presentation. This presentation is included in the contract for the Downtown Master Plan, Contract No. 2147 with a total budget of \$297,675 (\$250,000 from American Rescue Plan Act (ARPA) Funds (121-151-3689-4270) and the balance of \$47,675 from the General Fund - Economic Development Division (001-107-0000-4270).

CONCLUSION:

It is recommended that the City Council and Planning and Preservation Commission conduct a public hearing to receive a presentation on the existing condition analysis and outreach findings from Phase 1 of the Downtown Master Plan, and provide direction to staff before starting Phase 2 of the Downtown Master Plan.

ATTACHMENT:

- A. Downtown Master Plan Community Outreach and Engagement Plan
- B. Built Environment Existing Conditions Analysis
- C. Existing Conditions Parking Analysis
- D. Market Analysis
- E. Multimode Survey Results

THE CITY OF
SAN FERNANDO

DOWNTOWN MASTER PLAN

"GUERNICA TO HOME"
BY STAN NACHEZ

OUTREACH & ENGAGEMENT PLAN

DRAFT LAST UPDATED 7/9/2023

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- b) Why your input matters
- c) How to overcome barriers

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- a) Summary
- b) Inform
- c) Consult (with City)
- d) Consult (with Leaders)
- e) Consult (with Community)
- f) Collaborate
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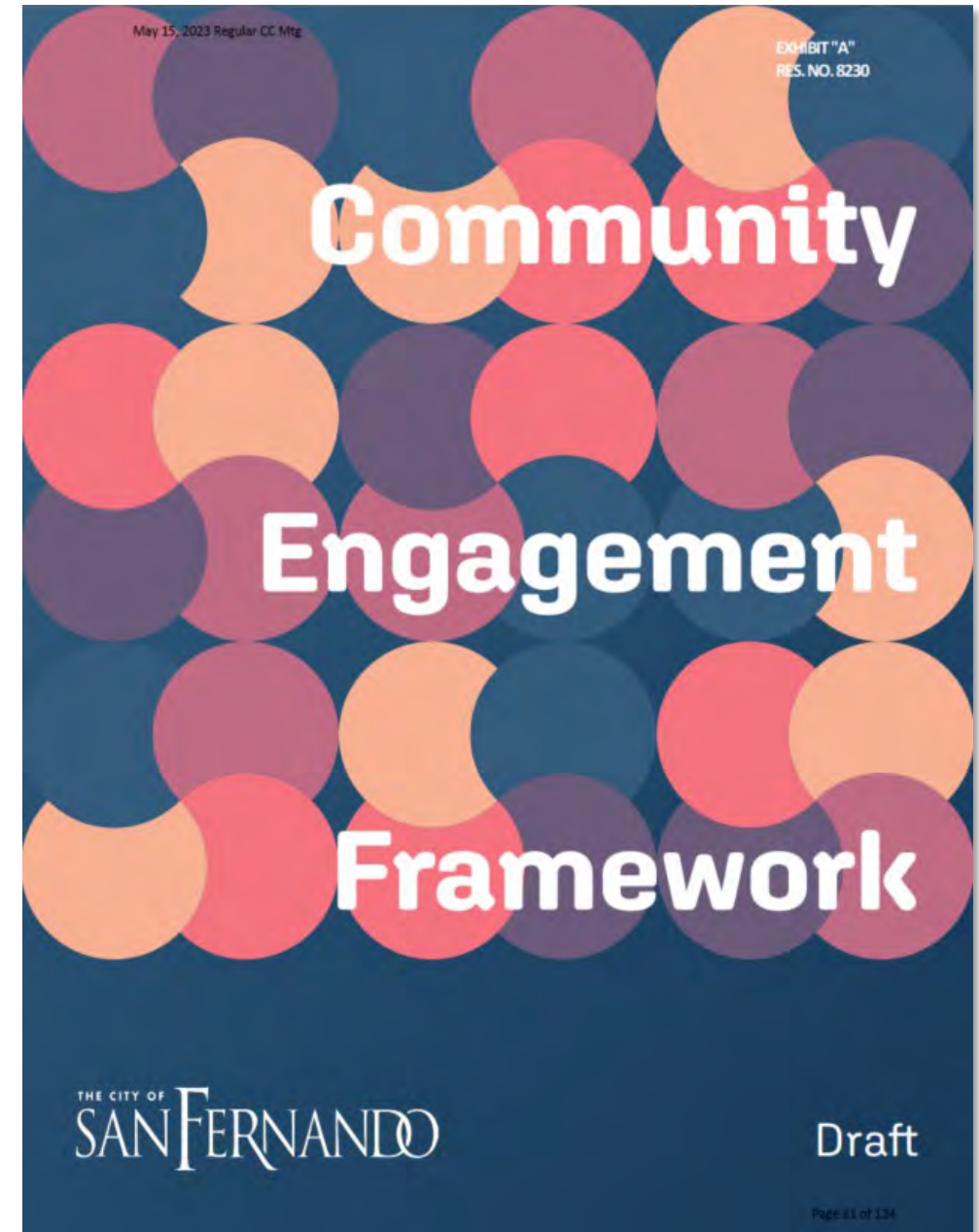
4. Overall Schedule (When?)

5. Evaluating Feedback

1. Introduction

1. Introduction

- This Outreach and Engagement Plan was prepared for the San Fernando Downtown Master Plan (“the project”).
- It is consistent with the goals, principles, and standards for community engagement set forth by the City’s Community Engagement Framework to achieve the goal of creating a more inclusive, transparent, and participatory base of residents, businesses, and visitors.
- It is considered a “living document” and can be amended throughout the life of the project to allow for the most appropriate methods to effectively engage the community.



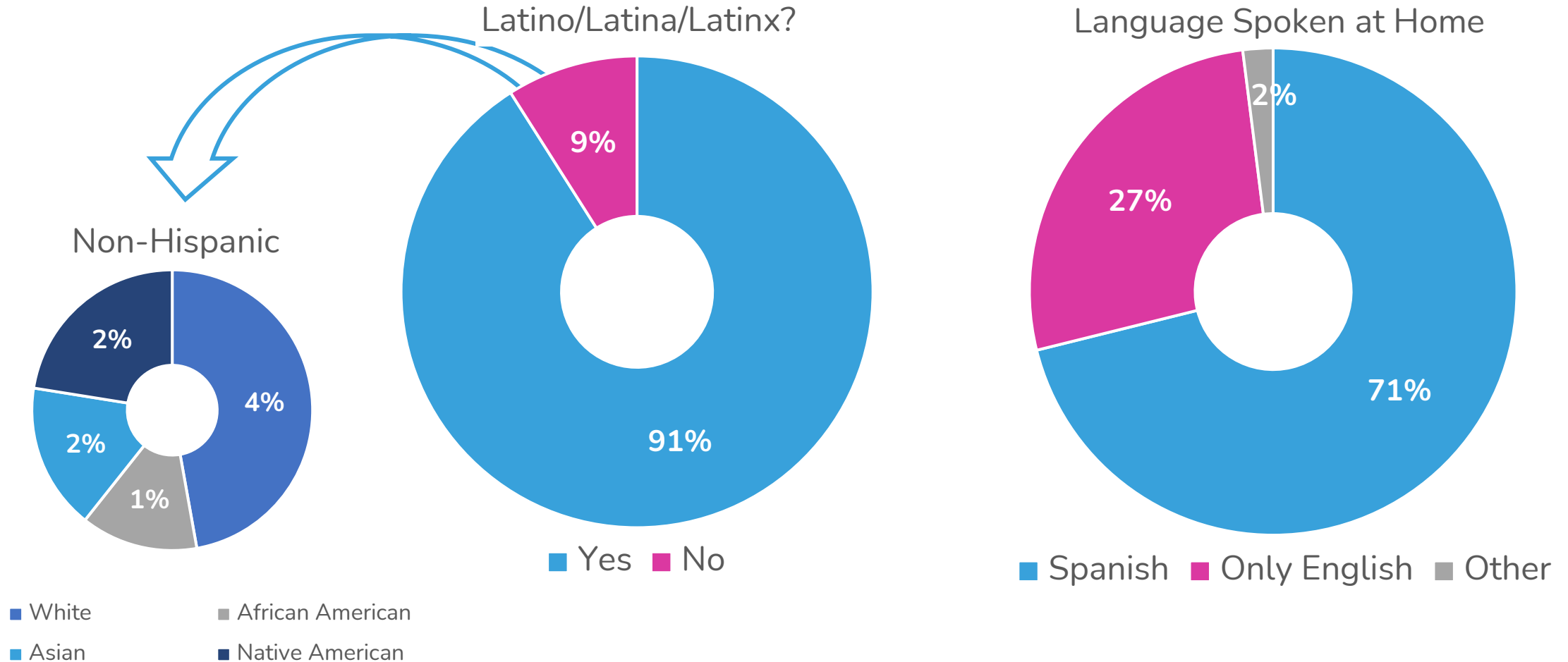
1. Introduction

- **PURPOSE OF THE OUTREACH & ENGAGEMENT PLAN (WHY?):**
 - ✓ Establish and execute an inclusive, accessible, and transparent outreach and engagement process that allows community members to provide meaningful input that will shape the future of their downtown.
- **OUTCOMES OF THE OUTREACH & ENGAGEMENT PLAN (WHAT?):**
 - ✓ An informed public
 - ✓ Participation by a varied cross-section of community members
 - ✓ Constructive feedback to help inform the work
 - ✓ A vetted, collective, and community- and stakeholder-driven vision for Downtown San Fernando

2. Overall Approach

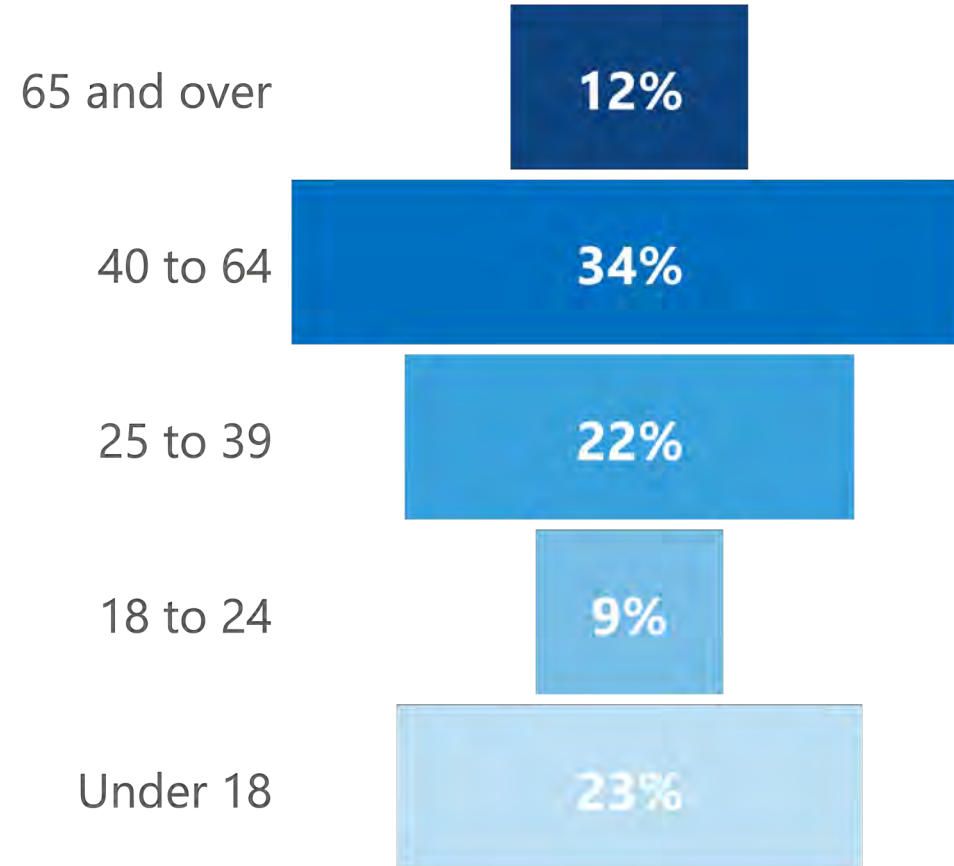
a. Who is San Fernando?

COMMUNITY SNAPSHOT: DEMOGRAPHICS



a. Who is San Fernando?

COMMUNITY SNAPSHOT: DEMOGRAPHICS



b. Why your input matters

- **Make your voice heard** - participate in the democratic process that openly invites, welcomes, and values everyone's input.
- **Have a hand in shaping the future** – tell us about your ideas, issues, concerns, and aspirations for a better Downtown San Fernando. All ideas are welcome!
- **Participate in a shared process** – join others in developing a collective vision for YOUR downtown which is a shared and valued asset for the entire community.



c. How to overcome barriers

A multi-pronged approach to engage the community in a variety of ways that maximizes opportunities for input.

- **MULTI-METHOD:** Engage across multiple formats and platforms, whether online or off-line, digital or physical.
- **MULTI-LINGUAL:** Engage in both English and Spanish, using accessible, inclusive, and user-friendly messaging.
- **MULTI-LOCATIONAL:** Engage by “meeting people where they are,” rather than expecting them to come to us.
- **MULTI-GENERATIONAL:** Engage everyone across the age spectrum from youth to seniors.

3. Outreach and Engagement Methods

a. Summary of Methods

APPROACH	METHOD	DEVICE	TARGET AUDIENCE
INFORM	Website	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school)
	Social Media	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school) • Youth or tech-savvy people
	Flyers	In-person	• Patrons of local businesses, City Hall or other City facilities, e.g., community centers, parks, etc.
	Informational Mailer	Physical mail	• All listed addresses in the city
CONSULT	With City staff	In-person or virtual meetings	• City staff and departments
	With City leaders		• Ad-Hoc Economic Development Committee comprised of 2 select Councilmembers
	With Community leaders		• Advisory Committee comprised of select community leader members.
	Online Survey	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school) • Randomly selected participants across a varied demographic cross-section with a listed phone number (either landline or cell), or email address in the city
	Phone Survey	Phone (landline or cell)	• Randomly selected participants across a varied demographic cross-section with a listed phone number (either landline or cell) in the city
	Text (to Online Survey)	Smartphone	
	Email (to Online Survey)	Computer, smartphone	• Randomly selected participants across a varied demographic cross-section with a listed email address in the city
	Door-to-Door Survey	In-person	• Available residential occupants
COLLABORATE	Walkshop	In-person	• Anyone with expressed interest in the project • Invited participants via project collateral or channels • Random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.
	Model-Building Pop-Up	In-person	
	Showcase/Open House	In-person	
OTHER	Public Hearings	In-person	• Anyone with expressed interest in the project • Invited participants via project collateral or channels
	Website Comment Box	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school)
	Comment Card	In-person	• Patrons of local businesses, City Hall or other City facilities, e.g., community centers, parks, etc.
	Email City PM	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school)
	Call City PM	Phone (landline or cell)	• Anyone with access to a phone

b. Inform: Website

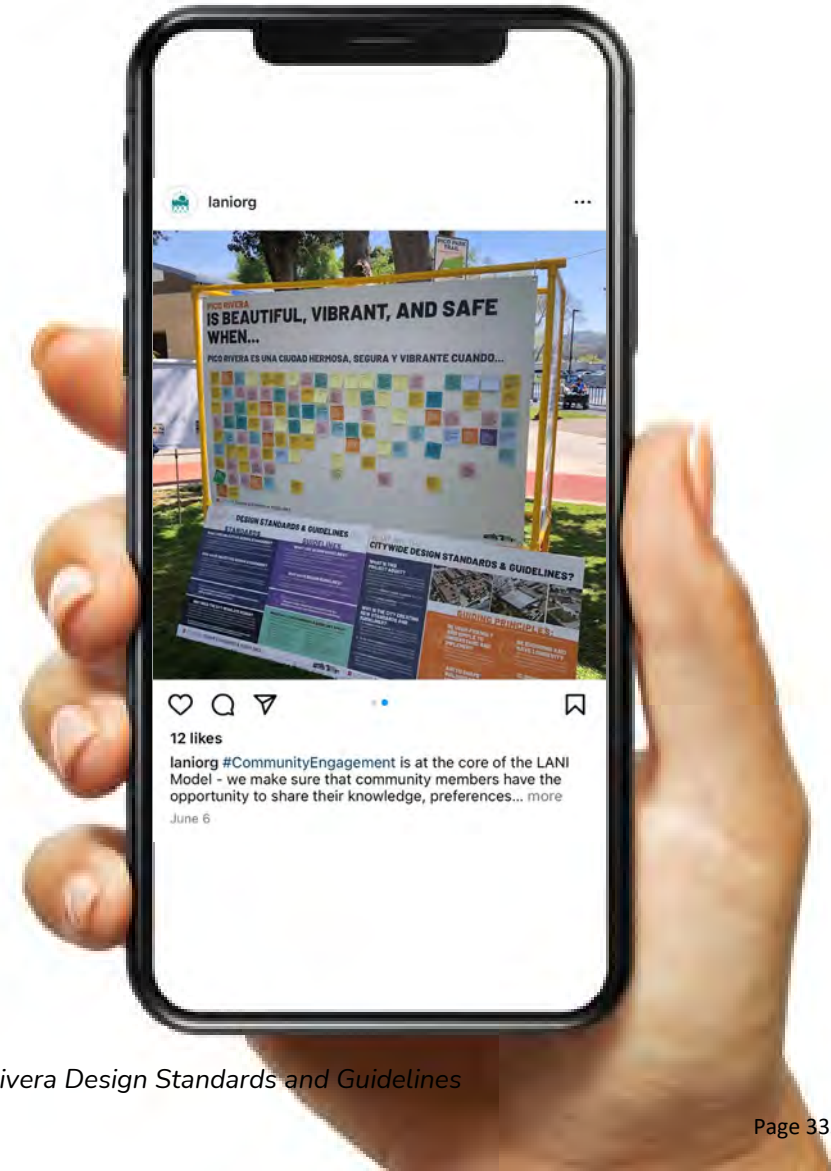
- **What:** A go-to online resource for the community to access to project information, upcoming outreach events, project documents, FAQs, and easily sign up for updates.
- **How:** Accessible online from a computer or smartphone.
- **When:** Available throughout the life of the project, launching summer 2023.
- **Target Audience:** Anyone with access to the internet.



Example: Burbank Complete Streets Plan website

b. Inform: Social Media

- **What:** Digital content that is easily viewed and shared on web-based applications. Provides an easy and instantaneous way to publish announcements, event invitations, and project information to potentially hundreds or thousands of followers.
- **How:** Via the City's existing Instagram and Facebook accounts.
- **When:** Posts at project milestones and during events.
- **Target Audience:** Anyone with access to the internet, especially youth and tech-savvy people.



Example: Pico Rivera Design Standards and Guidelines

b. Inform: Project Flyers

- **What:** Digital and printed project information, to be distributed before community events.
- **How:** Digital flyers can be circulated via email blast. Printed flyers can be distributed to local businesses or maintained at City facilities. Optional: printed ads in the San Fernando Valley Sun, street/lamp post banners, and/or storefront decals.
- **When:** Before community events.
- **Target Audience:** Patrons of local businesses, City Hall, or other City facilities, such as community centers, parks, etc.



Example: Old Town Newhall Specific Plan Flyer

b. Inform: Citywide Mailer

- **What:** Project noticing to every property within San Fernando to reach residents, business and property owners.
- **How:** 5x7 postcard with project information and schedule, as well as a link and QR code to project website and online survey.
- **When:** Summer 2023
- **Target Audience:** All listed addresses in San Fernando.



Example: San Fernando Community Survey postcard

c. Consult (with City staff)

- **What:** On-going coordination with core City staff team, as well as as-needed consultation meetings with select departments to share project progress, solicit feedback, and inform recommendations.
- **How:** Engage various City departments to understand current programs, initiatives and planning efforts for downtown.
- **When:** During bi-weekly project meetings, as needed.
- **Target Audience:** City staff



Example: Mira Mesa Community Plan Update City staff meeting

d. Consult (with Leaders)

AD-HOC ECONOMIC DEVELOPMENT COMMITTEE

- **What:** Focused discussions with the City's Ad-Hoc Development Committee to share project progress, solicit feedback, and inform recommendations.
- **How:** Virtual meetings.
- **When:** Meet a total of three (3) times during the project.
- **Target Audience:** Two (2) selected Councilmembers.



COUNCILMEMBER
CINDY MONTAÑEZ



COUNCILMEMBER
MARY SOLORIO

d. Consult (with Leaders)

ADVISORY COMMITTEE

- **What:** Focused discussions with the Advisory Committee to share project progress, solicit feedback, and inform recommendations. Leverage respective networks within the community to encourage participation.
- **How:** In-person and/or virtual meetings.
- **When:** Meet a total of three (3) times during the project.
- **Target Audience:** Up to twelve (12) community members recommended by City Council representing a diverse range of interests in the community.

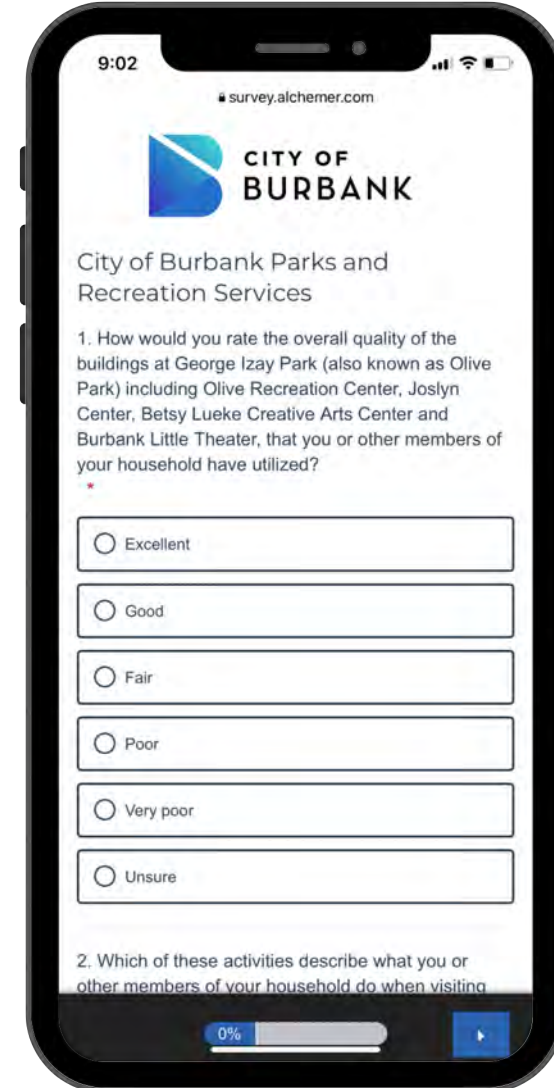
Potential Advisory Committee Members:

- ✓ Resident leaders
- ✓ Property owners
- ✓ Business owners
- ✓ Commercial real estate brokers
- ✓ Developers
- ✓ Local community-based or advocacy organization or associations, e.g., Downtown San Fernando Mall Association, Chamber of Commerce

e. Consult (with Community)

MULTI-MODE SURVEY – ADDED NEW

- **What:** Conduct a statistically accurate, inclusive, multi-mode survey among residents of San Fernando. The survey will match the demographics of residents.
- **How:** Using a **multi-mode and multi-lingual methodology**, meaning that the survey will reach residents how they prefer to communicate - by telephone (on land lines and mobile phones) with live interviewers or online connecting with residents through email and text message. The survey will be available in English and Spanish.



9:02

survey.alchemer.com

CITY OF BURBANK

City of Burbank Parks and Recreation Services

1. How would you rate the overall quality of the buildings at George Izay Park (also known as Olive Park) including Olive Recreation Center, Joslyn Center, Betsy Lueke Creative Arts Center and Burbank Little Theater, that you or other members of your household have utilized?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Very poor

☐ Unsure

2. Which of these activities describe what you or other members of your household do when visiting

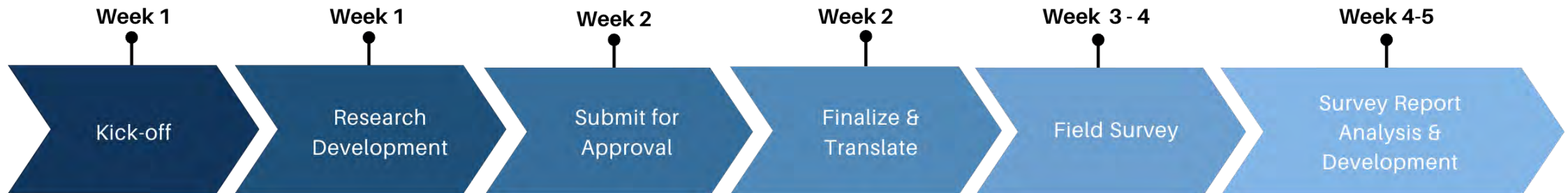
0%

Example of the mobile phone experience.

e. Consult (with Community)

MULTI-MODE SURVEY – ADDED NEW

- **Target Audience:** The representative sample of City of San Fernando residents will be secured from consumer and government databases that include all residents regardless of housing and immigration status, socio-economic and ethnic background. The results will also be reflective of all neighborhoods within the City.
- **When:**



Process

- Kick-off meeting
- Collect & analyze background information
- Finalize sampling plan
- Write survey questionnaire
- Send draft for review & edits
- Submit for approval
- Make requested edits
- Finalize survey
- Translate
- Administer survey
- Submit Draft Report for review
- Present results
- Ongoing consulting

e. Consult (with Community)

~~DOOR-TO-DOOR SURVEY~~ — TO REMOVE

• RECOMMENDATION:

- Remove the door-to-door survey from the list of available methods.
- Reallocate original budget to multi-mode survey instead.
- Based on industry experience, a door-to-door survey is not an efficient use of time and resources for this type of project. Given the overwhelming benefits of a multi-mode survey instead, we recommend forgoing the originally scoped door-to-door survey.

DRAWBACKS

- Difficult to achieve statistical accuracy for a demographically representative sample.
- Requires significant City resources.
- Not everyone will be willing to answer door (safety, privacy).
- Skews more favorable towards single-family occupants since multi-family occupants may be harder to reach (security, gates, etc.).

f. Collaborate: Walkshop

- **What:** In-person community event to “listen and learn” from the community about their impressions, aspirations, issues, and opportunities for the downtown.
- **How:** Curated walk of a select area facilitated by bilingual staff and printed collateral. Ideally held in conjunction with an already scheduled community event.
- **When:** Late summer 2023
- **Target Audience:** Anyone with expressed interest in the project; invited participants; random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.



f. Collaborate: Model-Build

- **What:** In-person community event to explore community visions and ideas through model-building, playing, and story-telling.
- **How:** Pop-up event with a hands-on model of Downtown San Fernando. Ideally held in conjunction with an already scheduled community event or in a highly-trafficked area, such as outside of a grocery store or at a park. Facilitated by bilingual staff.
- **When:** Winter 2023
- **Target Audience:** Anyone with expressed interest in the project; invited participants; random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.




f. Collaborate: Showcase

- **What:** In-person community event to share the recommendations of the draft plan.
- **How:** Open-house or showcase style. Ideally held as a celebratory event with food, art, music, and community involvement. Can be held inside a vacant storefront over the course of multiple days, or in an outdoor space in conjunction with an already scheduled community event.
- **When:** Spring 2024
- **Target Audience:** Anyone with expressed interest in the project; invited participants; random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.



g. Other

- **What:** Other ways to provide feedback and/or to contact the project team.
- **How:**
 - Public hearings
 - Website comment box
 - Comment cards located at select locations
 - Call or email the City's Project Manager
- **When:** Anytime!
- **Target Audience:** Varies



Contact Us

Please tell us how we can help you.

Contact us, we're here to help! Do you have a question or concern regarding the City of San Fernando?

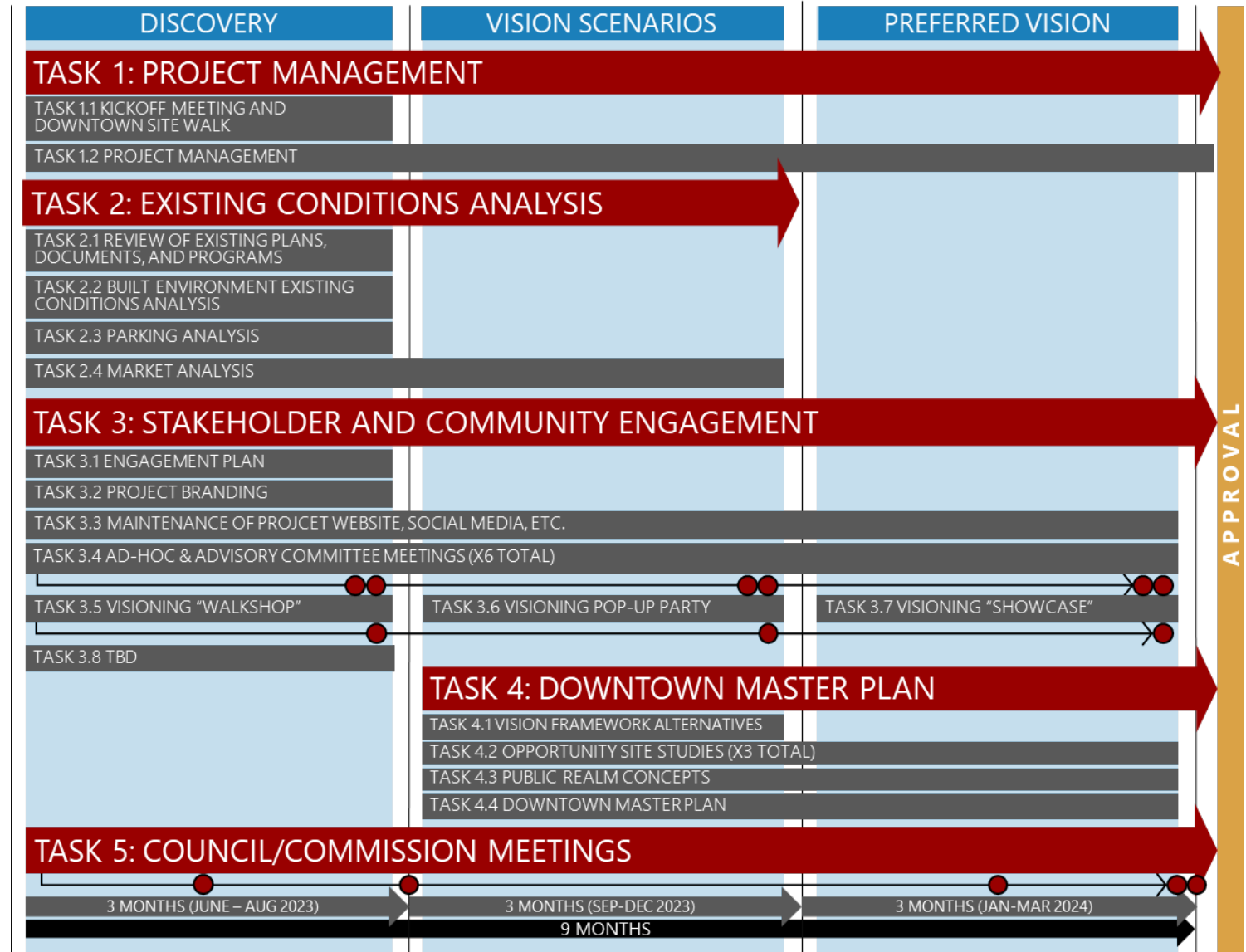
Stop by, call or email us and let us how we may help you.

CITY HALL | 117 Macneil Street, San Fernando, CA 91340
Phone: (818) 898-1200 | **Fax:** (818) 361-7631 | **Email:** info@sfcity.org

4. Tentative Schedule

4. Tentative Schedule

- 9-month overall schedule
- 3 rounds of work
- 3 community events
- 6 committee meetings



5. Evaluating Feedback

5. Evaluating Feedback

- **What:** Determine what adjustments may be required to the outreach and engagement process based on participant feedback.
- **How:** Ask participants during events to better understand their experiences, reasons for participating, etc. After events, hold internal debriefs on effectiveness of outreach and engagement methods, lessons learned.
- **When:** After every community event
- **Target Audience:** Internal project team



Downtown Master Plan

Built Environment Existing Conditions Analysis



UPDATED JULY 23, 2024

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1. OVERVIEW

Overview

Dudek prepared the following Built Environment Existing Conditions Analysis for the City of San Fernando for use in the Downtown Master Plan.

The team conducted site observations and analyzed publicly available data and documents to better understand the current conditions of the built environment in Downtown San Fernando through the lens of:

- History
- Land use and activities
- Mobility (pedestrian, bicyclist, transit, and vehicular)
- Public realm (streets, streetscape, and open space)
- Development regulations

Note that a separate existing conditions Market Analysis and Parking Analysis were also prepared for the Downtown Master Plan and are provided separately.

In addition to the feedback received from the community, the findings from all analyses will be used to inform the recommendations in the Downtown Master Plan.



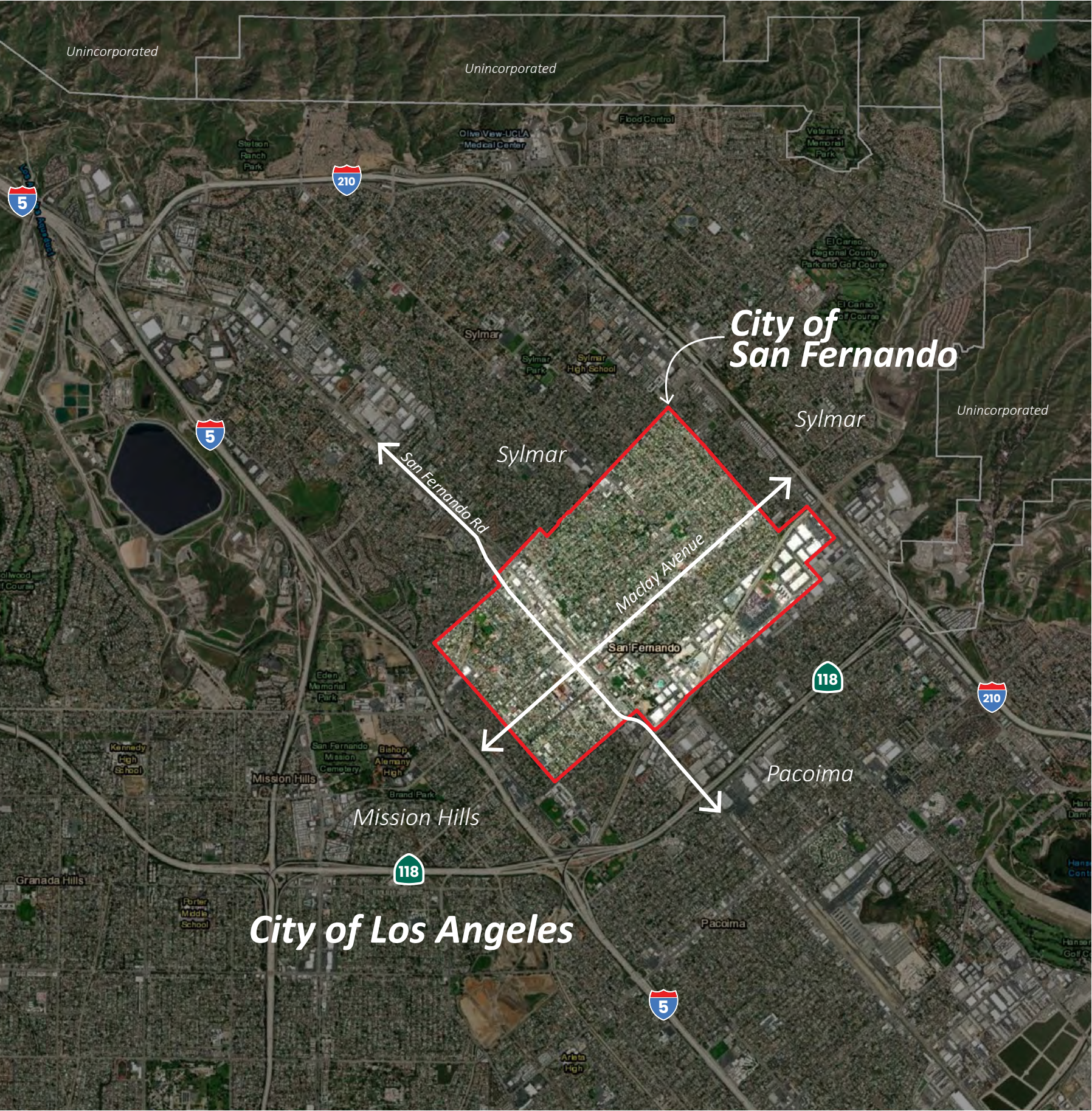


2. SETTING

Local Setting

The City of San Fernando is located in the north-east San Fernando Valley in Los Angeles County. The city measures two square miles in size and is bordered on all sides by the City of Los Angeles, including the neighborhoods of Sylmar in the north and west, Mission Hills in the south, and Pacoima in the east.

Downtown San Fernando is centered around the intersection of San Fernando Road and Maclay Avenue, the City’s two most significant commercial corridors.



Data Source: City of San Fernando GIS

Historic Setting

Long inhabited by Gabrieliño and Tataviam Native Americans prior to European arrivals, Downtown San Fernando traces its roots back to the 1797 dedication of the Mission San Fernando Rey de España (which is currently located outside City limits in the Mission Hills neighborhood of the City of Los Angeles).

Yet, it was not until 1874 that the Southern Pacific Railroad's construction of a line from Los Angeles to Bakersfield spurred a land boom and an influx of settlers (the rail line is currently used by Metrolink). Led primarily by land investors Charles Maclay and cousins George and Benjamin Porter, San Fernando—deemed the first city of the San Fernando Valley, for which it is named—was born.

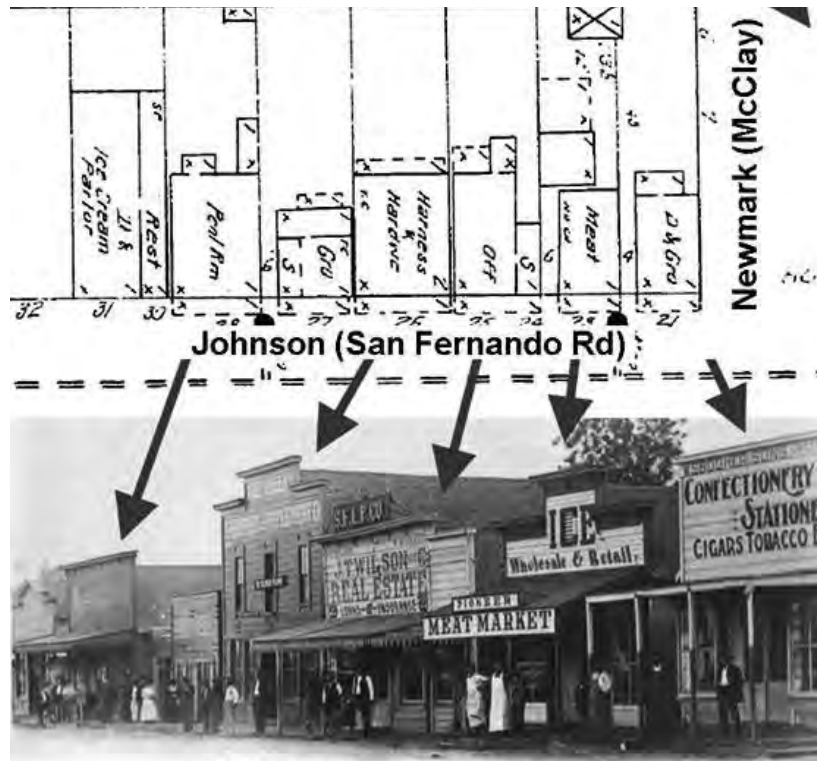
Today, Downtown San Fernando, anchored by San Fernando Road and Maclay Avenue, remains the heart and center of the city, functioning as its Central Business District. With walkable blocks and a historic charm that is felt in its buildings, architecture, and streetscapes, Downtown San Fernando benefits from an intimate, small-town feel and charm that has been beloved by residents for generations.



San Fernando Road at Maclay (Water and Power Associates, 1882)



San Fernando Road at Maclay Avenue (LAPL, 1950)



"San Fernando on a Busy Day", April 14, 1910
Photograph taken by August F. La Gier (from Carley Worth)



San Fernando Road (Water and Power Associates, 1910 vs. 2014)



JC Penney's on San Fernando Road (LAPL, 1953)



San Fernando Road (LAPL, 1960)

Regional Setting

San Fernando Road is also a significant corridor in Los Angeles County. It spans a total length of 25 miles (albeit with some interruptions, reroutes, and name changes) across five cities - Santa Clarita, San Fernando, Burbank, Glendale, and Los Angeles.

Along its length, San Fernando Road shares its edges with the 5-Freeway, rail, homes, industry, parks, and the Los Angeles River at some distance. Most notably, San Fernando Road almost always runs parallel to the former Southern Pacific rail line (now Metrolink), which is evident of the line's historic significance to the birth of the City and San Fernando Road.

San Fernando Road is also host to 3 downtowns - Downtown San Fernando, Downtown Burbank, and Old Town Newhall in Santa Clarita (where San Fernando Road was renamed to Main Street in 2007) - each of which emerged from the dual presence of rail (Southern Pacific Railroad) and San Fernando Road.

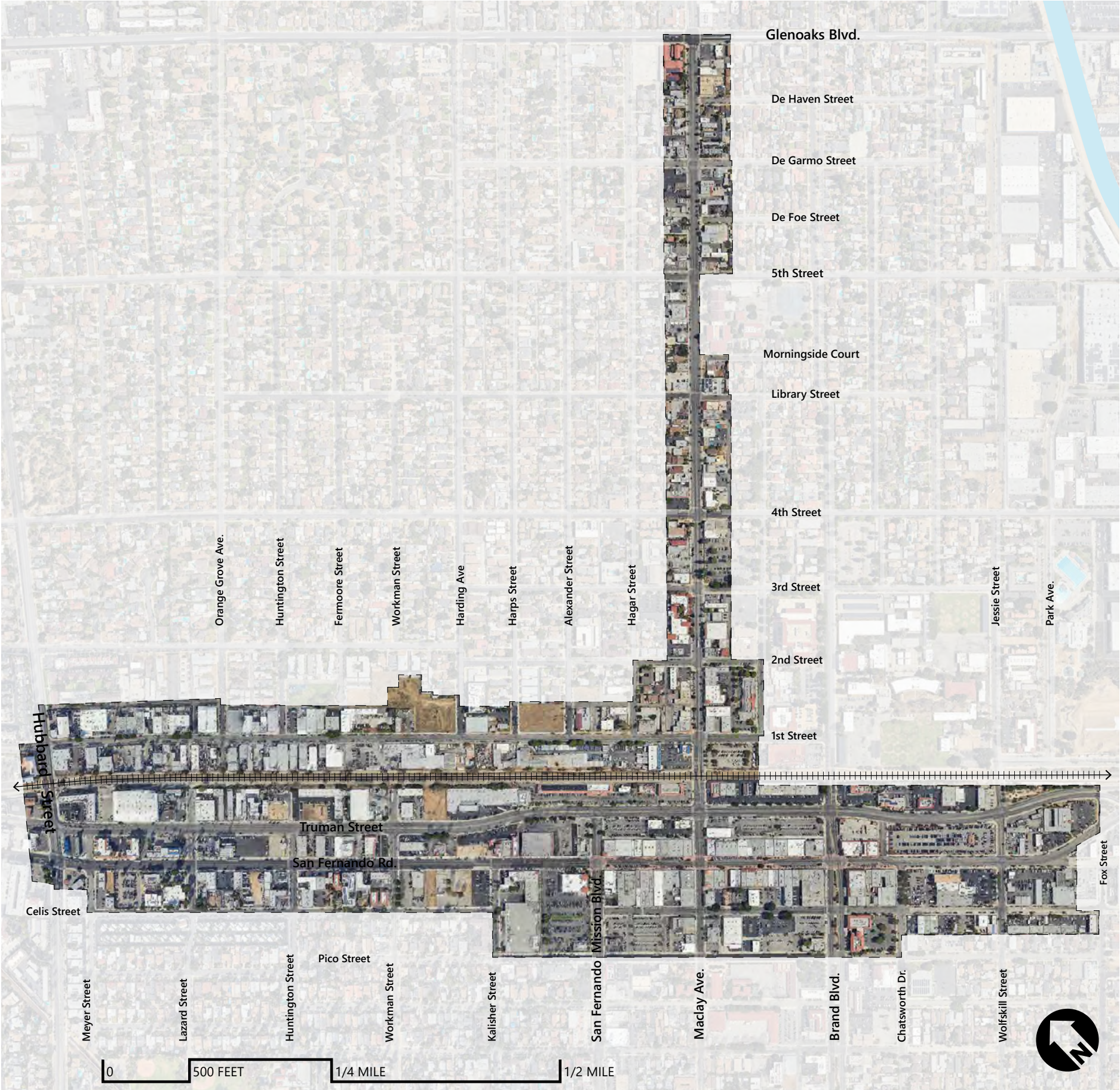
Data Source: Google Maps

BUILT ENVIRONMENT EXISTING CONDITIONS ANALYSIS



Study Area

For purposes of this study, Downtown San Fernando (the “Study Area”) is defined as the approximately 185 acres and 60 city blocks along San Fernando Road from Hubbard Street to Fox Street, and Maclay Avenue from Glenoaks Boulevard to Pico Street.



--- Study Area
Data Source: Google Earth



3. CORRIDORS

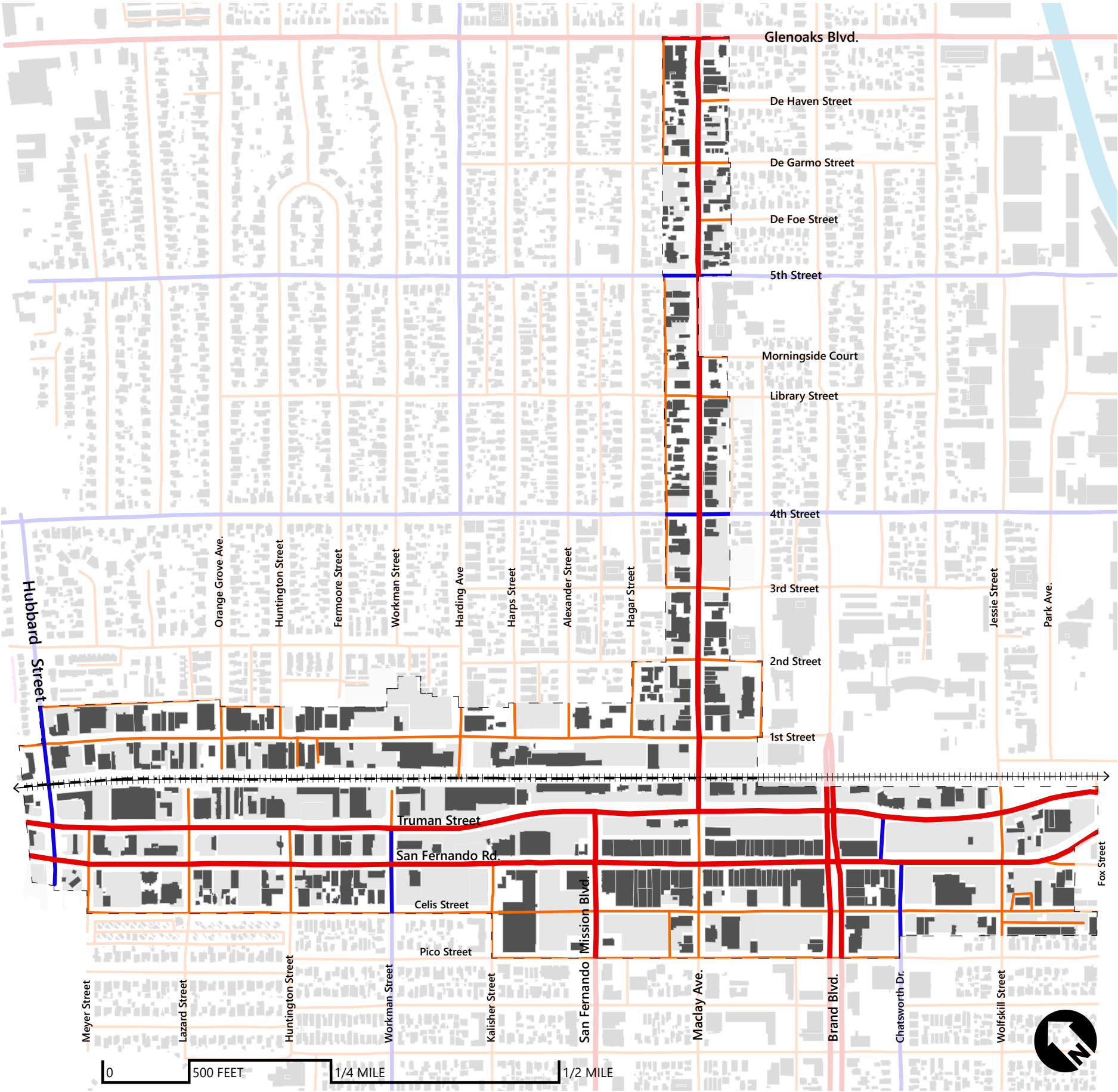
Corridors

The Study Area is centered around Downtown San Fernando’s primary corridors, which are the also the subject of SP4 and SP5 (the 2005 and 2017 Corridors Specific Plans, respectively):

- Maclay Avenue
- San Fernando Road
- Truman Street

Because of their significant east-west extents in the Study Area, First and Celis Streets are also notable corridors.

Note that San Fernando Mission and Brand Boulevards only stretch 3 blocks within the Study Area.



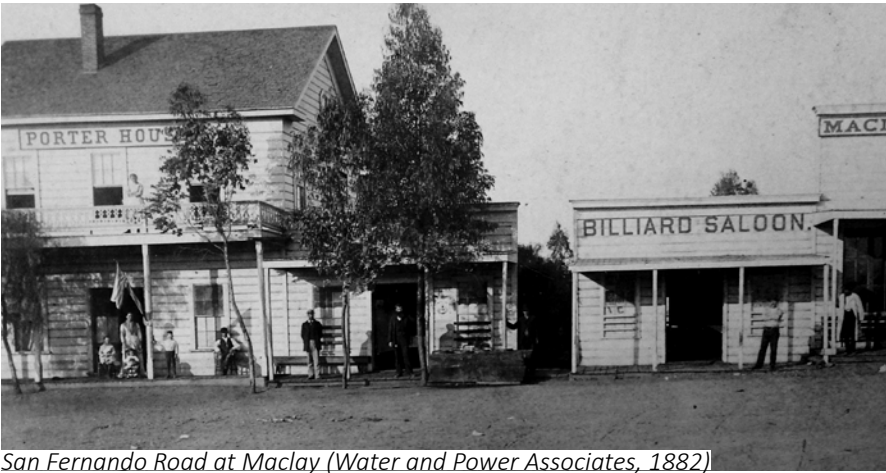
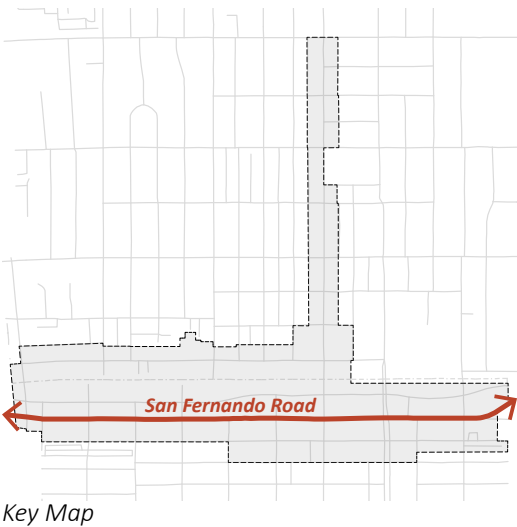
Data Source: City of San Fernando GIS

Corridors

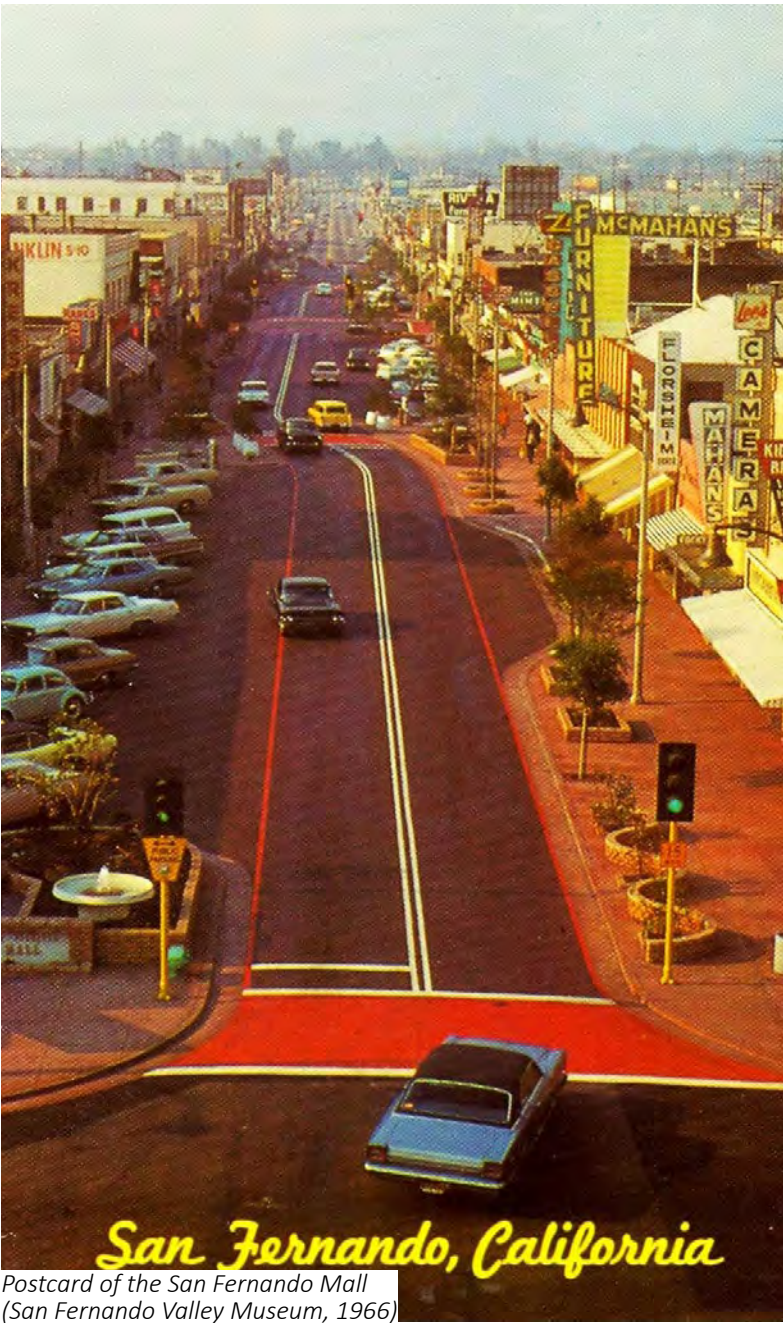
San Fernando Road

San Fernando Road, named after the Mission San Fernando Rey de España, is the primary anchor of the downtown. What began as a simple dirt road eventually became a busy, 4-lane wide shopping and vehicular thoroughfare through the 1960s. The two-block stretch between San Fernando Mission and Brand Boulevards, the corridor’s heart and center, was reconstructed in 1966 as the San Fernando Mall. Narrowed to 2-lanes with diagonal parking, a pedestrian-friendly streetscape, and commercial storefronts, the San Fernando Mall is reminiscent of similar main street reconfigurations seen across the nation in the 1960s and 70s. Today, the Mall is home to an eclectic mix of retail, restaurants, and other services and amenities. It is often regarded as the Valley’s go-to-place for wedding, quinceañera, and other religious attire and has seen recent private investments. At the street’s western end, the bustle

of downtown’s activity tapers off to mostly auto-repair shops and vacant/parking lots heading towards the Metrolink Station, while its eastern end is exclusive to car dealerships, rental car facilities, and more auto-repair shops before crossing over the Pacoima Wash.



San Fernando Road at Maclay (Water and Power Associates, 1882)



Postcard of the San Fernando Mall (San Fernando Valley Museum, 1966)

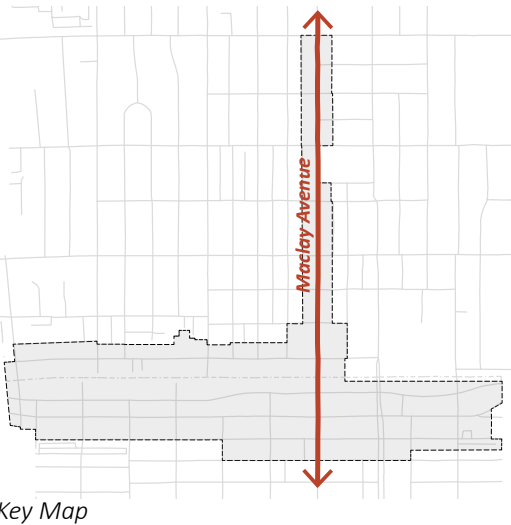


Corridors

Maclay Avenue

Maclay Avenue, named after Charles Maclay, runs perpendicular to San Fernando Road and is home to the Lopez Adobe (the City’s oldest remaining structure from 1882) at its southern end. North of San Fernando Road, Maclay Avenue is characterized by an eclectic mix of both old and new uses including homes, personal services, and professional offices, as well as local shops and eateries (most of which are clustered near the Civic Center and some of which offer surprising pockets of discovery, like Library Plaza). In-street planters, lamp posts, and other street furniture improvements line this stretch of Maclay Avenue thanks to a coordinated effort with Metro to improve the corridor some 20-years ago. With the possibility of a new light rail station between Truman and First Streets, Maclay Avenue is most certainly poised for further revitalization. Elsewhere along Maclay Avenue are historic keepsakes, including the

Morningside Elementary School (a California Historic Resource) and the re-purposed Rennie’s Theater. Although Maclay Avenue stretches well beyond the 210 Freeway, its terminus at the City’s boundary is marked by a prominent, yet elegant “Welcome to San Fernando” sign at 8th Street.



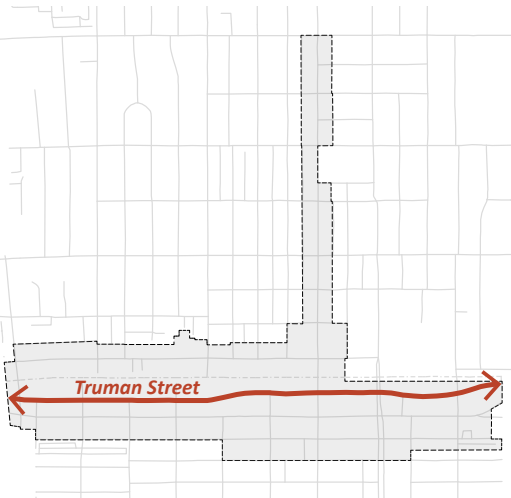
Rennie's Theater (Water and Power Associates, 1938)



Corridors

Truman Street

Truman Street is a short, 1.5-mile stretch in the Study Area that splits off San Fernando Road at the east before reconnecting with it again at the west. Unlike its counterpart, Truman Street is a 4-lane wide thoroughfare with auto-oriented uses. Parallel and complementary to San Fernando Road, Truman Street helps to support and preserve San Fernando Road’s pedestrian-oriented character by funneling through-traffic away from the Mall. Just east of Workman Street, Truman Street is host to a handful of parking lots, older/typical strip retail, and newer retail development. West of Workman Street, semi-trucks are a common sight alongside light industrial uses, like auto-repair shops and equipment warehouses, and parking/vacant lots (including the shuttered Jungle Chicken building).



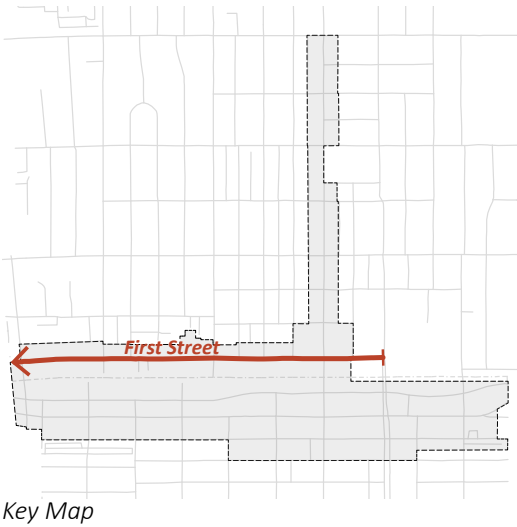
Key Map



Corridors

First Street

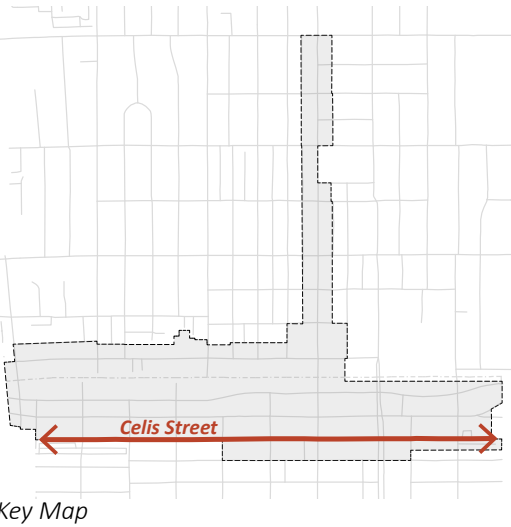
First Street mirrors similar land use patterns seen along Truman Street across the Metrolink tracks, albeit narrower in width and with heavier industrial uses and activities, like car yards, material assembly and suppliers, and a few vacant lots.



Corridors

Celis Street

Celis Street, named after Eulogio de Celis from which Charles Maclay purchased land in establishing San Fernando, is an auxiliary street within the downtown. For the most part, numerous buildings are disengaged from the street along the three-block stretch of Celis Street east of Brand Boulevard (at one point, nearly 250 feet of blank wall stretches along Celis at Fox). West of Brand Boulevard, Celis Street is host to more parking lots, a few retail buildings, El Paseo de San Fernando, and the backside of the historic JCPenney building until its terminus at El Super’s parking lot.



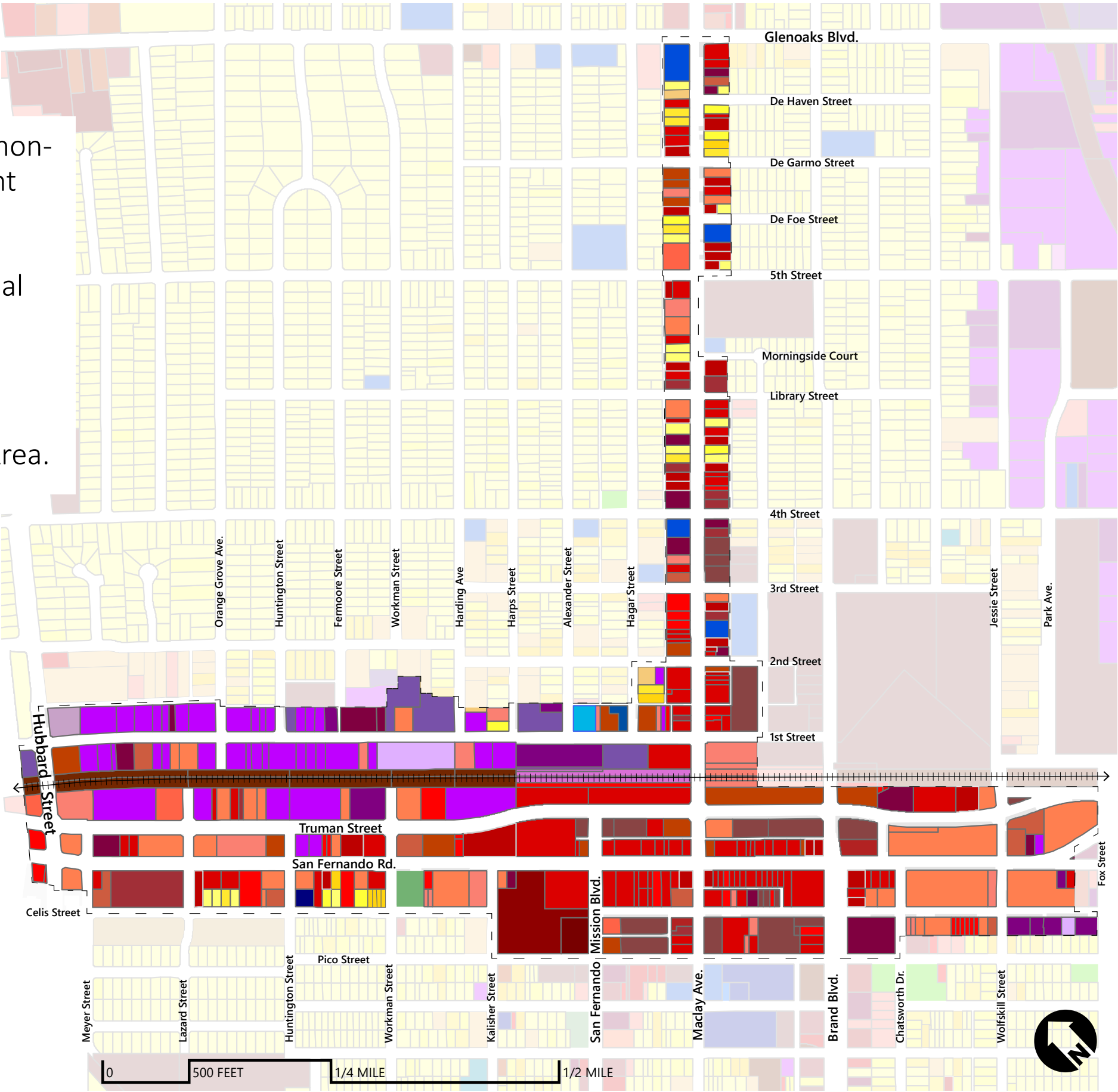


4. USES AND ACTIVITIES

Building Use

While nearly the entirety of the Study Area is zoned for non-residential uses, County Assessor data shows that current building uses vary and are grouped as follows:

- Residential uses are interspersed with non-residential uses along Maclay and Celis Street.
- Industrial uses are primarily located along 2nd and Truman Streets near the railroad tracks.
- Commercial uses occupy the balance of the Study Area.



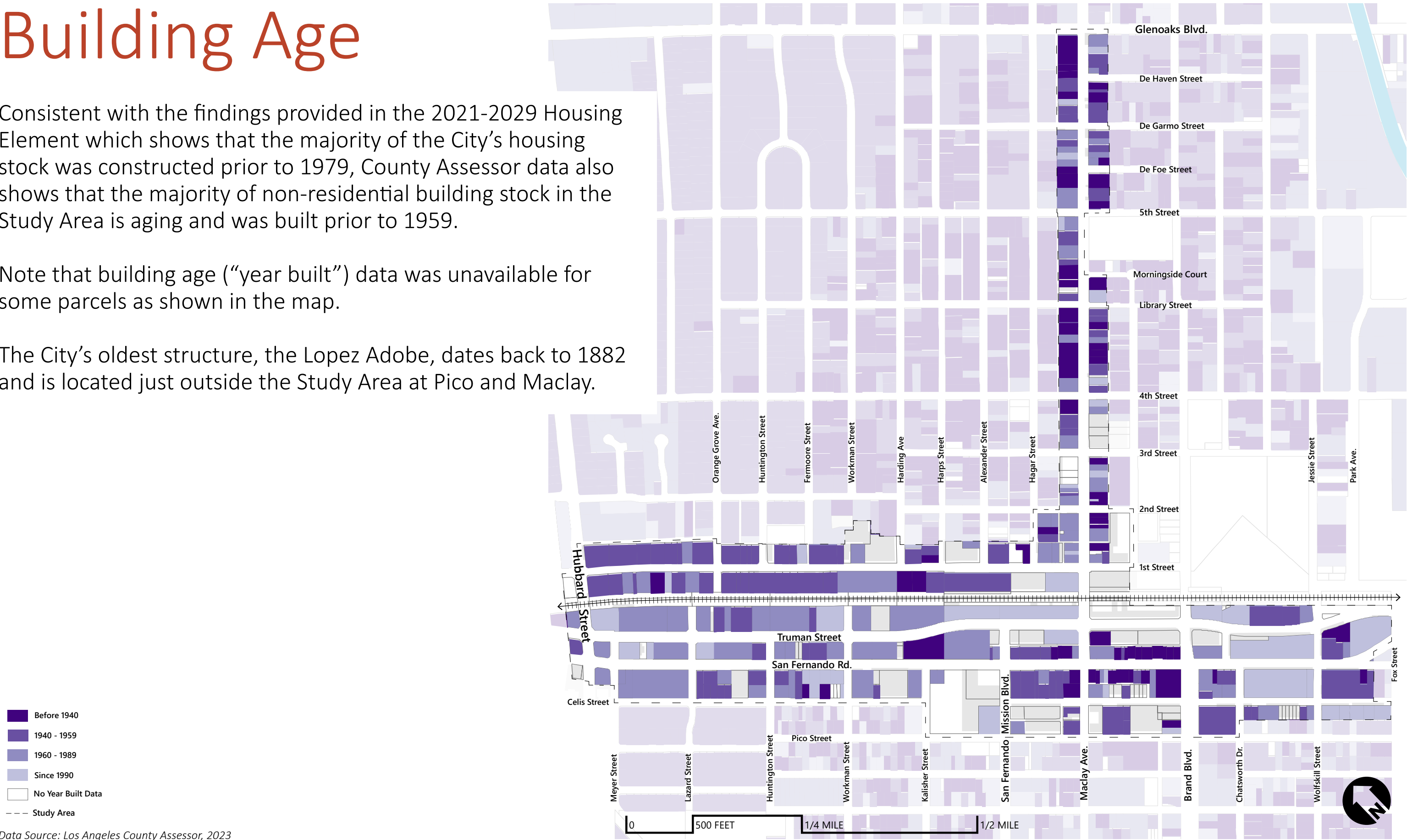
Data Source: Los Angeles County Assessor, 2023

Building Age

Consistent with the findings provided in the 2021-2029 Housing Element which shows that the majority of the City’s housing stock was constructed prior to 1979, County Assessor data also shows that the majority of non-residential building stock in the Study Area is aging and was built prior to 1959.

Note that building age (“year built”) data was unavailable for some parcels as shown in the map.

The City’s oldest structure, the Lopez Adobe, dates back to 1882 and is located just outside the Study Area at Pico and Maclay.



Data Source: Los Angeles County Assessor, 2023

Historic Resources

There are 8 historic places or resources across the City of San Fernando, as identified by the National Register of Historic Places and California Register of Historical Resources. Although none of these sites are located within the Study Area, a majority of them are nearby:

- Morningside Elementary School
- 447 Hagar Street
- 216 Hagar Street
- Old School Scout House
- San Fernando Middle School
- Elk’s Lodge
- Lopez Adobe

Additionally, a Historic Resources Survey conducted in 2002 proposed a total of 231 sites for historic consideration. Of those 231 sites, 11 are located within the Study Area.



Data Source: City of San Fernando Historic Preservation Element (2005); City of San Fernando Historic Resources Survey (2002)

Public Facilities

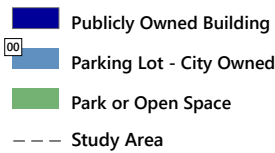
A total of 4 public buildings are located in the Study Area:

- City Hall (2nd & Macneil)
- LA County Library (2nd & Maclay)
- Metrolink Station (1st & Hubbard)
- Post Office (Pico & Maclay)

The City owns 13 lots (of which 12 are public parking lots and 1 is vacant). Of the 13 total lots, 11 are within the Study Area and occupy a significant area centered around San Fernando & Maclay:

- | | |
|-----------------|------------------|
| • Parking Lot 2 | • Parking Lot 8 |
| • Parking Lot 3 | • Parking Lot 10 |
| • Parking Lot 4 | • Parking Lot 11 |
| • Parking Lot 5 | • Parking Lot 12 |
| • Parking Lot 6 | • Vacant Lot |
| • Parking Lot 7 | |

Note that Parking Lots #1 and 9 are located outside the Study Area. An existing conditions parking analysis is provided separately.



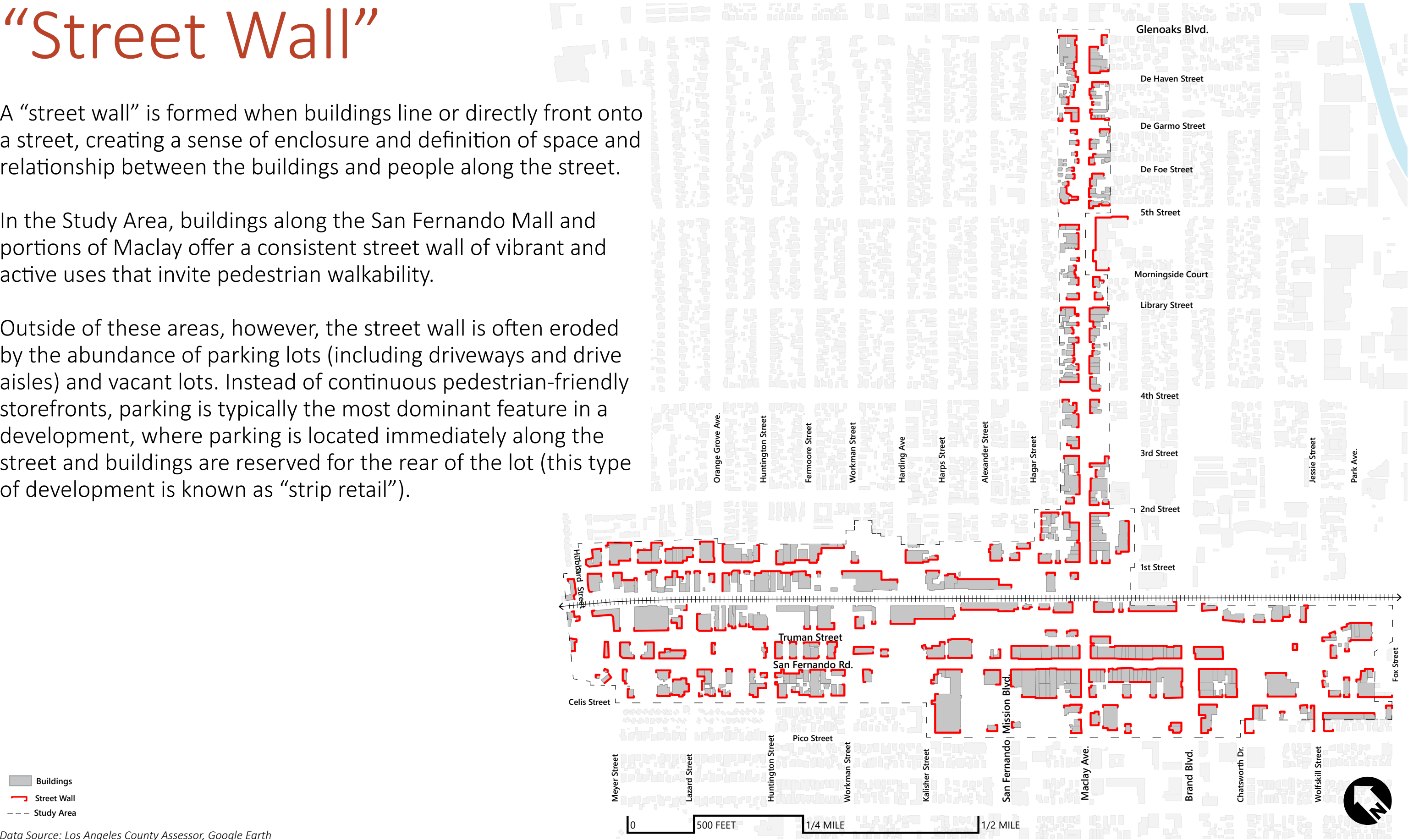
Data Source: City of San Fernando GIS

“Street Wall”

A “street wall” is formed when buildings line or directly front onto a street, creating a sense of enclosure and definition of space and relationship between the buildings and people along the street.

In the Study Area, buildings along the San Fernando Mall and portions of Maclay offer a consistent street wall of vibrant and active uses that invite pedestrian walkability.

Outside of these areas, however, the street wall is often eroded by the abundance of parking lots (including driveways and drive aisles) and vacant lots. Instead of continuous pedestrian-friendly storefronts, parking is typically the most dominant feature in a development, where parking is located immediately along the street and buildings are reserved for the rear of the lot (this type of development is known as “strip retail”).



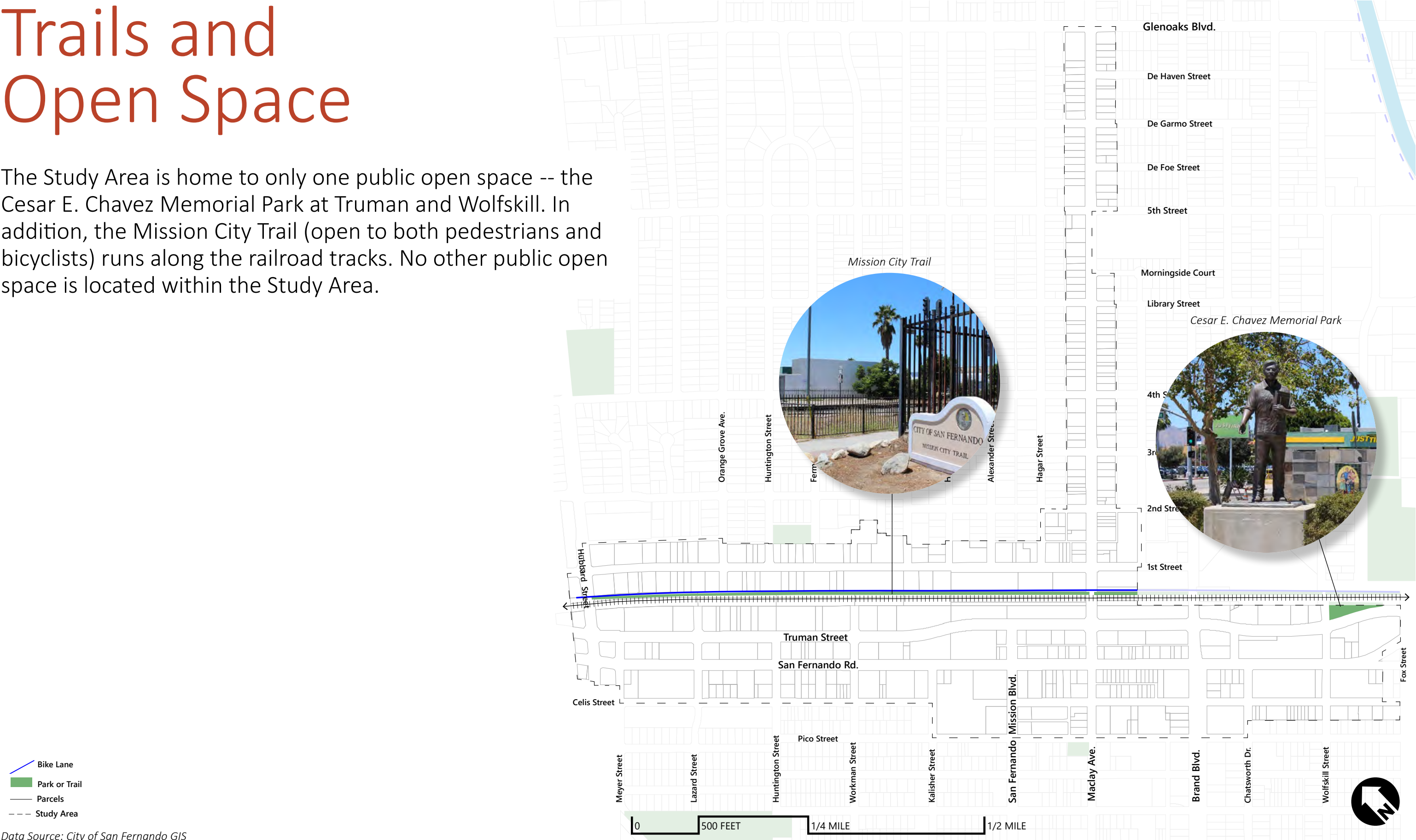
Data Source: Los Angeles County Assessor, Google Earth



5. PUBLIC REALM

Trails and Open Space

The Study Area is home to only one public open space -- the Cesar E. Chavez Memorial Park at Truman and Wolfskill. In addition, the Mission City Trail (open to both pedestrians and bicyclists) runs along the railroad tracks. No other public open space is located within the Study Area.



Data Source: City of San Fernando GIS

Street Trees

Shade against the sun, especially during hot days, is critical to providing a comfortable and welcoming pedestrian environment. Absent building awnings or arcades able to provide protection against inclement weather, street trees not only offer a myriad of environmental benefits, but also contribute to the defining visual character of a place.

Across the Study Area, shade coverage is inconsistent and inadequate, either because of the limited number of street trees planted or the type of species used (e.g., palm tree versus shade tree).

Street trees along Maclay, while sparse or young in some locations, offer more coverage than the occasional palm tree along the San Fernando Mall. And street trees along Truman occur more often, but offer little coverage because of the use of palm trees or the lack of maturity in some shade trees.



Data Source: Google Earth

Plazas, Paseos, etc.

Absent virtually any public park and open space in the Study Area (with the exception of the Cesar E. Chavez Memorial Park located on the far east end of the Study Area), other publicly accessible open spaces are critical in offering areas for leisure, recreation, and gathering. Such spaces are critical in vibrant downtowns that promote a sense of place, contribute to the place's character, and facilitate community.

Recent new developments have attempted to meet this demand, but are maintained as privately-owned public spaces (also known as POPS):

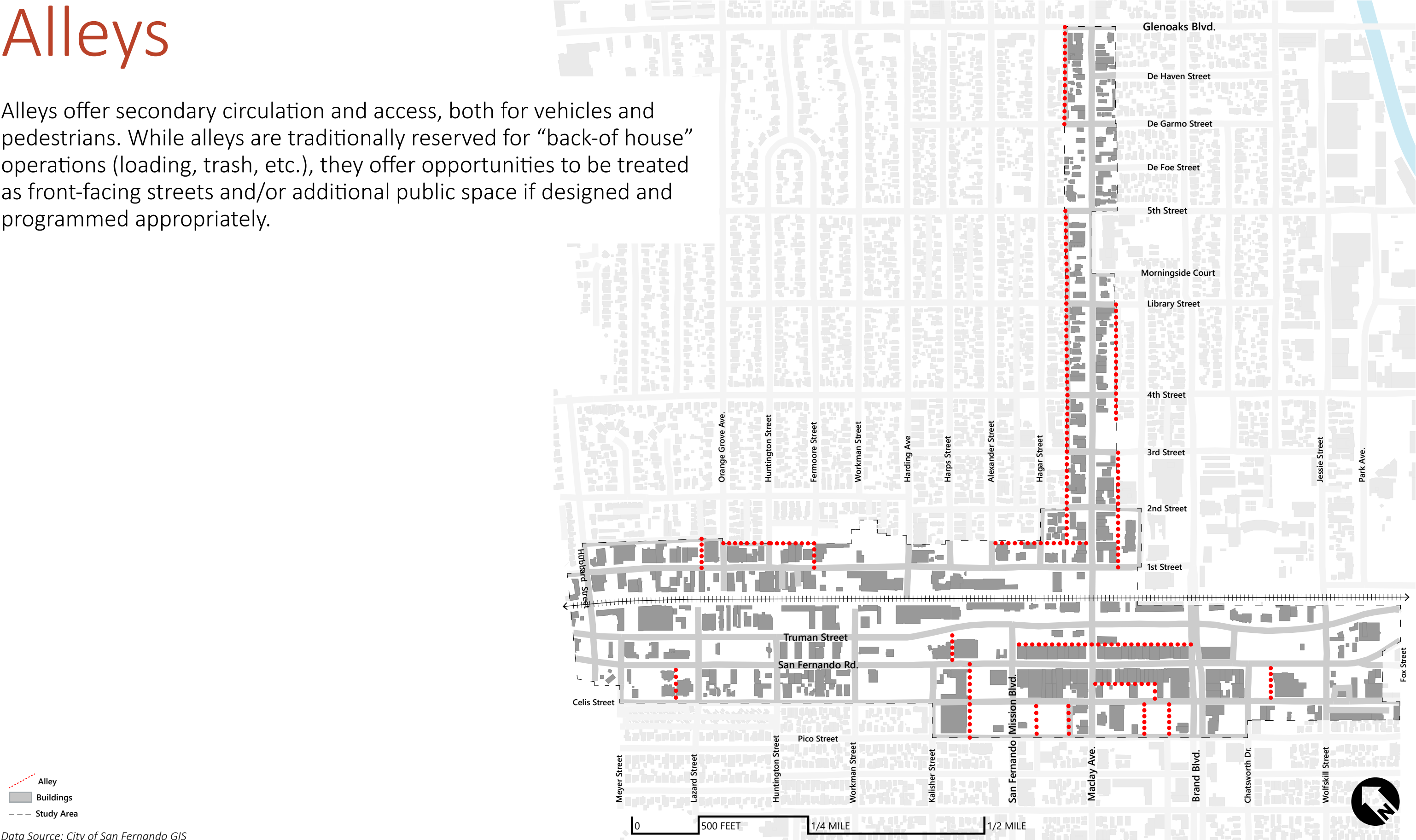
- **Library Plaza** offers a shaded and seated plaza area outside of the LA County Library and usable by the general public and patrons of restaurants on site.
- **Paseo between Manzanitas and U-Crave** offers a pedestrian accessway (paseo) between Maclay and City Hall.
- **El Paseo de San Fernando** offers a pedestrian accessway (paseo) between the San Fernando Mall and Celis, but is often gated and made inaccessible to the general public.



Data Source: Google Earth

Alleys

Alleys offer secondary circulation and access, both for vehicles and pedestrians. While alleys are traditionally reserved for “back-of house” operations (loading, trash, etc.), they offer opportunities to be treated as front-facing streets and/or additional public space if designed and programmed appropriately.



Data Source: City of San Fernando GIS

Transit

The Study Area is served by multiple transit lines providing access both locally and regionally, including:

- Metro Rapid Bus
- Metro Bus
- San Fernando Trolley
- Metrolink (Antelope Line with service from Downtown Los Angeles to Lancaster)

Of special significance is Metro’s East San Fernando Valley Light Rail Transit Project, which proposes light rail along Van Nuys Boulevard connecting the G (Orange) Line from the Van Nuys Station to the Sylmar/San Fernando Metrolink Station. As of date of this analysis, plans for the Northern Segment of the project have yet to be confirmed. Yet, preliminary maps show a potential station at Maclay within Downtown San Fernando.

With the coming of light rail, the parcels within the immediate 5-minute walk (1/4 mile radius) of the station should be seriously considered for their redevelopment opportunities.



Data Source: City of San Fernando; City of Los Angeles; LA Metro



6. REGULATORY

Past Plans

Downtown San Fernando has been the subject of multiple (comprehensive, general, specific, and master) plans over the course of the City’s history, including (but not limited to):

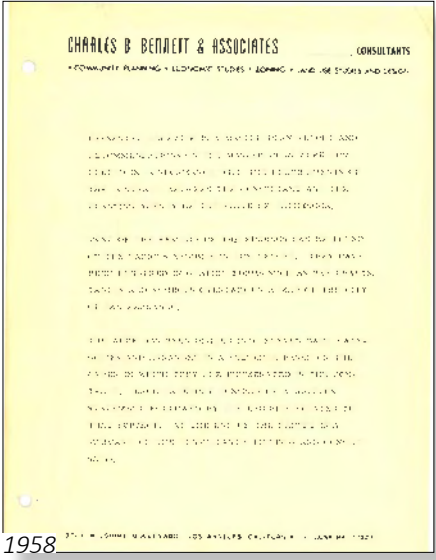
- 1945 Master Plan
- 1958 Master Plan
- 1965 Redevelopment Plan for the Central Business District
- 1968 Viva San Fernando
- 1973 General Plan
- 1986 Downtown/Civic Center Master Plan
- 1987 General Plan Update
- 2005 Corridors Specific Plan (SP4)
- 2011 Redevelopment Plan
- 2017 Corridors Specific Plan (SP5)

Up until 2005, the plans addressing Downtown San Fernando share similar themes in their goals and recommendations for the future:

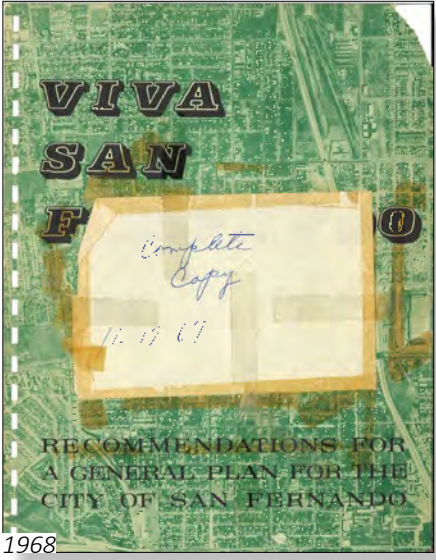
- Preservation of single-use zoning districts
- Widening roads to accommodate freeway spillover traffic
- Expanding areas for parking
- Preservation of auto dealership uses for economic development purposes



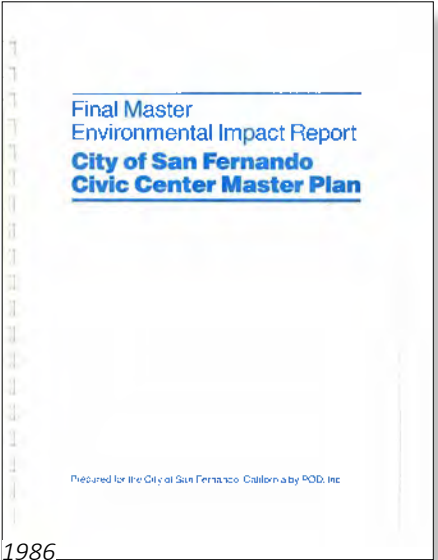
1945



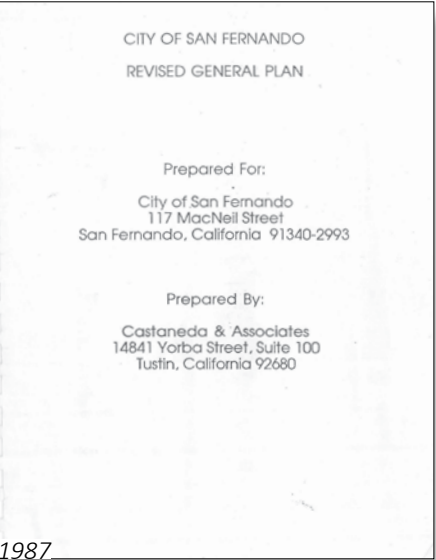
1958



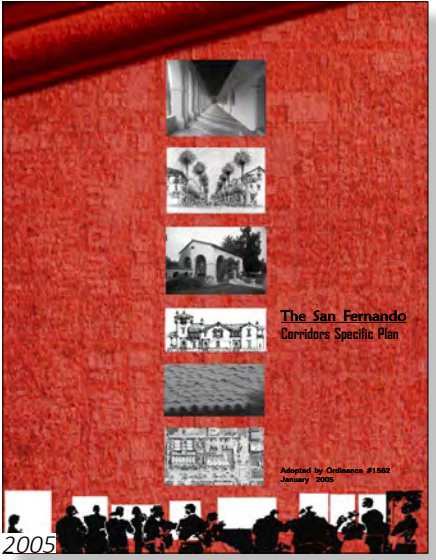
1968



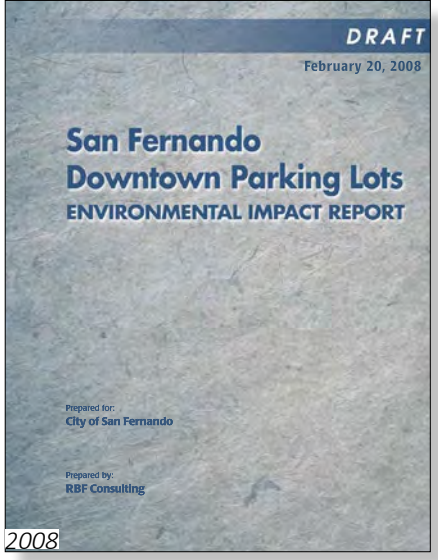
1986



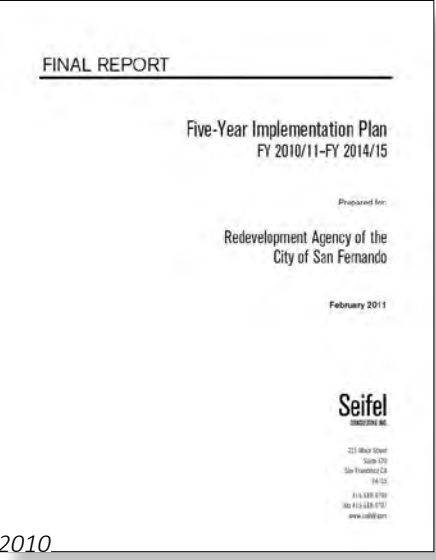
1987



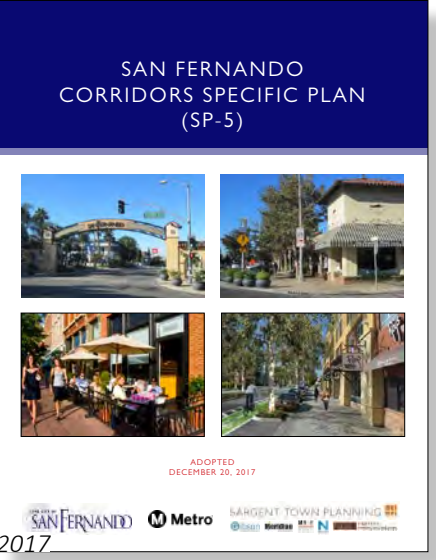
2005



2008



2010



2017

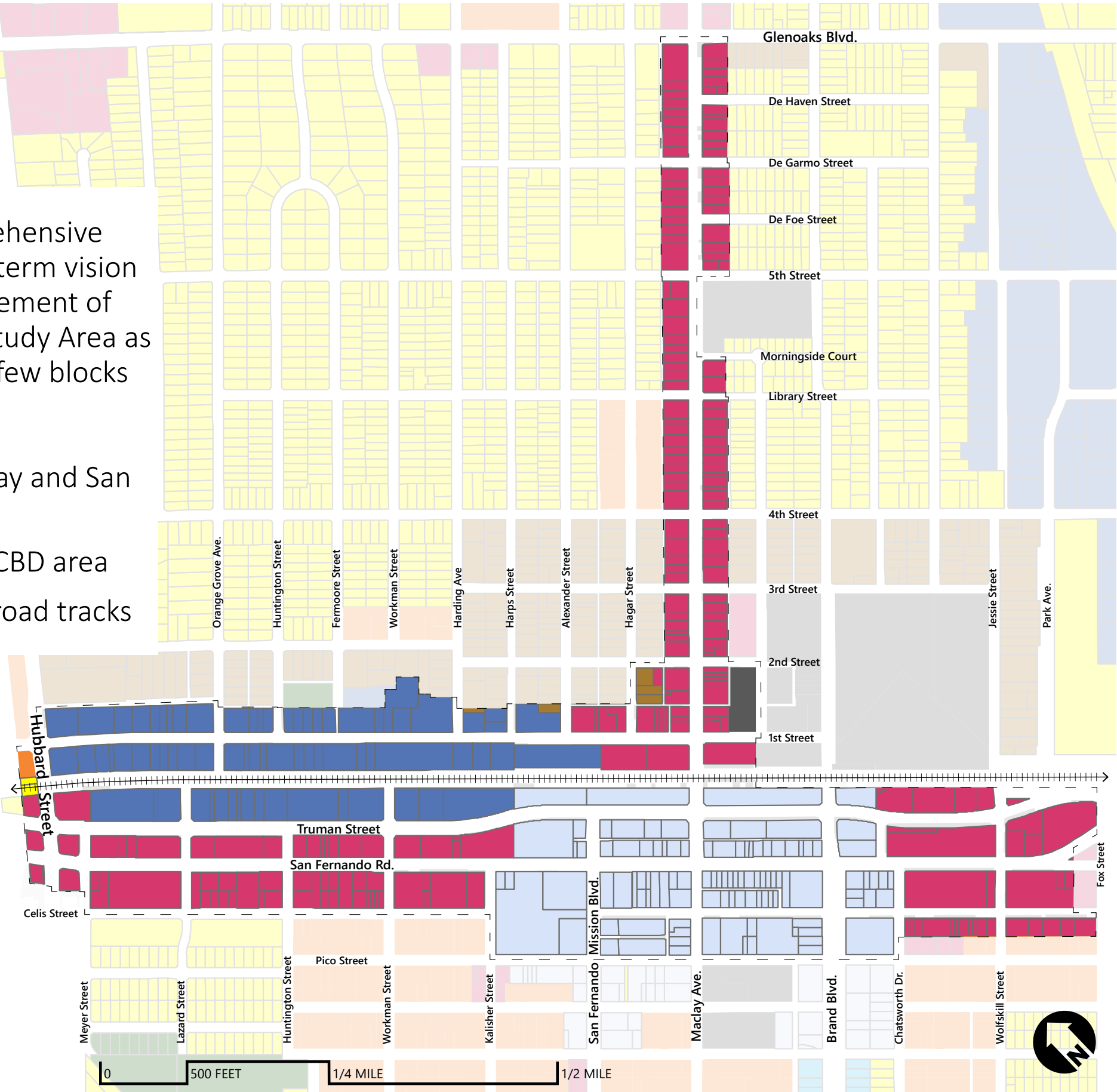
General Plan Land Use

Last updated in 1987, the City’s General Plan is a comprehensive policy document that establishes the community’s long-term vision for land use and development citywide. The Land Use Element of the General Plan designates almost the entirety of the Study Area as non-residential, as listed below (with the exception of a few blocks designated as high-density residential):

- Central Business District (CBD) centered along Maclay and San Fernando Road
- Commercial along Maclay and areas outside of the CBD area
- Industrial along 1st and Truman Streets and the railroad tracks

The Study Area is flanked on all sides by low, medium, and high density residential.

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Central Business District
- Commercial
- Office/Professional
- Industrial
- Public
- Park
- Study Area



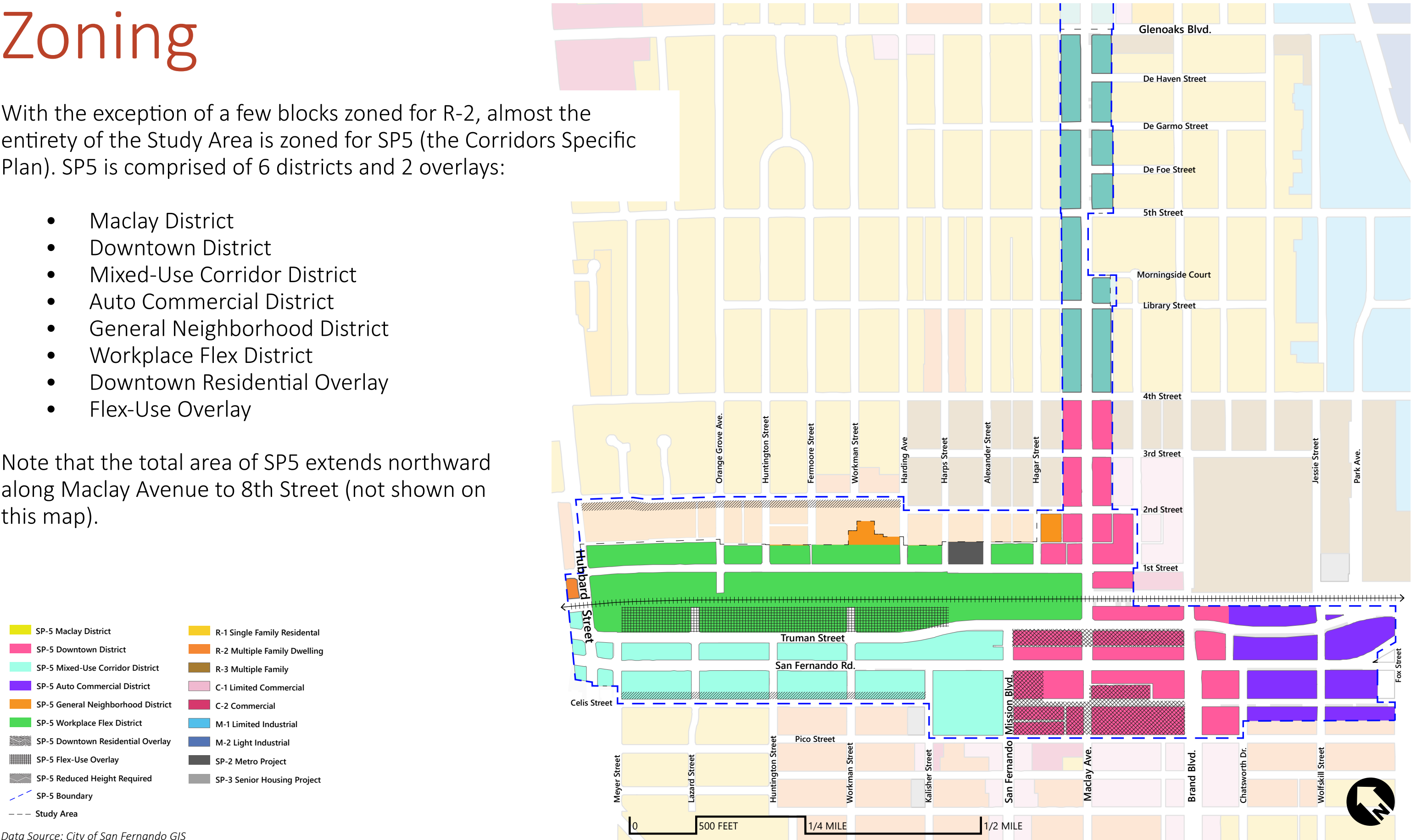
Data Source: City of San Fernando GIS

Zoning

With the exception of a few blocks zoned for R-2, almost the entirety of the Study Area is zoned for SP5 (the Corridors Specific Plan). SP5 is comprised of 6 districts and 2 overlays:

- Maclay District
- Downtown District
- Mixed-Use Corridor District
- Auto Commercial District
- General Neighborhood District
- Workplace Flex District
- Downtown Residential Overlay
- Flex-Use Overlay

Note that the total area of SP5 extends northward along Maclay Avenue to 8th Street (not shown on this map).



Data Source: City of San Fernando GIS

Corridors Specific Plan (SP4 and 5)

Since 2005, as emphasized in SP4 and SP5, planning in Downtown San Fernando has shifted focus to:

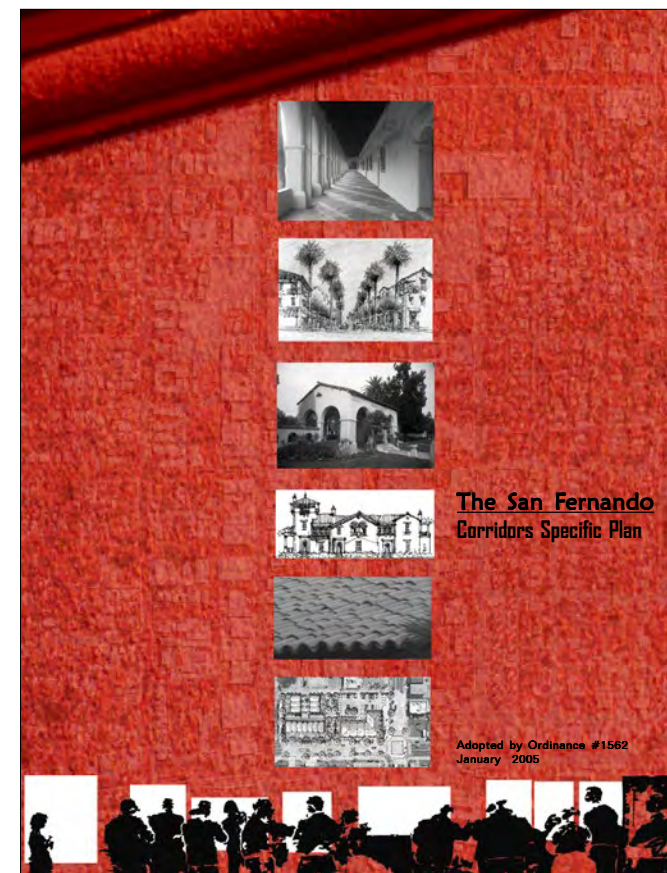
- Acknowledge the ***decline of strip commercial corridors***
- Address the increasing ***demand for multi-family housing***
- Solve for downtown's unique needs by ***district level***
- Utilize ***mixed-use development*** to promote revitalization
- Leverage the downtown's ***adjacency to transit***

The 2017 SP5 is an update to the 2005 SP4. SP5 maintained much of the content of SP4, including the vision, goals, objectives, and strategies.

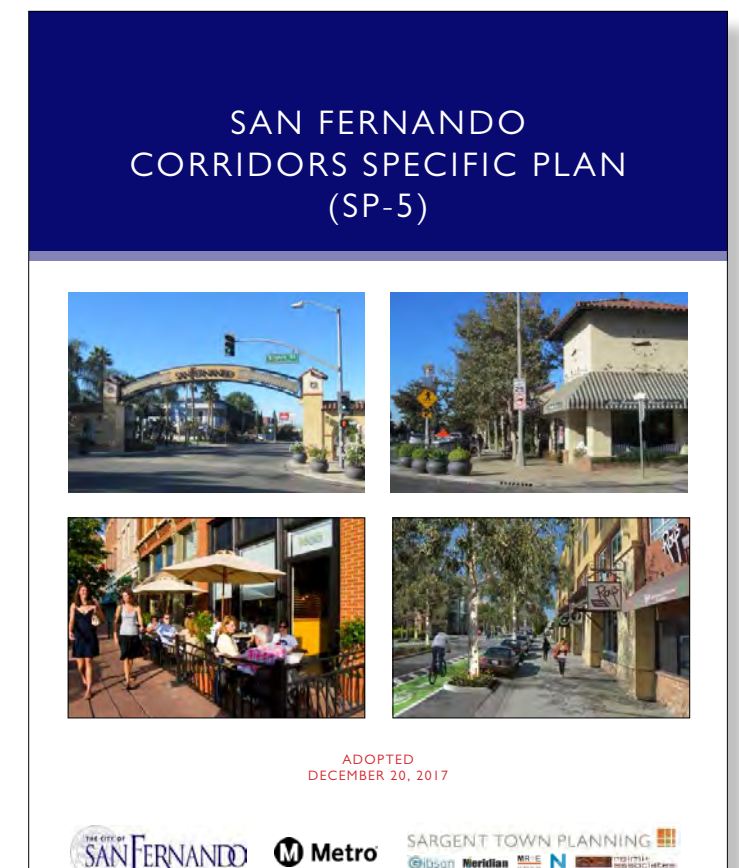
The primary distinction between the two plans is SP5's focus on transit oriented development (TOD) given Metro's plans for the East San Fernando Light Rail Transit Project.

Specifically, SP5:

- Revised certain development standards
- Added a new chapter on design guidelines
- Updated street sections based on inclusion of transit
- Updated assumptions for implementation



2005 Corridors Specific Plan (SP4)



2017 Corridors Specific Plan (SP5)

SP4 and SP5: “City of Districts”

The 2017 SP5 is the current planning document that regulates Downtown San Fernando. It establishes the goals, objectives, strategies, and regulations for improvements and development.

Today, Downtown San Fernando is governed by a vision for a “City of Districts” that was established by the 2005 SP4 and reinforced again when the plan was updated in 2017 as SP5.

Between 2002 and 2005 as part of SP4, multiple public workshops and meetings were conducted to establish a vision for a “City of Districts.” This vision was reinforced and only minimally revised as part of SP5 through additional public workshops and meetings.

In essence, the “City of Districts” vision conceives Downtown San Fernando to be:

- ***Revitalized***
- ***Beautified***
- ***Mixed-use***
- ***Transit-oriented***
- ***Pedestrian-friendly***

THE VISION: A City of Districts

The Truman, San Fernando, Maclay, and First Street corridors will provide the structure upon which the city can be organized as a series of clearly identifiable districts. Rather than continuing to embody the placeless character of commercial “strip” corridors, the corridors will embody the street type, development type, and aesthetic qualities envisioned for the city district in which they are situated. New investment in the corridors will lead to city-wide revitalization. Where the corridors meet the city’s boundaries, distinctive gateways will introduce the qualities that set San Fernando apart from the adjacent communities. The corridors will be places for new investment in the form of housing, office, and commercial development.

In addition, either Truman Street or San Fernando Road could potentially accommodate Metro’s new transit initiatives that include new transit stations/stops and Bus Rapid Transit (BRT) on Truman Street or Modern Streetcar (Tram) on San Fernando Road. Metro is also considering introducing Light Rail Transit (LRT) within the existing rail right-of-way, in lieu of the BRT or Tram alternatives. New streetscape improvements and gateway features will create the appropriate setting for new public and private investment, generating developer interest. The corridors will themselves become distinctive districts within the city. These distinct districts, as shown in Figure 1.2, are: the Downtown District, the Mixed-Use Corridor District, the Auto Commercial District, the Workplace Flex District, and the General Neighborhood District.

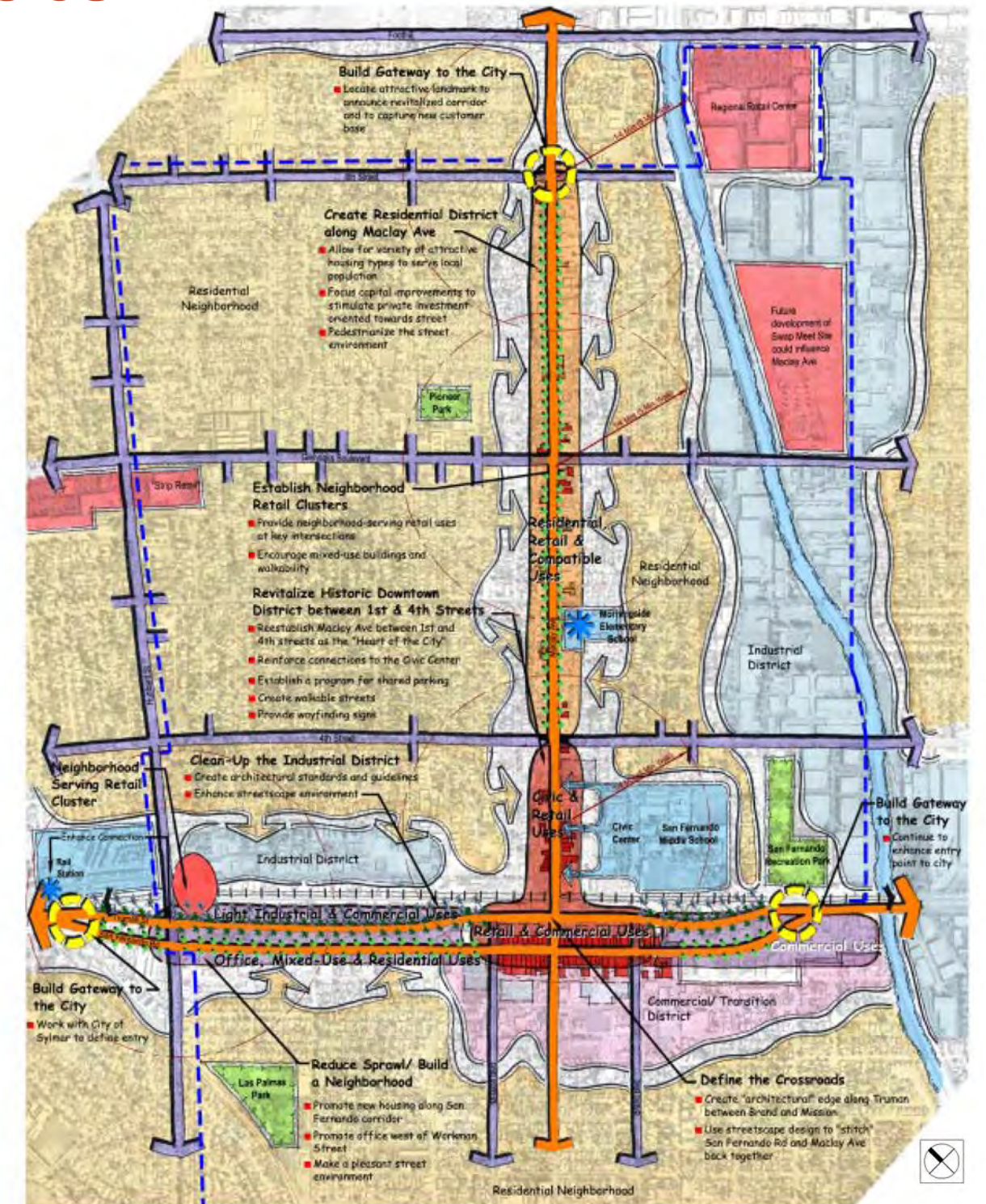
SP5 Vision Statement

SP4 and SP5: “City of Districts”

SP5 notes multiple objectives to support implementation of the “City of Districts” vision, as listed below and illustrated in the Revitalization Strategy diagram on the right (which was established in SP4 and reused in SP5).

SPECIFIC PLAN REVITALIZATION OBJECTIVES:

- Establish the city’s corridors as the **armature** of the city.
- Remedy the feeling of **sprawl** on the corridors.
- Attract **new investment** consistent with the envisioned character.
- Revitalize the **identity and investment climate** of the city.
- Make **walking, cycling, and driving** a more pleasant experience.
- Use the corridors to enhance San Fernando’s **identity to visitors**.
- Promote **compact, pedestrian-friendly TOD** near transit.
- Integrate Metro’s **East San Fernando Valley Transit Corridor**.
- Better connect Downtown to **transit**.
- **Streamline the development process**.
- Use City police powers for **responsible property maintenance**.



* Revitalization Strategy developed during original San Fernando Corridors Specific Plan (SP-4) process.

SP5 Revitalization Strategy

SP4 and SP5: “City of Districts”

In addition, SP5 also notes multiple strategies to support implementation of the “City of Districts” vision, as listed below and corresponding to the districts comprising the Specific Plan area.

SPECIFIC PLAN REVITALIZATION STRATEGIES:

1. TRANSFORM THE CORRIDORS INTO A SERIES OF DEFINED DISTRICTS.

A. DOWNTOWN

The lively, mixed-use, transit-oriented “center of the city” and most public areas of the city.

B. MIXED-USE CORRIDOR

A mixed-use, transit-oriented neighborhood between Downtown and the Metrolink station.

C. AUTO COMMERCIAL DISTRICT

A flexible business district for properties that currently and historically have accommodated auto dealerships, allowing for new retail and office uses.

D. MACLAY DISTRICT

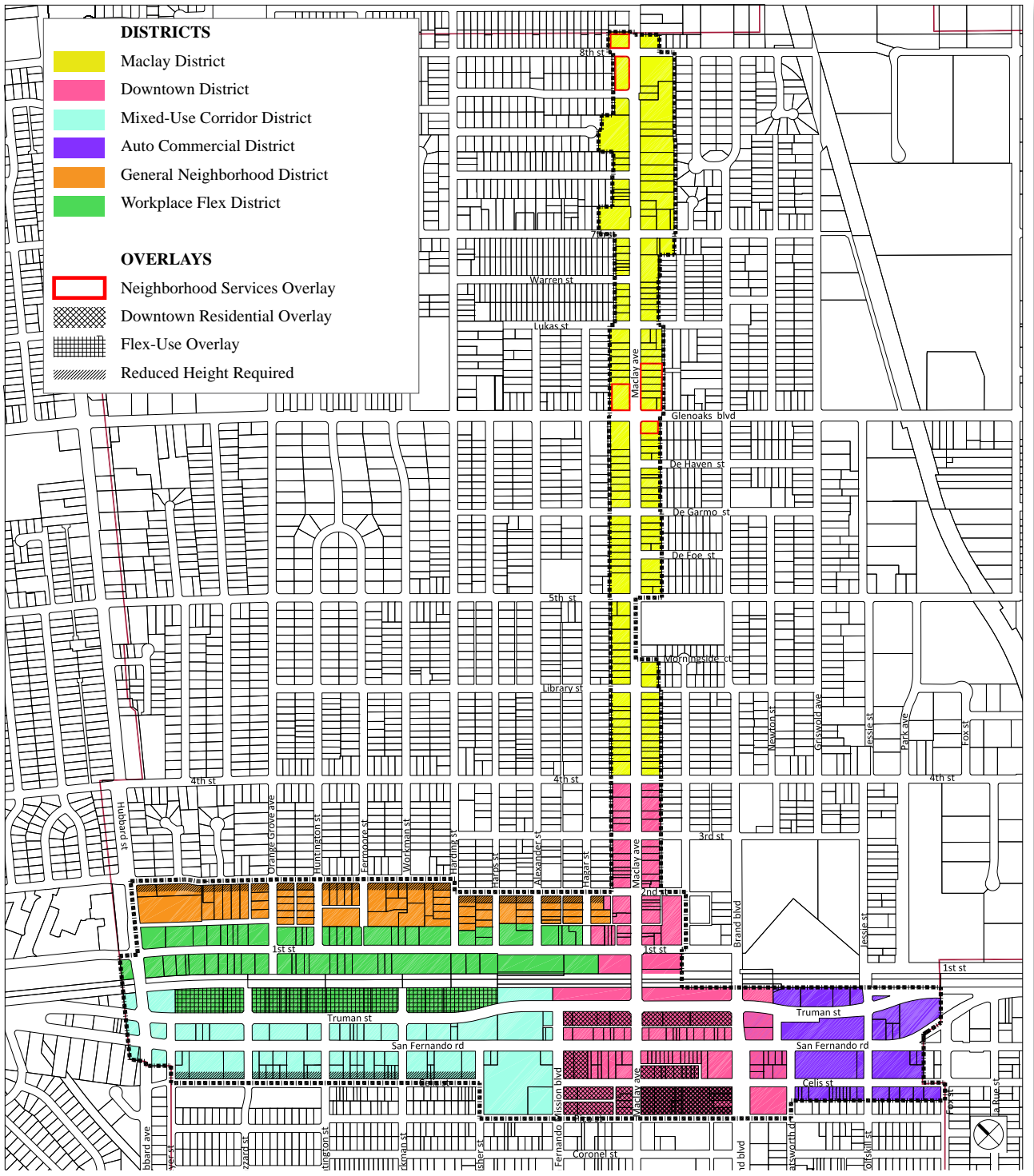
The neighborhood spine, for new housing and compatible commercial uses.

E. WORKPLACE FLEX DISTRICT

The city’s workplace, a cohesive district that supports commercial and industrial uses.

F. GENERAL NEIGHBORHOOD DISTRICT

For multi-family housing near transit and to ensure compatibility with existing single-family neighborhoods.



SP5 Districts Map

SP4 and SP5: “City of Districts”

SPECIFIC PLAN REVITALIZATION STRATEGIES (cont’d):

2. PROMOTE THE RIGHT KIND OF INVESTMENT IN EACH DISTRICT.

- A. Prime back the amount of land zoned for retail use.
- B. Increase residential opportunities within the specific plan area.
- C. Develop strategies to attract and support businesses in the downtown

3. EMPLOY CAPITAL IMPROVEMENTS TO “SET THE STAGE” FOR NEW INVESTMENT.

- A. Redesign the corridors to support the envisioned development pattern of their district.
- B. Define the entrance to the city with gateway features at city boundaries.
- C. Utilize street and public space design to create a unified downtown.

4. ENSURE HIGH-QUALITY DEVELOPMENT AND DESIGN.

- A. Require developments to enliven the street wall.
- B. Direct developments to adhere to the design guidelines.
- C. Recommend a “design language” that reflects the architectural history of the city.



A rendering of the proposed streetscape for the San Fernando Road Mixed Use Sub-District.



The proposed gateway feature at the city's western border along San Fernando Road.

SP5 imagery

SP4 and SP5: Opportunity Sites

SP4 identified two opportunity sites along Maclay and San Fernando Rd to illustrate how envisioned change over time could manifest in new development. SP5 identifies the same sites without change.



As of 2024, this site has yet to be redeveloped as planned.
The site consists of existing single-story commercial and residential buildings.



As of 2024, this site has yet to be redeveloped as planned.
The site consists of a vacant lot, surface parking lot, and a single-story commercial building.

Public Parking Lots as Opportunity Sites

Although the City currently owns 12 public parking lots (and 1 vacant lot) in Downtown San Fernando, SP5 only casually mentions their potential as future redevelopment opportunities for “activity-creating uses.” Instead, SP5 establishes standards and guidelines for their improvement or beautification via siting, landscaping, signage, circulation, etc.

Despite the lack of direct mention in SP5, the idea of redeveloping the City’s public parking lots is explored in at least 3 other documents:

- **2004-2008 San Fernando Downtown Parking Lots Projects and EIR.**

This document describes the San Fernando Parking Lots Projects, the redevelopment of 6 of the City’s public parking lots. After issuing an RFP, the City and Redevelopment Agency entered into an agreement with two developers and conducted environmental review. Yet, development never commenced. Note that this project was being studied at the same time SP4 was being prepared (and ultimately adopted in 2005).

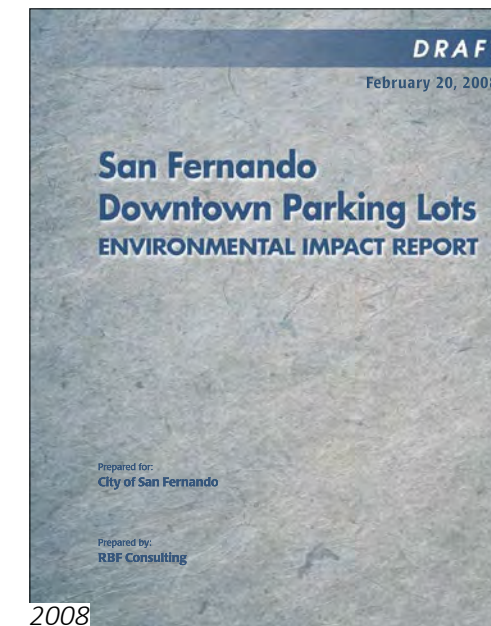
- Parking Lots 8 and 10 (Plaza Del Sol Mixed-Use Development)
- Parking Lot 3 (Gangi Development)
- Parking Lot 5 (Marabella Mixed-Use Development)
- Parking Lot 4 (Miraflores Mixed-Use Development)
- Parking Lot 7 (Commercial Development)

- **2015 Corridors Specific Plan Opportunities and Constraints Analysis.**

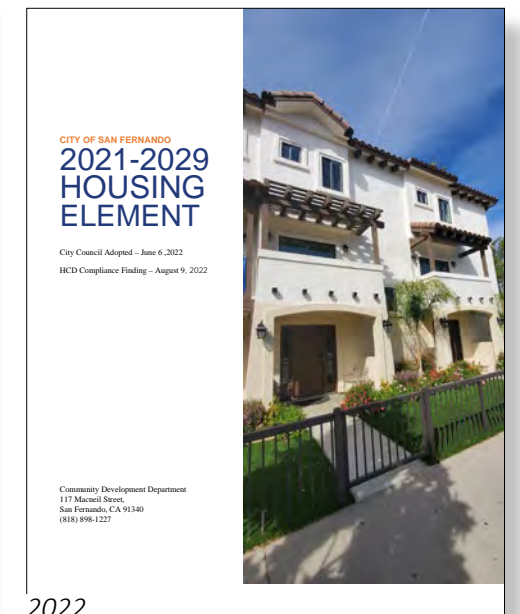
This document is an appendix to SP5. Mention of redeveloping the parking lots, however, was not incorporated directly into the Specific Plan.

- **2021-2029 Housing Element Update**

This document identifies 9 out of 12 public parking lots as part of the Sites Inventory to be able to accommodate the City’s RHNA for 2021-2029.



2008



2022



2015

Housing Element Sites as Opportunity Sites

The City’s Housing Element for 2021-2029 identifies 45 sites in its Sites Inventory to demonstrate that the City has adequate capacity to accommodate its State-mandated Regional Housing Needs Assessment (RHNA).

Of the 45 sites, 18 are located in the Study Area. The 45 sites are often comprised of multiple parcels per site and are characterized as parking lots, vacant lots, or with existing uses.

Of the 45 sites, 10 are owned in part by the City, as listed below:

- Parking Lot 3
- Parking Lot 4
- Parking Lot 5
- Parking Lot 6
- Parking Lot 7
- Parking Lot 8
- Parking Lot 10
- Parking Lot 11
- Parking Lot 12
- Vacant Lot



Data Source: City of San Fernando 2021-2029 Housing Element

TOD as Opportunity Sites

SP5 currently presents a general approach for TOD without detailed information about proposed station locations, especially with regards to potential opportunity sites.

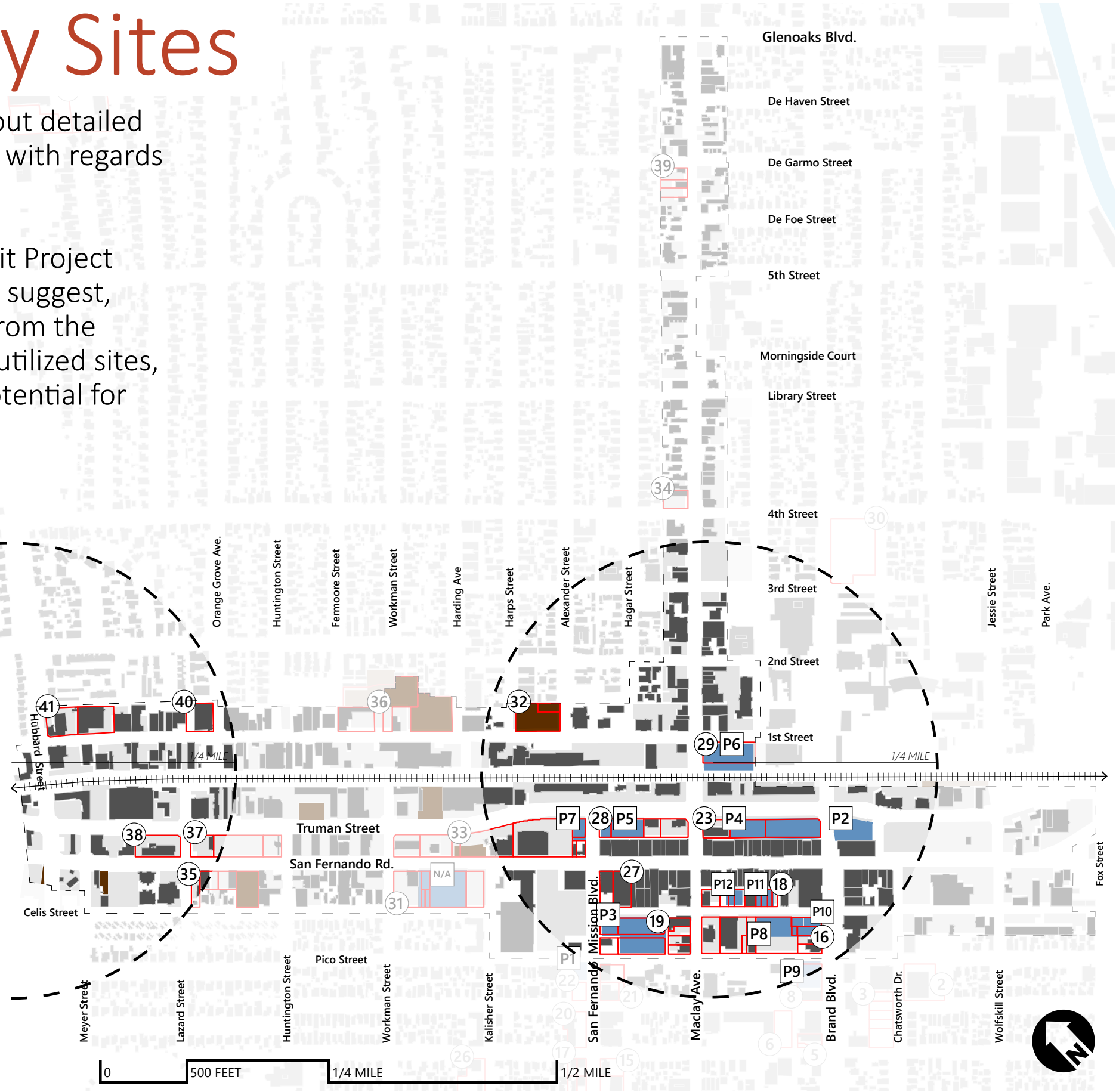
If the proposed East San Fernando Valley Light Rail Transit Project station is to be located at Maclay as current Metro maps suggest, parcels within the 5-minute walkshed (1/4 mile radius) from the station, including public parking lots, vacant sites, underutilized sites, and Housing Element sites, arguably have the highest potential for redevelopment in the near term.

This 5-minute walkshed also coincides with the intersection of the study area’s three primary corridors - Maclay, Truman, and San Fernando. It is within this sphere of influence that Downtown is considerably most vibrant in terms of uses and amenities, pedestrian activity, building stock, streetscapes, history, and access to key assets like the Civic Center, the San Fernando Mall, and the recent developments and improvements along Maclay.

Regardless of Metro’s plans for light rail, parcels within this sphere of influence should be regarded high for redevelopment opportunity in the near term.

- Housing Element Site
- Parking Lot - City Owned
- Parking Lot - Privately Owned
- Vacant Lot
- Existing Structures
- Study Area

Data Source: City of San Fernando 2021-2029 Housing Element



SP5: Development Standards

Development in Downtown San Fernando is regulated by SP5. While SP5 was last updated in 2017 to be consistent with the vision of a vibrant, mixed-use and transit-oriented downtown, some of the plan’s development standards may be considered too restrictive or burdensome to allow for the kinds of development desirable and necessary to achieve that vision, including:

- Maximum building height of 3 stories (40 feet) may preclude certain mixed-use and multi-family developments that are market feasible in this area. Similarly, maximum residential densities (37, 43, 50 du/ac) are physically unachievable within a maximum building height of 3 stories (40 feet). *Note that the previous 2005 Specific Plan originally allowed a higher maximum building height of 4 stories (50 feet) for much of the downtown.*
- CUP requirement for all residential development adds an additional cost and time burden on the development process. *Note that SB 35 and 330 allow eligible projects to bypass this requirement.*
- Restricting residential development to certain zones and overlays limits supply when demand is high. *Note that this issue will be remedied by Housing Element Implementation Program 5-1 (expansion of Residential Overlay District to select parcels within SP5).*
- Excessive parking minimums for residential and commercial developments despite transit-adjacency and/or an abundance of public parking. *Note that AB2011 and SB6 allow eligible projects to bypass this requirement.*

TABLE 4.2 - DEVELOPMENT STANDARDS						
Standard	District					
	M	D	MUC	AC	WF	GN
A. Development Intensity						
1. Floor Area Ratio (max.) [1]						
a. Non-residential	1.0	3.0	2.0	3.0	2.0	—
b. Residential Mixed-use	1.5[2]	3.5[3]	2.5	—	2.0	—
2. Residential Density (dwelling units/acre)						
a. Minimum	12	24[3]	24	—	—	—
b. Maximum	37	50[3]	37	—	—	43
B. Height (see Figure 4.2)						
1. Building height as measured from sidewalk or finished grade to top of flat roof, cornice, or eave line of a peaked roof.						
a. Primary Building						
i. Minimum (stories / ft.)	—	1 / 24	1 / 24	—	—	—
ii. Maximum (stories / ft.)	3 / 40	3 / 40	3 / 40	3 / 40	3 / 40	4 / 45
iii. Maximum within Downtown Residential Overlay (stories / ft.)	—	4 / 50	—	—	—	—
iv. Maximum height adjacent to R-1 Single Family Residential Zone within a distance of 15 ft. from the property line (ft.)	No facade wall shall extend more than 10 feet above the height of the adjacent single family facade wall					
v. Maximum height along south side of Second Street between Hubbard Avenue and MacLay Avenue for a distance of 20 ft. behind the Second Street setback line (stories / ft.)	—	—	—	—	—	2 / 24[4]
vi. Maximum height along north side of Celis Street between Huntington Street and Kalisher Street for a distance of 10 ft. behind the Celis Street setback line (stories / ft.)	—	—	2 / 24[4]	—	—	—
b. Accessory Building, including non-dwelling units, such as free-standing individual car garages, service structures and tool sheds (ft.)	12	—	12	—	—	12
2. Ground floor height as measured above grade at building setback line (max.)						
a. Residential	4 ft.	4 ft.	4 ft.	4 ft.	4 ft.	4 ft.
b. Non-residential	—	—	—	—	—	—
3. Ground story height as measured from floor to floor						
a. Residential (ft.)	—	—	—	—	—	—
b. Non-residential (ft.)	14 min.	18 min.	18 min.	14 min.	14 min.	10 min.
NOTES						
[1] Floor Area Ratio (FAR) defined as the floor area of the building divided by the total project site area. FAR calculations do not including parking facilities			[4] Attic spaces of one- and two-story buildings with pitched roofs may be occupied and day lit with dormer windows.			
[2] Only within Neighborhood Services Overlay.			[5] New surface parking lots may not front onto MacLay Avenue or San Fernando Road.			
[3] Only within Downtown Residential Overlay.			[6] Side Setbacks may be allowed to provide for driveways and pedestrian pathways, to a maximum of 12 ft.			

SP5 Development Standards

SP5: Design Guidelines

Meant as a compliment to development standards, design guidelines are also provided in SP5 to establish certain architectural styles, including character, color, materials, and finishes. However, SP5’s design guidelines occupy a significant portion of the overall document, where nearly half of it (94 out of 212 pages) is dedicated to just design guidelines.

To a user, this may appear to be an overwhelming amount of information and, as a result, be considered an over-burdensome number of requirements when, in fact, they are merely provided as guidance.

However, recent State law (SB 35 and 330) requires residential projects to be reviewed against “objective standards” as the only basis a local agency may use to deny review and approve certain eligible projects.

Given the inherent subjectivity of design guidelines in the context of recent State law, SP5’s design guidelines may no longer serve a purposes in the review and approval of residential projects.

6. Elements of the Early 20th Century Commercial style
- Flat or slightly pitched roof
 - Brickwork or corbels along the cornice or parapet
 - Recessed entrances
 - Clerestory and transom windows
- D. FACADE COMPOSITION
1. Building Materials. Highly articulated wall surfaces are recommended for downtown buildings. Detail should be given through intricate storefront design, textures, and accent materials and colors.

a. *Primary materials* are those that clad the main building walls. Materials to be used as the primary cladding include:

i. Stucco: Stucco, cement plaster or stucco-like finishes are acceptable finishes. Attention should be paid to detail and trim elements for a high quality installation. Highly textured surface textures are not recommended. The pattern of joints should be architecturally coordinated with the overall facade composition, and sealant colors should be coordinated with surface and other building colors.

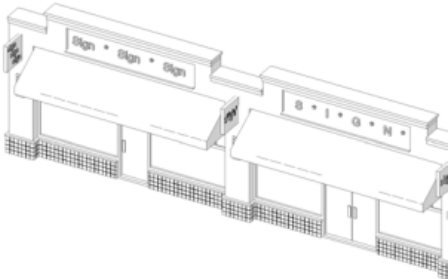
ii. Brick: Red brick should not be used; lighter colored brick is appropriate. Full size brick veneer is preferable to thin brick tile. Brick veneers should be mortared to give the appearance of structural brick. Brick veneer applications should use wrap-around corner and bullnose pieces to minimize a veneer appearance. An anti-graffiti coating is recommended.

iii. Wood: Horizontal sidings such as clapboard and tongue-in-groove, vertical siding such as board and batten, and other horizontal sidings such as smaller wood shingles and shakes may be suit-able. The larger, more rustic styles of shingles and shakes should not be used. Trim elements should be used, and traditional Craftsman styling such as timber detailing and exposed bracing are recommended.

b. *Accent materials* may be used as to add interest and variety at a more intimate scale, for example along architectural elements such as cornices, or on portions of buildings or walls. Accent materials include stucco, brick and wood, as listed above, and also include:



Storefront bases can be made of precast or poured-in-place concrete.



Windows should comprise the majority of the building wall at ground floors and storefronts.



Where window openings are paneled, they should be separated as true divided light windows.

SP5 Design Guidelines

Housing Element Implementation Programs

To implement the goals and policies of the City's Housing Element for 2021-2029, multiple Implementation Programs are identified. Of the 25 different Implementation Programs identified, 3 primary programs will have a direct impact on properties in Downtown San Fernando:

Implementation Program 5-1: Adequate Housing Opportunity Sites for RHNA

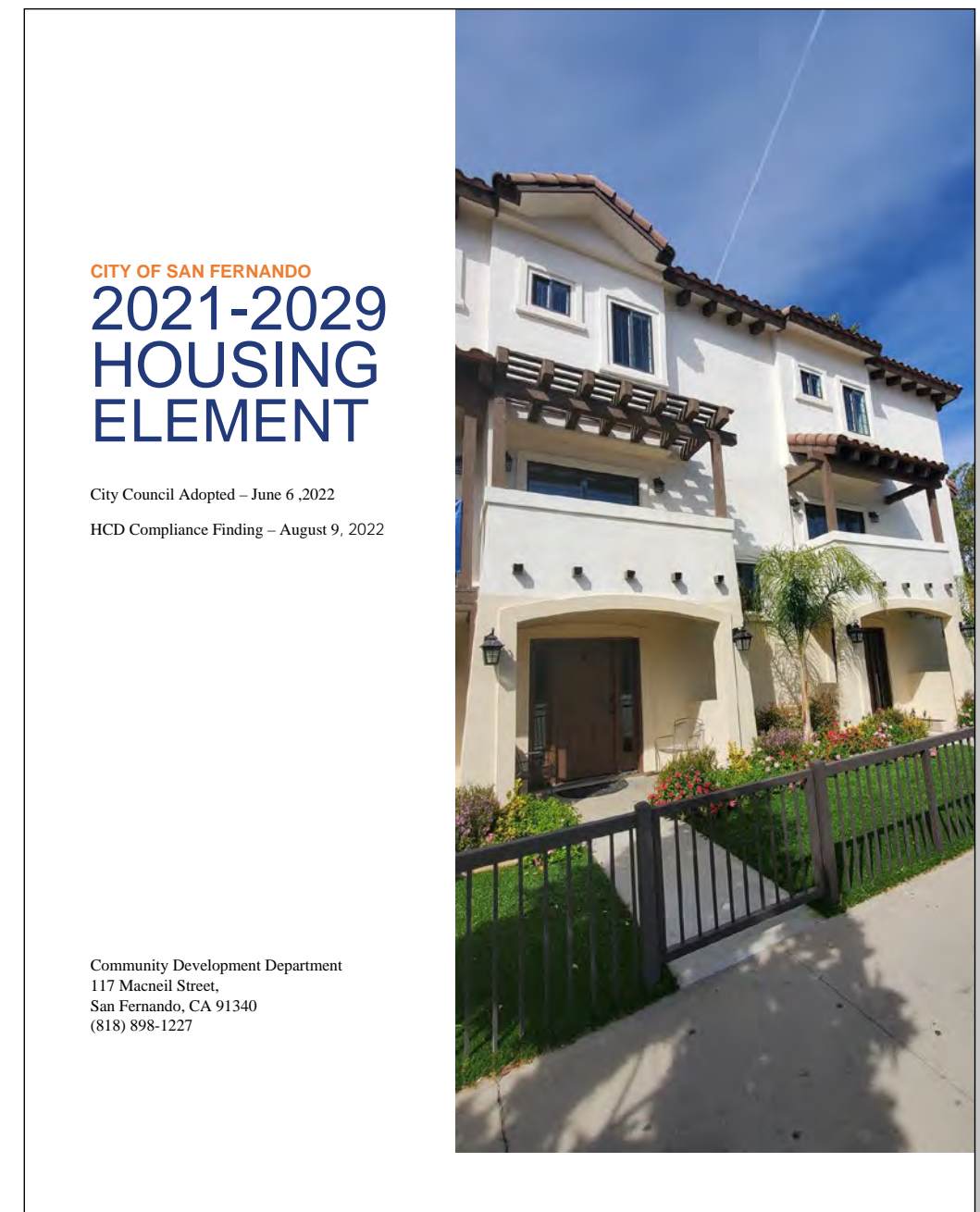
- Amend SP5 to allow for the development of mixed-use and/or residential developments on select parcels to accommodate the City's 2021-2029 RHNA.
- Establish and implement a new Mixed-Use Overlay District for select parcels outside of SP5.
- Expand the existing Residential Overlay District to select parcels within SP5.

Implementation Program 5-14: City Hall Redevelopment

- Transform the City Hall site into a mixed-use TOD Civic Center with affordable housing, City Hall offices, and community amenities.
- Release an RFP for a private developer to develop and ground lease the site. The City will not dispose of the site under the Surplus Land Act but will seek an exemption instead.

Implementation Program 2-3: Removal of Governmental Constraints

- Amend Zoning Code to include objective design standards for multi-family residential so standards can be uniformly applied without involving personal or subjective judgment.



2021-2029 Housing Element



7. FINDINGS

Summary of Findings

- ***Downtown San Fernando remains the city’s heart and center.***
It has been identified as the City’s CBD since inception, and continues to serve that function today. Its role as the City’s center is reinforced by the co-location of the Civic Center with businesses and other services. It is unlike any other commercial centers elsewhere in the City.
- ***The role of each of Downtown’s three primary corridors are distinct and complementary.***
San Fernando, Maclay, and Truman each serve a separate function and bears a different relationship with the community. As a result, the opportunities inherent therein vary. Recognizing their individual roles and allowing them to independently evolve will help serve, engage, and meet the needs of a broader audience.
- ***Despite charming characteristics (i.e., “good bones”), gaps remain.***
Downtown is beloved for its intimate, small-town feel with walkable blocks and historic architecture. Yet, more improvements are needed to close gaps that are inadvertent or underfunded. Lack of shade trees, softscaping, and public spaces degrade the visitor’s experience. Vast parking and vacant lots further diffuse downtown’s vibrancy.
- ***Regulatory constraints stand in the way of potential redevelopment opportunities.***
SP5 has shown little effectiveness in facilitating new development as envisioned. Some regulations are out of compliance with State housing law and/or are hindrances to market-feasible developments. Overall, the document is not user-friendly and could benefit from a refresh to reevaluate its effectiveness in facilitating new development.
- ***Parking will continue to play a role in the success of the downtown.***
In the near and mid-term (at least until Metro’s LRT arrives), parking continues to be necessary to be able to attract both local and regional visitors. Currently, the burden of providing this service falls on the City’s public parking lots. Opportunities may exist to share the responsibility with private parties. In addition, the Housing Element has identified nearly all of the City’s public parking lots for housing. Absent a replacement strategy, public parking will be almost entirely eliminated from the downtown.
- ***Opportunity is high for parcels within the sphere of influence at Maclay/Truman/San Fernando.***
All public parking lots, vacant sites, underutilized lots, and Housing Element sites within a 5-minute walk of the potential LRT station at Maclay should be considered prime redevelopment opportunities for active, pedestrian-friendly, downtown-serving uses. Supported by City policies as identified in the Housing Element and expectations from the State to address the housing crisis, uses like housing, mixed-use, and supporting visitor-serving amenities can provide benefits to help “breathe new life” into Downtown and fill the gaps in the built environment.



WALKER
CONSULTANTS

Existing Conditions *Parking* City of San Fernando



Sections

01 Introduction/Background

02 Methodology

03 Study Area

04 Parking Supply/Inventory

05 Parking Demand & Turnover

06 Key Findings

01 | Introduction/Background

INTRODUCTION/BACKGROUND

- Walker Consultants prepared the following existing conditions analysis for the City of San Fernando as part of its Downtown Master Plan.
- The purpose of the existing conditions analysis is to provide a baseline of current conditions as they relate to parking in the downtown to inform potential future development scenarios and policy.
- The analysis includes a summary of the existing parking inventory, both on and off street, as well as public and private, and current parking demand.
- While a Parking Management Plan was completed for the city at large in 2020, this study focuses on the downtown area and provides a baseline of parking demand in the downtown in a post-Covid 19 normal.



The background image shows a street intersection with palm trees, utility poles, and a building. A teal semi-transparent rectangle is overlaid on the right side of the image, containing the section header text.

02 | Methodology

METHODOLOGY

- **Fieldwork/Data Collection**

- Inventory of existing parking spaces within the study area, both on and off-street, public and private supply.
- Three (3) days of parking occupancy counts, with three (3) counts each day conducted on Thursday September 7th, Saturday September 9th, and Sunday September 10th between 12:00 p.m. - 8:00 p.m. on Thursday/Saturday, and 9:00 a.m. - 4:00 p.m. on Sunday.
- Turnover counts during the same Thursday, Saturday, and Sunday of occupancy counts, along San Fernando Road between Kittridge and San Fernando Mission.
- Fieldwork objective was to observe and study the level of parking utilization today under a post-pandemic normal, to inform future policy planning and recommendations.



METHODOLOGY

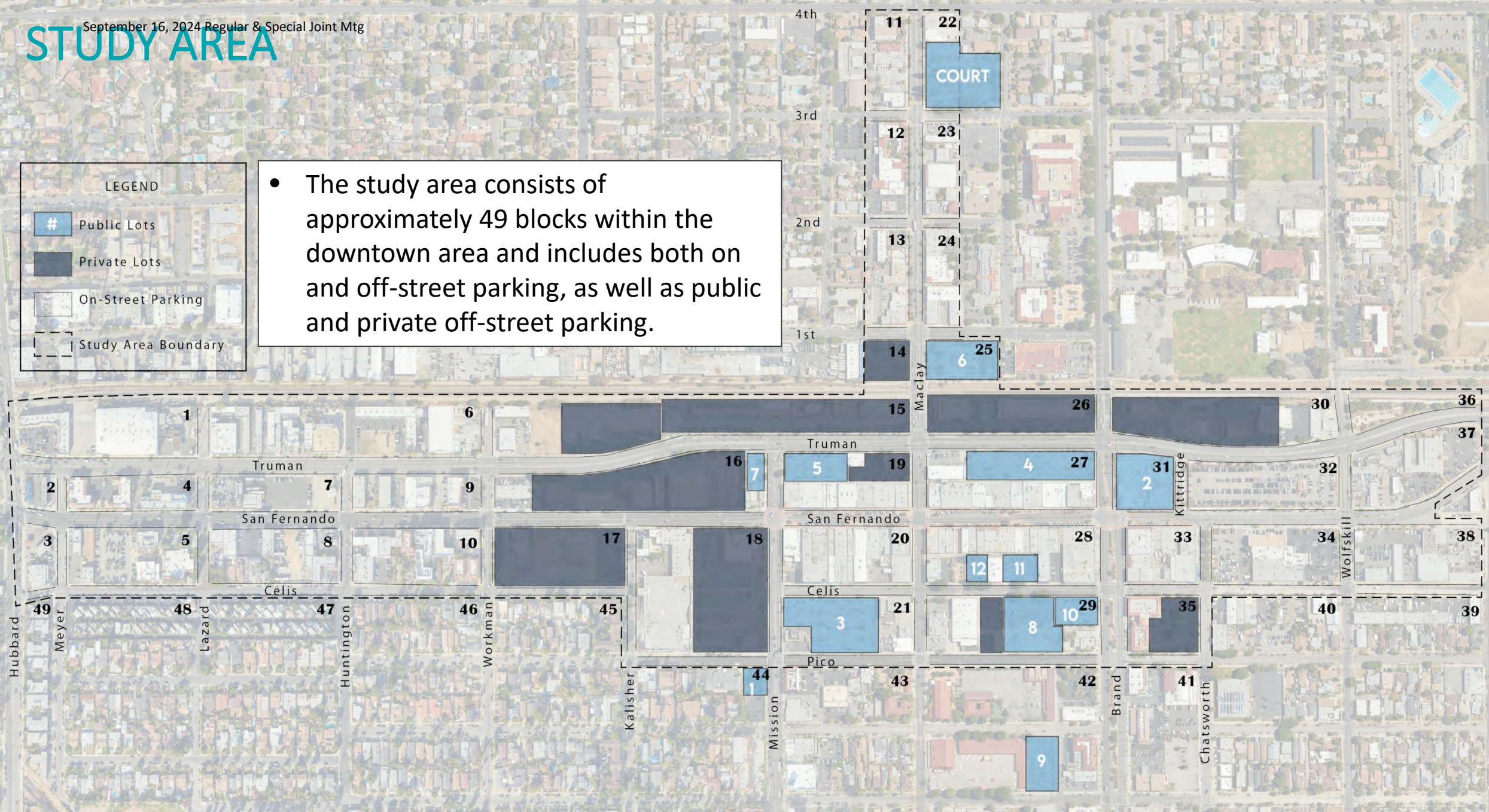
- Analysis
 - The parking occupancy counts inform how utilized on-street and off-street parking supplies in the study area are during different days and times.
 - The turnover counts provide an understanding of how long vehicles remain parked along the San Fernando Mall, and whether there are repeat vehicles across multiple days.
 - Lastly, a summary of the land uses that are in the study area allow us to see how parking demand is tied to the mix of uses found today, and how changes in the future may impact parking demand and supply.





03 | Study Area

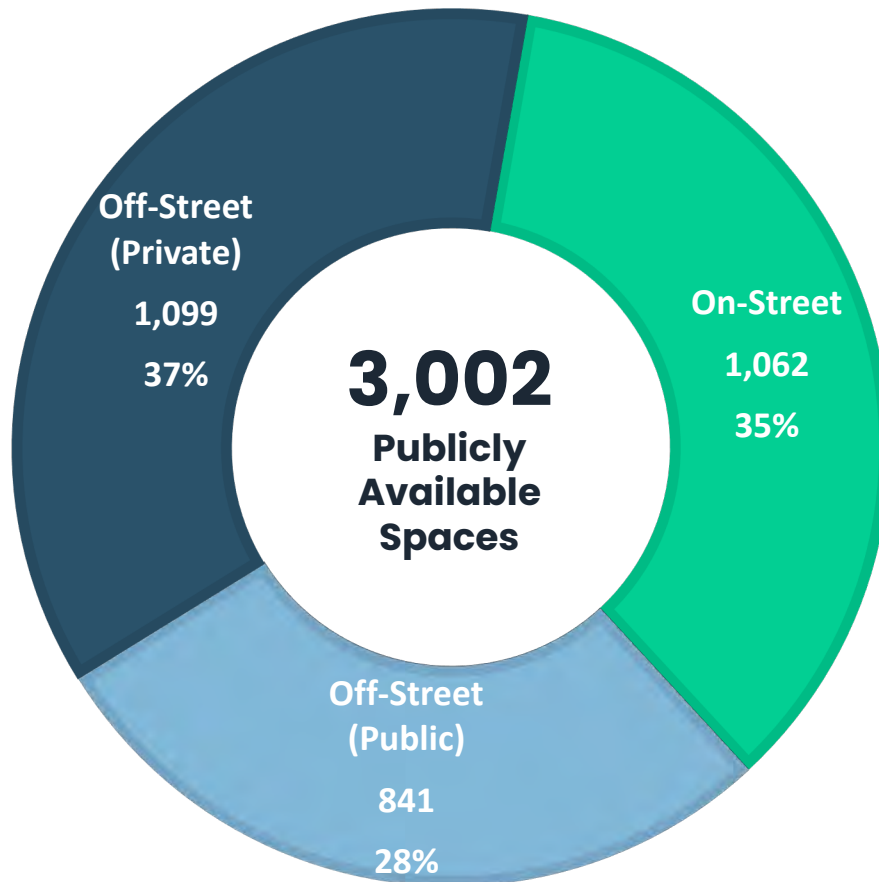
- The study area consists of approximately 49 blocks within the downtown area and includes both on and off-street parking, as well as public and private off-street parking.





04 | Parking Supply/Inventory

PARKING SUPPLY/INVENTORY



1,062

On-Street Spaces

35% of public parking in the study area is found on-street. There is a mix of metered, unmetered, time limited, and unlimited parking spaces throughout the study area.

841

Off-Street Spaces (Public)

28% of public parking spaces in the study area are found in city-owned facilities. The total includes the courthouse lot located on 4th Street.

1,099

Off-Street (Private)

37% of publicly-accessible parking in the study area is found in private lots. Most of these facilities are retail/commercial-serving parking lots.

PARKING SUPPLY/INVENTORY

Blocks 1 - 24

- The table shows the distribution of on-street spaces, public off-street spaces, and private off-street spaces by block for blocks 1 – 24 in the study area.
- The block with the single largest concentration of parking spaces, though primarily private, is Block 18 which is bounded by San Fernando Mission, Pico, Kalisher, and San Fernando Road.
- The remaining study area blocks 25 – 49 are shown in the following slide.

BLOCK	PUBLIC OFF-STREET	PRIVATE OFF-STREET	PUBLIC ON-STREET	TOTAL SUPPLY	EFFECTIVE SUPPLY	% OF TOTAL
1	-	-	16	16	14	1%
2	-	-	0	0	0	0%
3	-	-	8	8	7	0%
4	-	-	37	37	31	1%
5	-	-	39	39	33	1%
6	-	-	32	32	27	1%
7	-	-	37	37	31	1%
8	-	-	38	38	32	1%
9	-	-	29	29	25	1%
10	-	-	44	44	37	1%
11	-	-	17	17	14	1%
12	-	-	30	30	26	1%
13	-	-	28	28	24	1%
14	-	52	6	58	52	2%
15	-	174	1	175	157	6%
16	20	151	23	194	173	6%
17	-	53	37	90	79	3%
18	-	208	33	241	215	8%
19	59	32	13	104	93	3%
20	-	-	32	32	27	1%
21	145	-	27	172	153	6%
22	160	-	17	177	158	6%
23	-	-	17	17	14	1%
24	-	-	24	24	20	1%

PARKING SUPPLY/INVENTORY

Blocks 25 - 49

- An effective supply total is shown in addition to the total supply. The effective supply for the study area is 2,649, about 350 spaces less than the total supply.
- The effective supply is generated by applying a factor to the total parking supply that takes into account operational factors that may impact the available parking supply at any given time (garbage, construction, misparked/oversized cars, inability to find the last space). The effective supply is used when gauging the adequacy of the parking system, i.e., whether there is a surplus or deficit of spaces. Further discussion on the effective supply and adequacy of the parking system is shown in the demand section.

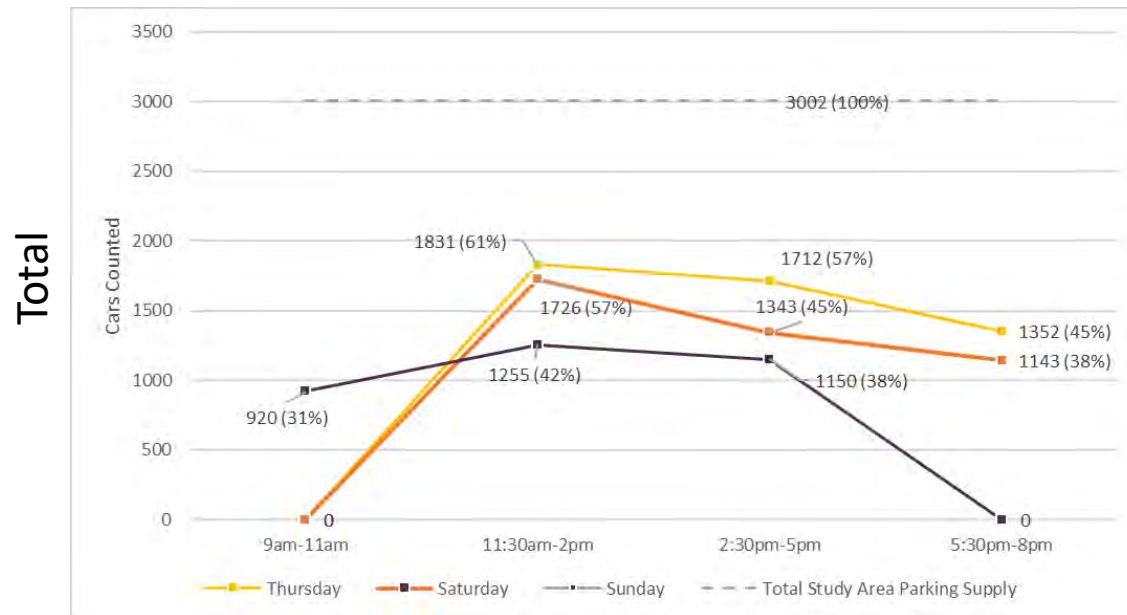
BLOCK	PUBLIC OFF-STREET	PRIVATE OFF-STREET	PUBLIC ON-STREET	TOTAL SUPPLY	EFFECTIVE SUPPLY	% OF TOTAL
25	-	92	10	102	91	3%
26	-	102	0	102	92	3%
27	121	-	20	141	126	5%
28	44	-	39	83	73	3%
29	130	34	35	199	177	7%
30	-	119	5	124	111	4%
31	91	-	8	99	89	3%
32	-	-	33	33	28	1%
33	-	-	32	32	27	1%
34	-	-	52	52	44	2%
35	-	82	30	112	99	4%
36	-	-	0	0	0	0%
37	-	-	14	14	12	0%
38	-	-	42	42	36	1%
39	-	-	12	12	10	0%
40	-	-	17	17	14	1%
41	-	-	8	8	7	0%
42	58	-	19	77	68	3%
43	-	-	10	10	9	0%
44	13	-	12	25	22	1%
45	-	-	22	22	19	1%
46	-	-	14	14	12	0%
47	-	-	22	22	19	1%
48	-	-	18	18	15	1%
49	-	-	3	3	3	0%
TOTAL	841	1099	1062	3002	2649	100%

05 | Parking Demand & Turnover

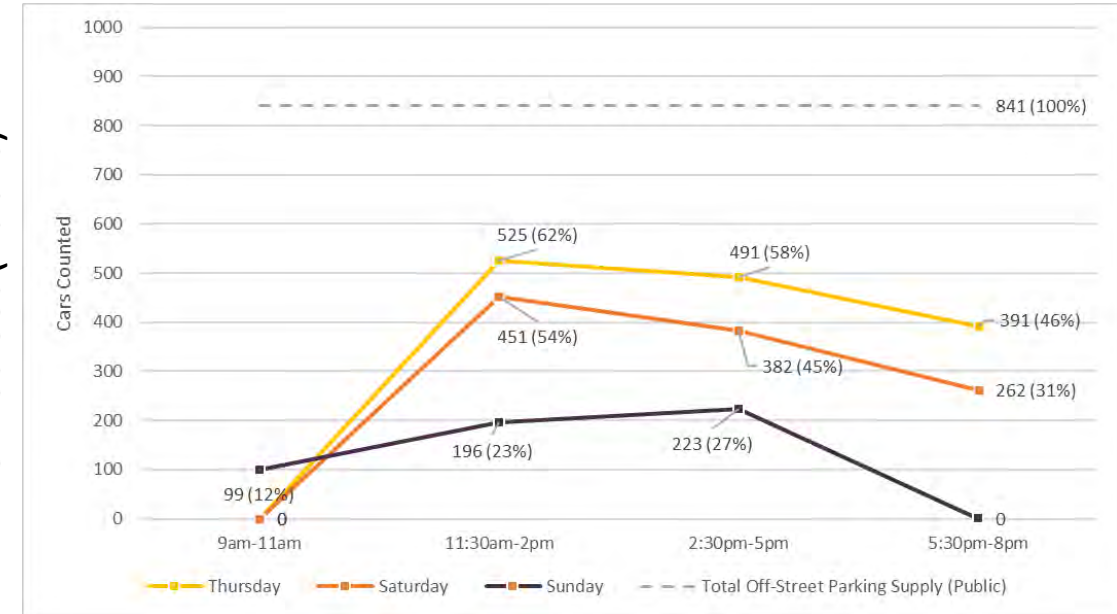
PARKING DEMAND

Overall Findings – Study Area

- The **peak occupancy count** occurred in the afternoon (11:30am-2pm) on Thursday, where **61% of study area spaces** (on and off street) **were occupied**.
- In turn, there were **1,171 spaces unoccupied** during the peak count.



Off-Street (Public)



Overall Findings – Off-Street (Public Lots)

- During the peak count, 62% (525 spaces out of 841) of public lots were occupied.
- In turn, there were 316 spaces in the public lots unoccupied during the peak count.

PARKING DEMAND (2021 VS. 2023)

As part of the analysis, Walker compared the parking occupancy levels observed in the **2021** Parking Management Master Plan to the occupancy observed in this study in **2023** and found that in general occupancy levels remained similar.

- Areas with high parking demand per **2021** study:

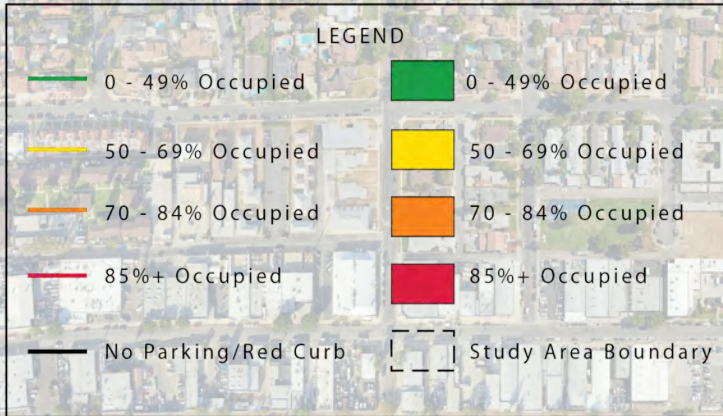
- Weekday Afternoon

- On-street areas on west end of Downtown, between Workman Street and Meyer Street.
 - Similar in 2023.
- On-street areas of San Fernando Road, in a majority of blocks
- On-street areas on east end of Downtown, between Chatsworth Drive and Fox Street.
 - Similar in 2023.
- City Lot 5 at San Fernando Mission Boulevard and Truman Street
 - Similar in 2023.

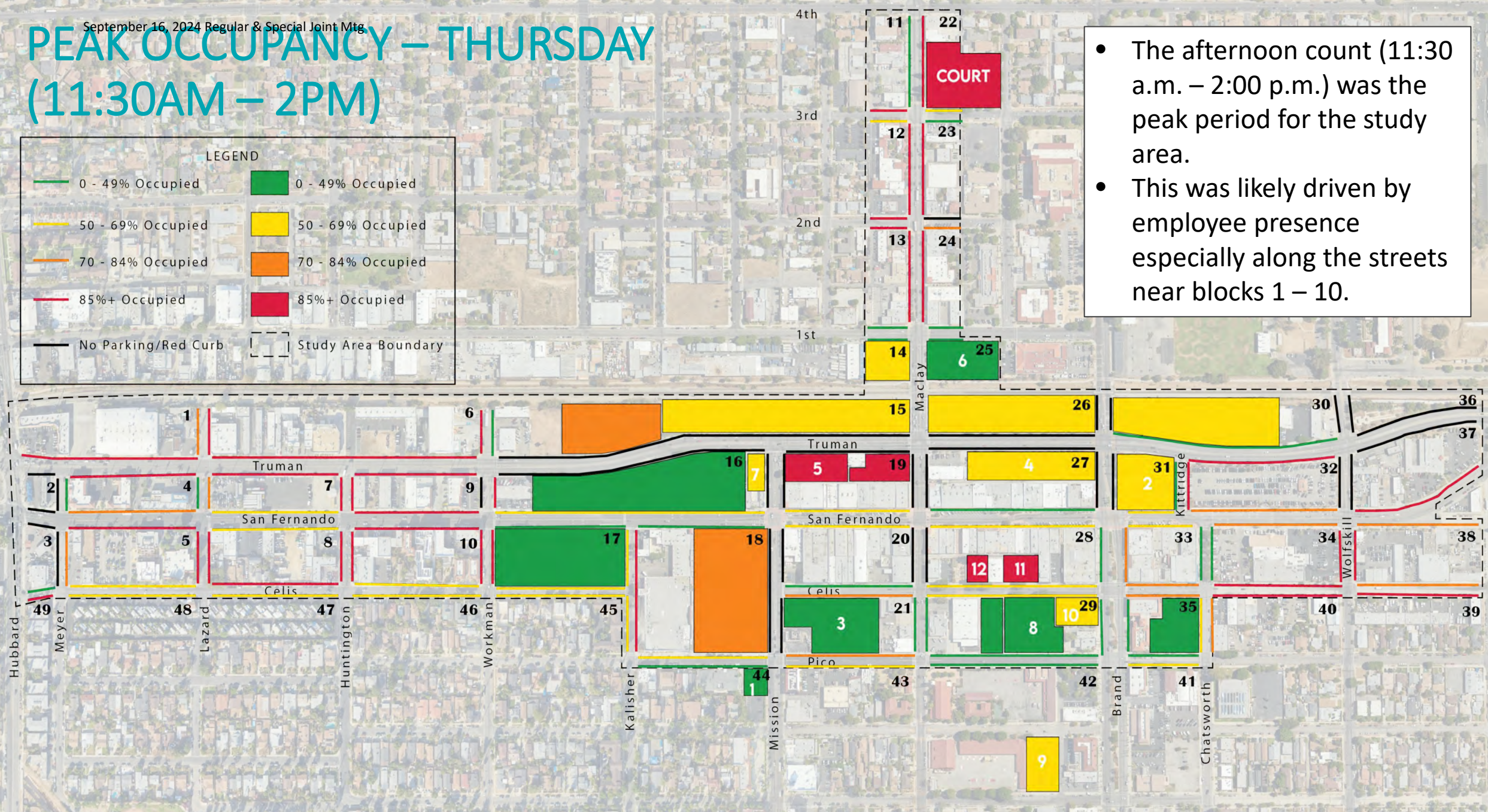
- Weekend Afternoon

- On-street areas on Truman Street, west of Huntington Street
- On-street areas on San Fernando Road, between San Fernando Mission Blvd. and Wolfskill Street
 - Similar in 2023.
- On-street areas between Celis Street, Workman Street, Meyer Street, and San Fernando Road.
 - Similar in 2023.

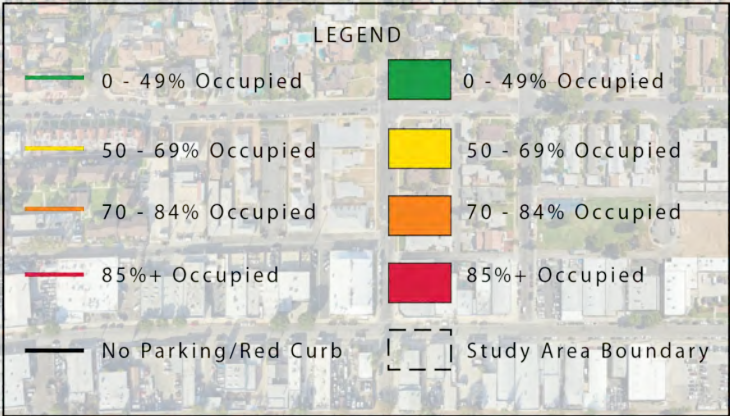
PEAK OCCUPANCY – THURSDAY (11:30AM – 2PM)



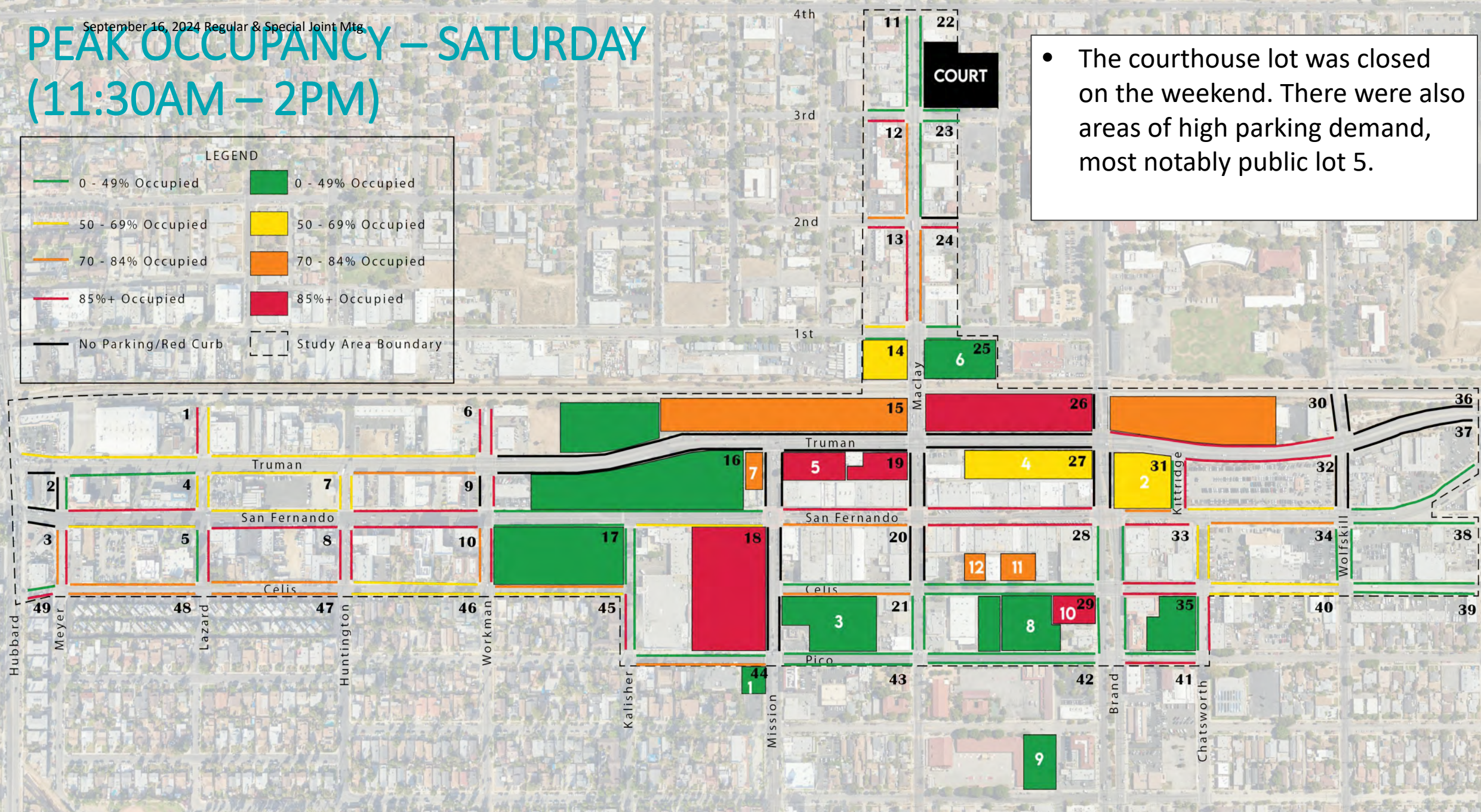
- The afternoon count (11:30 a.m. – 2:00 p.m.) was the peak period for the study area.
- This was likely driven by employee presence especially along the streets near blocks 1 – 10.



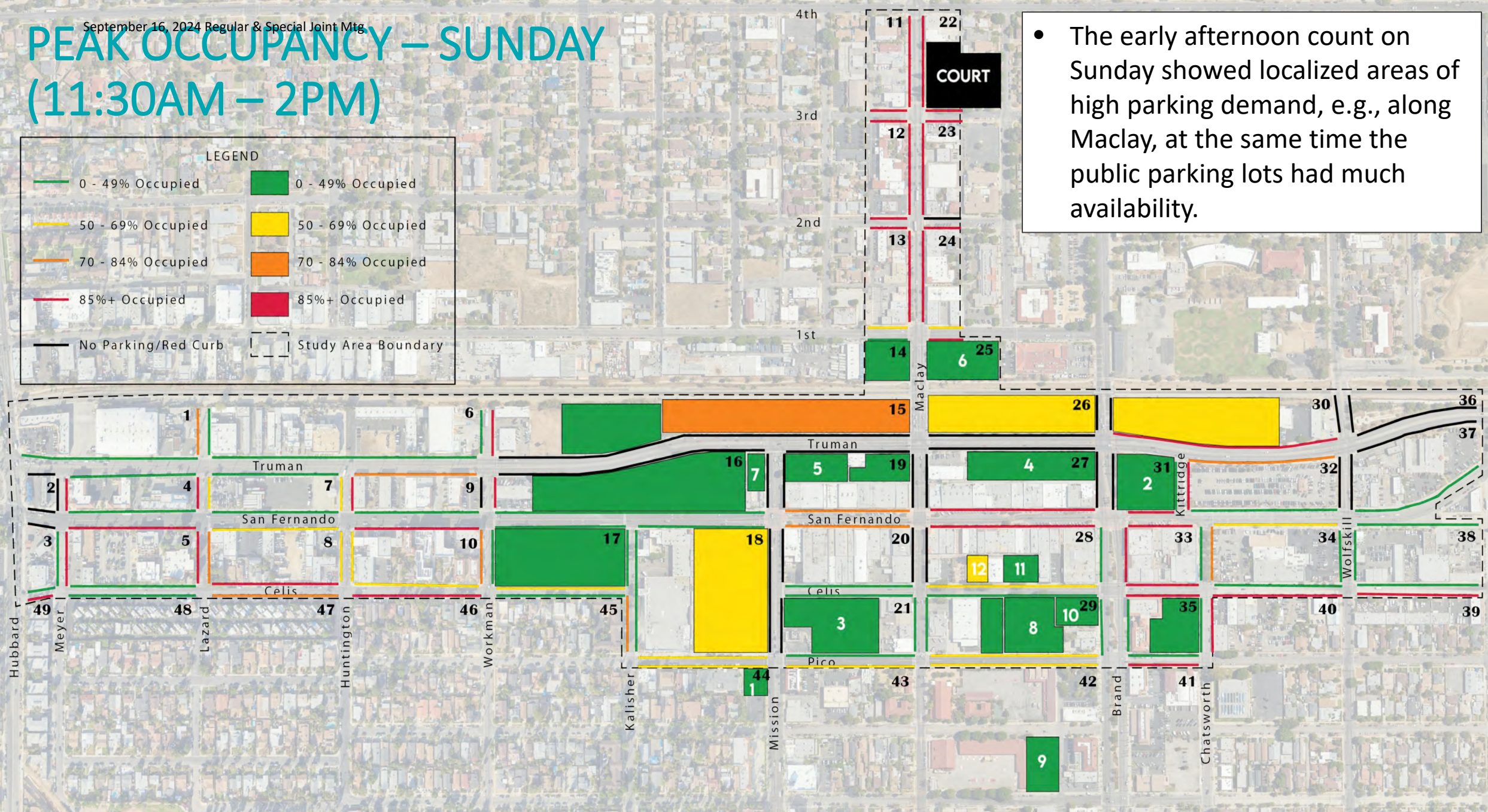
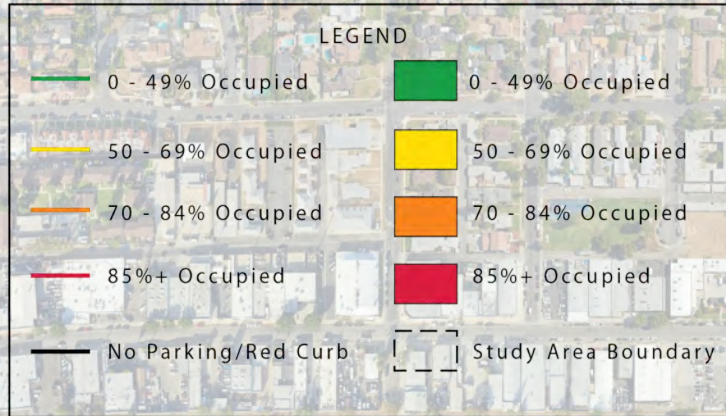
PEAK OCCUPANCY – SATURDAY (11:30AM – 2PM)



- The courthouse lot was closed on the weekend. There were also areas of high parking demand, most notably public lot 5.



PEAK OCCUPANCY – SUNDAY (11:30AM – 2PM)



- The early afternoon count on Sunday showed localized areas of high parking demand, e.g., along Maclay, at the same time the public parking lots had much availability.

PARKING SUPPLY ADEQUACY ANALYSIS

Blocks 1 - 24

- An analysis of parking adequacy allows us to determine whether the study area has an operational surplus or deficit of parking spaces, and in which specific localized areas.
- For study area blocks 1 – 24, there are mostly surpluses, but for blocks 1, 6, 9, 19, and 22 which have deficits ranging from -1 to -14 spaces.
- It is important to note that the deficits are meant to highlight where demand is highest and don't necessarily indicate a need to build parking, but rather manage demand.

BLOCK	PUBLIC OFF-STREET	PRIVATE OFF-STREET	PUBLIC ON-STREET	TOTAL VEHICLES	EFFECTIVE SUPPLY	ADEQUACY
1	-	-	15	15	14	-1
2	-	-	0	0	0	0
3	-	-	5	5	7	2
4	-	-	23	23	31	8
5	-	-	31	31	33	2
6	-	-	31	31	27	-4
7	-	-	30	30	31	1
8	-	-	31	31	32	1
9	-	-	27	27	25	-2
10	-	-	34	34	37	3
11	-	-	13	13	14	1
12	-	-	25	25	26	1
13	-	-	19	19	24	5
14	-	28	0	28	52	24
15	-	118	0	118	157	39
16	11	73	16	100	173	73
17	-	10	24	34	79	45
18	-	168	19	187	215	28
19	56	32	9	97	93	-4
20	-	-	16	16	27	11
21	69	-	17	86	153	67
22	160	-	12	172	158	-14
23	-	-	11	11	14	3
24	-	-	16	16	20	4

PARKING SUPPLY ADEQUACY ANALYSIS

Blocks 25 - 49

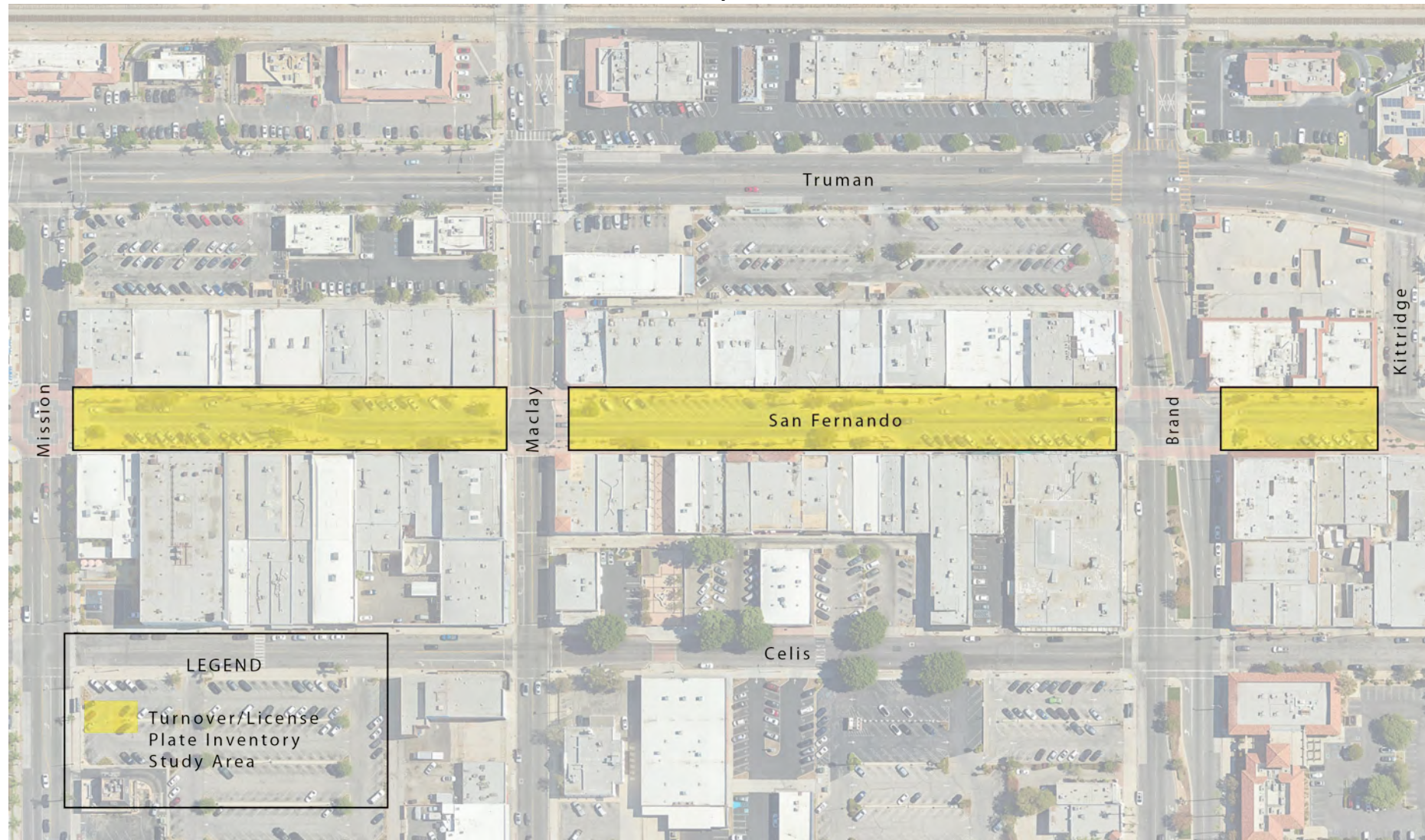
- Study area-wide there is a surplus of 818 publicly-accessible parking spaces.
- Of the blocks between 25 - 49, all but 37, 39, and 40 had parking surpluses.
- Where there were deficits, the numbers ranged between -1 and -2 spaces.
- Ultimately, the adequacy analysis shows there is sufficient parking capacity in the study area, though parking can be managed to shift demand from high demand areas to areas with lower demand/higher availability.

BLOCK	PUBLIC OFF-STREET	PRIVATE OFF-STREET	PUBLIC ON-STREET	TOTAL VEHICLES	EFFECTIVE SUPPLY	ADEQUACY
25	-	37	1	38	91	53
26	-	59	0	59	92	33
27	71	-	11	82	126	44
28	39	-	19	58	73	15
29	37	1	6	44	177	133
30	-	69	0	69	111	42
31	46	-	5	51	89	38
32	-	-	28	28	28	0
33	-	-	20	20	27	7
34	-	-	43	43	44	1
35	-	6	14	20	99	79
36	-	-	0	0	0	0
37	-	-	14	14	12	-2
38	-	-	32	32	36	4
39	-	-	11	11	10	-1
40	-	-	16	16	14	-2
41	-	-	4	4	7	3
42	30	-	1	31	68	37
43	-	-	5	5	9	4
44	6	-	5	11	22	11
45	-	-	12	12	19	7
46	-	-	9	9	12	3
47	-	-	13	13	19	6
48	-	-	9	9	15	6
49	-	-	3	3	3	0
TOTAL	525	601	705	1831	2649	818

PARKING TURNOVER/LENGTH OF STAY

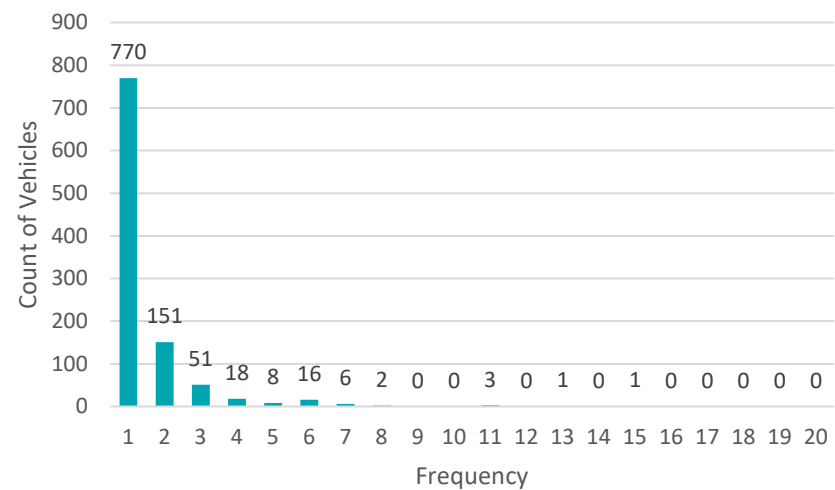
- Walker conducted turnover counts / license plate inventory along the San Fernando Mall, from Kittridge to San Fernando Mission, approximately 80 spaces.
- Counts were conducted every hour from 12:00pm – 8:00 pm on Thursday/Saturday, and from 9:00am – 4:00pm on Sunday.

Study Area

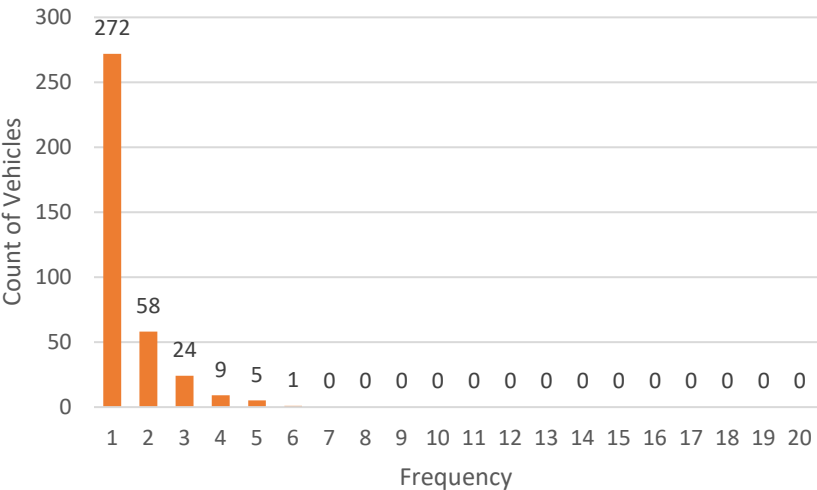


PARKING TURNOVER/LENGTH OF STAY

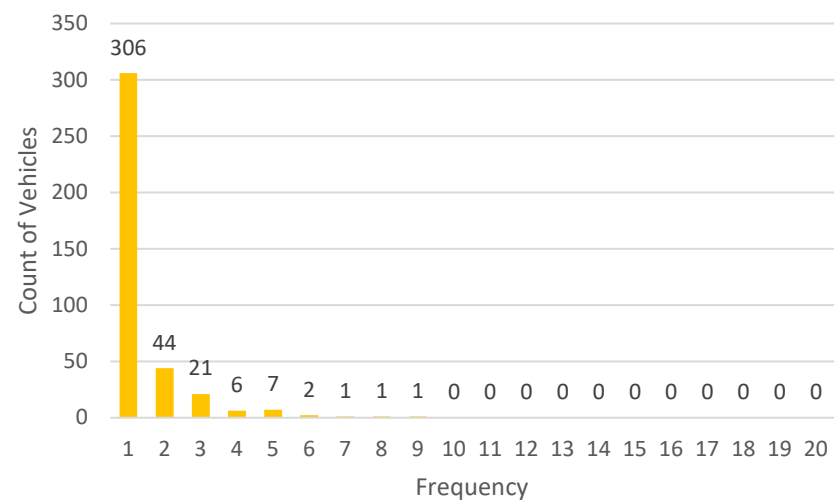
Total Count: Thursday, Saturday, Sunday



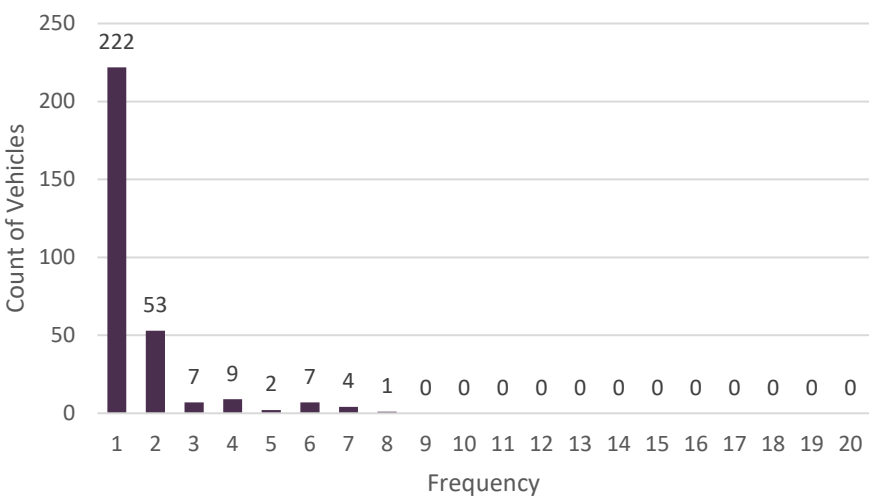
Saturday Count



Thursday Count



Sunday Count



- There were 1,027 individual vehicles parked along San Fernando across all three survey days.
- The majority of vehicles parked for 1 count (i.e., 1 hour) during each of the survey days. This indicates that they were customers or visitors to the area.

PARKING TURNOVER/LENGTH OF STAY

- Parking demand can be classified into two categories: short and long term.
 - Short-term parking typically encompasses customers and visitors to an area. In this case, any vehicles that were parked for 3 counts or less along the mall were considered short-term, thus customers/visitors.
 - Long-term parking typically covers employees and residents of an area. In the case of the San Fernando, it is likely only employees as there are no residential units along the mall. Vehicles that were parked for 4 counts or more were considered long-term, thus employees.

Hours Parked	Thursday	Saturday	Sunday
1	306	272	222
2	44	58	53
3	21	24	7
4	6	9	9
5	7	5	2
6	2	1	7
7	1	0	4
8	1	0	1
9	1	0	0
TOTAL	389	369	305

- On Thursday, short-term (customer) vehicles accounted for 95% of the total parked along the mall, the remaining 5% were long-term vehicles (employee).
- On Saturday, short-term vehicles accounted for 96%, and long-term for 4%.
- On Sunday, short-term vehicles accounted for 92%, and long-term for 8%.

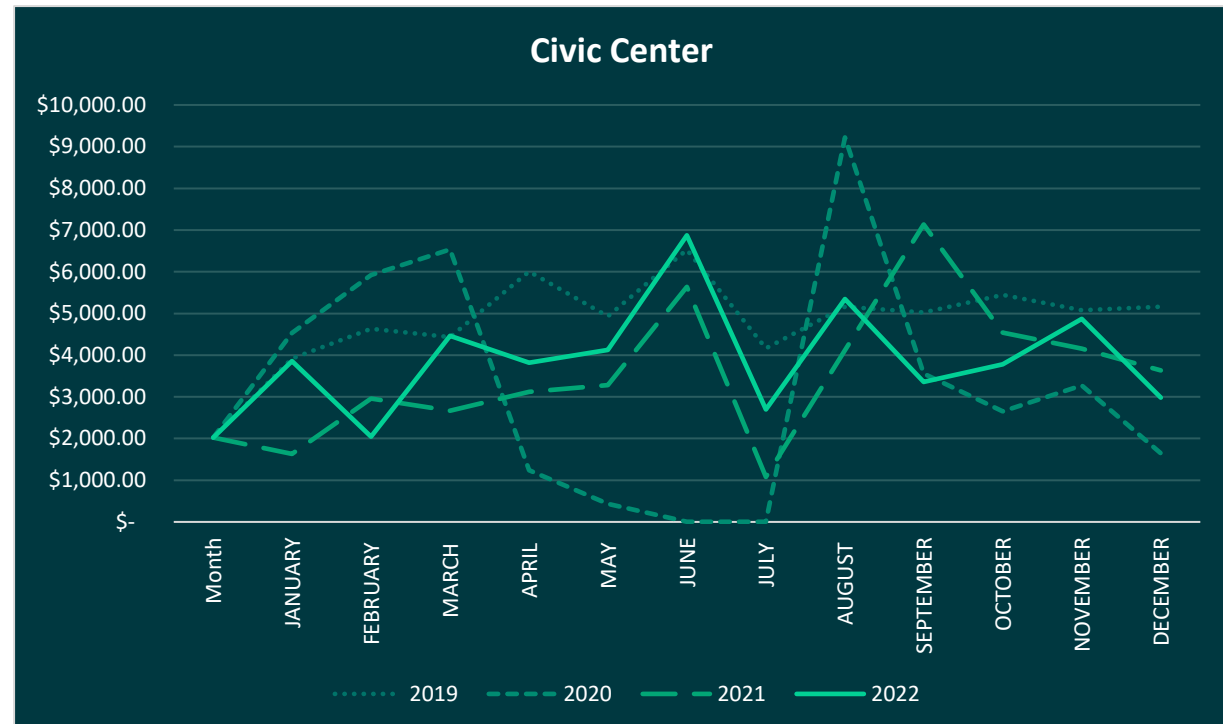
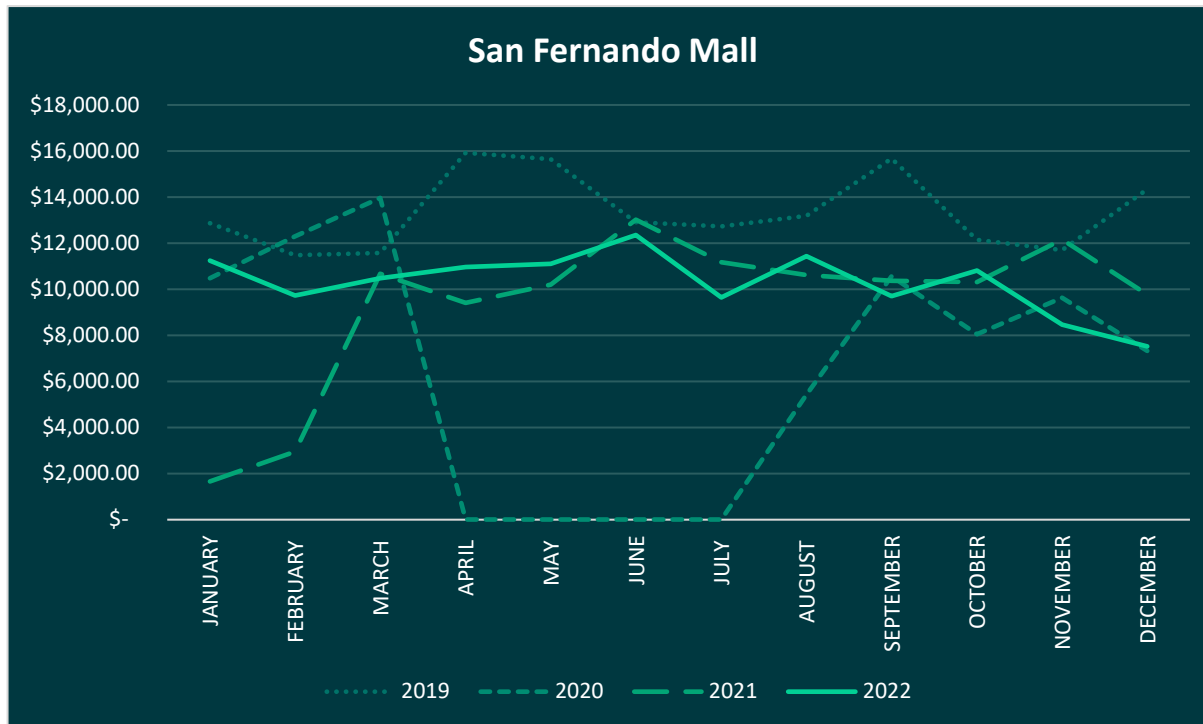
PARKING TURNOVER/LENGTH OF STAY

- While long-term parkers accounted for 4% of all vehicles that parked on the San Fernando Mall on Saturday, looking closer at the data we found that during the peak occupancy count (11:30 am – 2pm), 15% of the on-street parking spaces were occupied by long-term parkers (parked 4 hours or more i.e., employees).
 - This is an important finding as it means that 15% of spaces along the mall during the peak hour were unavailable to customers.
 - Furthermore, this means that the two-hour time limit that is in place along the mall was being exceeded.
 - Whether or not payment was occurring on the meters is unknown.



PARKING METER DATA SUMMARY

- To better understand the parking demand patterns that were observed in this study, we also looked at parking meter data as a proxy for demand.
- 4-year's worth of monthly meter data show that along the San Fernando Mall, parking demand has not yet recovered to 2019 levels, and although 2021 and 2022 data trend similarly, there are no other discernable patterns.
- In the Civic Center area, meter revenue did reach 2019 levels in June, and both 2021 and 2022 seemed to trend similarly, but as with the mall there are no other discernable patterns.



KEY FINDINGS

- 1 Peak parking occupancy occurred on Thursday around midday (11:30am – 2pm), when 61% of parking spaces were occupied, and 1,171 were unoccupied.
- 2 Lots 3, 6, and 8, were <50% occupied during all counts.
- 3 During the peak occupancy count (11:30 am – 2pm) on Saturday, 15% of the on-street parking spaces were occupied by long-term parkers (parked 4 hours or more i.e., employees)
- 4 The roof on Lot 2 had much availability during all counts (as shown in the picture). There is an opportunity to shift employee demand to this lot and leave more convenient spaces for customers.
- 5 Many of the private off-street lots have inadequate stall sizes for modern vehicles. Vehicles were often observed taking up two stalls. Especially on the shopping centers along Truman.



TIMELINE/NEXT STEPS



San Fernando Downtown Plan

DRAFT Market Analysis

August 2024

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01

Overview

Overview | Study Introduction

This study **evaluates market conditions in the City of San Fernando**, as well as the broader San Fernando Valley, to identify opportunities and challenges related to the growth of the City's downtown area.

Our analysis focuses on **demographic changes, employment trends, and real estate data for both commercial and residential uses.**

The information provided here will inform the City's master planning process, which will include visioning conversations with residents and business owners on how to **bring new economic opportunities to the City and further enliven the downtown area.**



Overview | Guiding Questions

What are current characteristics and strength of San Fernando?

Who currently lives here? What services, experiences, and amenities are currently offered to residents and visitors?

What is the future identity of San Fernando?

Who will be living here in the future? What services, experiences, and amenities should the City offer to future residents and visitors? How do those align with the needs and priorities of existing residents?

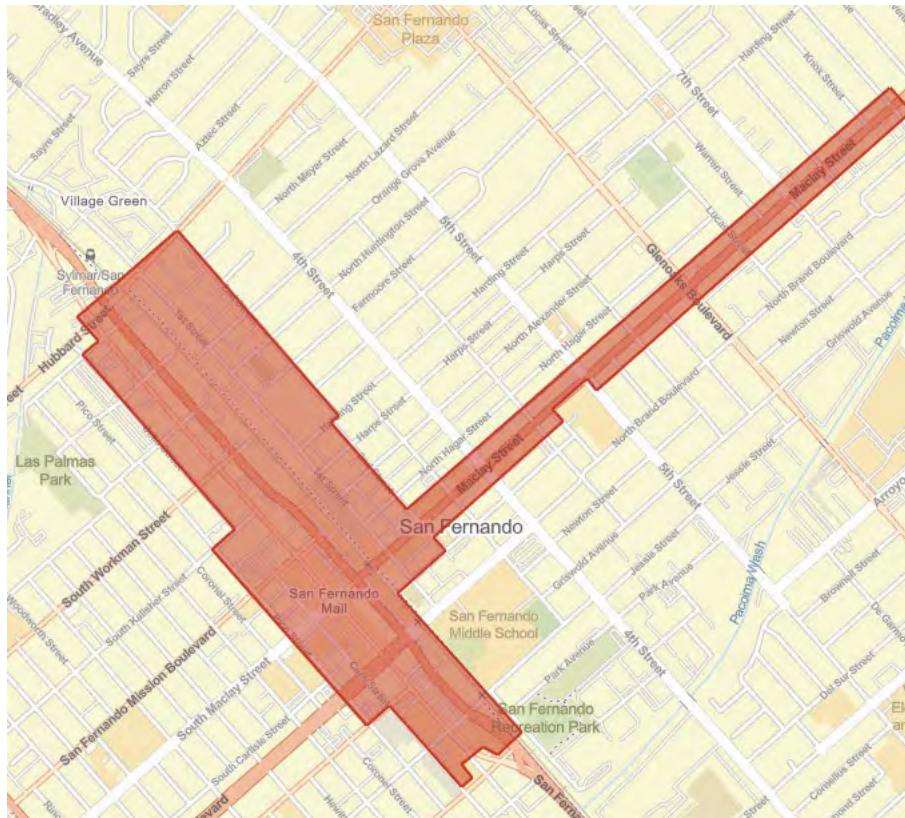
How can San Fernando distinguish itself within the broader region?

How does the City – specifically its downtown – set itself apart from other retail centers in the San Fernando Valley to create a unique experience for residents and visitors alike?

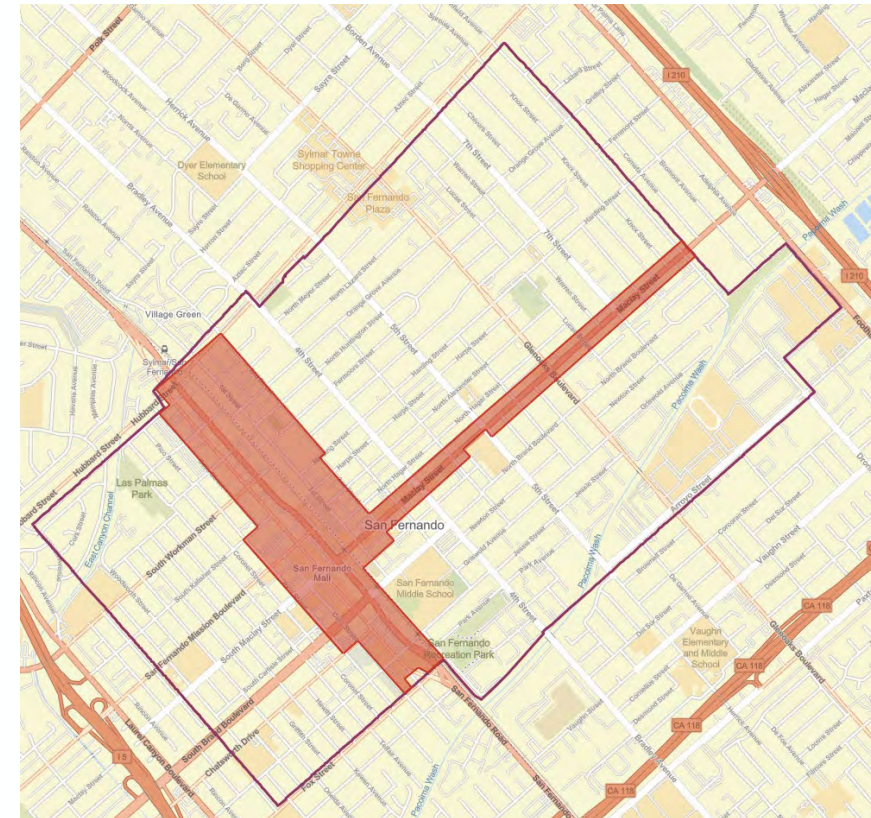
Overview | Geographies

HR&A focused its analysis on three different study areas – Downtown San Fernando, the City of San Fernando, and the San Fernando Valley. The downtown and City boundaries remained consistent, but configurations of the SF Valley boundary varied depending on data needs and limitations of analysis tools.

Downtown San Fernando Study Area



City of San Fernando Study Area







02

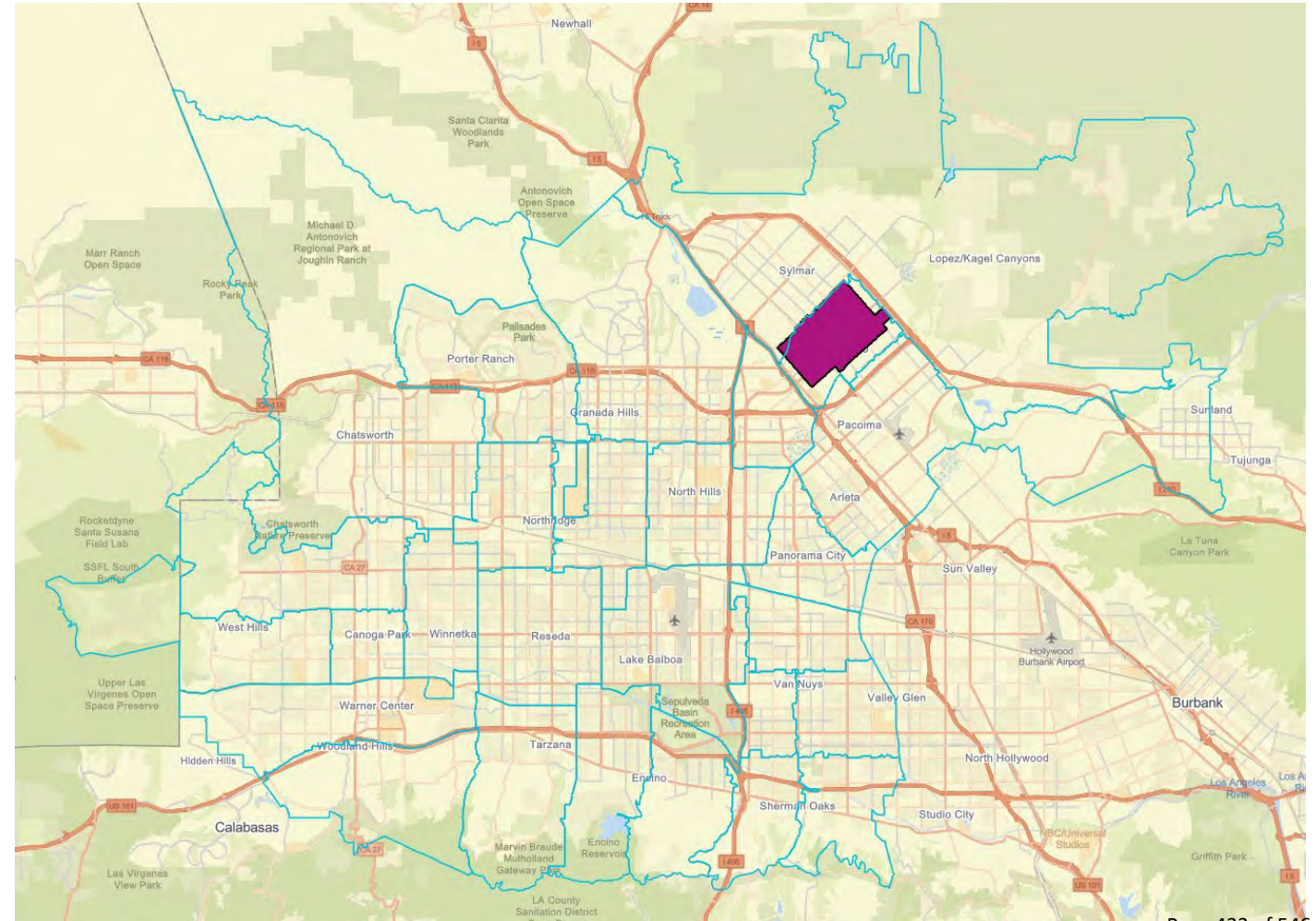
Demographic Context

Demographic Context | Geographies

The custom geography used for our demographic analysis consists of 29 ZIP codes, and generally includes portions of the San Fernando Valley that are predominately located within Los Angeles city limits.

San Fernando Valley Study Area, Social Explorer

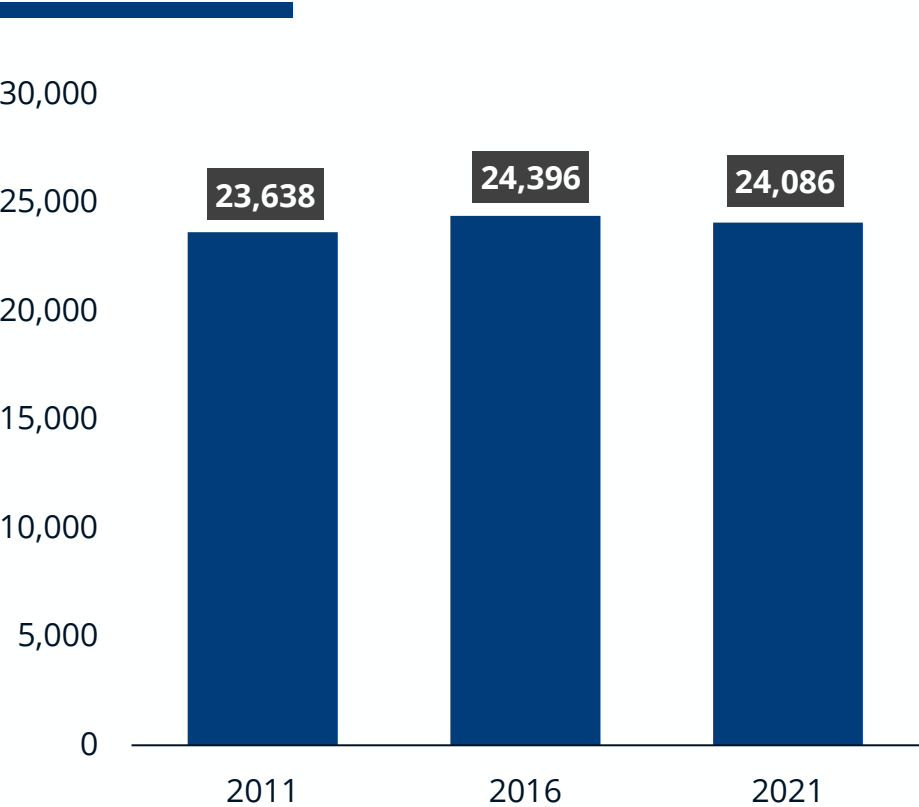
-  City of San Fernando
-  SFV ZIP Codes



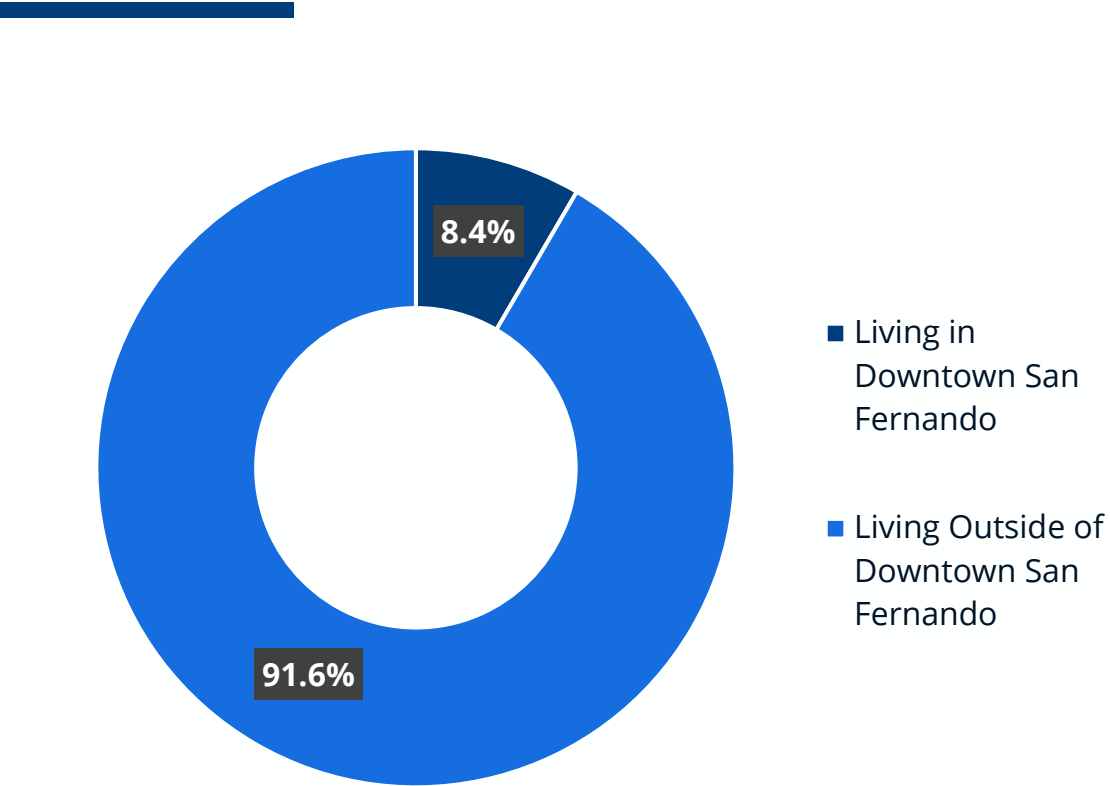
Demographic Context | Population

The City of San Fernando’s population has increased by just 2% since 2011, compared to an increase of over 5% for the San Fernando Valley. Today, the majority of the City’s residents live outside of the downtown area, which is primarily a commercial hub.

Total Population, City of San Fernando
(2011-2021)



Share of Total City Population Living in Downtown
(2021)



Source(s): ACS 5-Year Estimates

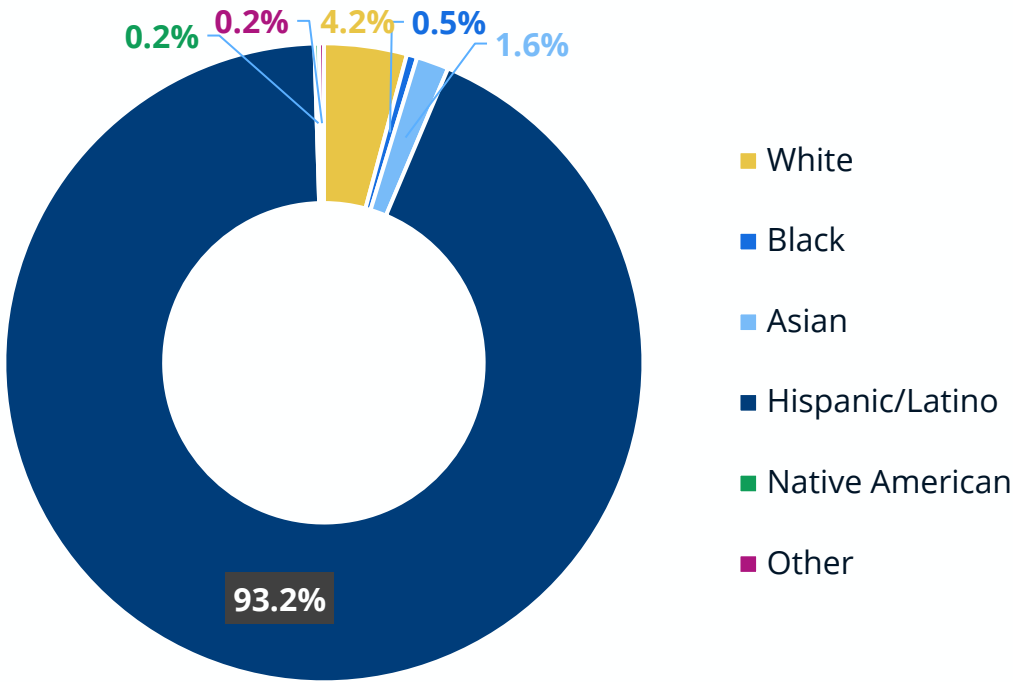
Demographic Context | Race

Hispanic/Latino residents overwhelmingly comprise most of the City’s population. Black and Asian residents have seen notable increases since 2011, albeit with much smaller sample sizes.

Population by Race, City of San Fernando
(2011-2021)

	2011	2021	% Change
White	1,671	1,009	-39.6%
Black	59	127	+115.3%
Asian	203	394	+94.1%
Hispanic/Latino	21,428	22,442	+4.7%
Native American	116	55	-52.6%
Other	161	59	-63.4%

Population Distribution by Race, City of San Fernando
(2021)



Note(s): For all racial demographic analysis, the “Other” category includes multiracial, unknown, or Native Hawaiian and other Pacific Islander residents or households.
Source(s): ACS 5-Year Estimates

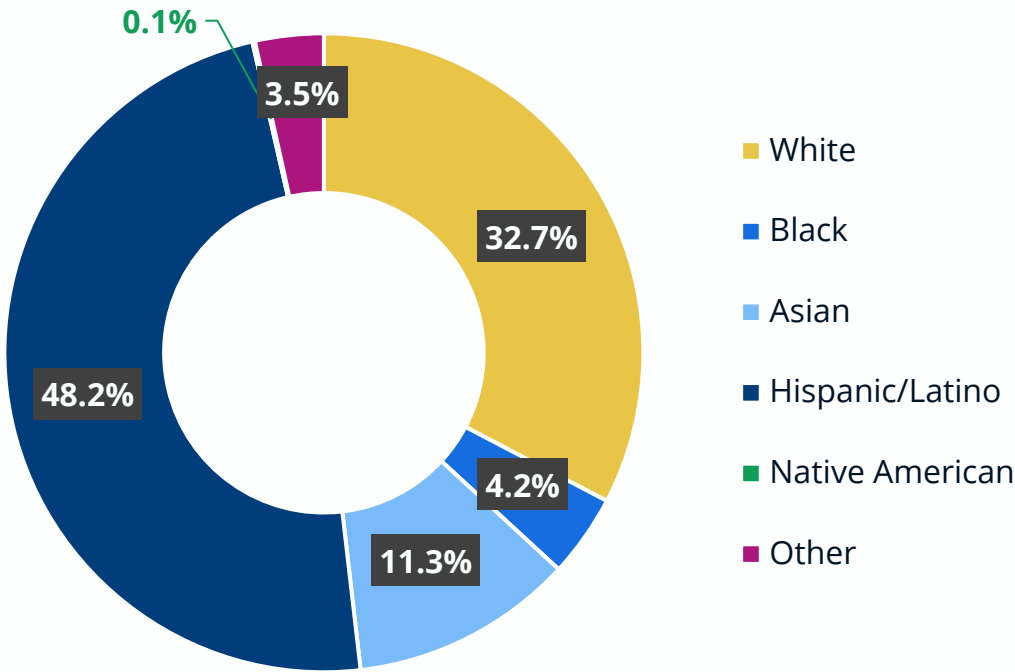
Demographic Context | Race

Although still mostly made up of Hispanic/Latino residents, the San Fernando Valley has a much more diverse population, with some racial groups seeing notable growth over a ten-year period.

Population by Race, San Fernando Valley
(2011-2021)

	2011	2021	% Change
White	414,292	398,685	-3.8%
Black	45,622	50,992	+11.8%
Asian	125,721	137,942	+9.7%
Hispanic/Latino	542,663	588,543	+8.5%
Native American	1,804	1,589	-11.9%
Other	27,546	42,327	+53.7%

Population Distribution by Race, San Fernando Valley
(2021)

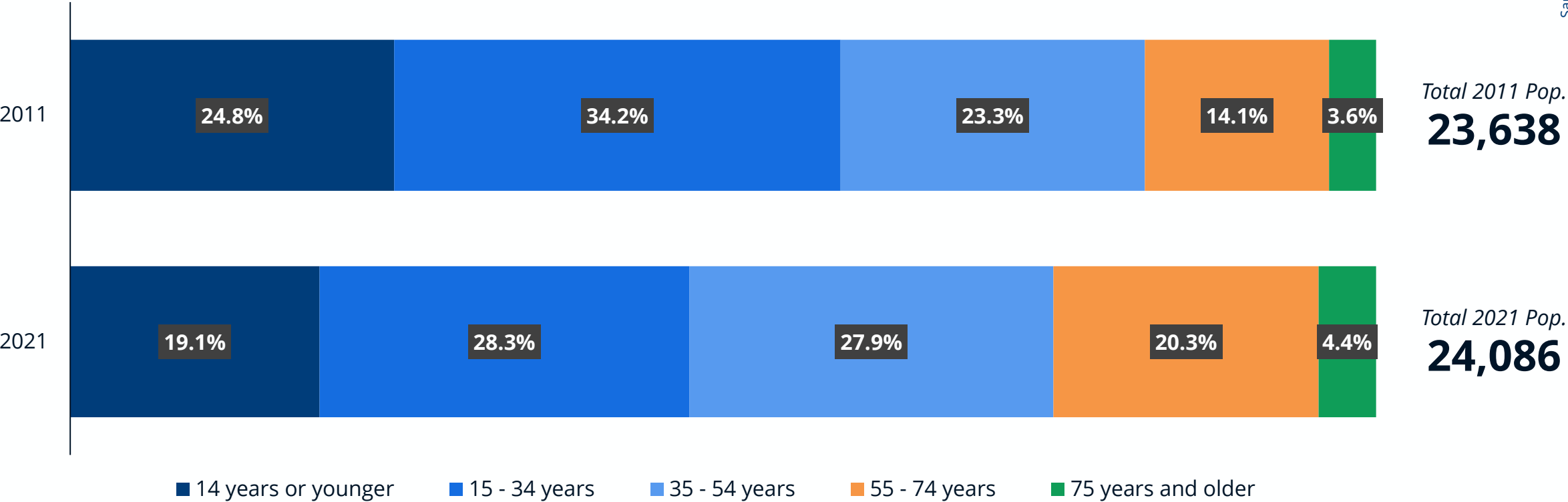


Note(s): For all racial demographic analysis, the “Other” category includes multiracial, unknown, or Native Hawaiian and other Pacific Islander residents or households.
Source(s): ACS 5-Year Estimates

Demographic Context | Age

The City’s median age is 36.7 years old. Its overall population has gotten older, with residents over 35 years old currently taking up a share of over 50%. Still, there is a slightly higher share of young people in the City compared to the San Fernando Valley.

Age Distribution, City of San Fernando
(2011-2021)

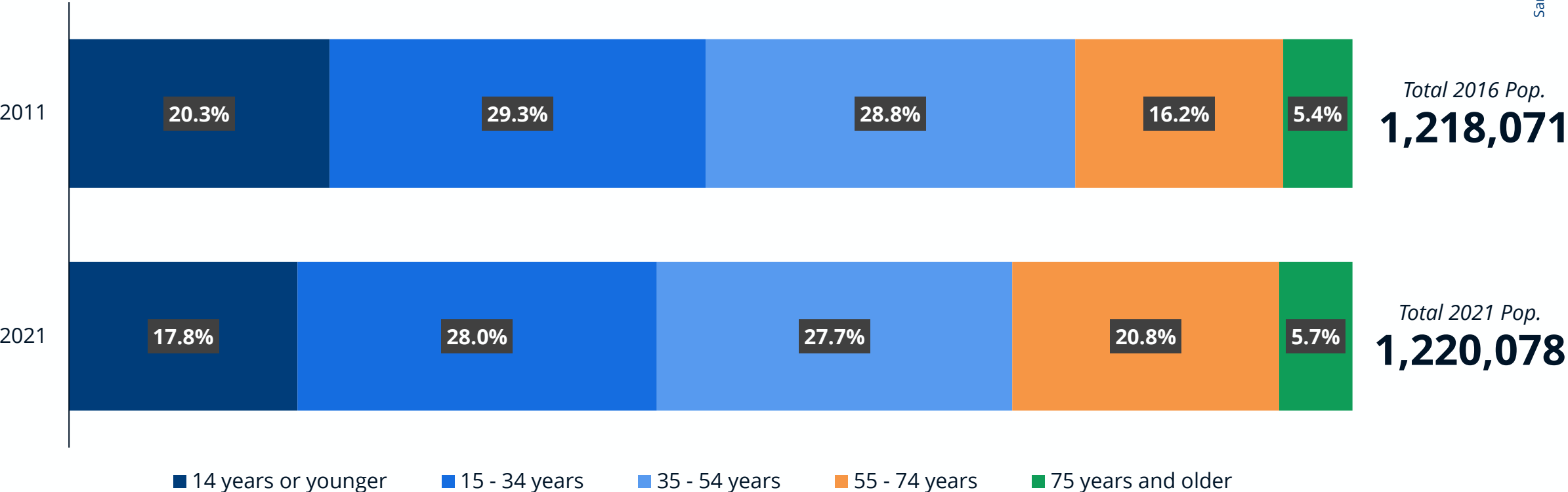


Source(s): ACS 5-Year Estimates

Demographic Context | Age

The San Fernando Valley’s population is even older than the City of San Fernando’s, with a median age of 37.9. This could suggest that the City is, to some extent, a hub for younger residents.

Age Distribution, San Fernando Valley
(2011-2021)

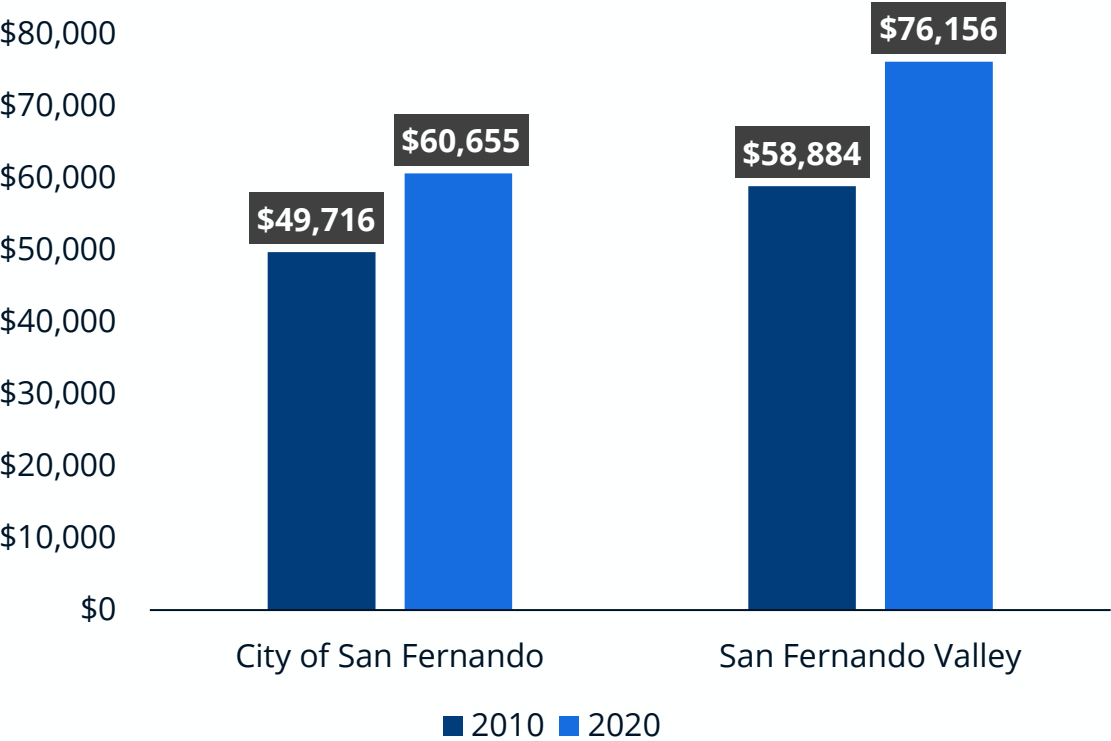


Source(s): ACS 5-Year Estimates

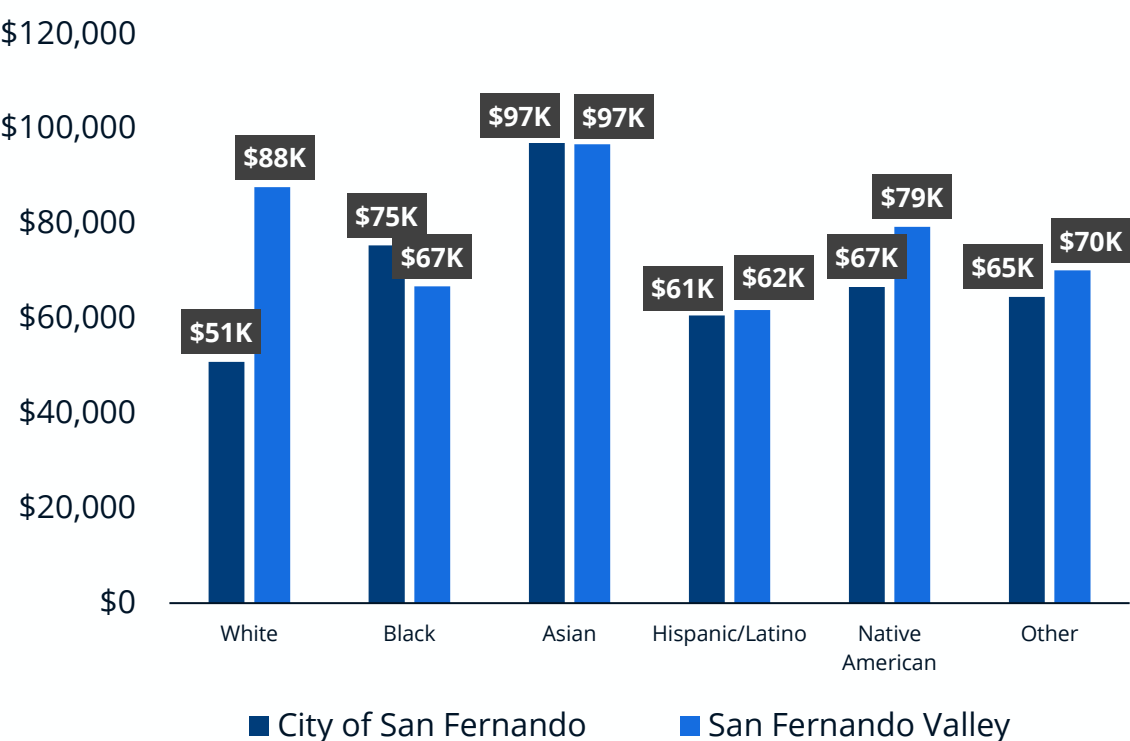
Demographic Context | Median Household Income

Median household incomes in the City have grown by less than a third (+7.5%) of the growth seen in the San Fernando Valley (+23.1%). Notably, Black households in the City tend to be wealthier than their counterparts living in the San Fernando Valley, an uncommon trend compared to other racial groups.

Comparative Median Household Income
(2010-2020)



Comparative Median Household Income by Race
(2020)



Note(s):

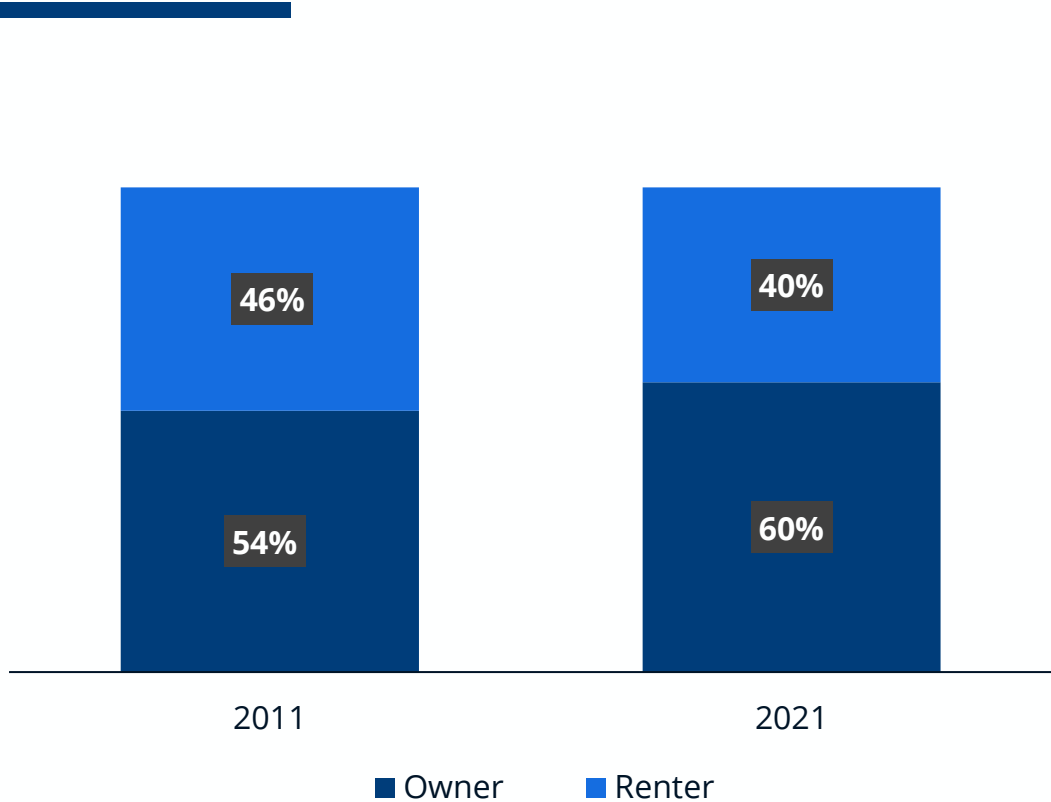
- For the city of San Fernando, the "Other" category does not include median household incomes for multiracial or Native Hawaiian and other Pacific Islander residents.
- ACS 2020 estimates are used here, as 2021 datasets are incomplete. The 2010 median household income for the San Fernando Valley is pulled from a collection of census tracts that reflect the ZIP code map.

Source(s): ACS 5-Year Estimates

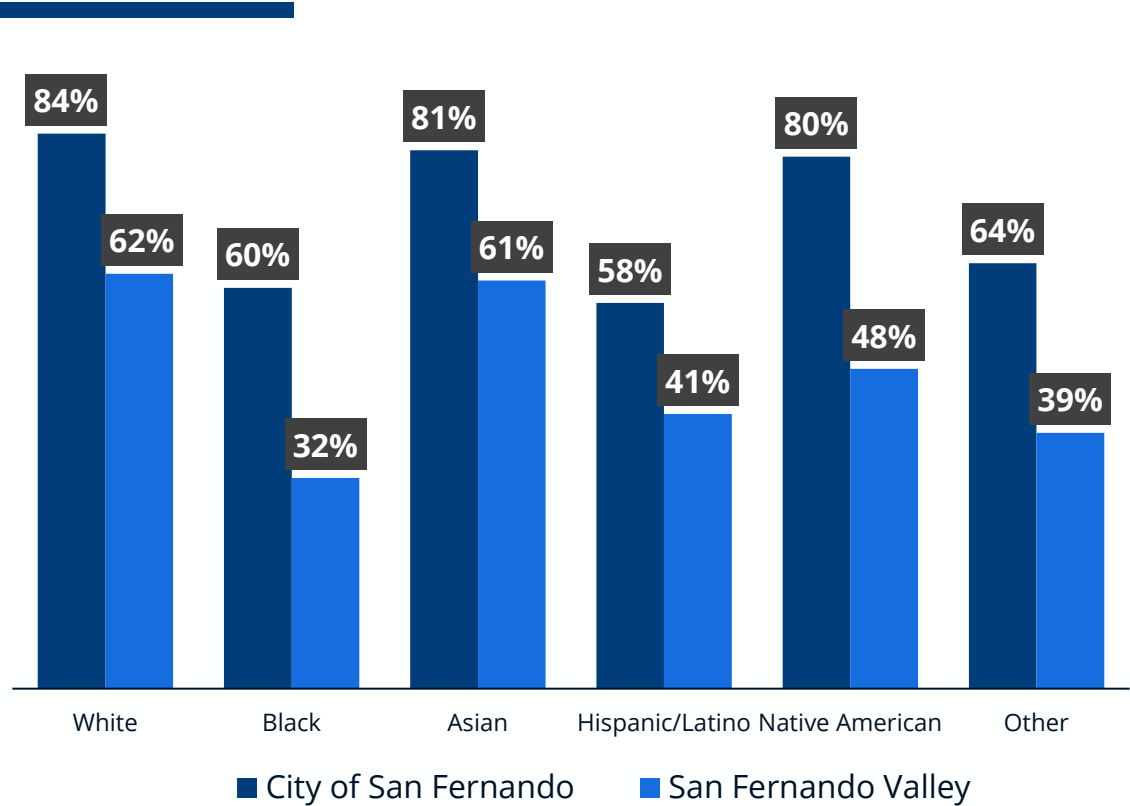
Demographic Context | **Housing Tenure**

Homeownership rates in the City have increased slightly since 2011. Compared to the San Fernando Valley, homeownership rates are also significantly higher among all racial groups living in the City.

Housing Tenure, City of San Fernando
(2011-2021)



Comparative Homeownership by Race
(2021)



Source(s): ACS 5-Year Estimates

Demographic Context | Key Findings

- The population of the City of San Fernando has been somewhat stagnant, especially when compared to regional population growth rates.
 - While the overall population of the City has aged, there is a slightly higher share of young people in the City compared to the San Fernando Valley.
 - Household income growth in the City has lagged regional income growth, though income growth has been comparatively strong for certain racial and ethnic groups in the City.
 - Homeownerships rates in the City are significantly higher than those in the San Fernando Valley as a whole and continue to increase every year.
-



03

Employment Profile

Employment Profile | Overview

Jobs in the City of San Fernando are heavily concentrated around the downtown area, as well as the industrial parks to the east. The City’s projected rate of job growth is slower than those of the broader San Fernando Valley and Los Angeles County.

Current Job Count, City of San Fernando

9,131

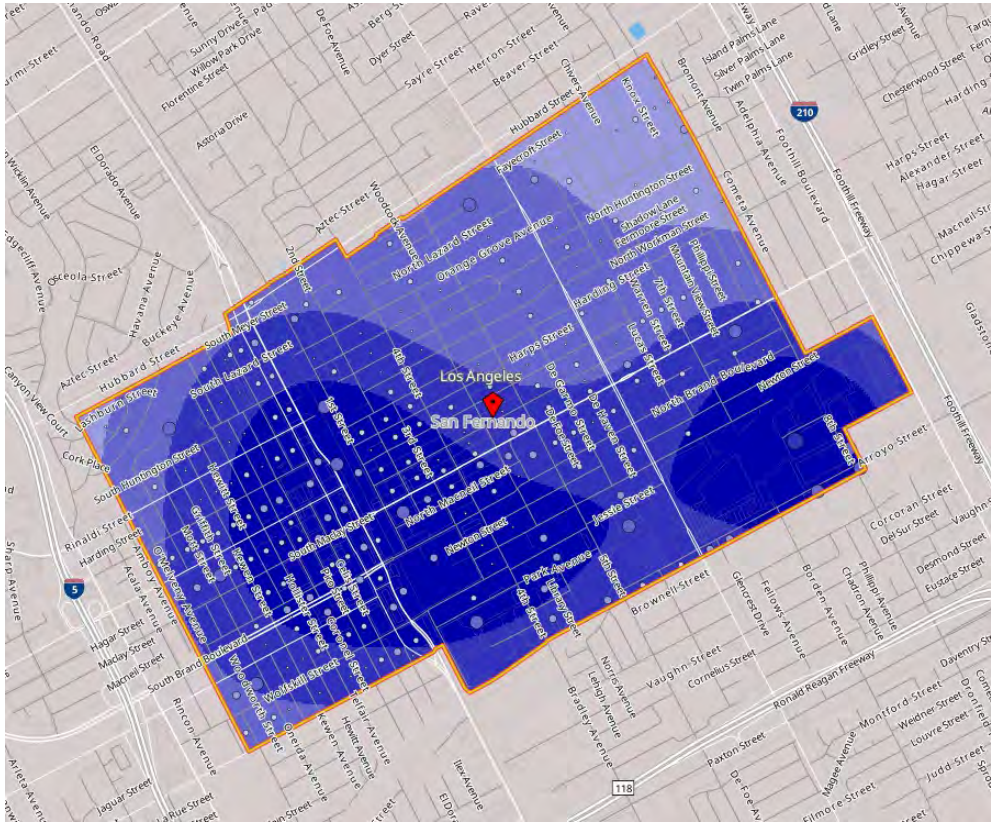
Comparative Projected Job Growth

Based on SCAG Growth Projections

Geography	Forecasted Years	Projected Job Growth Rate
City of San Fernando	2019 – 2050	+4.5%
San Fernando Valley	2020 – 2045	+11.4%
Los Angeles County	2020 – 2045	+11.2%

Note(s): Job growth rate approximated based on SCAG job growth forecasts.
Source(s): OnTheMap U.S. Census; SCAG Data/Map Book for the City of San Fernando; SCAG Connect SoCal Demographics & Growth Forecast

Employment Distribution, City of San Fernando (2020)



Employment Profile | **Workers in San Fernando**

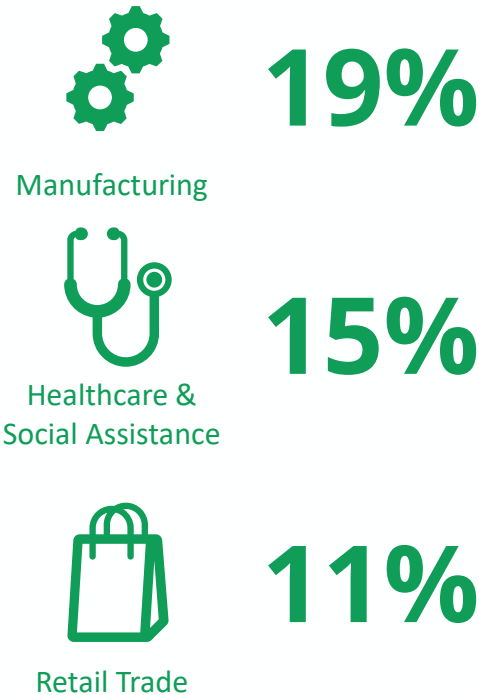
People who work in the City are mostly commuting from nearby neighborhoods and cities. Approximately 2,700 people work in Downtown San Fernando, half of whom are employed in accommodation & food services and retail jobs, demonstrating the strength of Downtown San Fernando as an employment hub.

Top Industries
(2020)

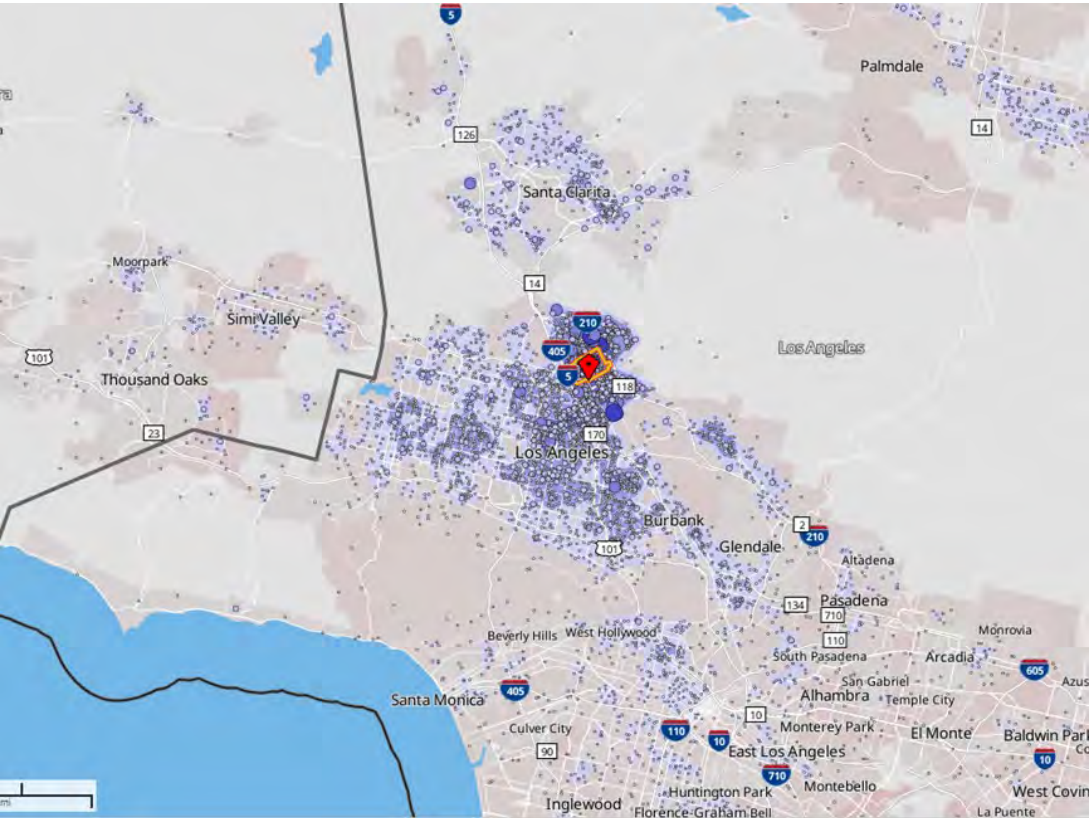
Downtown San Fernando



City of San Fernando



Commuter Origins into the City of San Fernando
(2020)

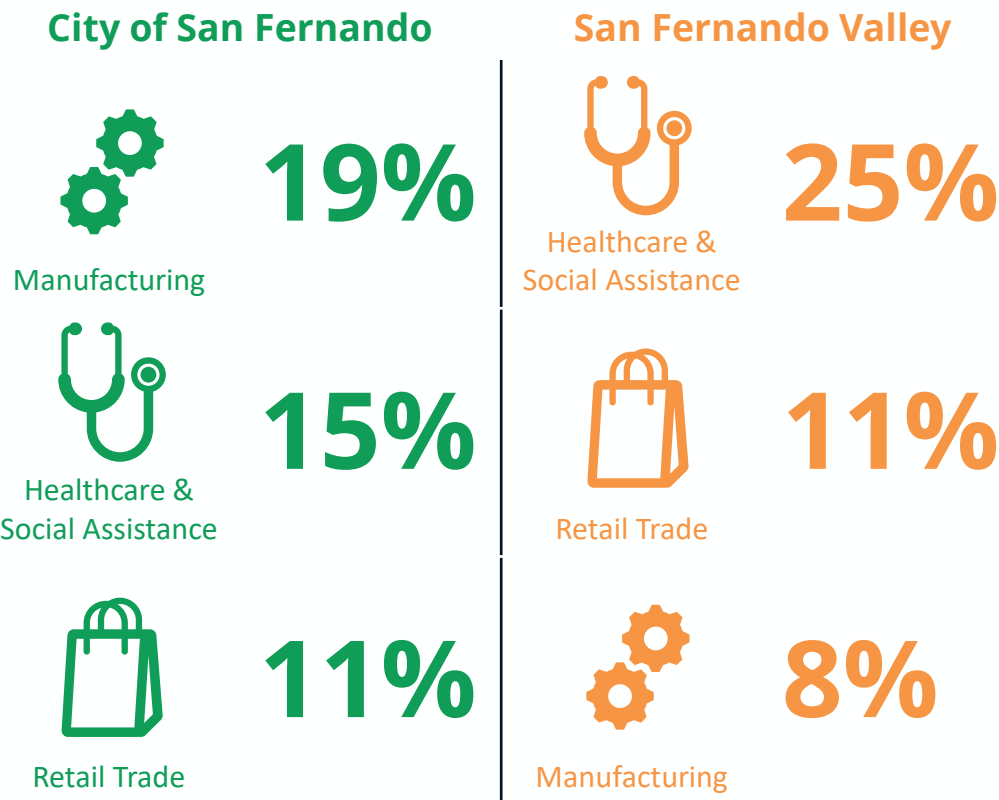


Source(s): OnTheMap U.S. Census

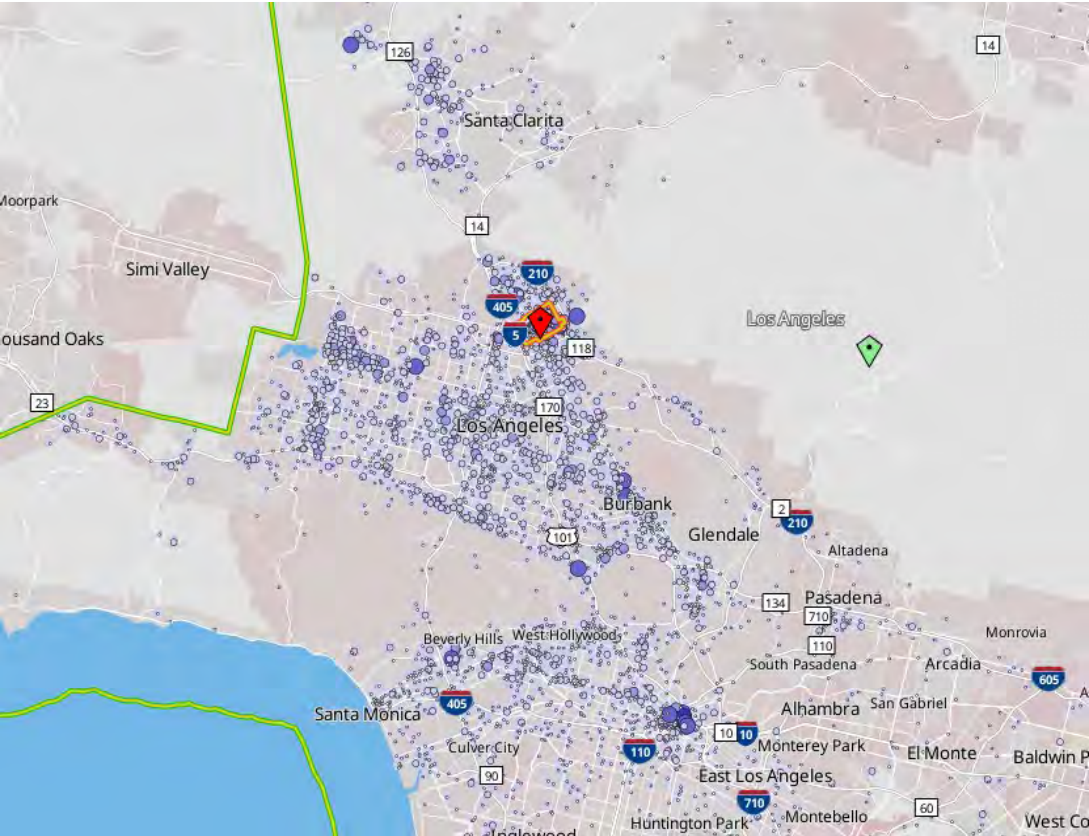
Employment Profile | Commuters from San Fernando

Many San Fernando City residents that work outside the City are commuting to nearby employment hubs in the Valley, such as Chatsworth and Northridge. The City’s top employment sectors generally align with those in the Valley so the City may have an opportunity to expand employment options.

Top Industries
(2020)



Commuter Destinations from the City of San Fernando
(2020)



Employment Profile | Transit Connections to Employment

Proposed transit improvements will connect City residents to employment centers throughout the San Fernando Valley and bring visitors to the City. Increased transit-oriented development in the City could spur activity in the heart of Downtown San Fernando.



Source(s): Los Angeles County Metropolitan Transportation Authority

East San Fernando Valley Light Rail Transit Project
Project Area



Employment Profile | **Key Findings**

- Jobs in the City of San Fernando are concentrated in and around downtown. Most of these jobs are in accommodations and food services and retail sectors.
 - Projected job growth in the City lags projections for the whole San Fernando Valley and LA County.
 - San Fernando residents commute to nearby employment hubs in the San Fernando Valley. Similarly, San Fernando workers come from mostly nearby neighborhoods.
 - Improved transit access and connections could relieve congestion for commuters in and out of the City.
-

04

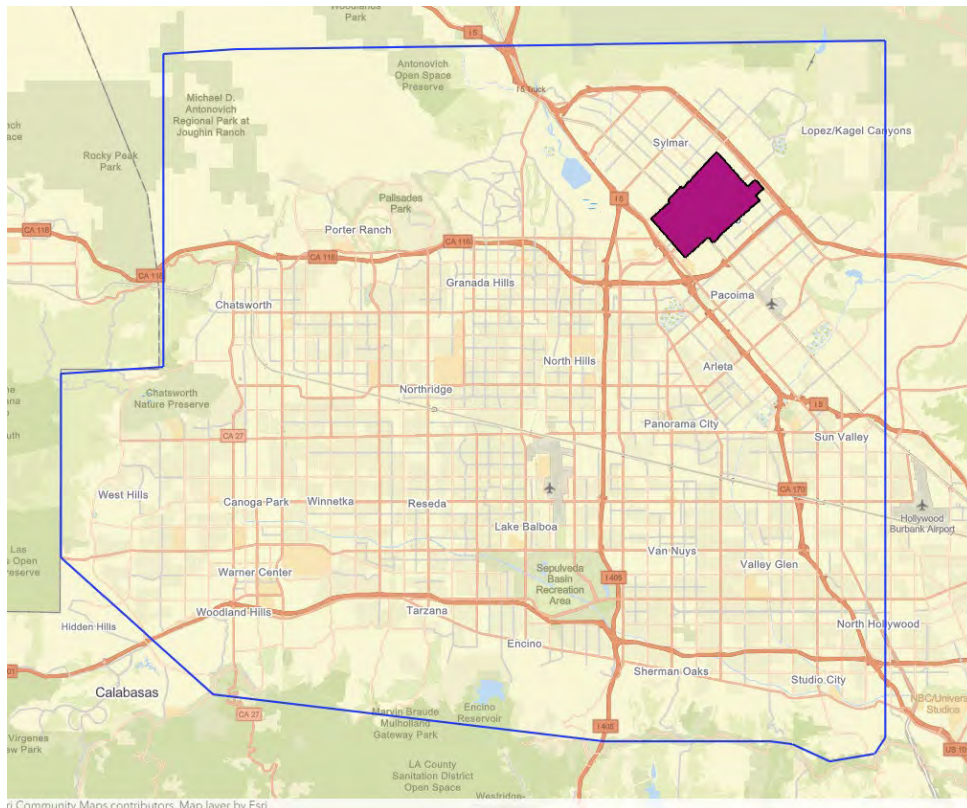
Real Estate Analysis

I. Retail

Real Estate Analysis – Retail | Geographies

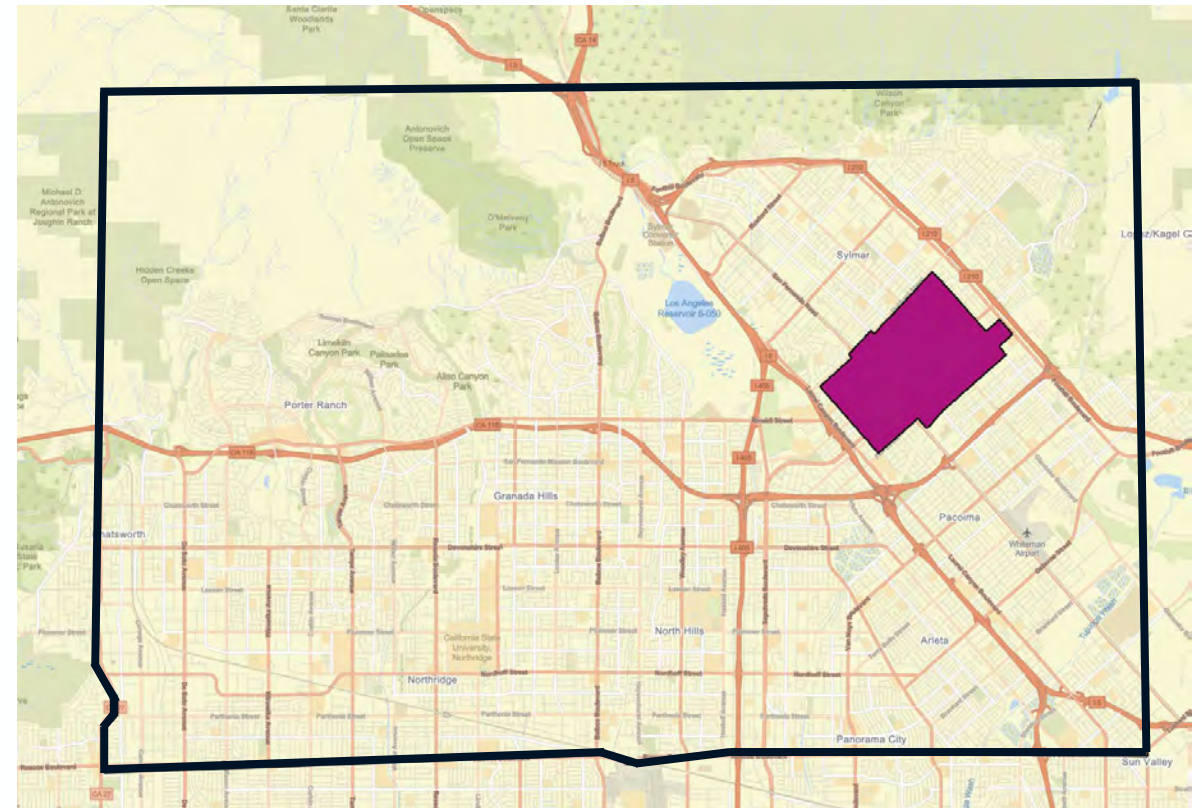
Custom boundaries for the San Fernando Valley and its sub-geographies were used for the retail analysis. Downtown San Fernando is a unique shopping destination in the North San Fernando Valley.

San Fernando Valley Study Area



 SFV Study Area  City of San Fernando

North San Fernando Valley Study Area

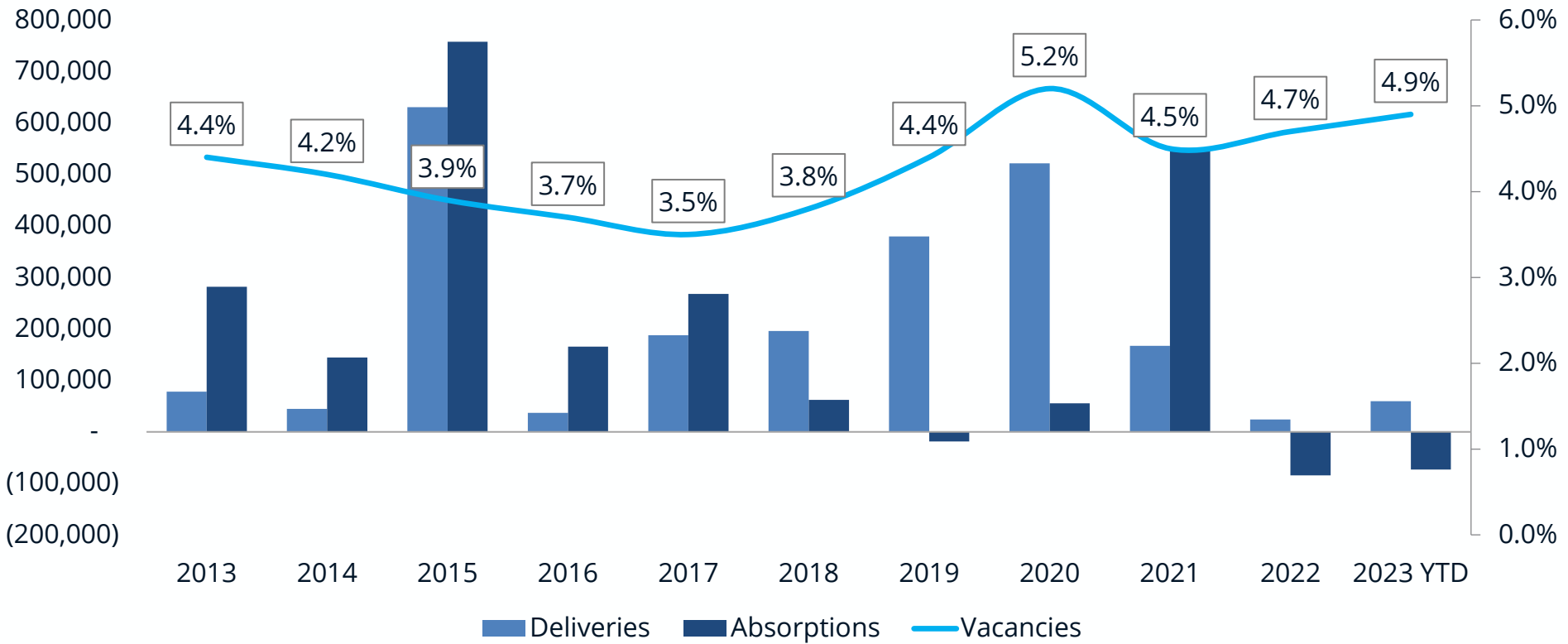


 North SFV Study Area  City of San Fernando

Real Estate Analysis – Retail | **San Fernando Valley Retail Market Trends**

With steady deliveries and low vacancies, the San Fernando Valley has demonstrated a strong retail market. Given that retail trade is among the top employment industries in the Valley, the region appears to be meeting demand for growth opportunities.

Retail Deliveries, Absorptions & Vacancies, San Fernando Valley
(2013-2023 YTD)



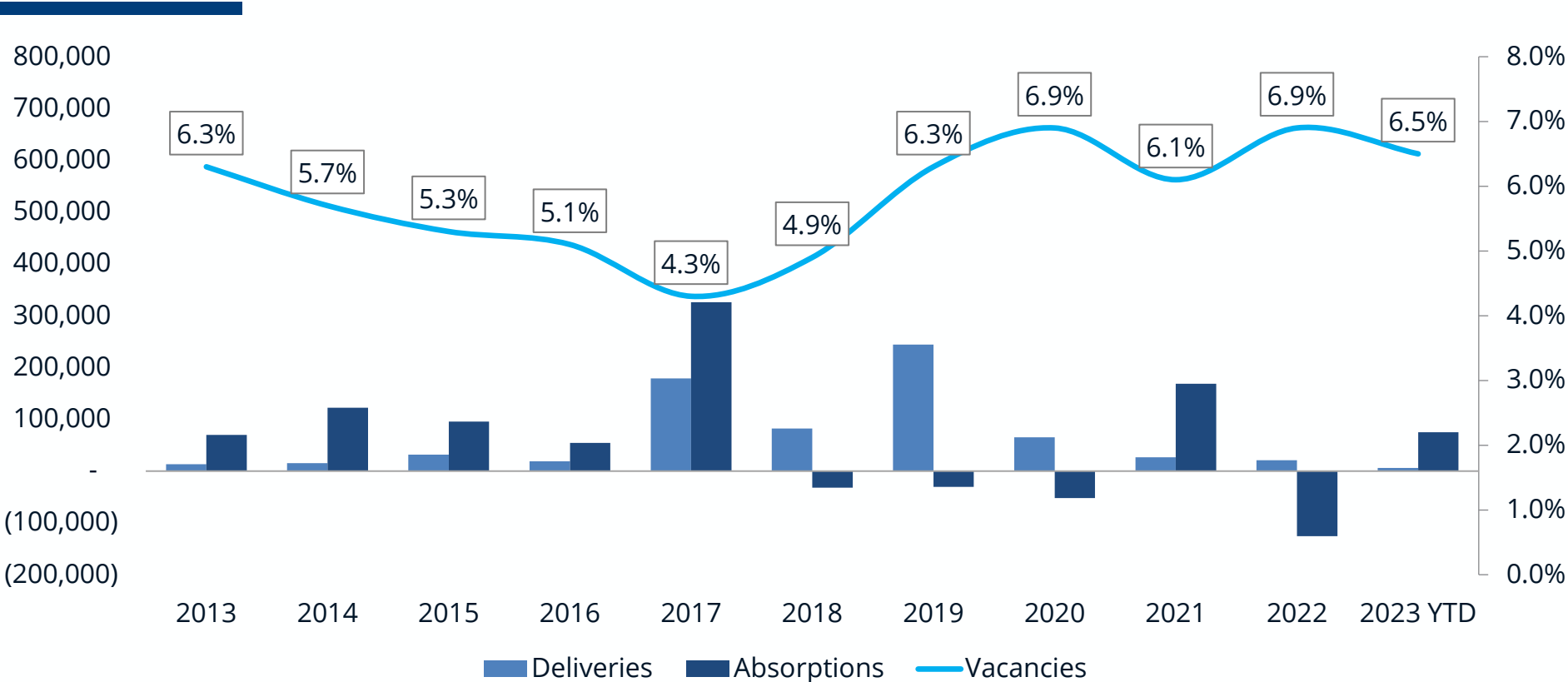
58.5M SF
*Total Retail Inventory in the
San Fernando Valley
As of October 2023*

Note(s): "Deliveries" refer to the total square footage or number of units that have been completed in a given period. "Absorptions" refer to the change in occupancy over a given time period.
Source(s): CoStar

Real Estate Analysis – Retail | North San Fernando Valley Retail Market Trends

Since 2013, retail deliveries in the North SF Valley have accounted for 30% of all deliveries in the San Fernando Valley. Absorptions in the North SF Valley have accounted for 32% of those in the broader Valley.

Retail Deliveries, Absorptions & Vacancies, North San Fernando Valley
(2013-2023 YTD)



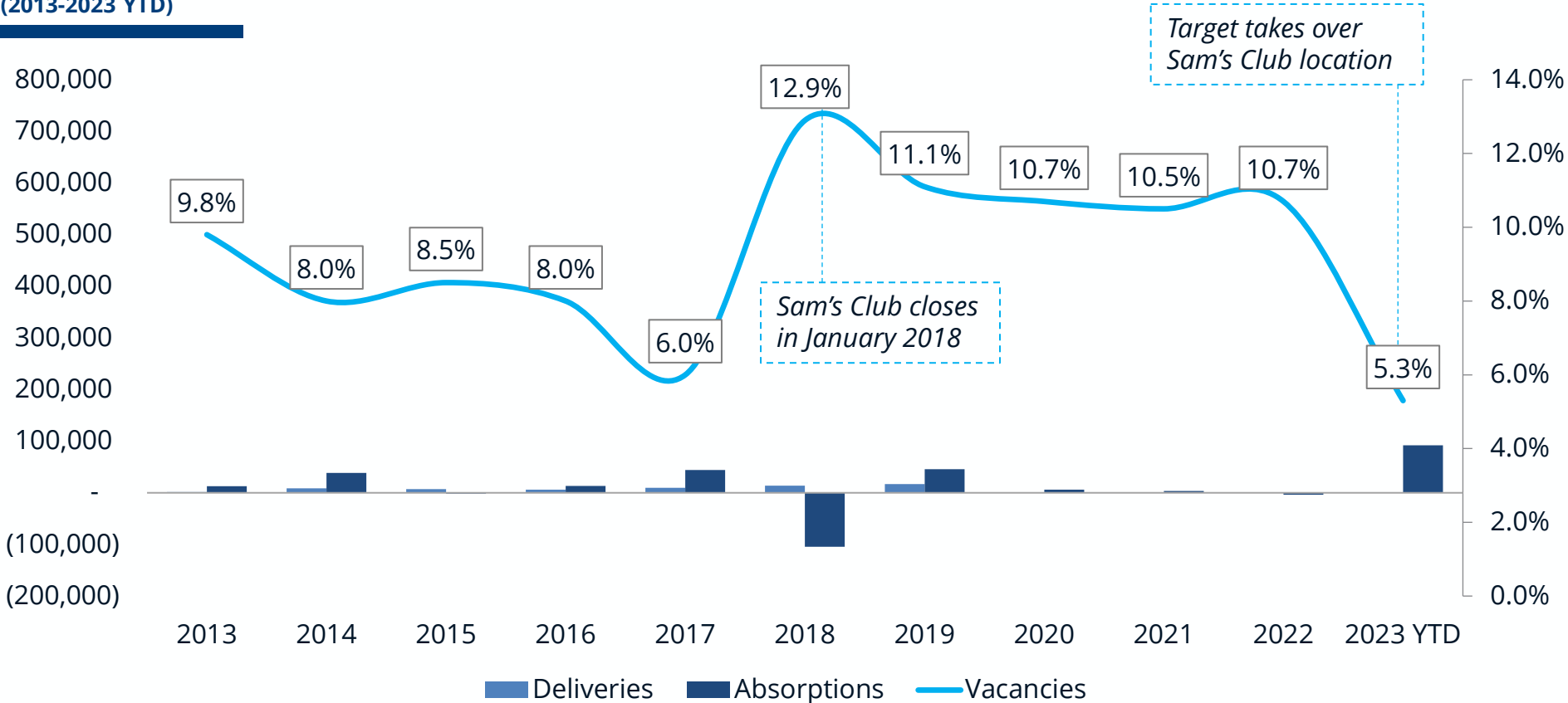
19.1M SF
*Total Retail Inventory in the
North San Fernando Valley
As of October 2023*

Note(s): "Deliveries" refer to the total square footage or number of units that have been completed in a given period. "Absorptions" refer to the change in occupancy over a given time period.
Source(s): CoStar

Real Estate Analysis – Retail | City Retail Market Trends

Compared to the broader SF Valley, the City of San Fernando’s retail growth has lagged, with new deliveries stalling out in 2020 and vacancies nearly doubling. However, almost all new retail space delivered in the City since 2013 has been in downtown, indicating that Downtown is the City’s retail hub.

Retail Deliveries, Absorptions & Vacancies, City of San Fernando
(2013-2023 YTD)



1.7M SF

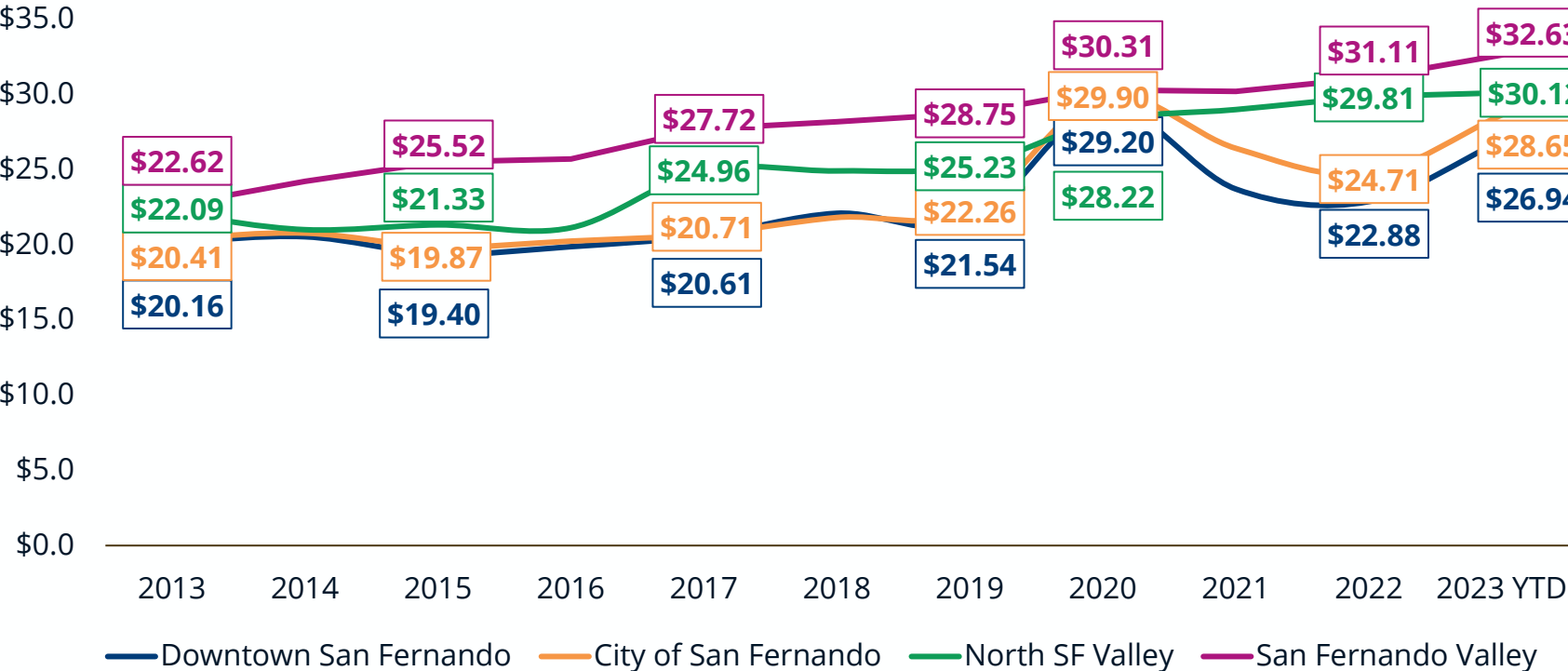
Total Retail Inventory in the City of San Fernando
As of October 2023

Note(s): "Deliveries" refer to the total square footage or number of units that have been completed in a given period. "Absorptions" refer to the change in occupancy over a given time period.
Source(s): CoStar

Real Estate Analysis – Retail | Rents

Retail rents in the City have historically been lower than those in the broader SF Valley, with a sudden spike during the height of the pandemic bringing them closer together. The City has also seen a higher growth rate of retail rents compared to the North Valley, but lower than that of the broader San Fernando Valley.

Comparative Retail Rents PSF
(2013-2023 YTD)



CHANGE IN RETAIL RENTS PSF
(2013-2023 YTD)

+34%
Downtown San Fernando

+40%
City of San Fernando

+36%
North San Fernando Valley

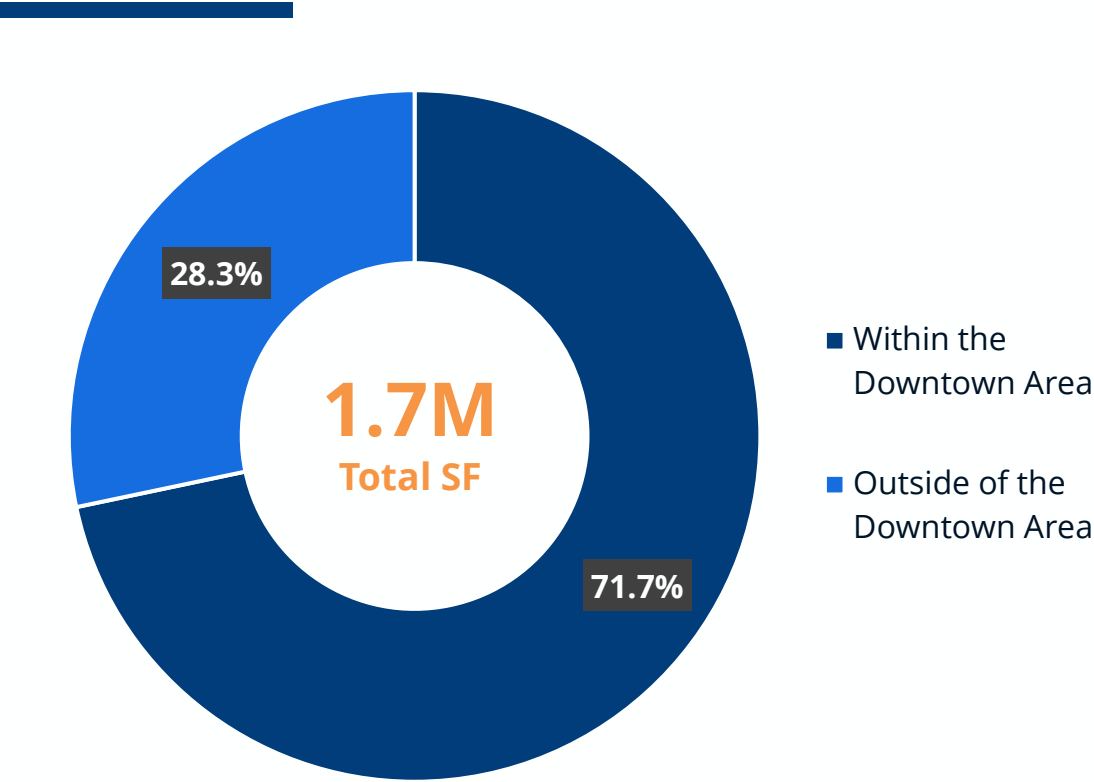
+44%
San Fernando Valley

Source(s): CoStar

Real Estate Analysis – Retail | **Inventory**

Much of the City’s retail inventory is concentrated in the downtown area along Maclay Ave., San Fernando Rd., and Truman St., accounting for over two-thirds of the City’s entire retail square footage.

Share of Retail Square Footage, City of San Fernando
(2023 YTD)



Retail Inventory, City of San Fernando
(2023 YTD)

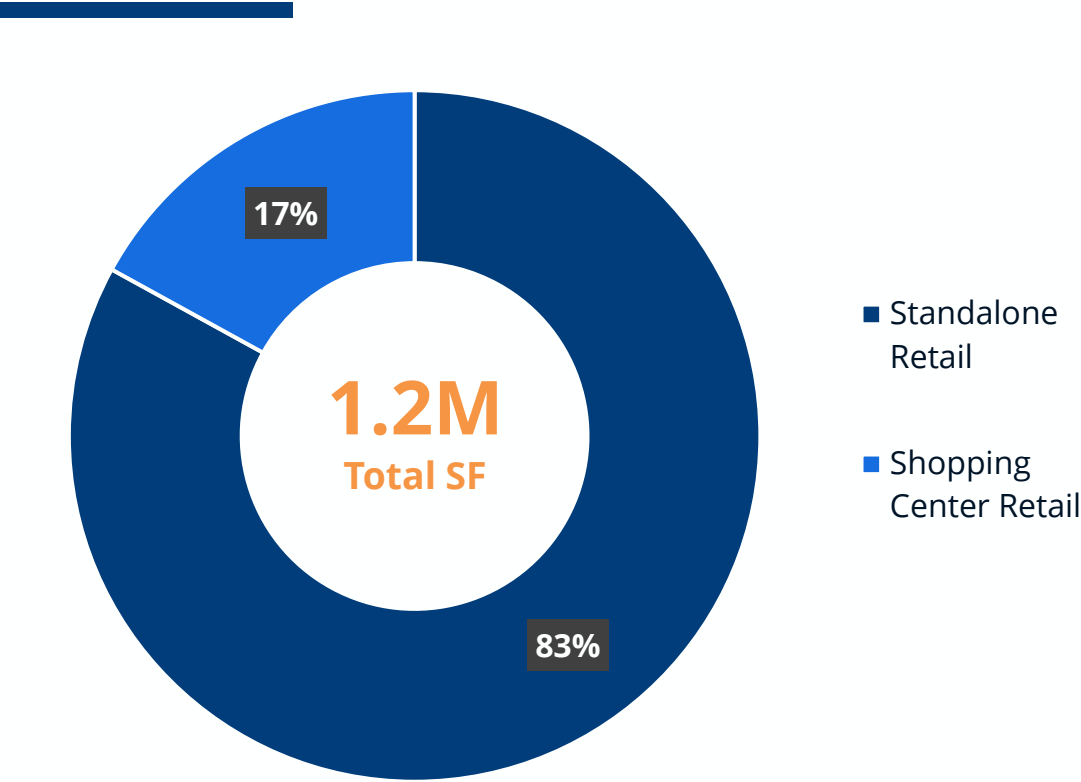


Source(s): CoStar

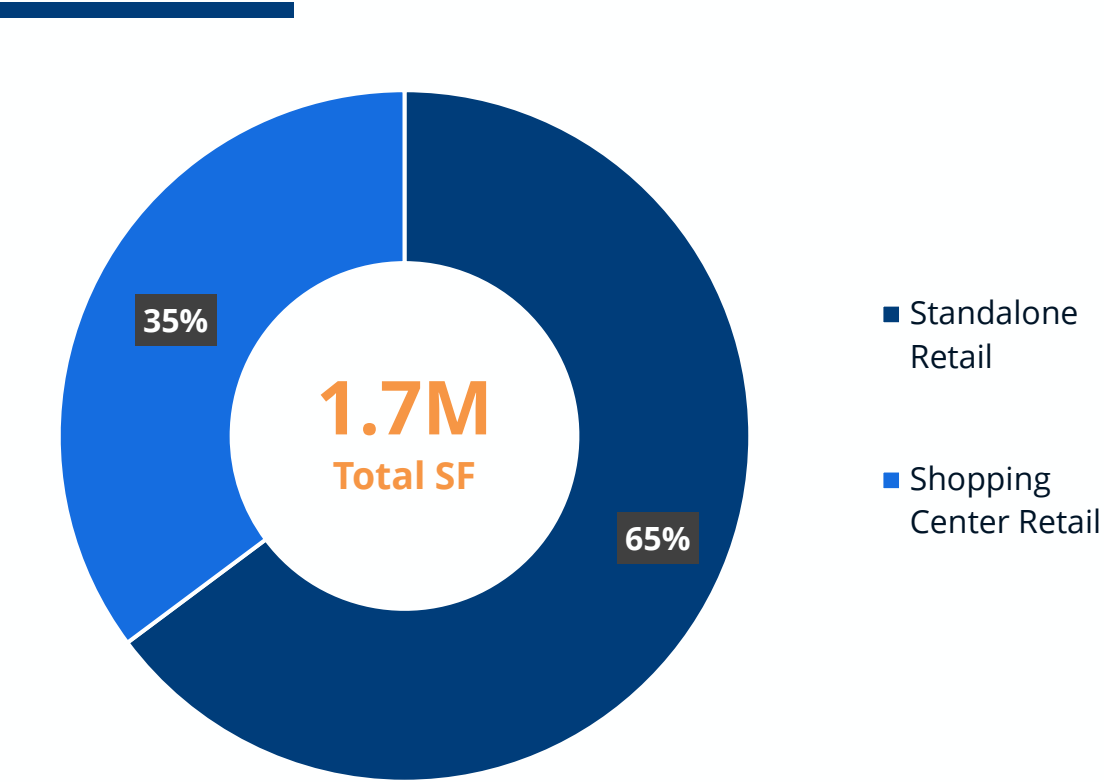
Real Estate Analysis – Retail | **Shopping Centers vs. Standalone Structures**

Over 80% of retail space in Downtown San Fernando is located in standalone structures rather than shopping centers. In the broader City, standalone retail makes up 65% of the total space.

Retail Distribution, Downtown San Fernando
(2021)



Retail Distribution, City of San Fernando
(2021)

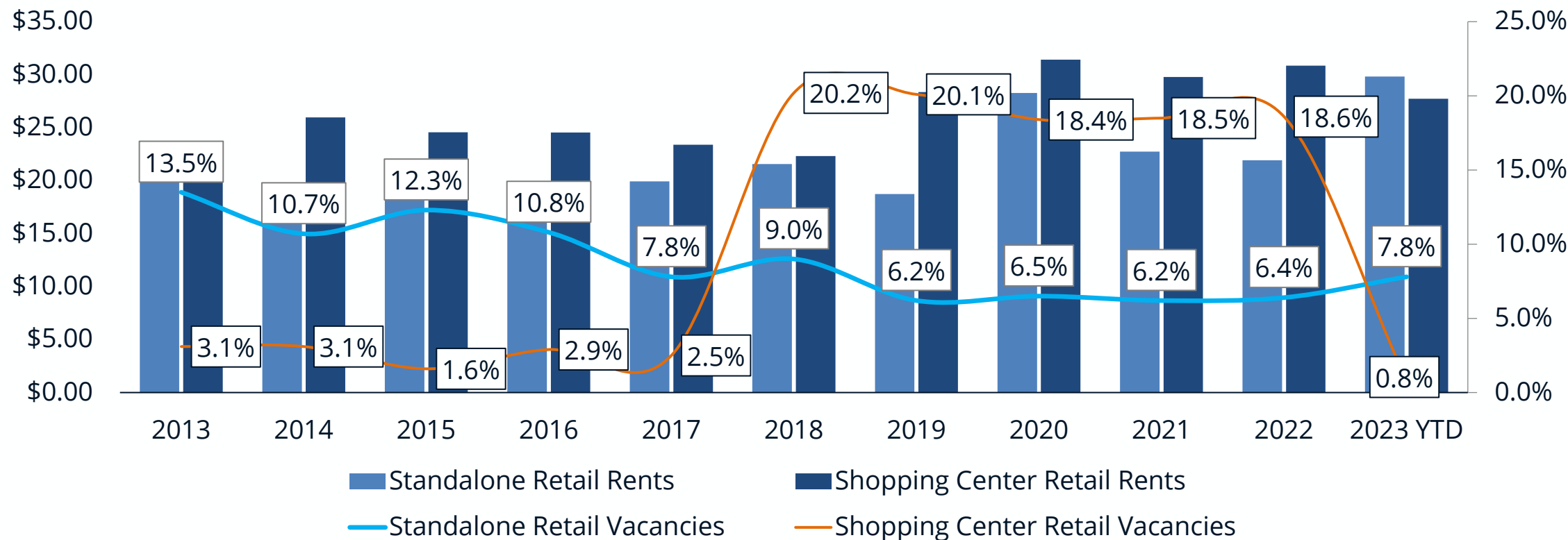


Source(s): CoStar

Real Estate Analysis – Retail | Shopping Centers vs. Standalone Structures

Shopping center retail rents in the City have been consistently higher than standalone retail rents over the last decade. Shopping center vacancies have also significantly increased since 2018, presenting potential opportunities for redevelopment.

Comparative Rents & Vacancies, City of San Fernando
(2013-2023 YTD)

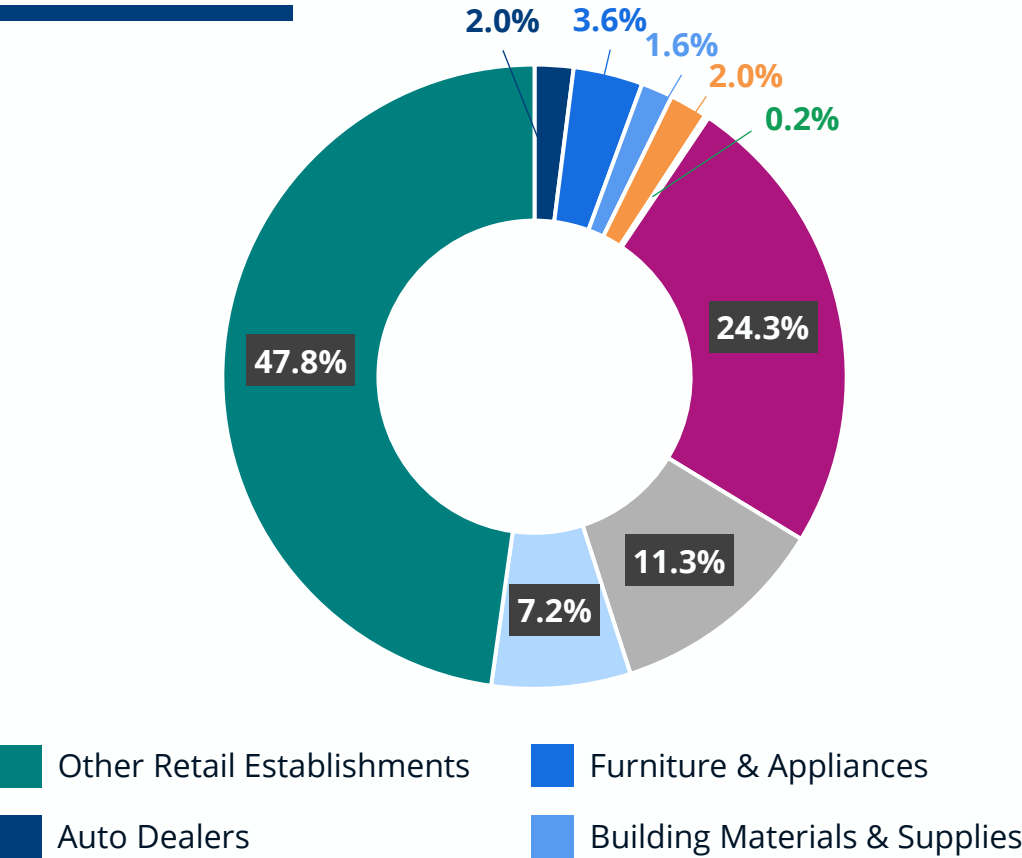


Source(s): CoStar

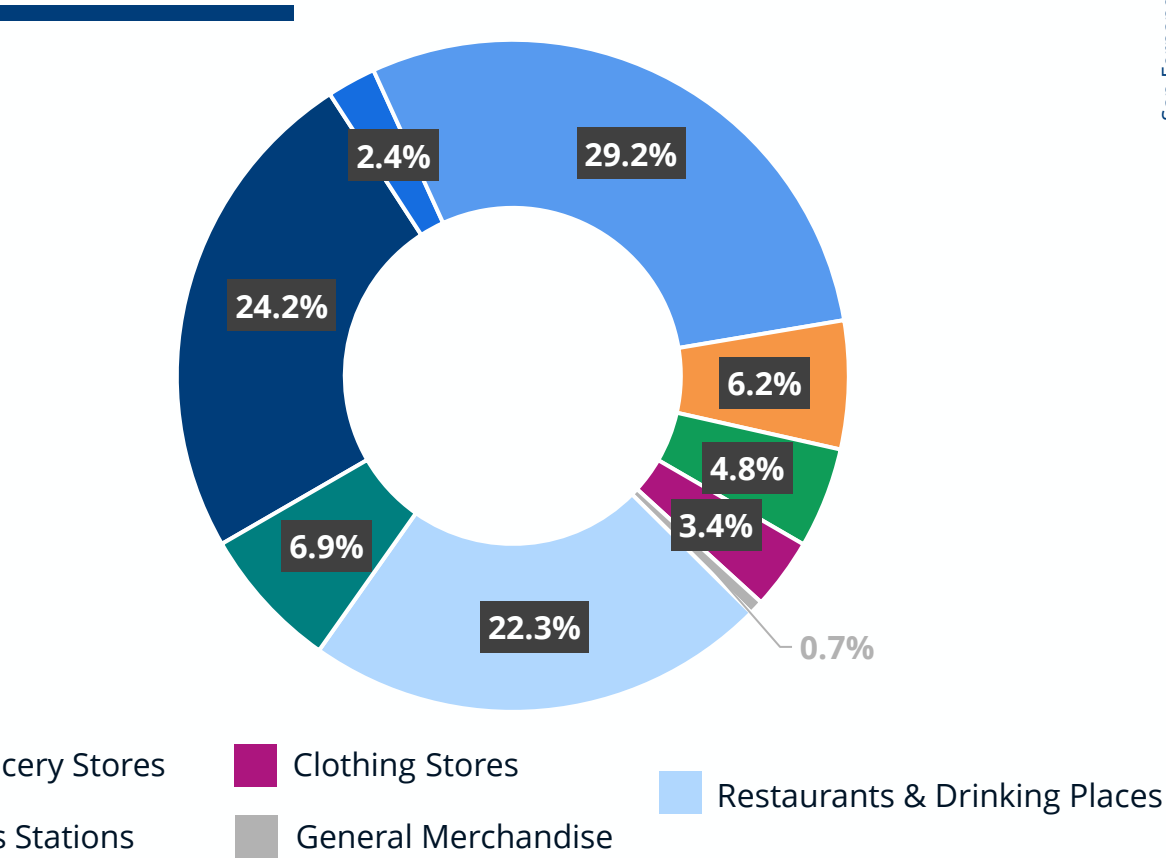
Real Estate Analysis – Retail | Use Breakdown

Miscellaneous establishments and clothing stores make up the bulk of the City’s retail tenants. However, most sales transactions take place at building supply stores, auto dealers and repair shops, and restaurants and drinking places.

Share of Retail Uses by Establishments, City of San Fernando (2023)



Share of Taxable Sales, City of San Fernando (2023)

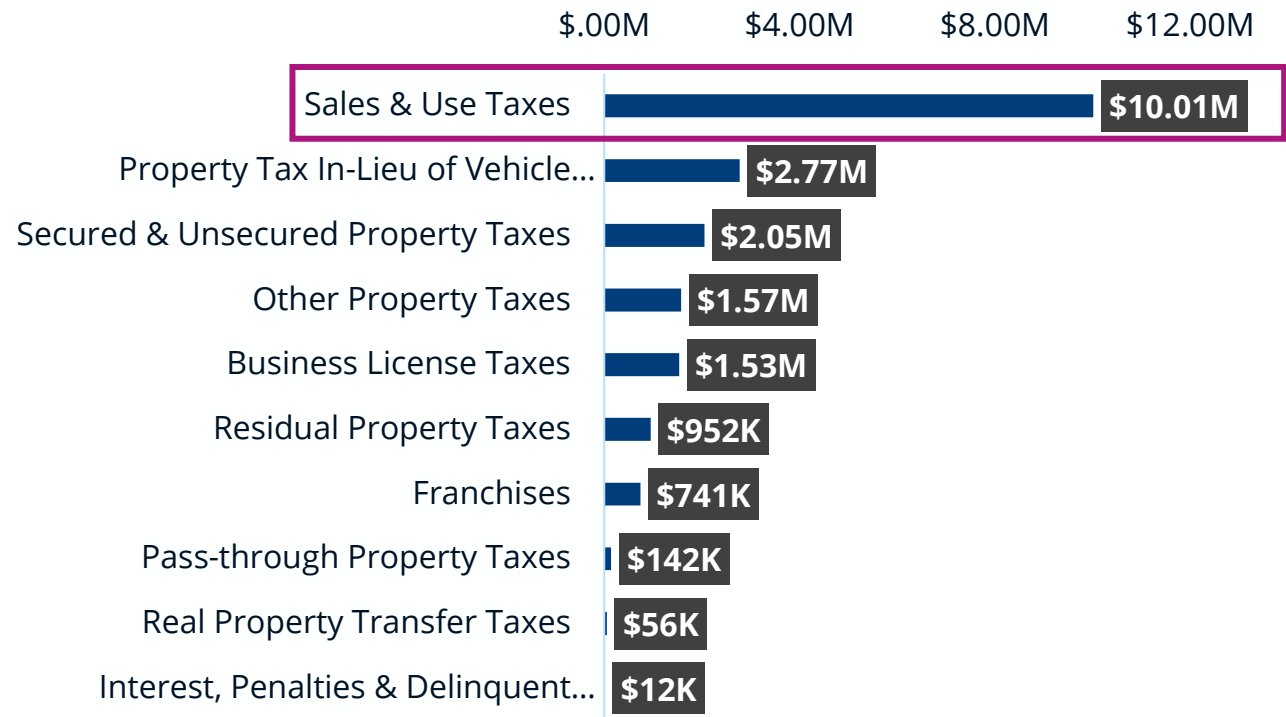


Source(s): California Department of Tax and Fee Administration

Real Estate Analysis – Retail | Sales Tax Income

In 2021, the City of San Fernando generated \$19.84M in general fund revenue, with \$10.01M (51%) from sales and use taxes. With a 2021 population count of 24,086, the City has a sales tax revenue per capita of \$416.

General Revenues, City of San Fernando
(2021)



Historical Sales Tax Share of General Revenue,
City of San Fernando
(2018-2020)

Year	Sales Tax Revenue	Sales Tax Share of General Revenues
2018	\$7.99M	49.5%
2019	\$7.86M	46.9%
2020	\$8.12M	47.6%

Source(s): California State Controller's Office

Real Estate Analysis – Retail | Sales Tax Income

The City of San Fernando’s sales tax revenue per capita and share of total revenue are the highest among LA County cities of similar landscape and size, indicating its dependence on retail activity.

Comparative General Revenues
(2021)

	Sales Tax Revenue	Share of Total General Revenue	Population	Sales Tax Revenue Per Capita
City of San Fernando	\$10.01M	51%	24,086	\$416
City of Los Angeles	\$562.2M	12%	3,902,440	\$144
City of Santa Clarita	\$43.2M	39%	227,182	\$190
City of South Pasadena	\$3.1M	12%	26,837	\$116
City of Calabasas	\$6.9M	30%	23,410	\$294

Source(s): California State Controller’s Office

Real Estate Analysis – Retail | Taxable Sales

The City of San Fernando’s taxable sales per capita is among the highest alongside comparable cities, indicating that the City of San Fernando likely imports consumer spending from a larger market area.

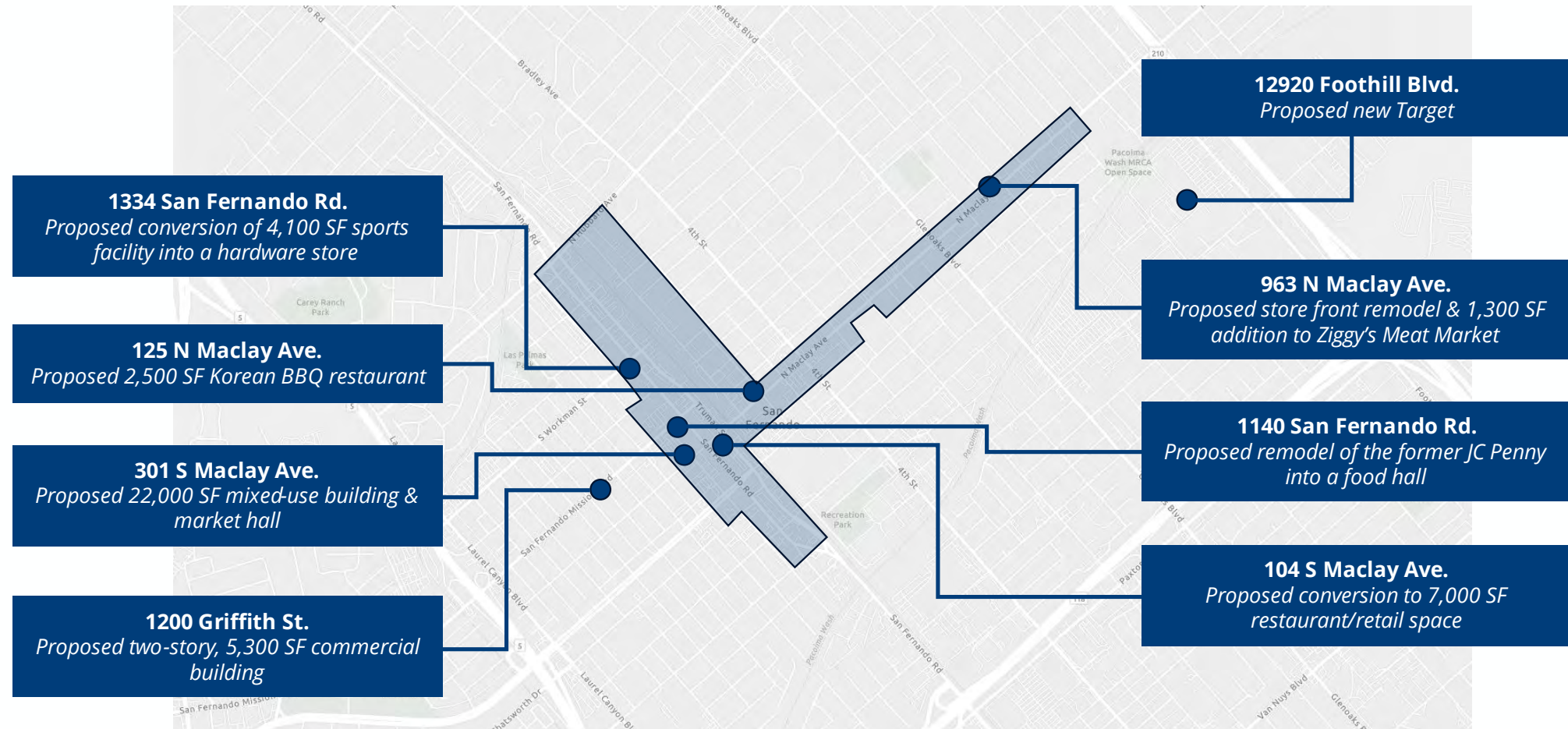
Comparative Taxable Sales
(2021)

	Retail & Food Services	All Outlets	Total Taxable Sales Per Capita
City of San Fernando	\$452,587,102	\$559,985,485	\$23,249
City of Los Angeles	\$39,456,400,225	\$50,752,666,819	\$13,005
City of Santa Clarita	\$3,150,408,724	\$3,769,927,405	\$16,594
City of South Pasadena	\$169,496,051	\$200,060,471	\$7,454
City of Calabasas	\$452,522,777	\$595,188,020	\$25,425

Source(s): California Department of Tax and Fee Administration

Real Estate Analysis – Retail | Development Pipeline

All planned and proposed retail projects in the City of San Fernando are located in or near the downtown area. New or redeveloped retail spaces will help to create a more vibrant downtown corridor, which will attract new visitors and residents if new multifamily housing is added.



Source(s): Dudek

Real Estate Analysis – Retail | Retail Corridors in the San Fernando Valley

Options for vibrant retail experiences are limited in the North San Fernando Valley; areas that do offer a more unique and pedestrian-friendly experience (shown below) are in communities that fall further outside of the region. The City of San Fernando’s downtown corridor is primed to fill that void.



North Hollywood Arts District



Old Town Newhall

Real Estate Analysis – Retail | Demand Methodology

HR&A estimated unmet retail demand by evaluating total spending potential for 11 consumer-facing sectors. Estimated spending potential is based on current and projected population growth and non-resident employees in the City of San Fernando.



Real Estate Analysis – Retail | Retail Demand in the City of San Fernando

San Fernando resident spending indicates that there is high demand for clothing stores, general merchandise stores, and restaurants in the City of San Fernando. By attracting these uses, the City could address local needs and capture substantial spending potential from the broader North San Fernando Valley.

Retail Category	Spending Potential	Current Sales	Unmet Spending Potential or Surplus	Sales PSF	Supportable Square Footage
Health & Personal Care Stores	\$23,000,000	\$14,200,000	\$8,800,000	\$960	9,100
Miscellaneous Store Retailers	\$9,900,000	\$7,200,000	\$2,700,000	\$260	10,600
Grocery, Specialty Food, and Liquor Stores	\$66,100,000	\$80,000,000	(\$14,000,000)	\$715	-
General Merchandise	\$98,900,000	\$37,200,000	\$61,700,000	\$550	112,600
Restaurants	\$118,000,000	\$64,500,000	\$53,500,000	\$670	79,900
Drinking Places - Alcoholic Beverages	\$37,600,000	\$2,200,000	\$35,400,000	\$470	75,300
Furniture & Home Furnishings Stores	\$7,200,000	\$12,500,000	(\$5,300,000)	\$345	-
Building Materials, Garden Equip. & Supply Stores	\$22,300,000	\$20,400,000	\$1,900,000	\$490	3,800
Electronics & Appliance Stores	\$6,200,000	\$10,500,000	(\$4,300,000)	\$935	-
Clothing & Clothing Accessories Stores	\$79,400,000	\$16,000,000	\$63,400,000	\$200	315,400
Sporting Goods, Hobby, Book & Music Stores	\$8,100,000	\$2,000,000	\$6,100,000	\$260	23,500
Total	\$476,500,000	\$266,700,000	\$209,800,000		630,200

Source(s): Claritas, HR&A Demand Analysis

Real Estate Analysis – Retail | City of San Fernando Demand

San Fernando resident spending alone can support over 630k square feet of new retail. The highest demand is for additional clothing stores, general merchandise stores, and restaurants categories. By attracting these uses, the City could address local retail needs.

Retail Category	Spending Potential	Current Sales	Unmet Spending Potential or Surplus	Sales PSF	Supportable Square Footage
Grocery, Specialty Food, and Liquor Stores	\$66,100,000	\$80,000,000	(\$14,000,000)	\$715	0
Furniture & Home Furnishings Stores	\$7,200,000	\$12,500,000	(\$5,300,000)	\$345	0
Electronics & Appliance Stores	\$6,200,000	\$10,500,000	(\$4,300,000)	\$935	0
Building Materials, Garden Equip. & Supply Stores	\$22,300,000	\$20,400,000	\$1,900,000	\$490	3,800
Miscellaneous Store Retailers	\$9,900,000	\$7,200,000	\$2,700,000	\$260	10,600
Sporting Goods, Hobby, Book & Music Stores	\$8,100,000	\$2,000,000	\$6,100,000	\$260	23,500
Health & Personal Care Stores	\$23,000,000	\$14,200,000	\$8,800,000	\$960	9,100
Drinking Places - Alcoholic Beverages	\$37,600,000	\$2,200,000	\$35,400,000	\$470	75,300
Restaurants	\$118,000,000	\$64,500,000	\$53,500,000	\$670	79,900
General Merchandise	\$98,900,000	\$37,200,000	\$61,700,000	\$550	112,600
Clothing & Clothing Accessories Stores	\$79,400,000	\$16,000,000	\$63,400,000	\$200	315,400
Total	\$476,500,000	\$266,700,000	\$209,800,000		630,200

Source(s): Claritas, HR&A Demand Analysis

Real Estate Analysis – Retail | North San Fernando Valley Demand

The City of San Fernando could also capture a portion of **unmet demand in the North San Fernando Valley market area, equating to an additional 750k square feet of retail**, much of it in the form of building supply stores, electronics & appliance stores, clothing stores, and restaurants.

Retail Category	Spending Potential	Current Sales	Unmet Spending Potential or Surplus	Sales PSF	Supportable Square Footage
Health & Personal Care Stores	\$66,100,000	\$80,000,000	(\$14,000,000)	\$960	-
Miscellaneous Store Retailers	\$7,200,000	\$12,500,000	(\$5,300,000)	\$260	-
Grocery, Specialty Food, and Liquor Stores	\$6,200,000	\$10,500,000	(\$4,300,000)	\$715	-
General Merchandise	\$22,300,000	\$20,400,000	\$1,900,000	\$550	3,800
Sporting Goods, Hobby, Book & Music Stores	\$161,900,000	\$143,100,000	\$18,800,000	\$260	38,200
Drinking Places - Alcoholic Beverages	\$42,300,000	\$18,000,000	\$24,300,000	\$470	62,300
Building Materials, Garden Equip. & Supply Stores	\$177,900,000	\$182,300,000	\$53,500,000	\$490	79,900
Furniture & Home Furnishings Stores	\$425,100,000	\$443,300,000	\$61,700,000	\$345	112,600
Clothing & Clothing Accessories Stores	\$155,500,000	\$78,800,000	\$76,700,000	\$200	366,700
Electronics & Appliance Stores	\$950,000,000	\$846,600,000	\$103,400,000	\$935	161,000
Restaurants	\$627,500,000	\$355,500,000	\$272,000,000	\$670	556,800
Total	\$2,642,000,000	\$2,191,000,000	\$588,700,000		1,381,300

Source(s): Claritas, HR&A Demand Analysis

Real Estate Analysis – Retail | Key Findings

- The City's retail environment is critical to the identity and success of the City.
- Over 70% of the City's existing retail square footage – and almost all of its proposed inventory – is concentrated in the downtown area.
- Retail deliveries in the City have stalled since 2020; the City has an opportunity to capitalize on interest in its downtown and inject new life by working to create a more vibrant retail and dining destination.
- The City's economic health is reliant on sales tax revenue, which accounts for just over 50% of the general fund. A portion of this revenue comes from retail establishments.
- Establishing downtown as a regional destination will draw visitors from all over the San Fernando Valley and beyond, ensuring continued success of downtown retail.

SAN FERNANDO

WELCOME TO THE CITY OF

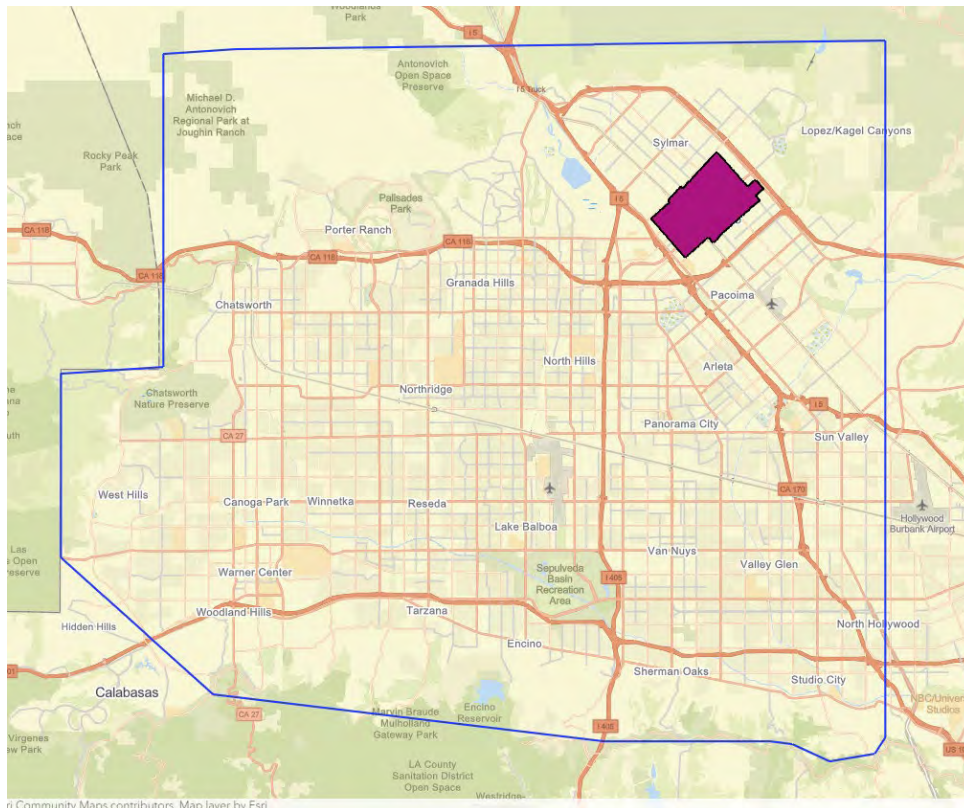
INCORPORATED IN 1911

II. Multifamily

Real Estate Analysis – Multifamily | Geographies

As with the retail analysis, boundaries used for the residential analysis show what gaps the City of San Fernando can realistically fill. The omission of Burbank and Glendale aims to produce a more competitive multifamily housing market, while the North Valley boundary focuses on communities closer to the City.

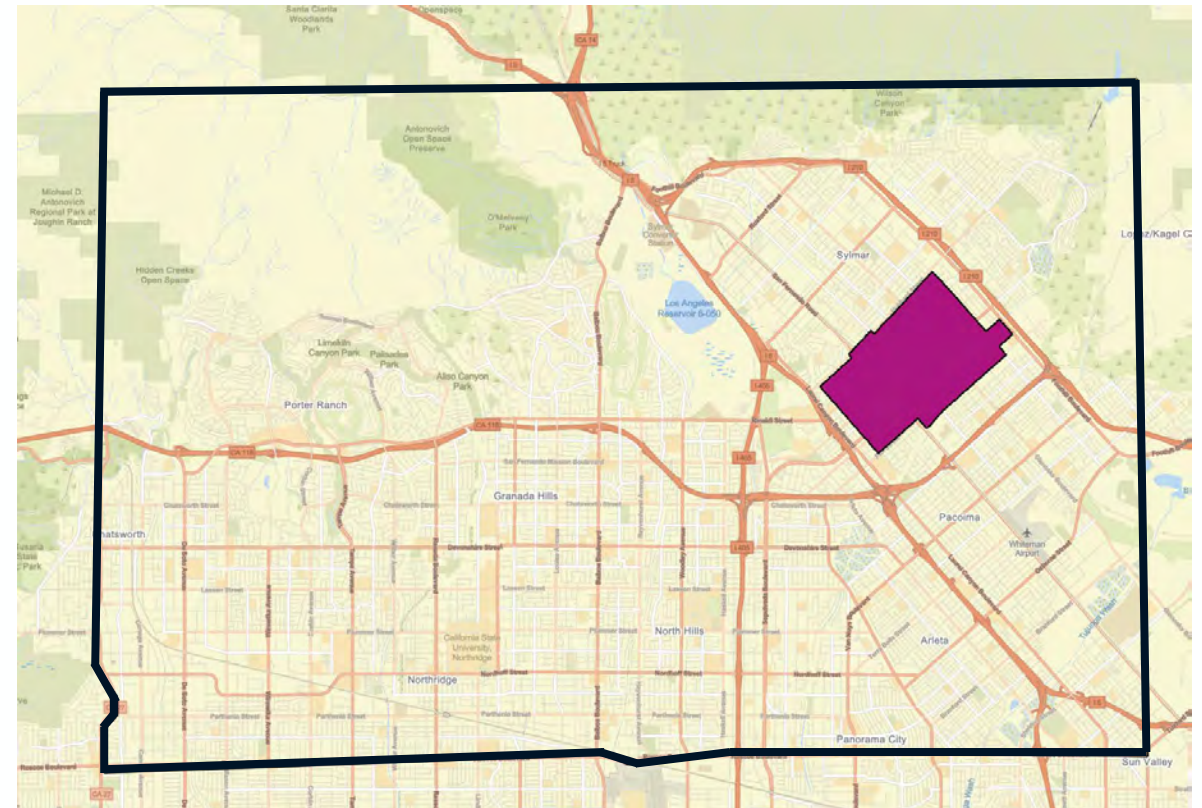
San Fernando Valley Study Area



 SFV Study Area

 City of San Fernando

North San Fernando Valley Study Area



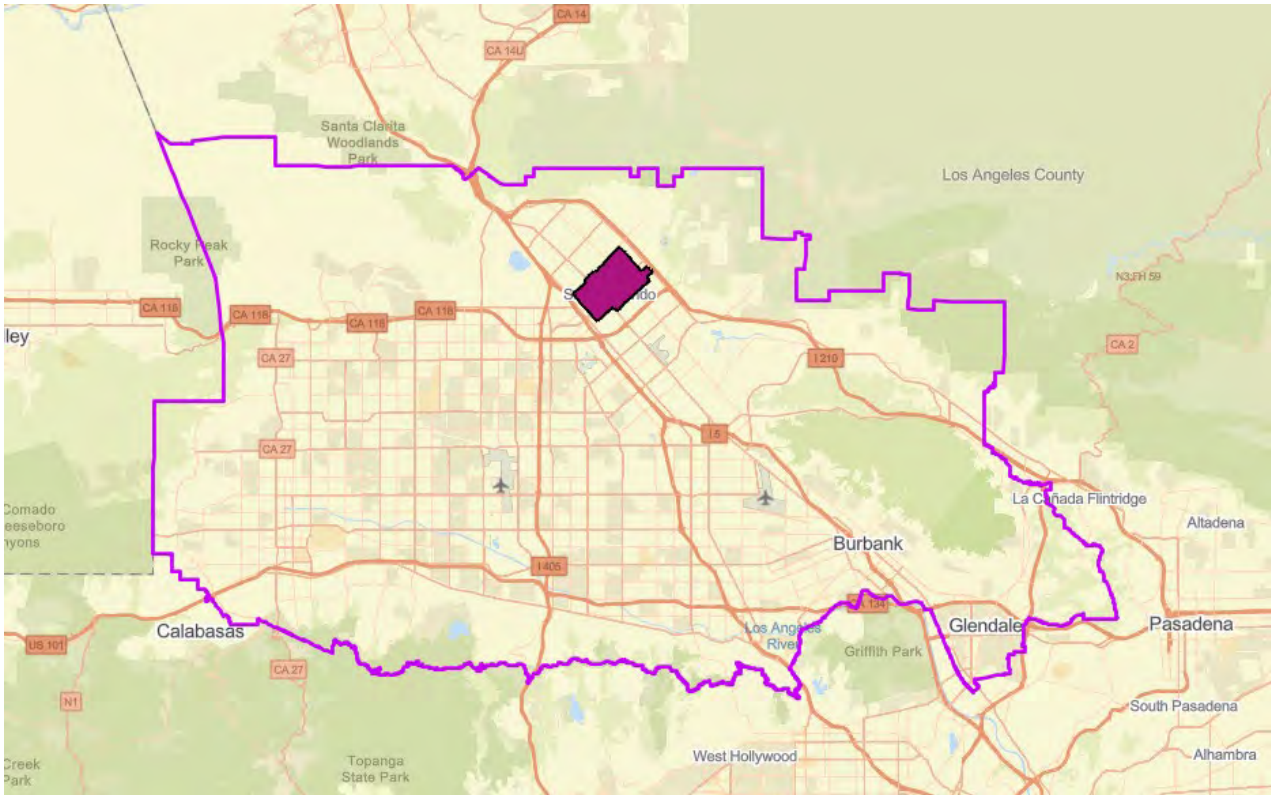
 North SFV Study Area

 City of San Fernando

Real Estate Analysis – Multifamily | Geographies

When conducting the residential demand analysis, Burbank and Glendale were included to account for potential relocations from those communities to the City of San Fernando.

San Fernando Valley Study Area, ESRI



City of San Fernando

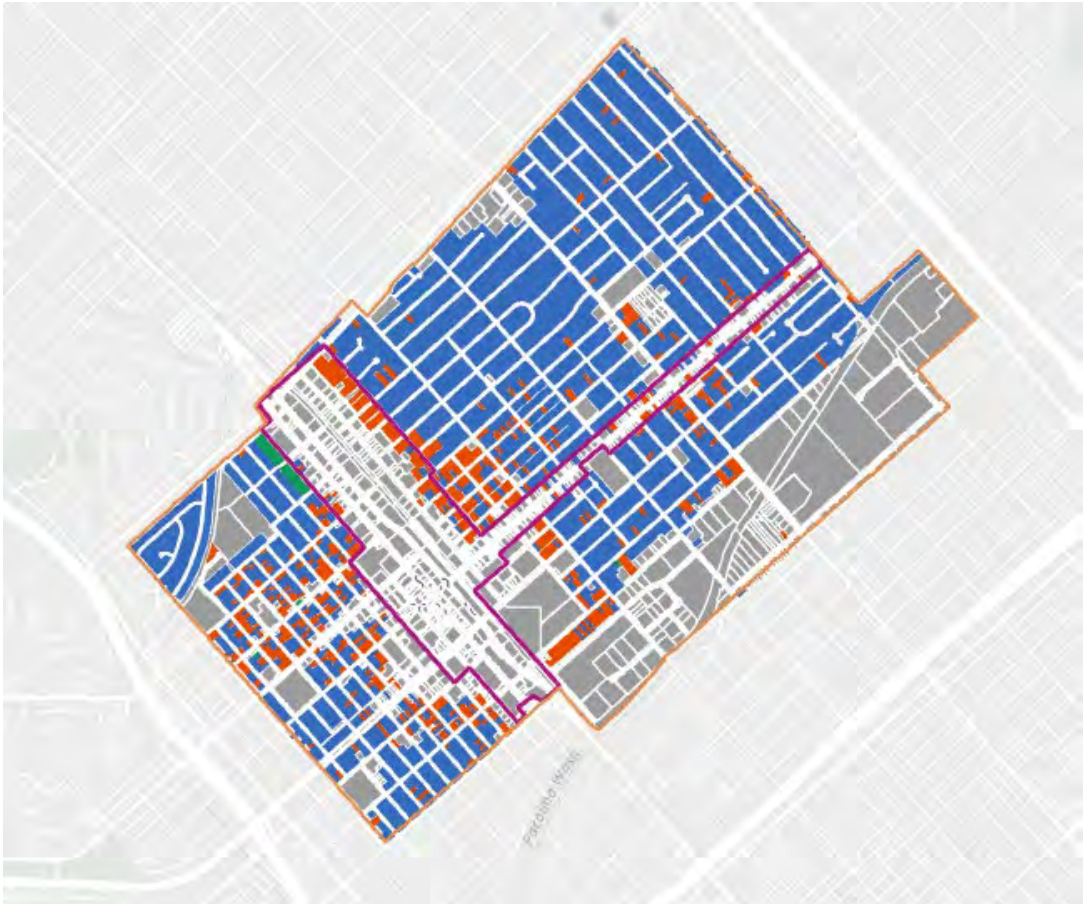
Real Estate Analysis – Multifamily | Inventory

Multifamily growth in the City of San Fernando has been stagnant over the past decade. However, the units that have been added have all been in the downtown area. Still, 78% of the City’s 6,807 housing units are single-family, compared to 55% countywide.

Comparative Multifamily Units
(2013-2023 YTD)

	2013	2023 YTD	% Change
Downtown San Fernando	380	392	+3.2%
City of San Fernando	1,216	1,228	+1.0%
North San Fernando Valley	44,986	48,381	+7.5%
San Fernando Valley	173,320	189,252	+9.2%

San Fernando Housing Type Distribution
(2023)



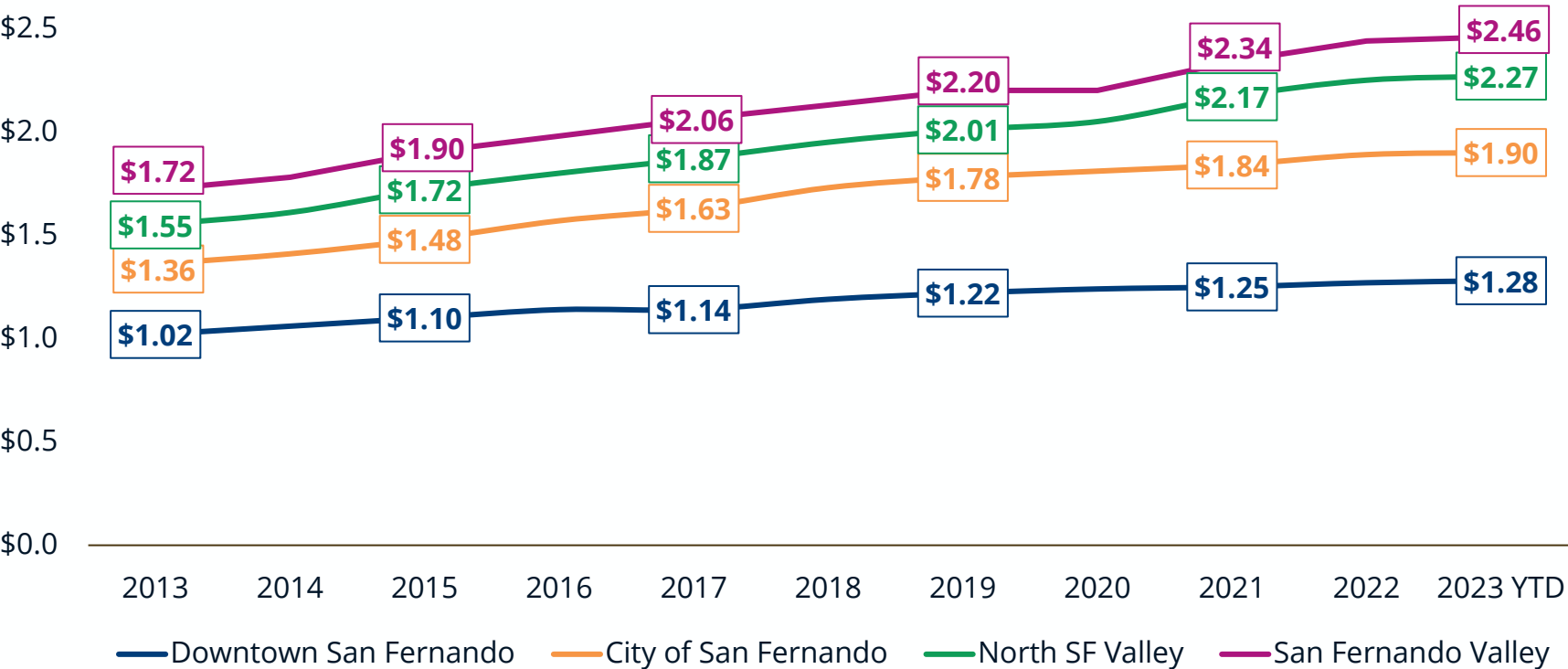
- City of San Fernando
- Downtown Study Area
- Single-Family Residential
- Multifamily Residential
- Other Residential
- Non-residential

Source(s): CoStar; Los Angeles County Assessor Parcel Use Data; California Department of Finance Demographic Research Unit

Real Estate Analysis – Multifamily | Rents

Multifamily rents have increased by 40% or more in both the City of San Fernando and the San Fernando Valley since 2013. Meanwhile, rents in Downtown San Fernando have only increased by 26% and have remained the most affordable of all geographies.

Comparative Multifamily Rents PSF
(2013-2023 YTD)



Source(s): CoStar

**CHANGE IN
MULTIFAMILY RENTS
PSF
(2013-2023 YTD)**

+26%

Downtown San Fernando

+40%

City of San Fernando

+47%

North San Fernando Valley

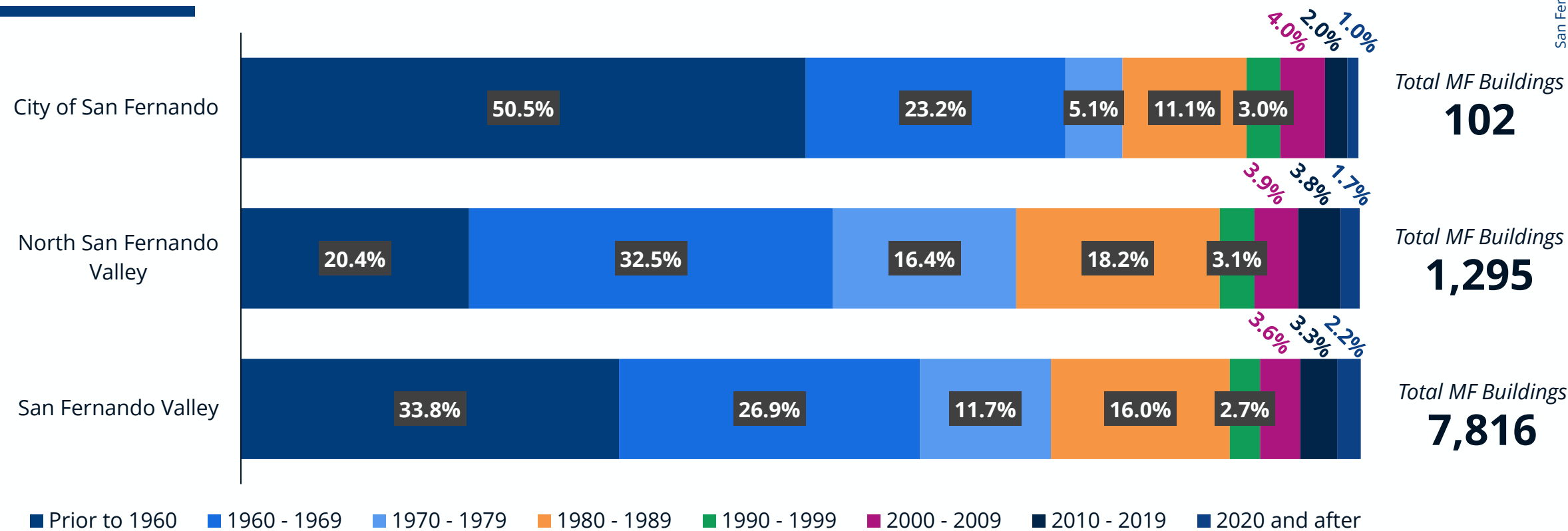
+43%

San Fernando Valley

Real Estate Analysis – Multifamily | **Housing Age**

The City of San Fernando’s multifamily housing stock is significantly older compared to the North SF Valley and broader San Fernando Valley, with just over half being built before 1960. In all three geographies, less than 10% of multifamily buildings were built after 2000, indicating slow growth in this housing typology.

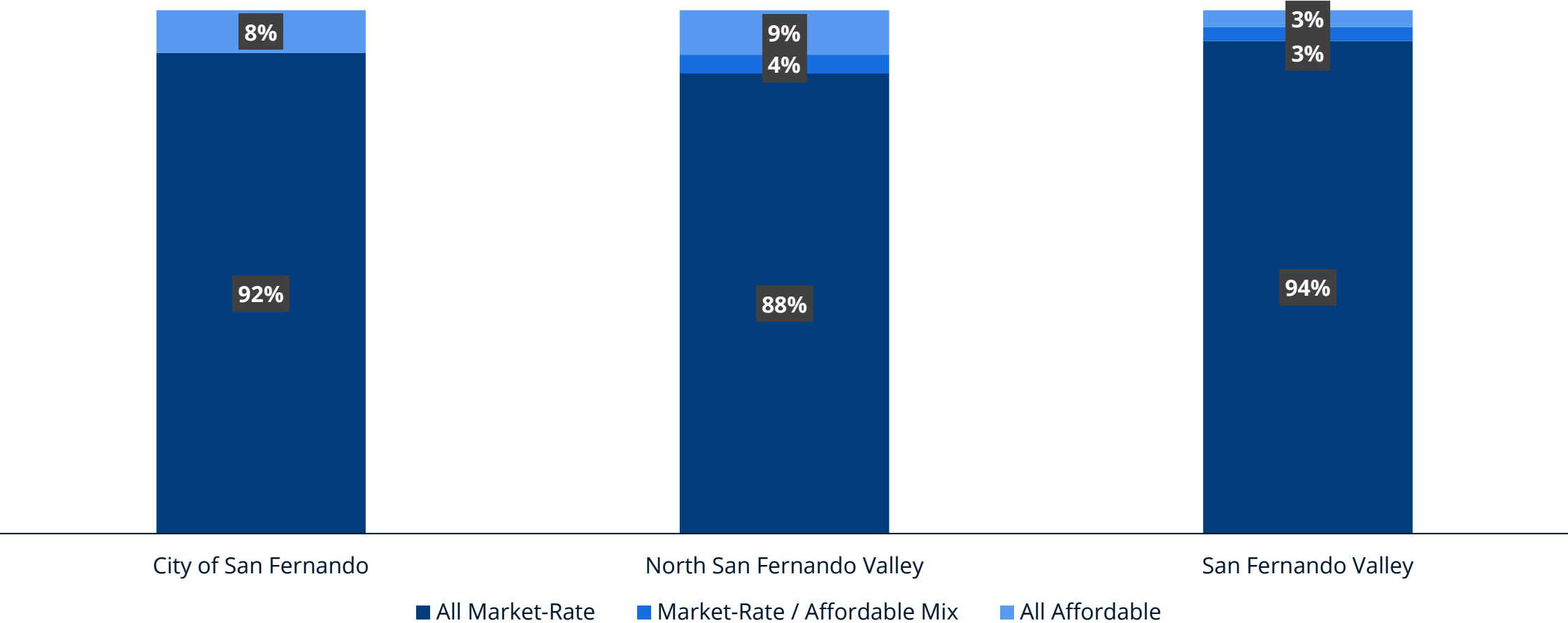
Comparative Multifamily Properties by Decade Built
(2023 YTD)



Source(s): CoStar

Real Estate Analysis – Multifamily | Affordable Offerings

The City offers a greater share of affordable units compared to the broader San Fernando Valley. However, none of the City’s multifamily buildings offer a mix of affordable and market-rate units.

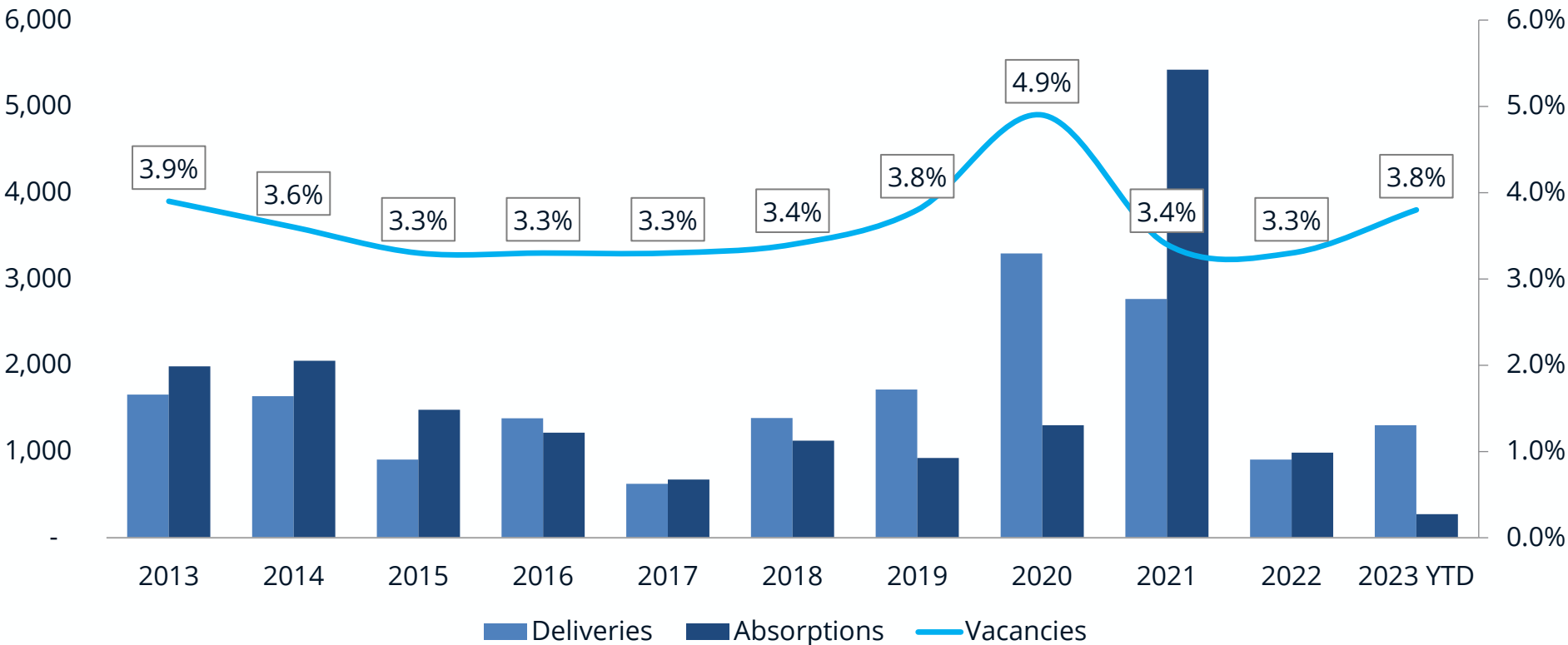


Source(s): CoStar

Real Estate Analysis – Multifamily | San Fernando Valley Multifamily Market Trends

Across the San Fernando Valley, absorption of multifamily units has been strong, with over 17,000 units leased since 2013 and a vacancy rate only exceeding 4% at the peak of the pandemic, suggesting a growing demand for multifamily housing options in a region historically dominated by single-family homes.

Multifamily Deliveries, Absorptions & Vacancies, San Fernando Valley
(2013-2023 YTD)



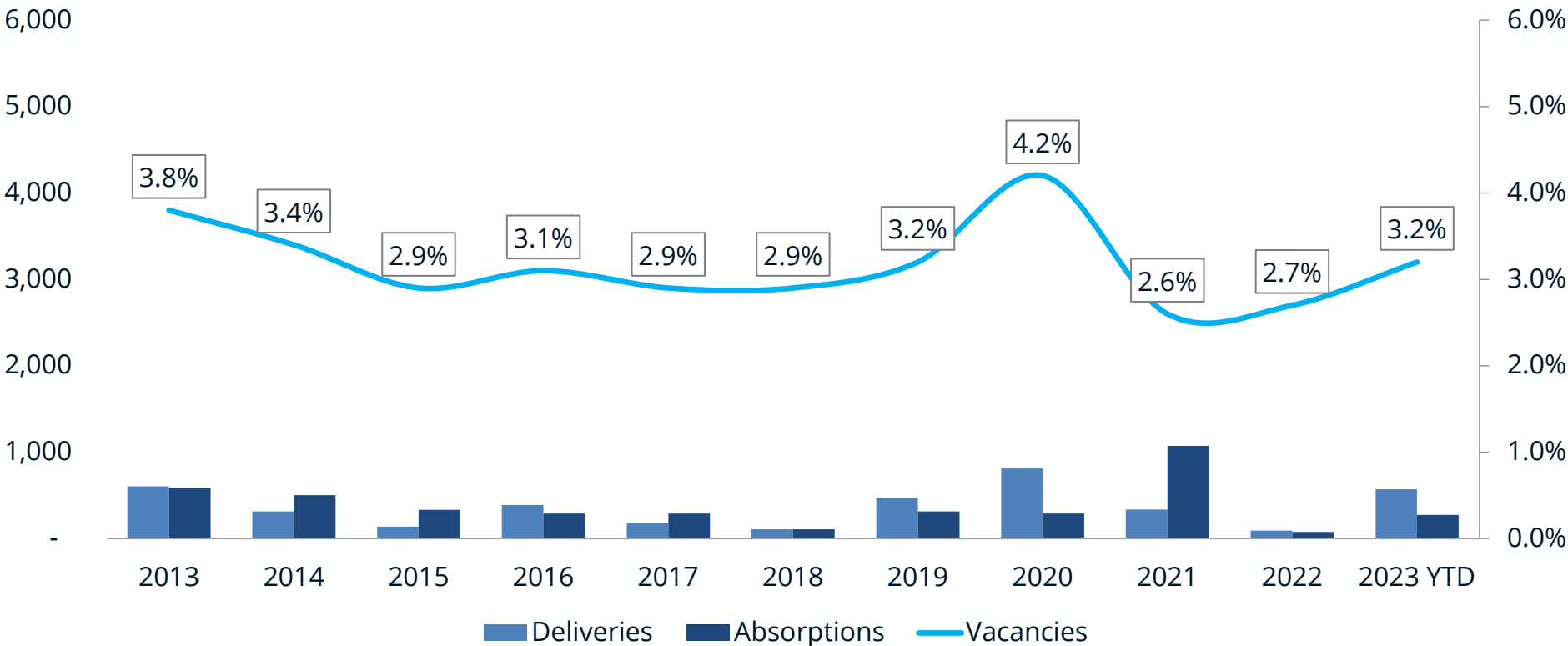
189K
Total Multifamily Units in the
San Fernando Valley
As of October 2023

Note(s): "Deliveries" refer to the total square footage or number of units that have been completed in a given period. "Absorptions" refer to the change in occupancy over a given time period.
Source(s): CoStar

Real Estate Analysis – Multifamily | North San Fernando Valley Multifamily Market Trends

Multifamily deliveries in the North Valley over the past decade have accounted for roughly 23% of those in the entire San Fernando Valley. North Valley absorptions have accounted for about 24% of those in the entire San Fernando Valley.

Multifamily Deliveries, Absorptions & Vacancies, North San Fernando Valley
(2013-2023 YTD)



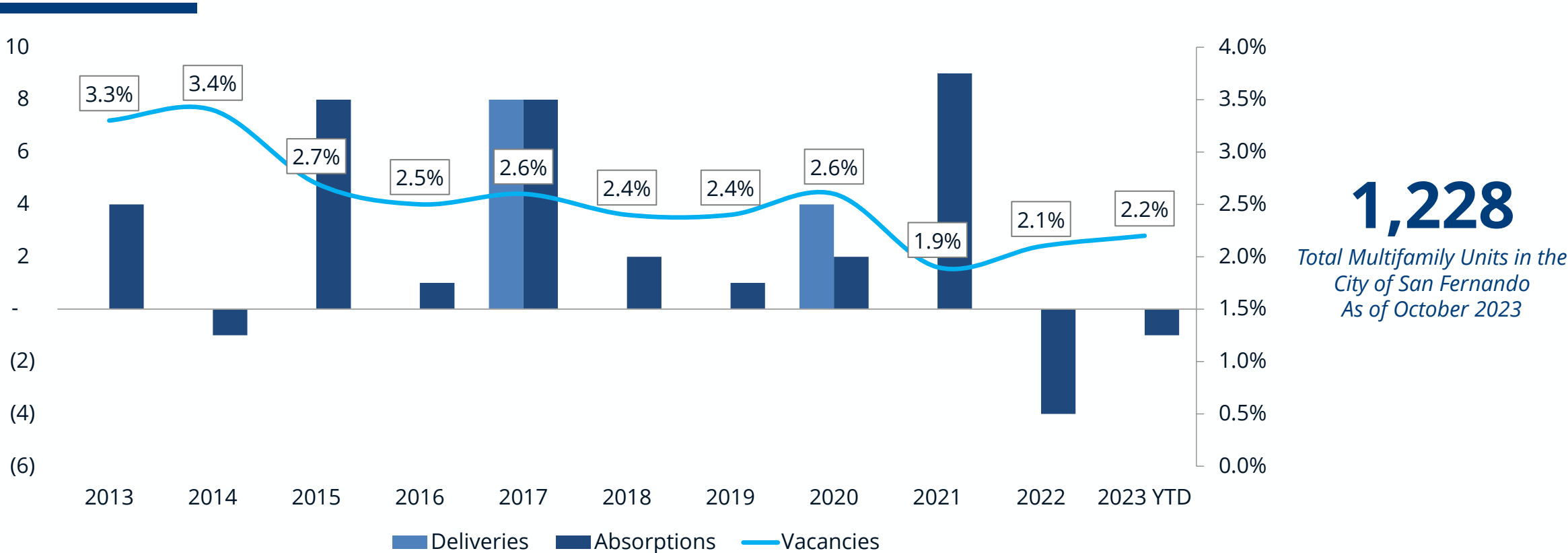
48K
Total Multifamily Units in the
North San Fernando Valley
As of October 2023

Note(s): "Deliveries" refer to the total square footage or number of units that have been completed in a given period. "Absorptions" refer to the change in occupancy over a given time period.
Source(s): CoStar

Real Estate Analysis – Multifamily | City Multifamily Market Trends

Despite strong demand for multifamily housing in the Valley, the City of San Fernando has only seen 12 multifamily units delivered in the last ten years, all of which are located in Downtown San Fernando.

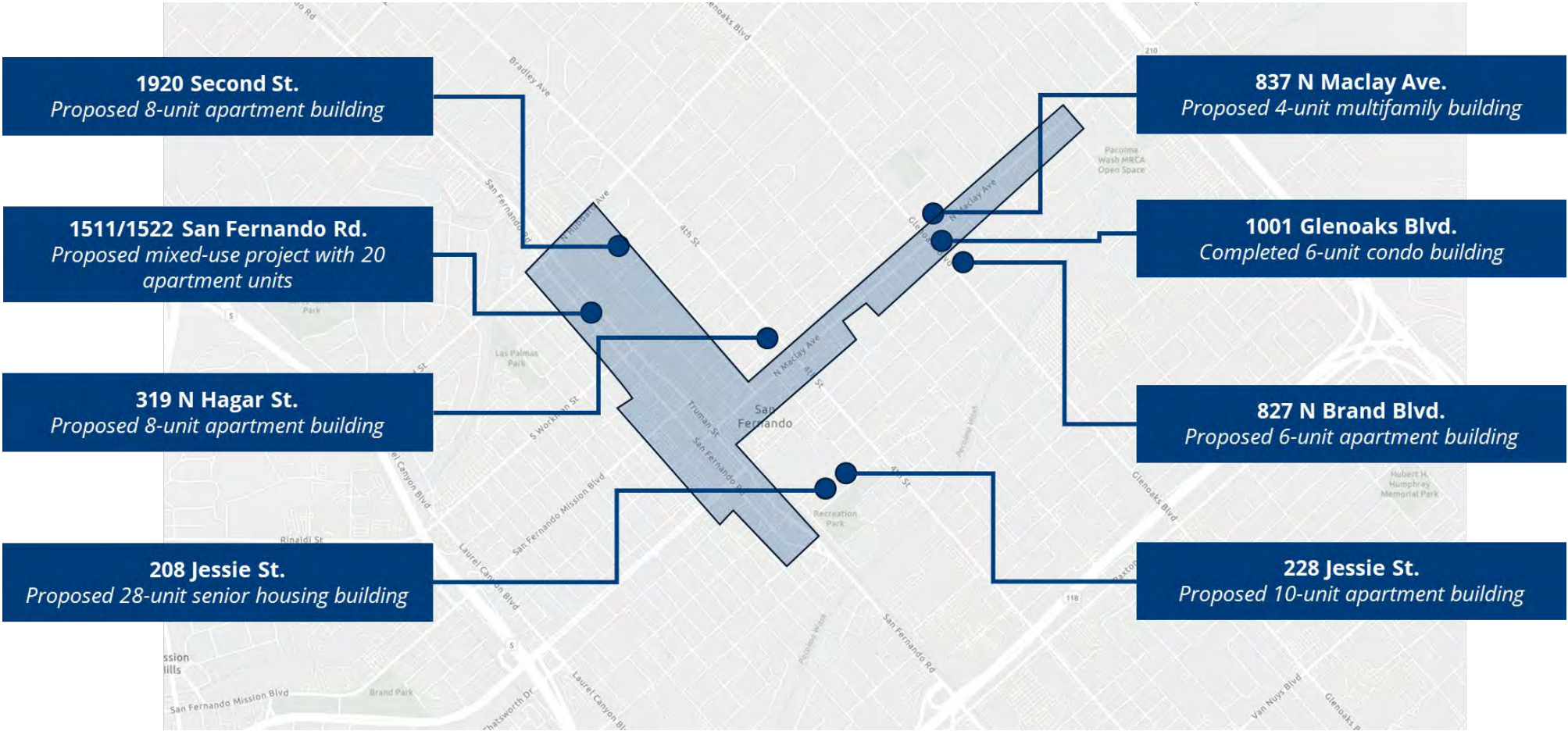
Multifamily Deliveries, Absorptions & Vacancies, City of San Fernando
(2013-2023 YTD)



Note(s): "Deliveries" refer to the total square footage or number of units that have been completed in a given period. "Absorptions" refer to the change in occupancy over a given time period.
Source(s): CoStar

Real Estate Analysis – Multifamily | **Development Pipeline**

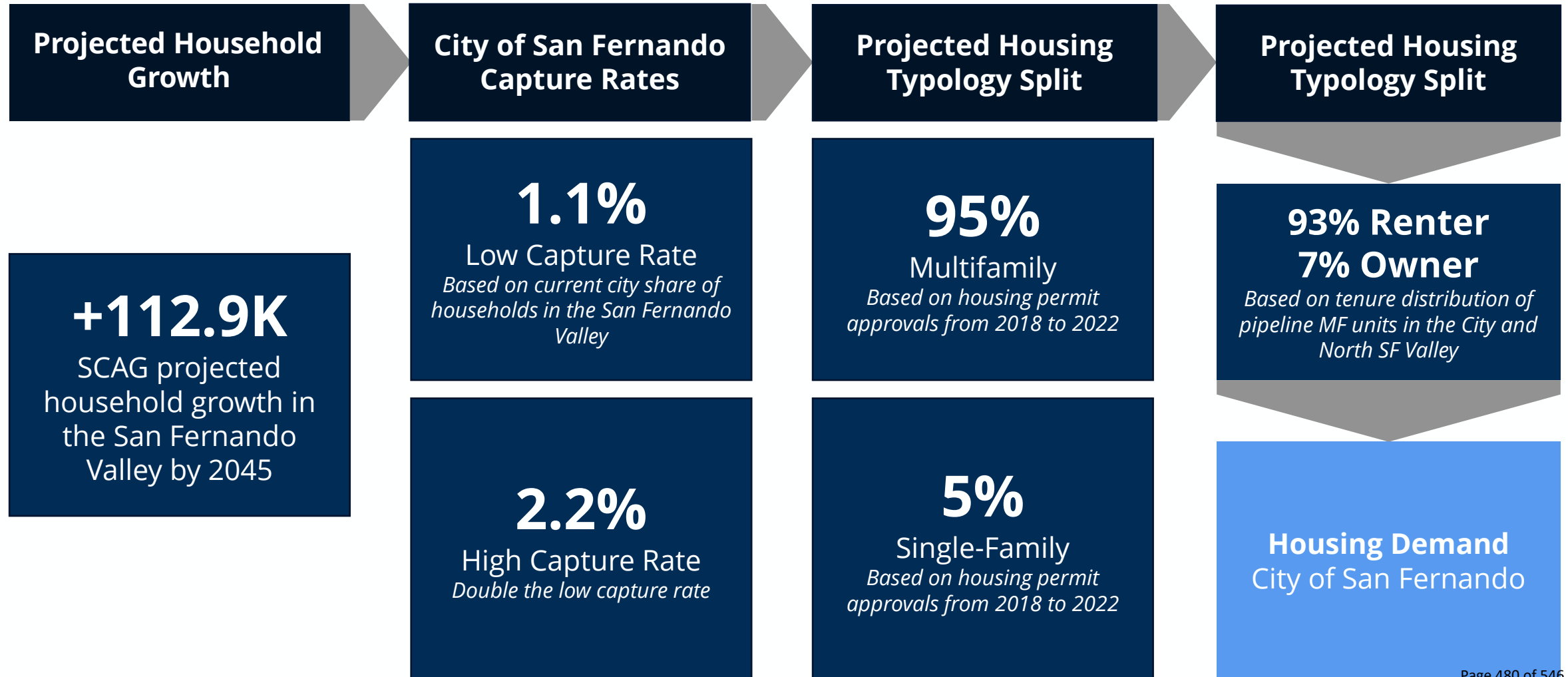
All 90 planned and proposed multifamily units in the City of San Fernando are located in or around the downtown area. However, even with this increased activity, it is not enough to keep up with demand for multifamily housing and accommodate residents who want to stay in or relocate to the City.



Source(s): Dudek

Real Estate Analysis – Multifamily | Demand Methodology

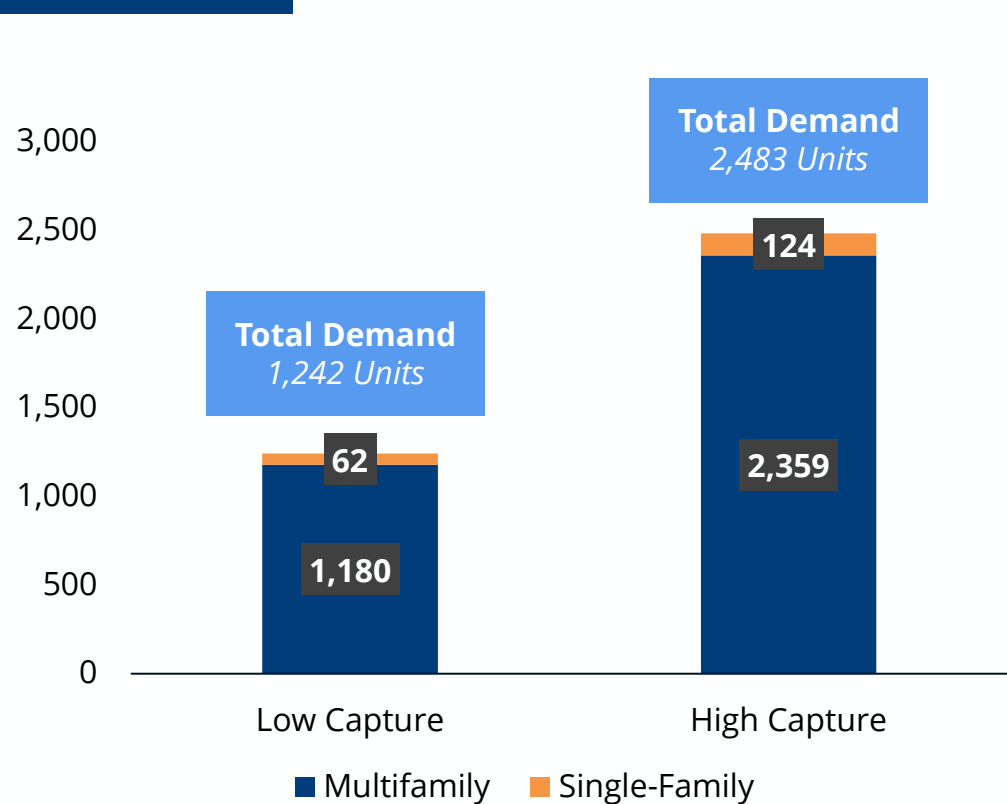
HR&A forecasted housing demand based on household growth projections up to 2045 in the San Fernando Valley from SCAG. The amount of housing that could potentially be captured by the City of San Fernando was based on the current proportion of City households within the larger San Fernando Valley.



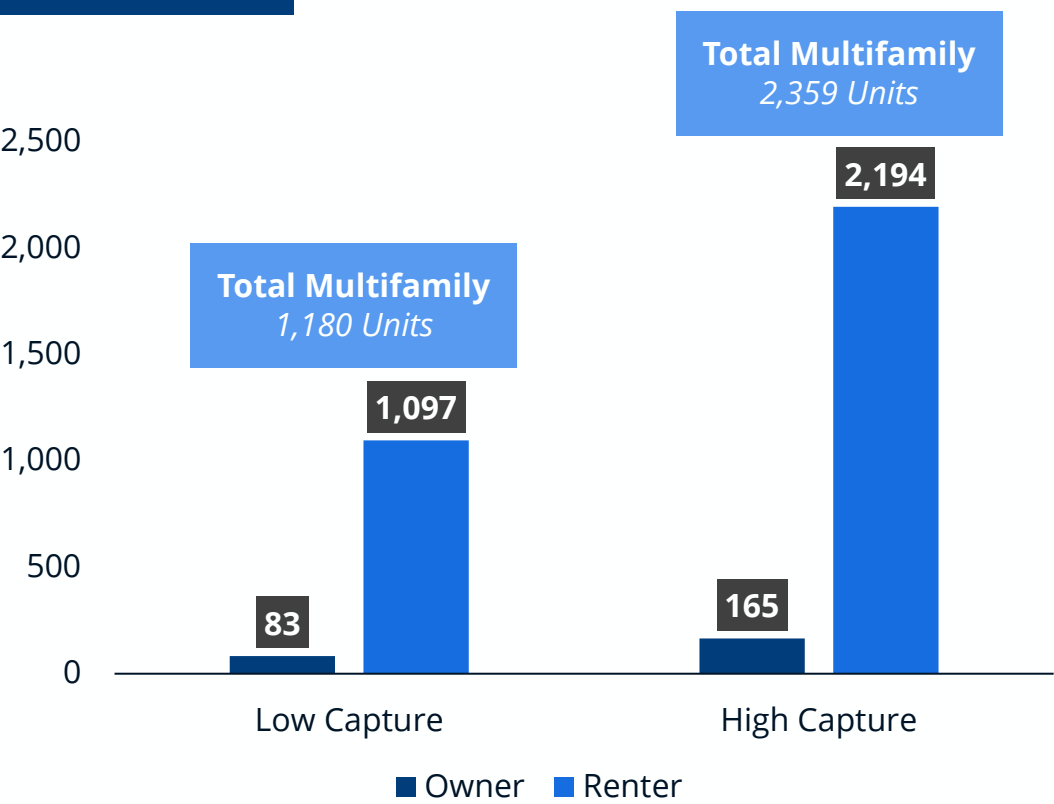
Real Estate Analysis – Multifamily | Demand Results

Based on current forecasts, the City of San Fernando must build between 1.2K and 2.5K residential units to meet anticipated housing demand by 2045. Given that much of the City’s single-family housing stock has already been built out, the primary focus should be on facilitating multifamily housing development that offers inventory for both renters and owners.

Residential Demand Capture (Units), City of San Fernando



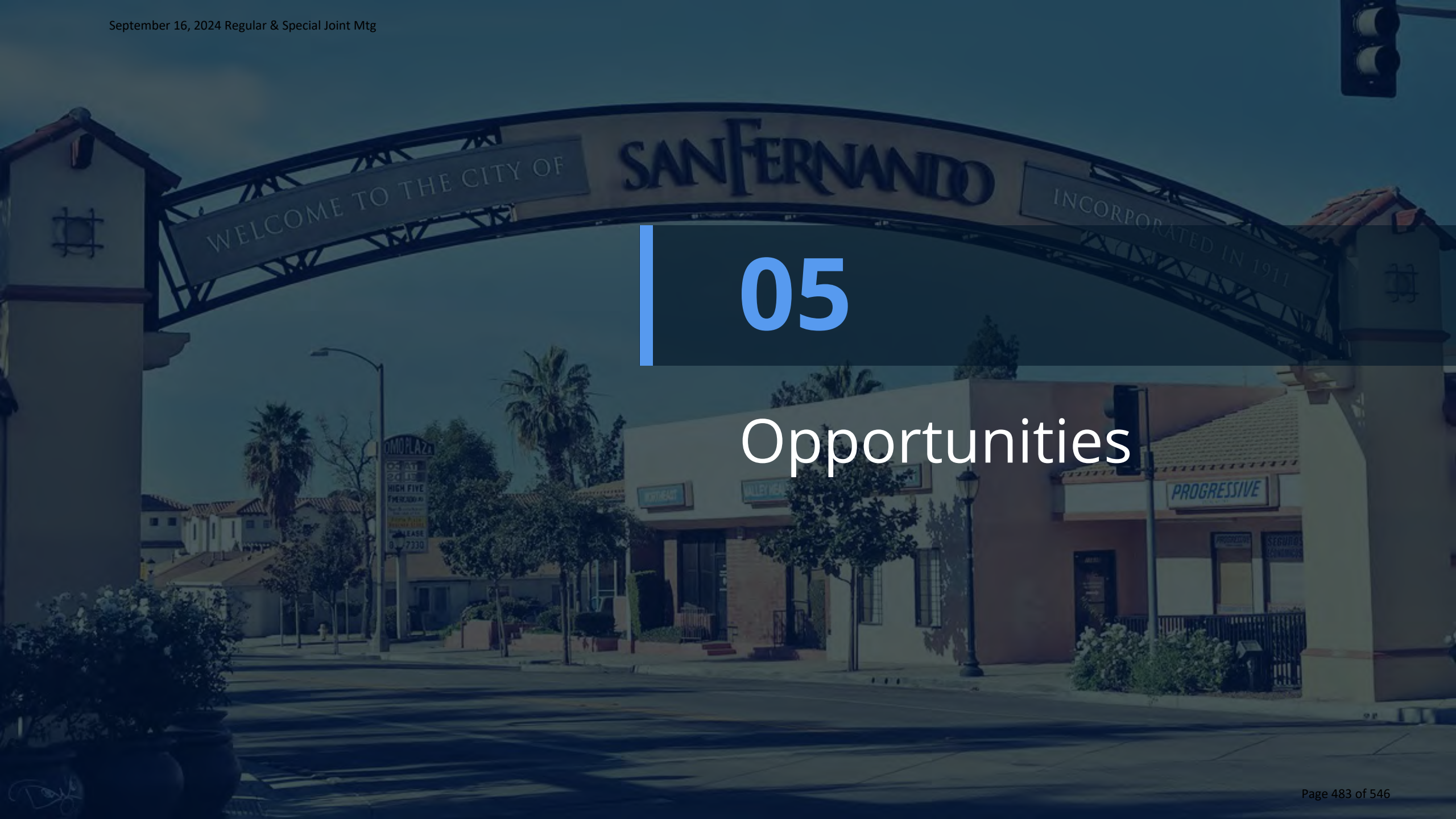
Projected Multifamily Units by Tenure, City of San Fernando



Source(s): HR&A Residential Demand Analysis

Real Estate Analysis – Multifamily | Key Findings

- Multifamily development in the City has not kept pace with the rest of the San Fernando Valley and its existing inventory is significantly older.
 - All recent and upcoming multifamily housing projects in the City have been in the downtown area; meanwhile, rents have remained low relative to the broader San Fernando Valley.
 - Multifamily development downtown could attract new residents while not disrupting the surrounding single-family neighborhoods.
 - The introduction of more residential uses in Downtown could support future retail growth.
 - According to SCAG growth projections, the City will need to construct approximately 1.2 – 2.5K housing units by 2045 to account for new household growth in the San Fernando Valley.
-



05

Opportunities

Opportunities | Infill Retail

Curating a modern and inviting retail mix in Downtown San Fernando can create a more **vibrant and engaging experience**. Smaller restaurant and entertainment formats represented in small cities and communities nearby can serve as good models

Restaurants



Granville
Downtown Burbank
5,200 SF



Urban Skillet
NoHo Arts District
~2,900 SF

Drinking Places



Brewery Draconum
Downtown Newhall
3,100 SF



Urban Press Winery
Downtown Burbank
~1,750 SF

Opportunities | Adaptive Reuse

Vacant and underutilized storefronts and shopping centers provide an opportunity for adaptive reuse. The City could become even more of a **regional retail destination** by filling vacant and underutilized spaces with new clothing stores and larger-format general merchandise stores.

Boutique Clothing Stores



Finn + Willow
Old Pasadena
1,100 SF



Salt and Freckles
Downtown Newhall
2,000 SF

General Merchandise



Walgreens
West Los Angeles
13,000 SF



Five Below
Panorama City
~9,400 SF

Opportunities | Downtown Entertainment

In addition to new or revitalized retail options, **entertainment amenities like movie theaters can serve as regional destinations for a broader customer base** who can then support Downtown retail establishments. The examples below represent infill development, smaller format theaters.

Movie Theaters



Alamo Drafthouse
Downtown Los Angeles
12 screens



Laemmle Theatres
Downtown Newhall
7 screens



New Beverly Cinema
Fairfax
Single screen

Takeaways | Crafting a Great Downtown

Downtown San Fernando shapes the identity of the City. It is a unique destination for regional shoppers and a fiscal revenue generator. Crafting a great downtown requires a multi-prong approach that focuses on placemaking and strategies that establish San Fernando as a unique regional destination.



Support multifamily housing development that supports a diversity of household sizes and income types and provides a built-in market for retail offerings.



Create vibrant and activated streets and storefronts that attract foot traffic from residents and visitors.



Focus on street design that promotes walkability and interaction between the street and storefronts.



Emphasize the unique character of Downtown that showcases the history and brand of the neighborhood.



Encourage a forward-minded ecosystem that welcomes innovative businesses and entrepreneurs as well as new residents.

San Fernando Downtown Plan

DRAFT Market Analysis

August 2024

City of San Fernando Downtown Masterplan Survey Results Presentation

March 2024



**Opinion Research on
Elections and Public Policy**



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City of San Fernando –Downtown Masterplan Survey

Survey Methodology*

	Survey Details
Mode	Phone (landline and mobile) Online (email and text to web)
Language	English and Spanish
Length	10 minutes
Target Respondents	City of San Fernando residents
Survey Fielding	December 21, 2023 – January 2, 2024 March 13 – March 20, 2024
Survey Participants	300
Margin of Error	+/-5.8%

Sample

The sample was compiled using consumer data. We matched the demographics of City of San Fernando residents.

Data Collection Explained

Interviews were conducted by phone (34%) and online (66%) modes. Phone interviews were conducted via landline (66%) or mobile (34%). Online participants were invited by email (50%) and text message (50%).

Respondents in all modes chose their preferred language, English (88%) and Spanish (12%).

The online survey was accessible by computer, tablet, and smart phone.

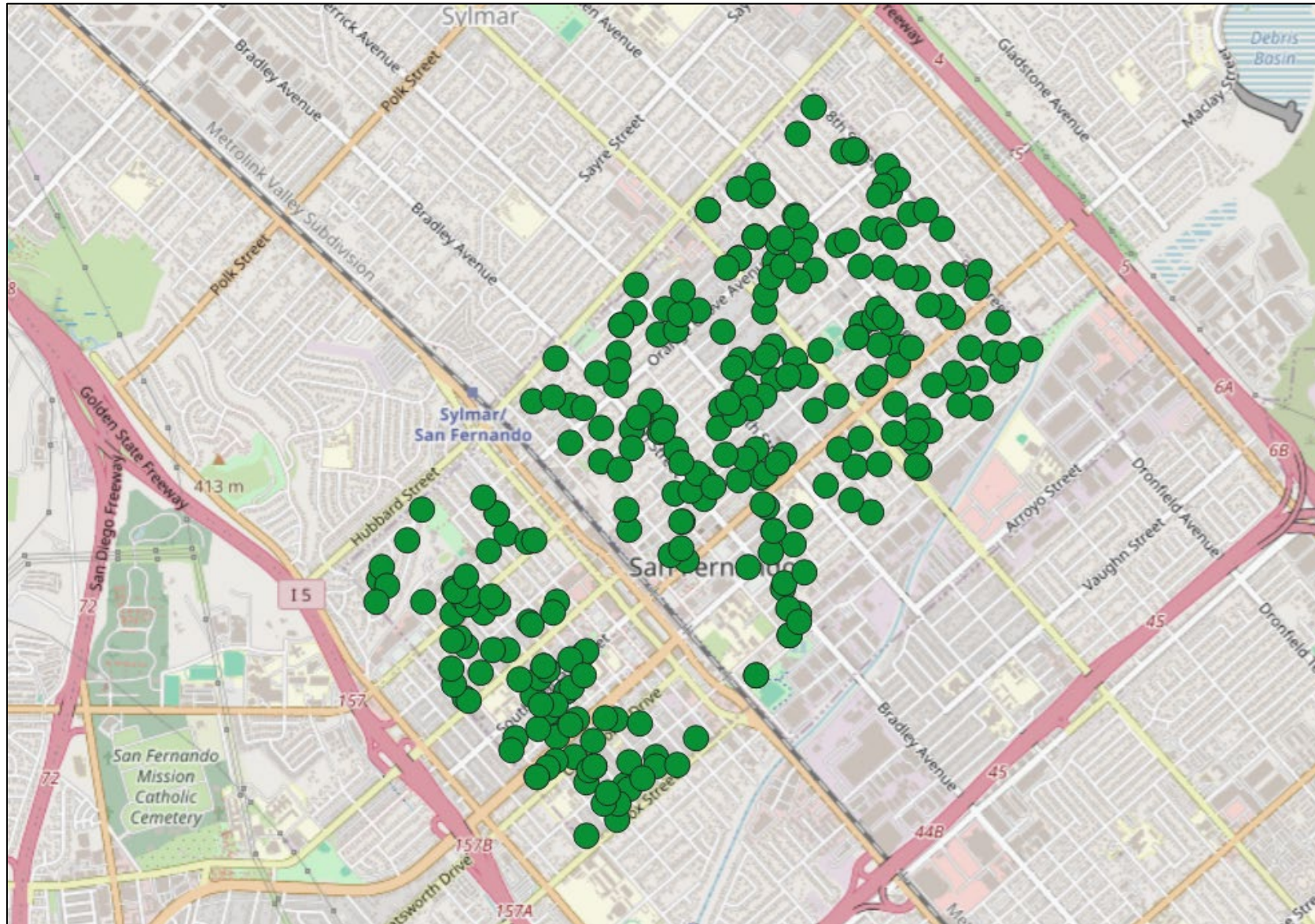
Security measures precluded individuals from completing the survey more than once.

Probolsky Research is a Latina- and woman-owned market and opinion research firm with corporate, election, government, and non-profit clients.



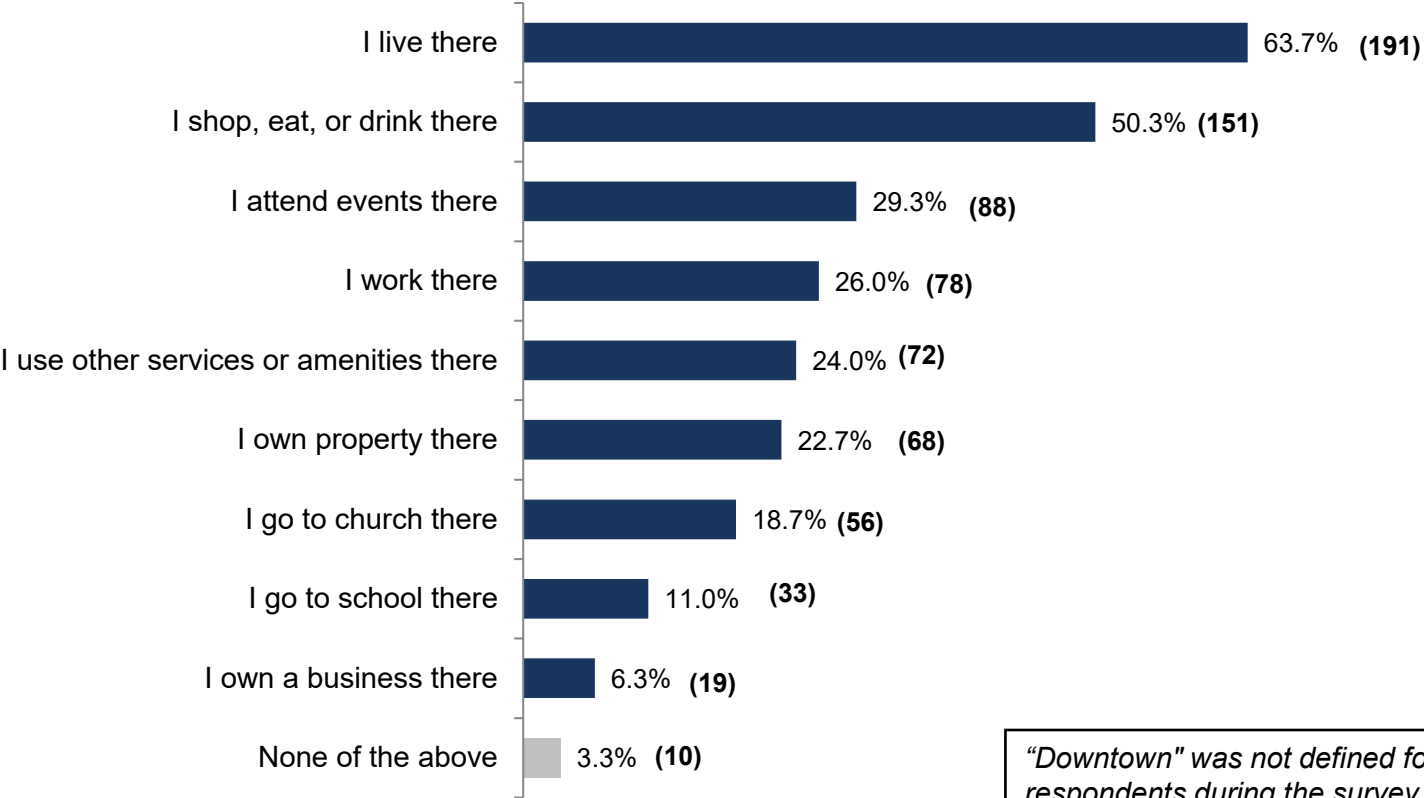
**Due to rounding, totals shown on charts may not add up to 100%*

Geo-mapping by survey respondent



64% live in Downtown San Fernando

Question 1: What is your relationship to Downtown San Fernando? Select all that apply.

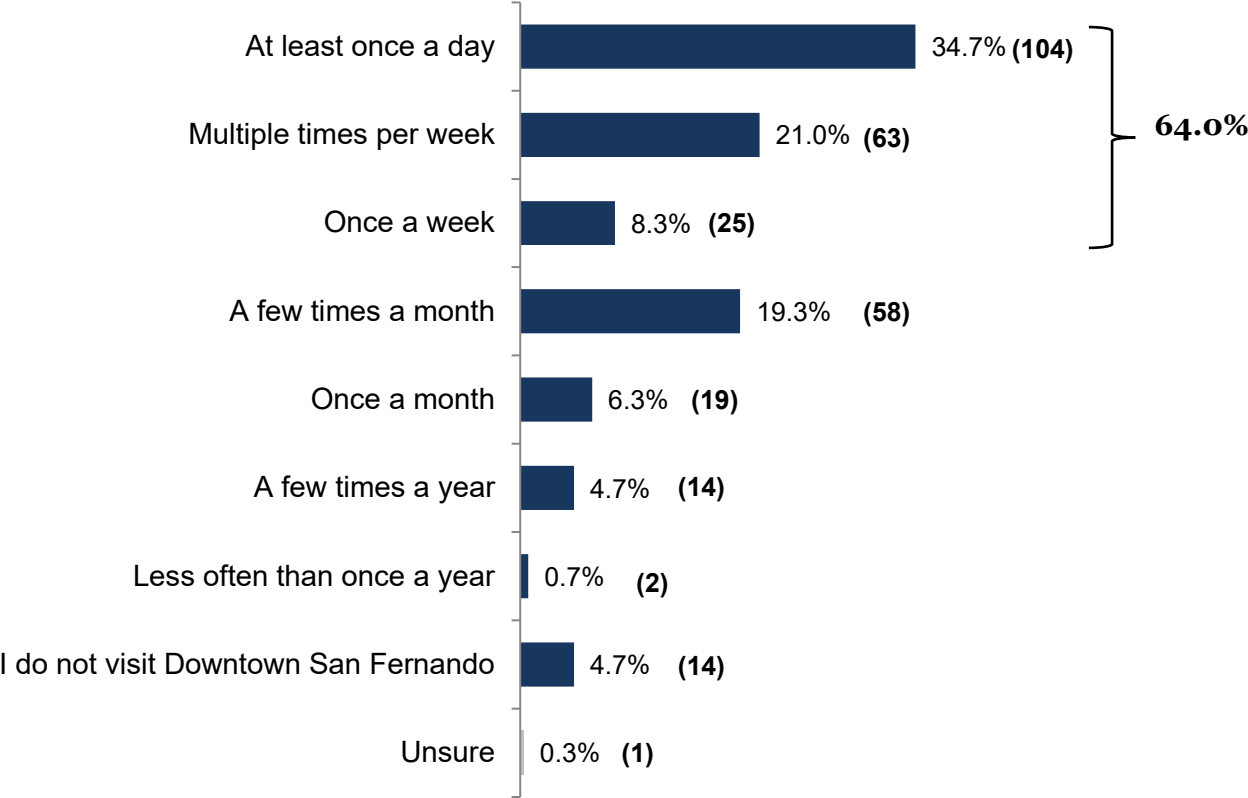


"Downtown" was not defined for respondents during the survey process.



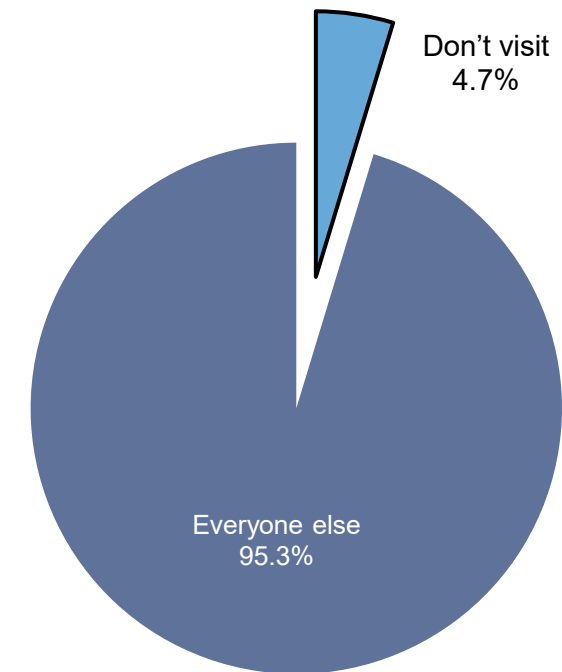
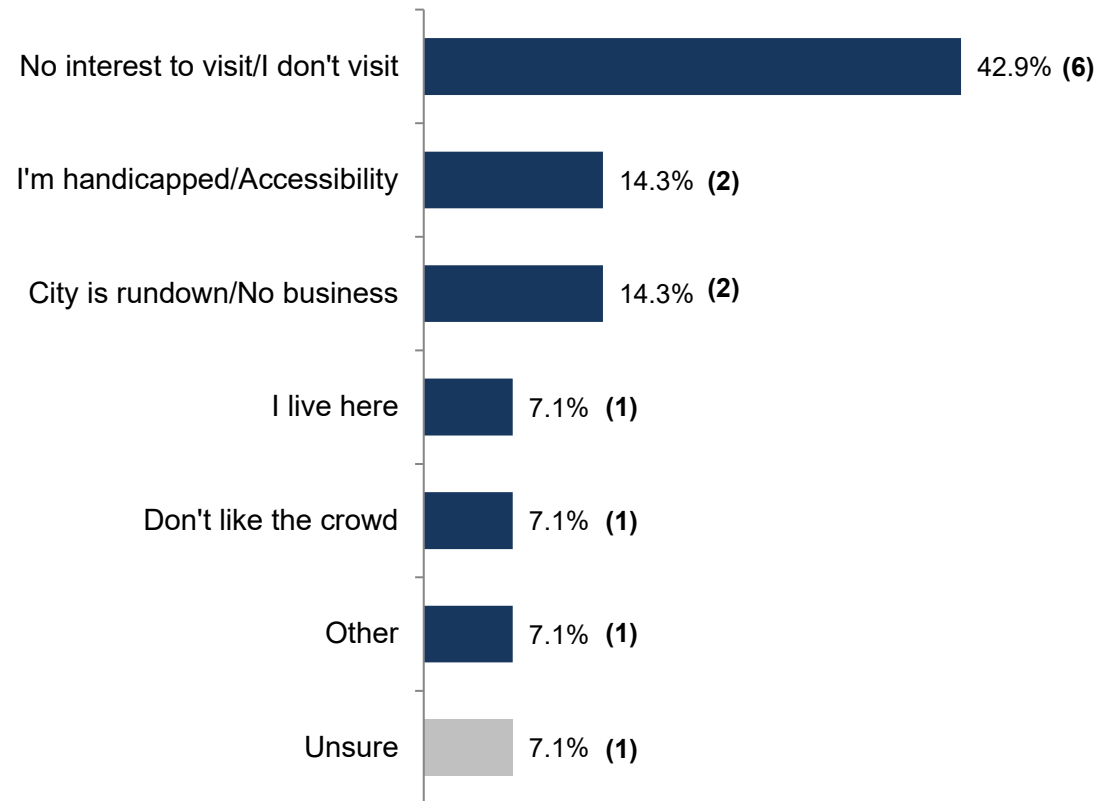
64% visit Downtown San Fernando for a reason other than going to work at least once a week

Question 2: How often do you visit Downtown San Fernando for a reason other than going to work? Select one.



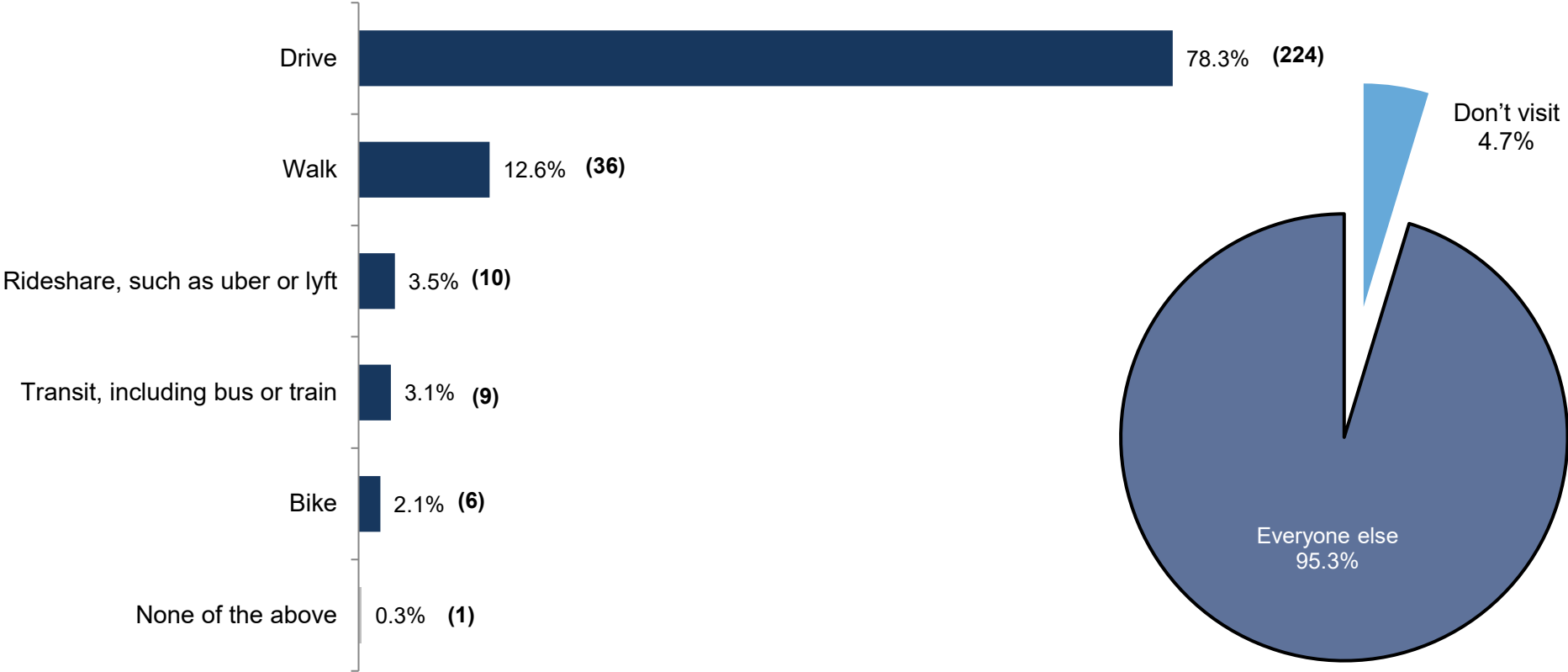
Among those who do not visit Downtown San Fernando, 43% cite having no interest in visiting

Question 3: Why don't you visit Downtown San Fernando?
[IF ANSWERED 'I DO NOT VISIT DOWNTOWN SAN FERNANDO' TO Q2]
[OPEN-ENDED RESPONSE]



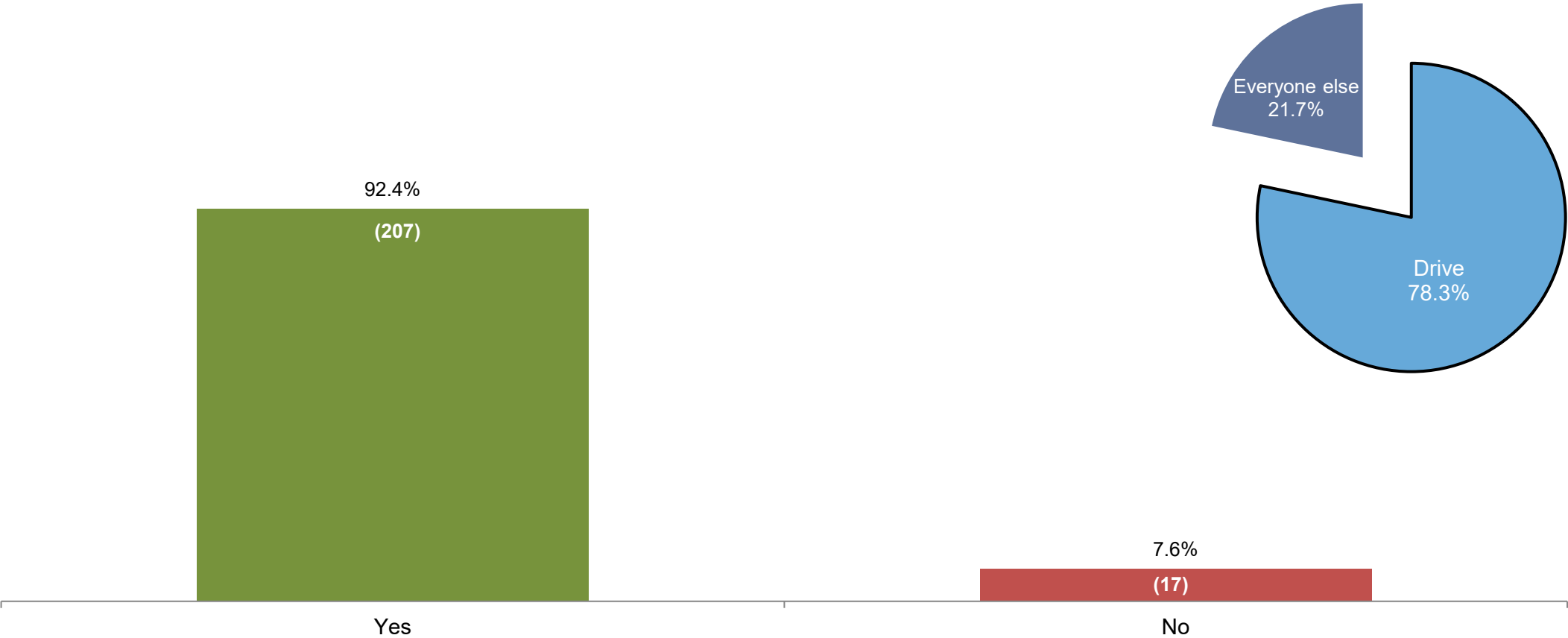
78% drive to Downtown San Fernando when they visit

Question 4: When you visit Downtown San Fernando, how do usually you get there? Select one.
[IF ANSWERED ANYTHING EXCEPT 'I DO NOT VISIT DOWNTOWN SAN FERNANDO' TO Q2]



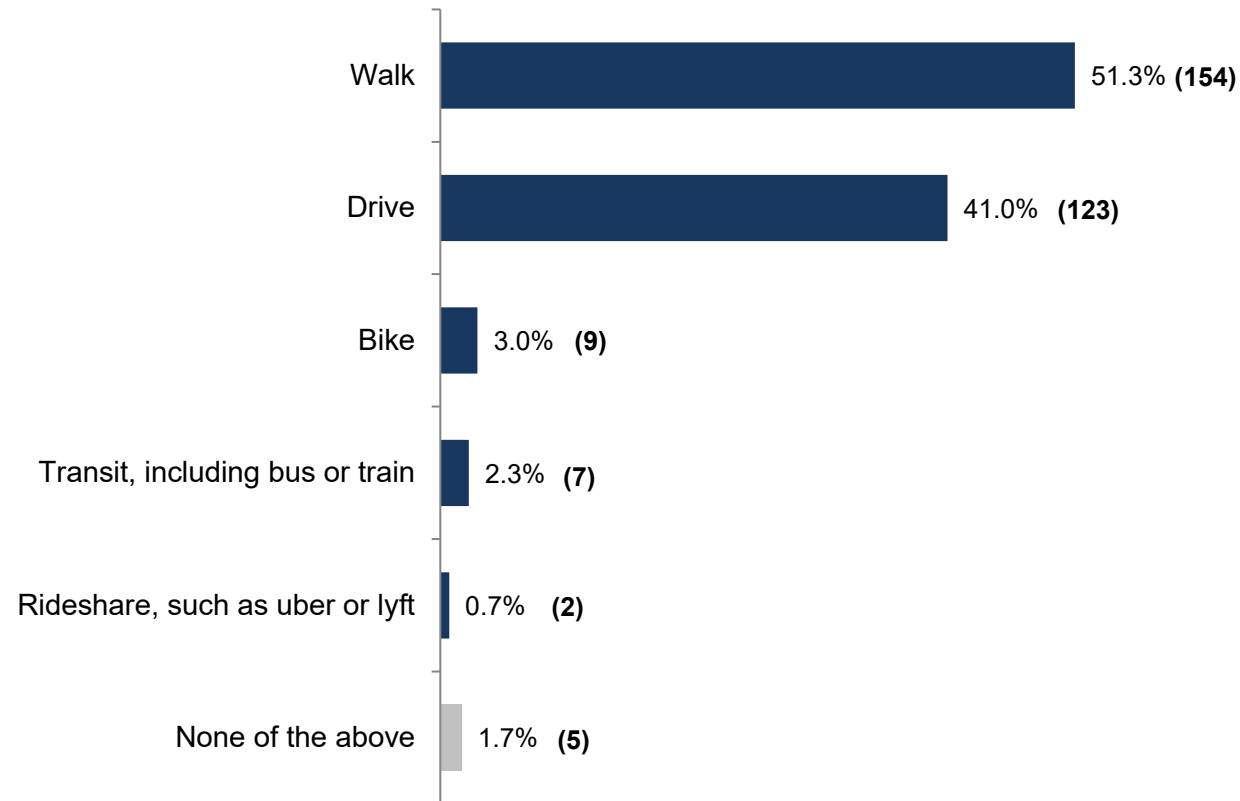
Among those who drive to visit Downtown San Fernando, 92% are able to find a parking space within a 5-minute walking distance of their destination

Question 5: If you drive to Downtown San Fernando, are you able to find a parking space within a 5-minute walking distance of your destination?
[IF ANSWERED 'DRIVE' TO Q4]



51% walk to get from destination to destination when in Downtown San Fernando

Question 6: When you are in Downtown San Fernando, how do you usually get from destination to destination? Select one.



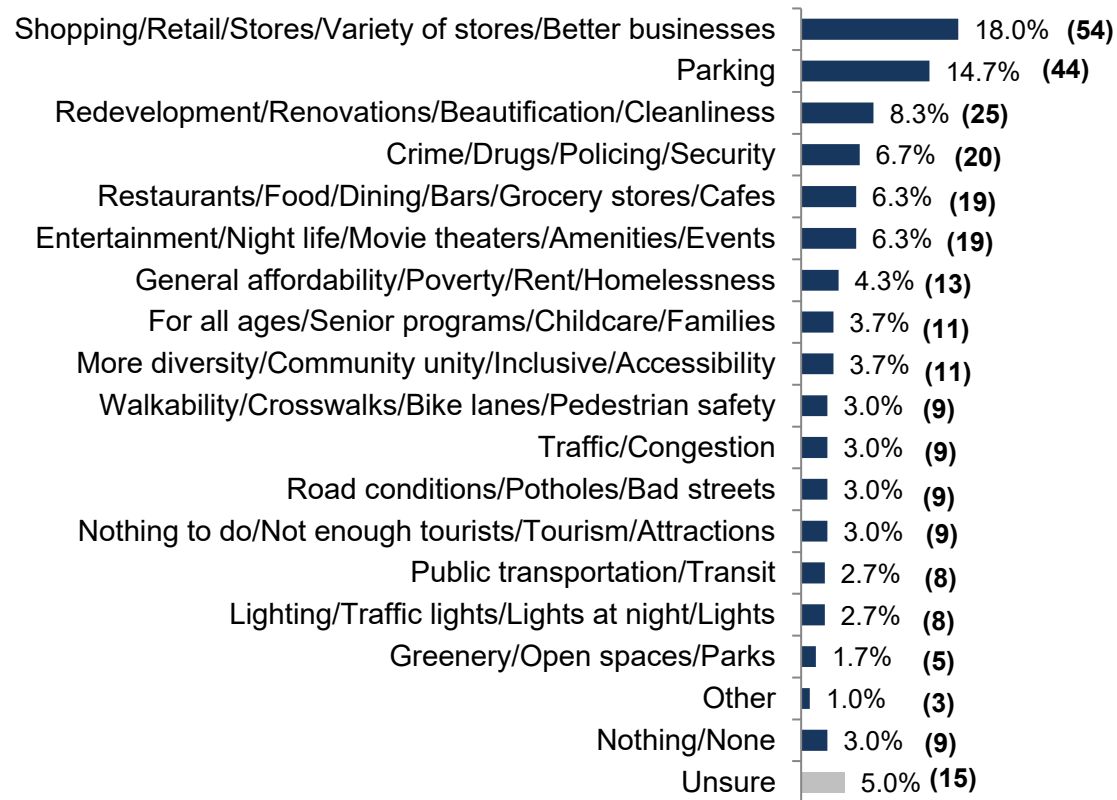
13% like the stores and shops best about Downtown San Fernando

Question 7: What do you like best about Downtown San Fernando?
[OPEN-ENDED RESPONSE]



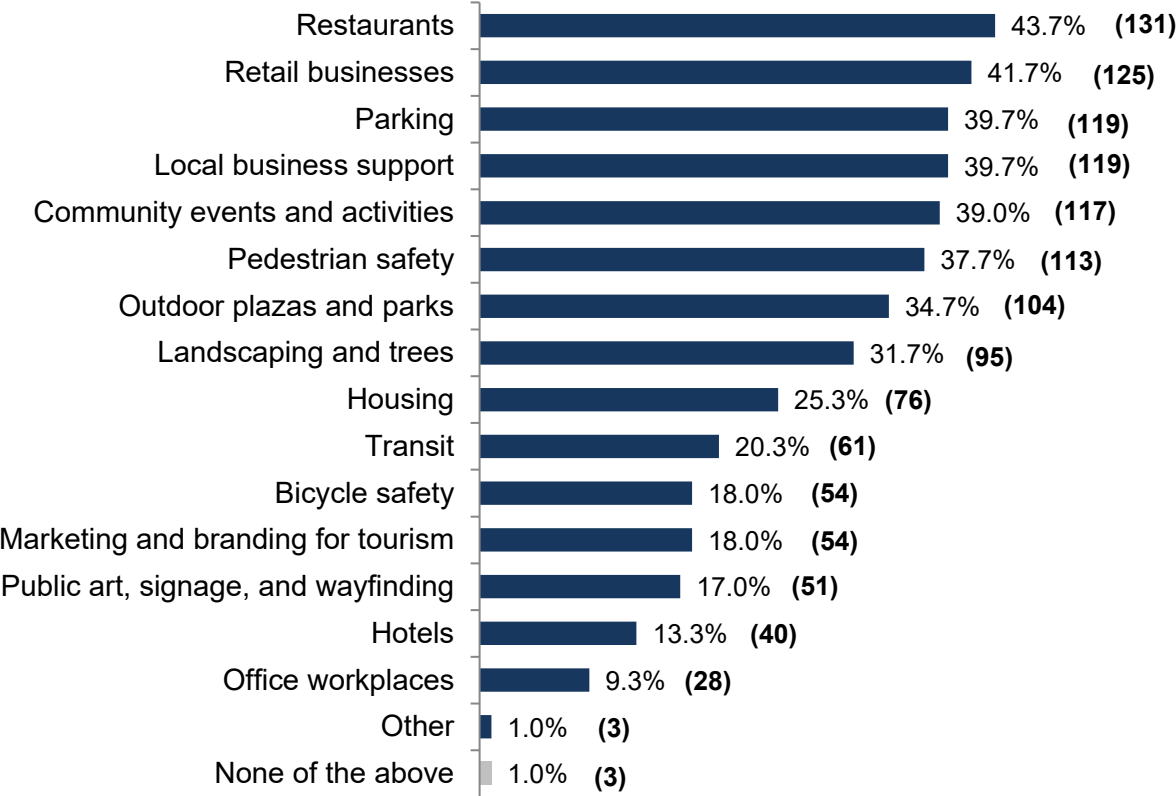
Some residents think the variety of businesses and stores should be improved in Downtown San Fernando

Question 8: What do you think is not working well, or should be improved, in Downtown San Fernando?
[OPEN-ENDED RESPONSE]



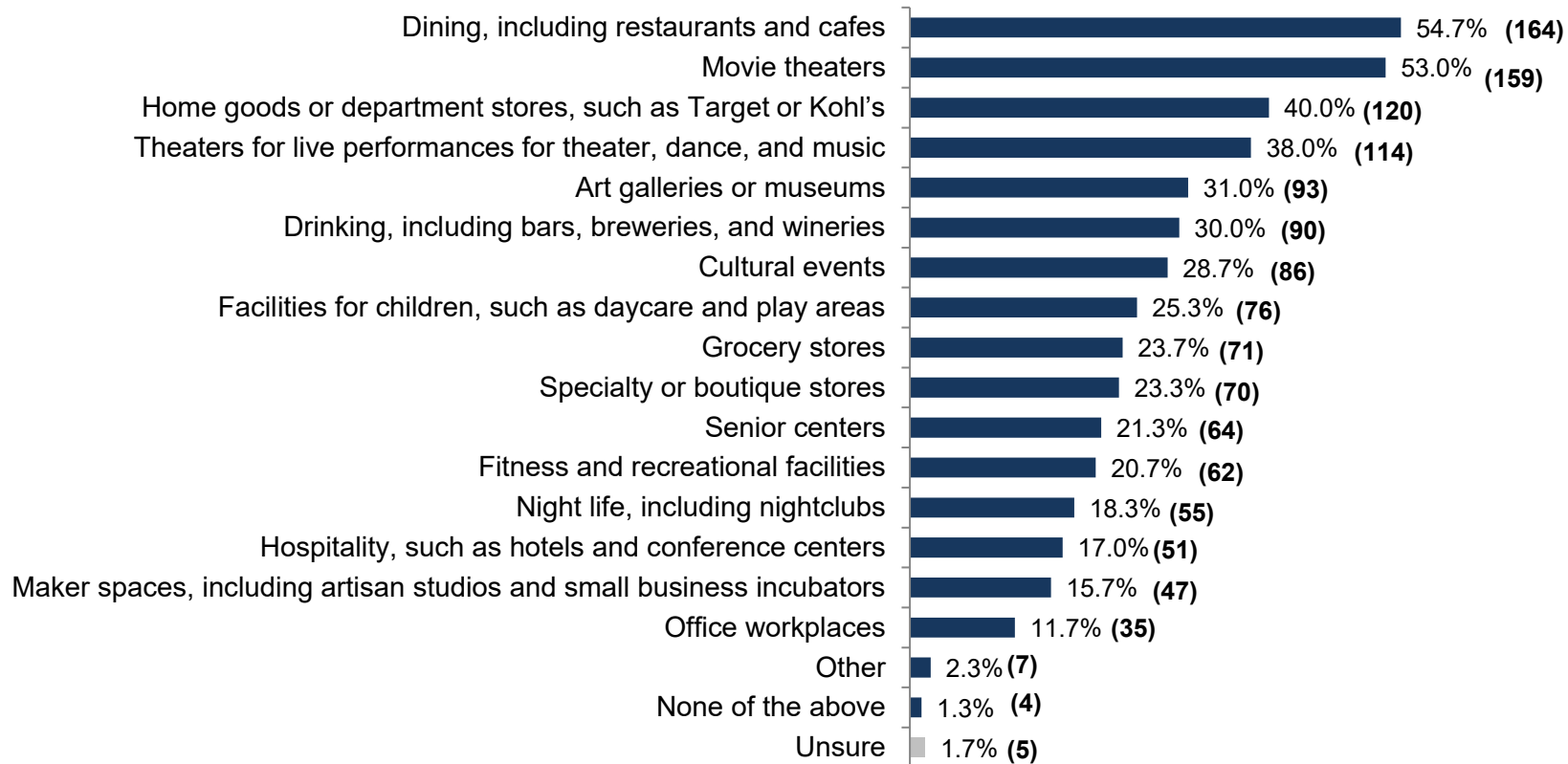
Restaurants, retail businesses, parking, local business support, and community events should be top priorities as Downtown San Fernando evolves

Question 9: Which of the following do you think should be top priorities as Downtown San Fernando evolves over time? Select all that apply.



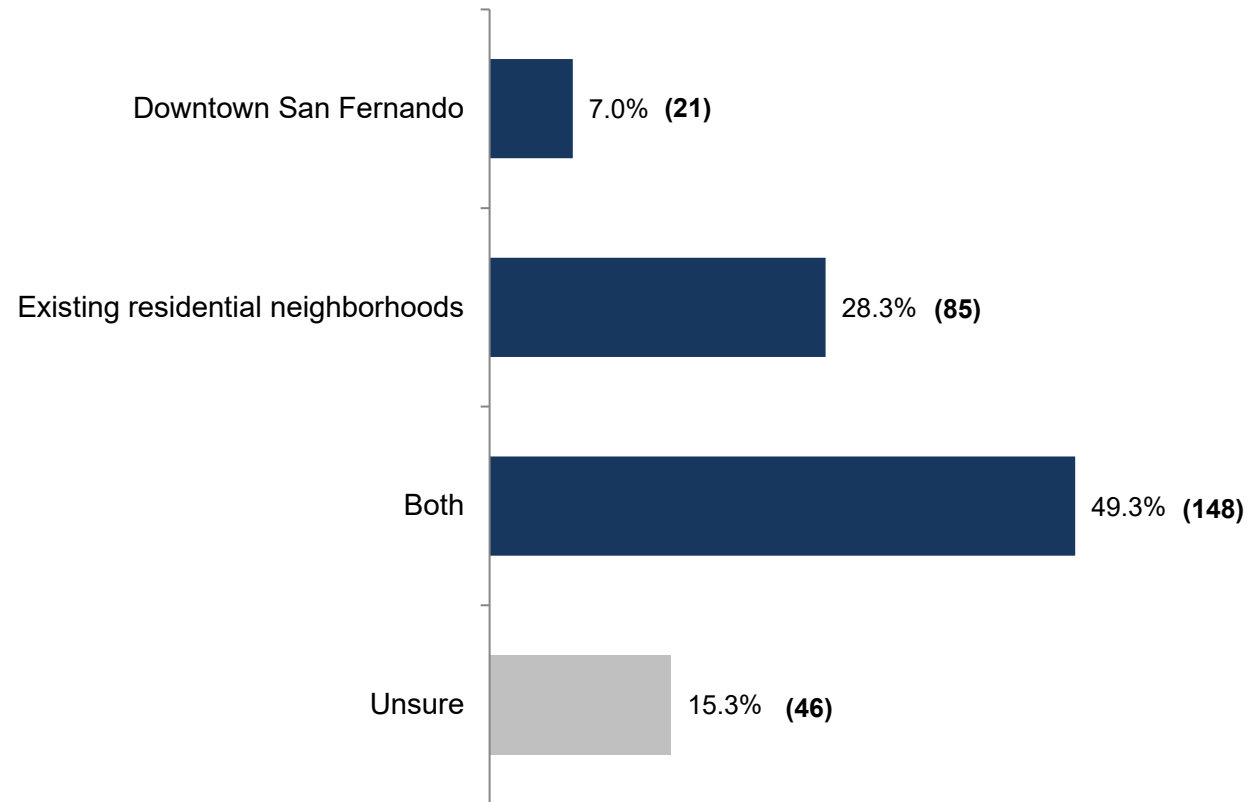
Residents would like to see restaurants, cafes, and movie theaters added in Downtown San Fernando

Question 10: What kind of commercial amenities would you like to see added in Downtown San Fernando? Select all that apply.



49% would like to see new housing in both Downtown San Fernando and in existing residential neighborhoods

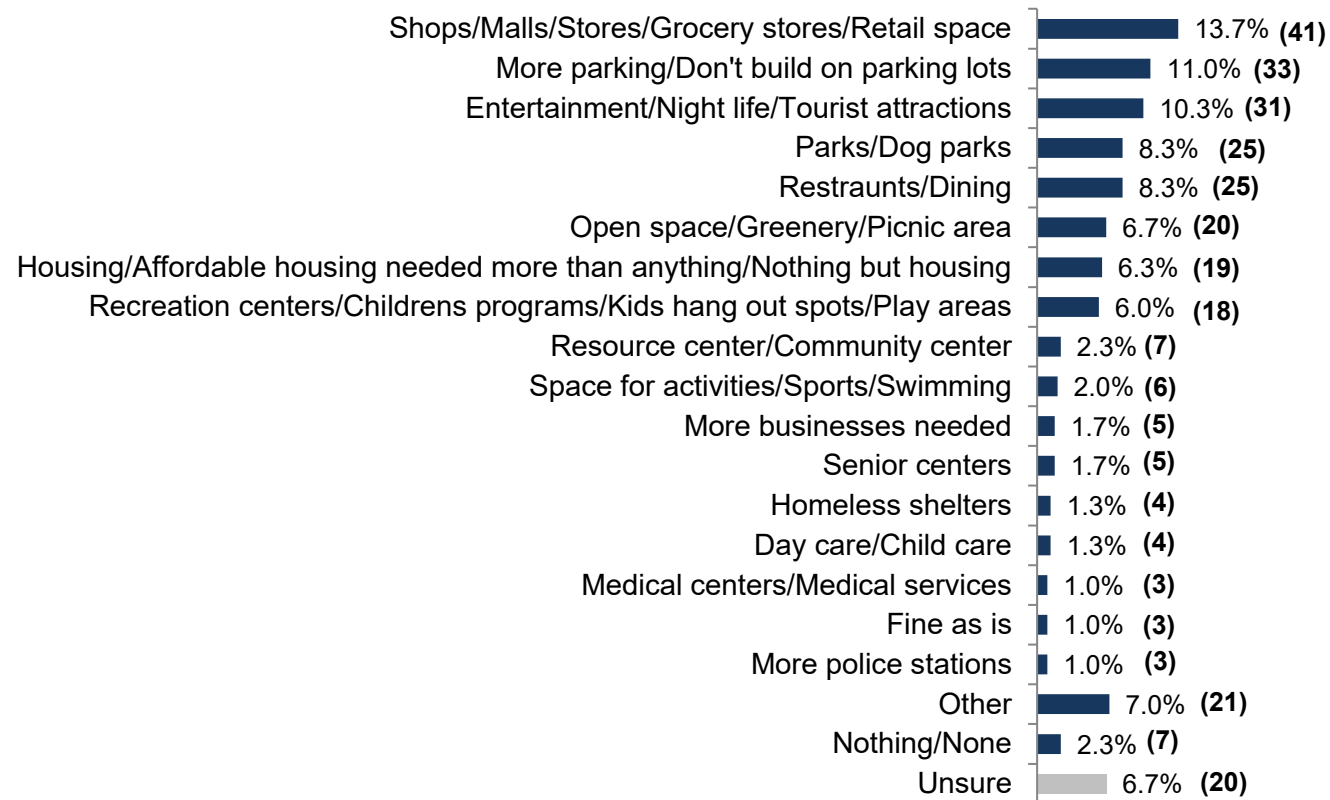
Question 11: State law requires that the City of San Fernando accommodate an increase in the number of housing units citywide by the year 2029. With this understanding, where would you like to see new housing?



Some think retail space should be developed on some of Downtown San Fernando parking lots in addition to housing

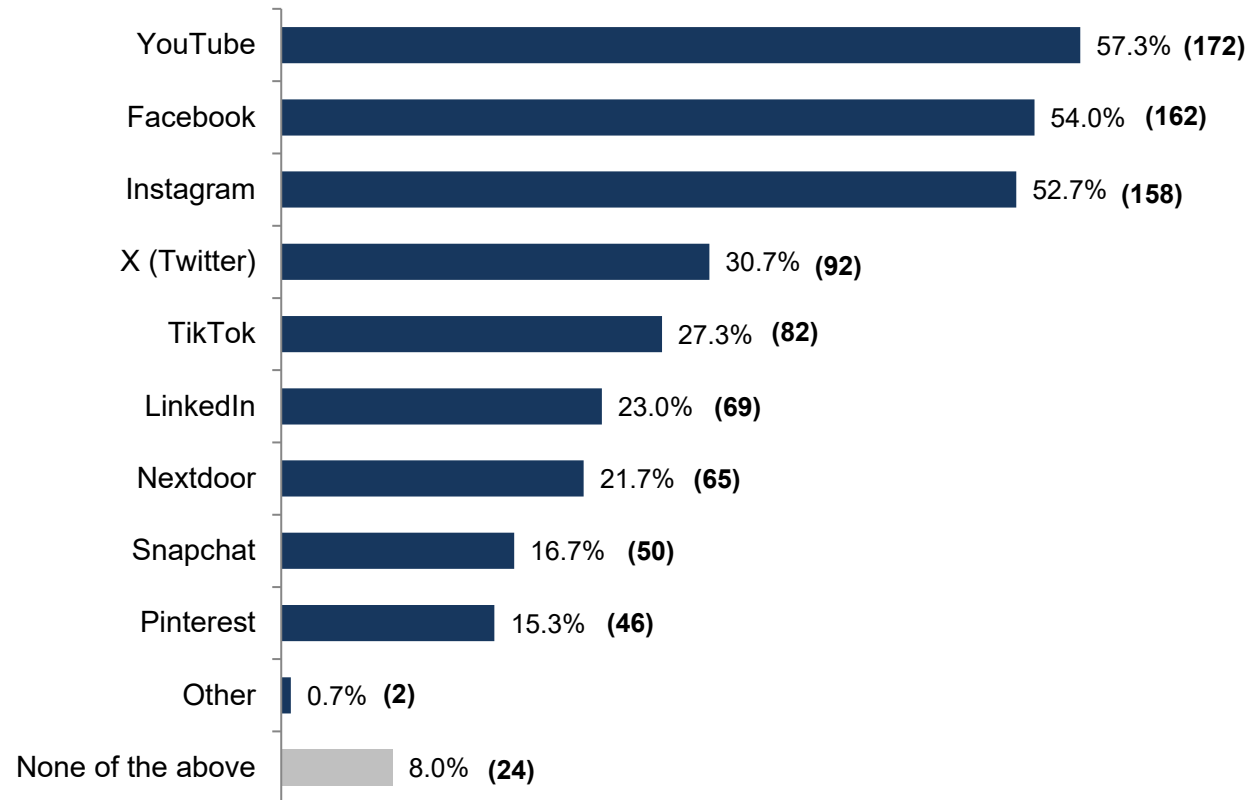
Question 12: The City of San Fernando may consider redeveloping some of its public parking lots in Downtown San Fernando. State law requires that the sites be offered to affordable housing first. In addition to housing, what else do you think should be developed on these sites?

[OPEN-ENDED RESPONSE]



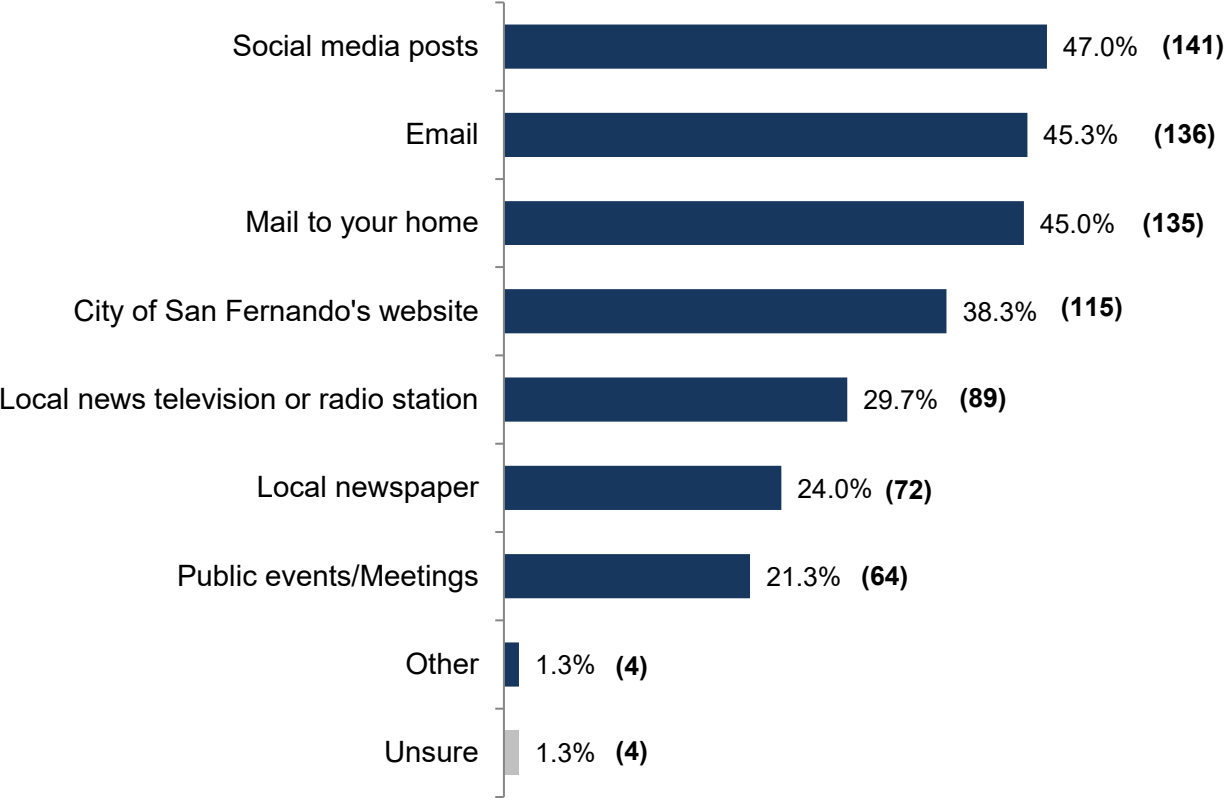
57% use YouTube regularly

Question 13: Which of the following social platforms and websites do you regularly use? Select all that apply.



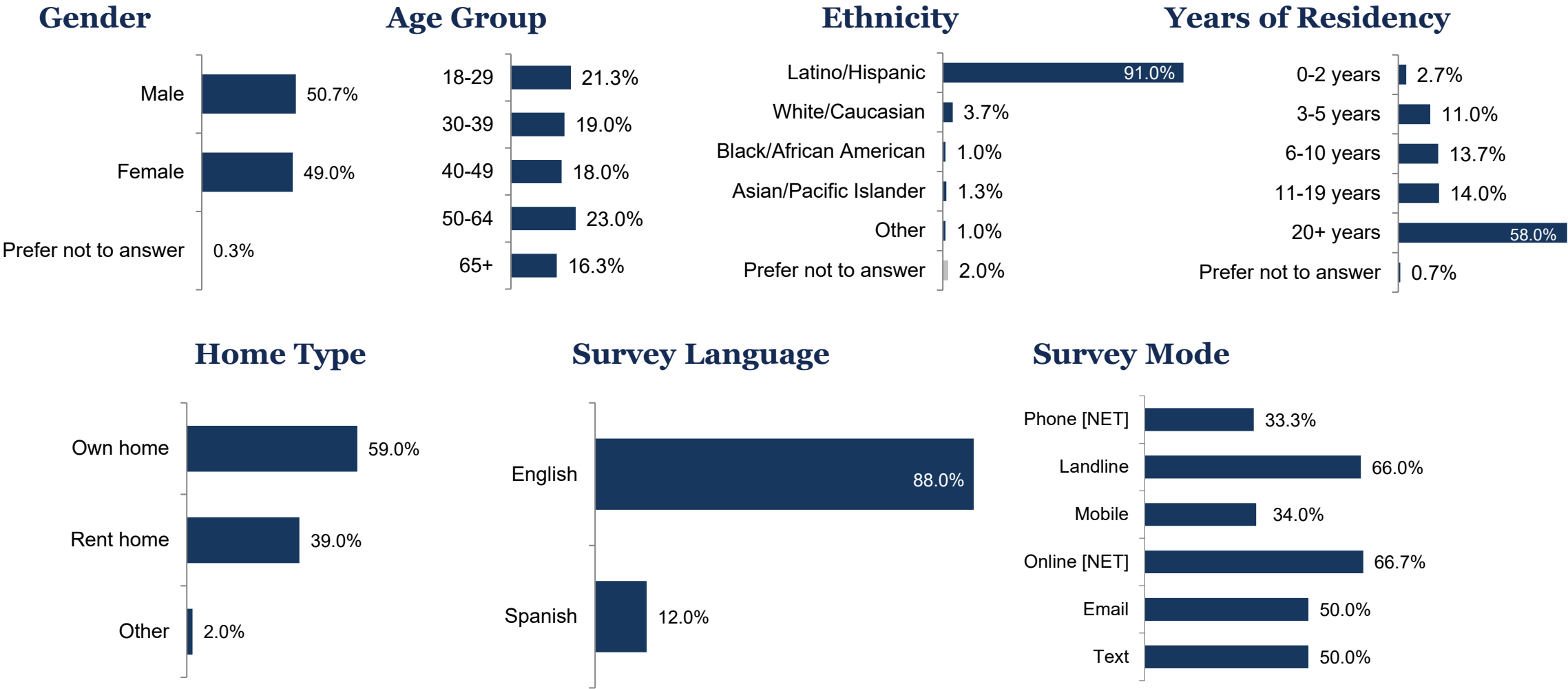
San Fernando residents prefer to receive information about what is going on in the City via social media, email, and mail

Question 14: How would you prefer to receive information about what is going on in the City of San Fernando? Select all that apply.



Demographics

Respondent demographics by gender, age group, ethnicity, years of residency, home type, survey language, and survey mode



Questions?

Adam Probolsky, President

O: 949-855-6400 | M: 949-697-6726

E: adamp@probolskyresearch.com

Michael McLaughlin, Research Director

O: 202-559-0270



**Opinion Research on
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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Richard Padilla, City Attorney

Date: September 16, 2024

Subject: Discussion and Consideration to Approve a Second Amendment to the City Manager Employment Agreement

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Second Amendment to the City Manager Employment Agreement (Attachment "A" – Contract No. 1906(b)); and
- b. Authorize the Mayor to execute the Agreement.

BACKGROUND:

1. On February 20, 2019, the City Council entered into an Employment Agreement (the "Original Agreement") with Nick Kimball to serve as permanent City Manager at a base salary of \$185,000 per year. The Employment Agreement had a fixed term of five years, provided for six-month severance pay if terminated without cause, and aligned fringe benefits with the most current Executive Compensation Plan.
2. On February 3, 2020, the City Council approved a first amendment to the Original Agreement at a base salary of \$204,000 per year with annual increases based on CPIU – Los Angeles Area, removed the fixed term to allow the Agreement to be terminated by either party, increased the contribution for CalPERS pension costs (Mr. Kimball currently pays the full 7% employee share plus 1% of the City share), added a monthly deposit of \$500 into a Section 457 Deferred Compensation account in lieu of salary, and provided 18 months' severance pay if terminated without cause. All other fringe benefits (e.g. medical benefits) aligned with the most current Executive Compensation Plan. (A copy of the Original Agreement, Contract No. 1906 as amended by way of the First Amendment, Contract No. 1906(a) is attached as Exhibit "A" of Attachment "A".
3. On June 15, 2020, the City Council approved the FY 2020-2021 Salary Plan, which included a base salary increase of 0.9% based on May 2020 CPI-U LA, to \$205,836 per year.

Discussion and Consideration to Approve a Second Amendment to the City Manager Employment Agreement

Page 2 of 3

4. On June 21, 2021, the City Council approved the FY 2021-2022 Salary Plan, which included a base salary increase of 3.9% based on May 2021 CPI-U LA, to \$213,864 per year.
5. On June 21, 2022, the City Council approved the FY 2022-2023 Salary Plan, which included a base salary increase of 8.0% based on May 2022 CPI-U LA, to \$230,973 per year.
6. On June 20, 2023, the City Council approved the FY 2023-2024 Salary Plan, which included a base salary increase of 3.2% based on May 2023 CPI-U LA, to \$238,361 per year.
7. On July 1, 2024, the City Council approved the FY 2024-2025 Salary Plan, which included a base salary increase of 3.9% based on May 2024 CPI-U LA, to \$247,656 per year.

ANALYSIS:

An employment agreement with a city manager establishes a formal agreement between the city (employer) and the manager (employee), outlining the terms and conditions of the manager's employment. It defines roles, responsibilities, compensation, benefits, and performance expectations, ensuring clarity and mutual understanding between both parties. The agreement also typically includes provisions for termination, severance, and evaluation processes, which provide stability and protect the interests of both the city and the city manager, fostering a professional relationship that supports the city's governance and strategic objectives.

During the term of the current Agreement, Mr. Kimball received annual increases based on the Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area rather than negotiate a salary adjustment through the annual evaluation process. During the term of the Agreement, the City Council has provided regular evaluations as set forth in the Agreement. As part of the 2024 evaluation process, Mr. Kimball asked City Council to review compaction issues with subordinate employees resulting from recent labor agreements with various City bargaining units and to assess the competitiveness of the current salary in the labor market.

To support stability at the City Manager position, ensure the compensation remains competitive in the current labor market, and address compaction issues with subordinate employees, the following amendments are proposed to the Employment Agreement with Mr. Kimball (Attachment "A" - Contract No. 1906(b)):

- Base Salary: \$251,767 per year (1.75% increase from current salary) with annual increases based on CPI-U Los Angeles-Long Beach-Anaheim beginning on July 1, 2025. As part of its closed session deliberation on this matter, the City Council reviewed City Manager salary

Discussion and Consideration to Approve a Second Amendment to the City Manager Employment Agreement

Page 3 of 3

comparable from 26 other comparator cities located in or near the Greater Los Angeles area¹. Even with the salary increase proposed here, the City Managers salary remains below both the median and average annual salary sums for the 26 comparator cities.

- Anti-Compaction Adjustment: If the difference between the City Manager's Base Salary and the Base Salary for the Chief of Police is less than seven percent (7%), then the City Manager's Base Salary shall be adjusted to maintain a seven percent (7%) difference. Of the 20 comparator cities with their own police departments, the median compaction differential as between the city manager salaries and the chief of police salaries was 10%.
- All other provisions of the existing Employment Agreement will remain unchanged, and fringe benefits will continue to be pursuant to the Executive Compensation Package Resolution 8289 (Attachment "B").

Government Code Section 54957.6(a) requires the City Council approve proposed compensation of appointed employees in open session. Similarly, under Government Code Section 53262(a), all employment contracts for city managers must be ratified in open session.

BUDGET IMPACT:

This proposed amendment includes a \$4,110 per year increase from the current base salary.

Sufficient contingency funds and salary savings from vacant positions are included in the Fiscal Year 2024-2025 Adopted Budget to cover the amendment to the City Manager Employment Agreement.

ATTACHMENTS:

- A. Contract No. 1906(b)
Exhibit "A" - Contract No. 1906(a) & Contract No. 1906 (Master Agreement)
- B. Resolution No. 8289

¹ The comparator cities consisted of Moorpark, Simi Valley, Santa Clarita, La Puente, Duarte, San Gabriel, Bell Gardens, Bell, Monrovia, Temple City, Montclair, Lompoc, Azusa, La Habra, Pico Rivera, San Dimas, Rosemead, La Mirada, El Monte, Alhambra, Arcadia, Burbank, Glendale, Pasadena, Santa Monica and South Pasadena.

2024
SECOND AMENDMENT TO EMPLOYMENT AGREEMENT
(Employee: Nick Kimball, City Manager)

THIS SECOND AMENDMENT (hereinafter, "Second Amendment") to that certain agreement entitled "2019 City Manager Employment Agreement (Employee: Nick Kimball)" and dated February 20, 2019, is hereby made and entered into this 16th day of September, 2024 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("CITY") and NICK KIMBALL ("EMPLOYEE"). For purposes of this Second Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and EMPLOYEE. The capitalized term "Party" may refer to either CITY or EMPLOYEE, interchangeably as appropriate.

RECITALS

THIS SECOND AMENDMENT is made and entered into with respect to the following facts:

WHEREAS, on February 20, 2019, the Parties executed that certain employment agreement entitled "2019 City Manager Employment Agreement (Employee: Nick Kimball)" (hereinafter, the "Master Agreement") for the employment of EMPLOYEE as the City Manager of the City of San Fernando as that position is generally described under Division 2 (City Manager) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code; and

WHEREAS, on February 3, 2020, the City Council approved and executed a First Amendment to the Master Agreement, Contract No. 1906(a) (hereinafter, the "First Amendment") to modify various terms relating to the duration of the Master Agreement and EMPLOYEE's compensation; and

WHEREAS, Section 1.9 of the Master Agreement provides for the conduct of an annual performance evaluation of EMPLOYEE; and

WHEREAS, the City Council conducted and completed such an evaluation earlier this year; and

WHEREAS, the City Council following the completion of EMPLOYEE's performance evaluation seeks to further amend certain terms set forth in the Master Agreement; and

WHEREAS, the Master Agreement may be amended, provided such amendments are made in writing as provided under Section 4.5 (Amendments) of the Master Agreement; and

WHEREAS, this Second Amendment was approved by the San Fernando City Council at its Regular Meeting of September 16, 2024, under Agenda Item No. 13 as required by Government Code Sections 53262, 54953(c)(3) and 54956.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. A true and correct copy of the Master Agreement as amended by way of the First Amendment is attached and incorporated hereto as **Exhibit "A"**.

SECTION 2. AMENDMENT TO COMPENSATION. Paragraph A of Section 2.1 of the Master Agreement is hereby amended in its entirety to now state the following:

"A. Annual Base Salary and Adjustments.

1. *Base Salary: Effective as of the start date of the bi-weekly employee payment cycle immediately following the Effective Date of this Agreement, CITY shall pay EMPLOYEE an annual base salary of TWO HUNDRED AND FIFTY-ONE THOUSAND, SEVEN HUNDRED AND SIXTY-SEVEN DOLLARS (\$251,767) per year (hereinafter, the "Base Salary"), subject to deductions for taxes, deferred compensation and other out-of-pocket benefits paid for by the EMPLOYEE as a CITY executive management employee. CITY shall pay EMPLOYEE in bi-weekly installments at the same time other employees of the CITY are paid.*
2. *Annual CPI Adjustment: Commencing July 1, 2025 and on July 1st of each calendar year during the term of this Agreement, the Base Salary shall be adjusted by a percentage equal to the annual percentage change to the May Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim area (hereinafter the "May CPI"). If the annual percentage change in the May CPI is zero or less, then the Base Salary, as established at the time, shall remain the same, subject to any further adjustments required by subparagraph (A)(3) of this Section, below.*
3. *Anti-Compaction Adjustment: The annual CPI adjustment notwithstanding, if at any time during the Term of this Agreement, the difference between EMPLOYEE's Base Salary and the annual base salary of the Chief of Police is a sum that is less than seven percent (7%) of the then current annual base salary of the Chief of Police, EMPLOYEE's Base Salary shall be further adjusted so that the resulting difference between EMPLOYEE's anti-compaction adjusted annual Base Salary and the then current annual base salary of the Chief of Police is a sum that is equal to seven percent (7%) of the Chief of Police's annual base salary rounded-up to the nearest dollar."*

SECTION 3. Except as otherwise set forth in this Second Amendment, the Master Agreement and the First Amendment shall remain binding, controlling, and in full force and effect. Section 4.4 of the Master Agreement notwithstanding, this Second Amendment, together with the Master Agreement and the First Amendment, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

SECTION 4. In the event of any conflict or inconsistency between the provisions of this Second Amendment and the provisions of the Master Agreement or the First Amendment, the provisions of this Second Amendment shall govern and control, but only to the extent of the conflict or inconsistency and no further.

IN WITNESS WHEREOF, the Parties hereto have caused this Second Amendment to be executed on the date this Second Amendment has been executed by all of the Parties, below.

CITY OF SAN FERNANDO

NICK KIMBALL:

By: _____
Celeste T. Rodriguez, Mayor

By: _____
Nick Kimball, an individual

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Richard Padilla, City Attorney

Date: _____

2020
FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT
(Employee: Nick Kimball)

THIS 2020 FIRST AMENDMENT ("Amendment") to that certain agreement entitled "2019 City Manager Employment Agreement – Employee: Nick Kimball" originally executed February 20, 2019 by and between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("City") and NICK KIMBAL, an individual ("Employee") is made and entered into this 3rd day of February 2020 ("Effective Date"). For purposes of this Amendment, the capitalized term "Parties" shall be a collective reference to both City and Employee. The capitalized term "Party" may refer to either City or Employee interchangeably as appropriate.

RECITALS

WHEREAS, the Parties executed and entered into an employment agreement dated February 20, 2020 and entitled "2019 City Manager Employment Agreement – Employee: Nick Kimball", Contract No. 1906 (hereinafter, the "Master Agreement") (A true and correct copy of the Master Agreement is attached and incorporated hereto as **Exhibit "A"**); and

WHEREAS, the Parties now wish to modify the Master Agreement further; and

WHEREAS, Resolution No. 7692 was later repealed, replaced and superseded by way of City Council Resolution No. 7807 dated August 7, 2017 ("Resolution No. 7807"); and

WHEREAS, Section 4.5 (Amendments) of the Master Agreement allows the Parties to amend the Master Agreement provided such amendments are memorialized in the form of a written amendment approved by the San Fernando City Council ("City Council") and signed by the Mayor; and

WHEREAS, execution of this Amendment was approved in open session at the City Council's regular meeting of February 3, 2020 under Agenda Item No. 6 as required under Government Code Section 53262.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. Subsection A of Section 1.2 (Term of Employment) is amended in its entirety to state the following:

"Subject to subsection B of this Section, below, this Agreement shall have an indefinite term ("Term")."

SECTION 2. The term "Base Salary" as defined under subsection A of Section 2.1 (Base Salary) of the Master Agreement is amended to the sum of Two Hundred and Four Thousand Dollars (\$204,000) per year effective as of February 1, 2020.

SECTION 3. Notwithstanding anything set forth under Section 2.2 (Retirement/Deferred

Compensation) of the Master Agreement to the contrary or any other provision of the Master Agreement, commencing as of February 1, 2020, Employee shall contribute two percent (2%) of his Base Salary toward the City's CalPERS pension cost. Each July 1st thereafter, commencing with July 1, 2021, Employee shall annually contribute an additional two percent (2%) of his Base Salary toward the City's CalPERS pension cost until such time as Employee's CalPERS pension cost contribution equals eight percent (8%) of Employee's Base Salary.

SECTION 4. Subsection B of Section 2.2 (Retirement/Deferred Compensation) of the Master Agreement is further modified by the addition of the following sentence.

"CITY shall deposit the sum of Five Hundred Dollars (\$500) per month in EMPLOYEE's 457 Deferred Compensation plan."

SECTION 5. Subsection A of Section 3.3 (Separation for Convenience and Without Cause; Severance) of the Master Agreement is amended in its entirety to state the following:

"In the event EMPLOYEE is terminated for convenience and without cause by the City Council while EMPLOYEE is willing and able to perform the City Manager's duties under this Agreement, then in that event the CITY agrees to pay EMPLOYEE a lump sum cash payment equal to eighteen (18) months' worth of EMPLOYEE's annual Base Salary at the time of separation [i.e., the value of one months' worth of EMPLOYEE's annual Base Salary at the time of separation multiplied by eighteen]."

SECTION 6. Except as otherwise set forth in this Amendment, the Master Agreement shall remain binding, controlling and in full force and effect. The provisions of this Amendment shall be deemed a part of the Master Agreement and except as otherwise provided under this Amendment, the Master Agreement and all provisions contained therein shall remain binding and enforceable. In the event of any conflict or inconsistency between the provisions of this Amendment and the provisions of the Master Agreement, the provisions of this Amendment shall govern and control, but only in so far as such provisions conflict with the Master Agreement and no further.


SECTION 7. The Master Agreement as amended by way of this Amendment constitutes the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between City and Employee prior to the execution of this Amendment. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to the Master Agreement as amended by this Amendment shall be valid and binding unless in writing and duly executed by the Parties in the form of a written contract amendment.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed on the day and year first appearing above.


CITY:

City of San Fernando


By: 
Joel Fajardo
Mayor

EMPLOYEE

Nick Kimball, an individual:

By: 
Nick Kimball, an individual

APPROVED AS TO FORM

By: 
Name: Joaquin Vazquez
Title: Deputy City Attorney

CONTRACT NO. 1906

2019
CITY MANAGER EMPLOYMENT AGREEMENT
(Employee: Nick Kimball)

THIS 2019 CITY MANAGER EMPLOYMENT AGREEMENT ("Agreement") is made and entered into on this 20th day of February 2019 ("Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("CITY") and NICK KIMBALL, an individual ("EMPLOYEE"). For purposes of this Agreement, the capitalized term "Parties" shall be a collective reference to both CITY and EMPLOYEE. The capitalized term "Party" may refer to either CITY or EMPLOYEE interchangeably and reasonably appropriate.

RECITALS

THIS AGREEMENT is made and entered into in consideration of the following:

WHEREAS, CITY desires to engage and employ EMPLOYEE to serve as the City Manager of the City of San Fernando as that position is generally described under Division 2 (City Manager) of Title III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code ("City Manager"); and

WHEREAS, the City Council finds that EMPLOYEE possesses the education, training, experience and expertise necessary to perform the duties of City Manager; and

WHEREAS, EMPLOYEE desires to accept employment as City Manager subject to the consideration, terms and conditions set forth under this Agreement; and

WHEREAS, the City Council appointed EMPLOYEE to serve as Interim City Manager at its Special Meeting of February 12, 2019, pending EMPLOYEE's appointment as CITY's permanent City Manager and pending the negotiation and establishment of definite terms for such permanent employment to be considered by the City Council in open session at the Regular Meeting of February 19, 2019; and

WHEREAS, the City Council approved the appointment of EMPLOYEE as City Manager and the execution of this Agreement in open session at its Regular Meeting of February 19, 2019 under Item 10 of the Administrative Reports portion of the City Council agenda as required by Government Code Section 53262.

NOW, THEREFORE, for and in consideration of the mutual agreements contained herein, CITY and EMPLOYEE agree as follows:

SECTION 1. POSITION, TERM, DUTIES

1.1 Employment as City Manager

This Agreement establishes the terms and conditions of employment of EMPLOYEE as the City Manager of CITY.

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1.2 Term of Employment

A. This Agreement shall have a term of five (5) years commencing from the Effective Date.

B. Section 1.2.A., above notwithstanding, EMPLOYEE's employment with CITY shall be at-will and EMPLOYEE shall at all times serve at the pleasure of and at the convenience of the San Fernando City Council ("City Council"). Nothing in Section 1.2.A., above, shall operate to prohibit, restrict or otherwise limit the City Council's ability to immediately terminate this Agreement and EMPLOYEE's employment (i) at any time for convenience and without cause; or (ii) at any time for cause.

C. This Agreement along with EMPLOYEE's employment with the City may be terminated by EMPLOYEE at any time for convenience subject to the 45-day resignation notification requirement set forth under Section 3.2, of this Agreement, below.

1.3 Duties and Responsibilities

A. EMPLOYEE shall perform the duties and functions of the City Manager as specified under the laws of the State of California, the San Fernando Municipal Code, the ordinances and resolutions of the CITY and this Agreement. EMPLOYEE shall also perform such other duties and functions as the City Council may assign from time to time.

B. EMPLOYEE shall serve as the City Manager and shall be vested with the powers, duties and responsibilities of the City Manager as set forth in Division 2 (City Manager) of Title III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code ("Division 2"), as the same may be amended or modified from time to time by the City Council. EMPLOYEE's performance of his duties shall be subject to the direction and oversight of the City Council. It is the intent of the Parties that EMPLOYEE shall use all reasonable efforts to keep the City Council fully informed of all significant operations or major undertakings of the CITY. EMPLOYEE's duties and responsibilities shall include, but are not limited to, the following:

1. Except as otherwise provided under the San Fernando Municipal Code, as the same may be amended or modified from time to time by the City Council, or this Agreement, EMPLOYEE shall serve as the CITY's chief executive officer, subject to direction and control of the City Council. The City Manager shall be responsible for the efficient administration of all affairs of the CITY which are under his control.
2. EMPLOYEE shall perform all the duties of the City Manager as set forth in Section 2-121 of Division 2 of the City of San Fernando Municipal Code (the "Municipal Code"), the California Government Code, and CITY policies and procedures approved by the City Council, as may be provided from time to time. The City Manager shall also perform other legally permissible and proper duties and functions as the City Council may assign from time to time.
3. The City Council may also designate EMPLOYEE as the administrative head of other CITY-related legal entities. Such other legal entities could include financing authorities, joint powers authorities and/or the Successor Agency to the San Fernando Redevelopment Agency.

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4. EMPLOYEE shall administer and enforce policies established by the City Council and promulgate written policies and procedures as necessary to implement such policies.

1.4 Hours of Work

A. The position of City Manager shall be deemed an exempt position under state and federal wage and hour laws. EMPLOYEE's compensation (whether salary or benefits or other allowances) is not based on hours worked and EMPLOYEE shall not be entitled to any compensation for overtime.

B. EMPLOYEE shall be allowed reasonable flexibility in setting his own office hours, provided: (i) EMPLOYEE maintains a reasonably substantial on-site presence at City Hall during normal CITY business hours; (ii) EMPLOYEE is reasonably available to members of the City Council, CITY staff and members of the community on a regular and routine basis that generally conforms to the CITY's normal business hours as the same may be amended from time to time by the City Council; and (iii) EMPLOYEE is reasonably available to participate in community events or other functions that may occur during non-business hours as the City Council may from time-to-time request.

C. Consistent with subsection B, above, EMPLOYEE's work hours may generally conform to the 9/80 work schedule afforded department heads and directors, however, EMPLOYEE understands that the duties, demands and responsibilities of the office of City Manager may from time to time require that he work days and hours that do not strictly conform to the 9/80 schedule generally afforded to other executive level staff and shall be available to discharge the duties and responsibilities of City Manager at all times as reasonably necessary.

1.5 Regional and Professional Activities

The City Council desires that EMPLOYEE be reasonably active in professional organizations that will promote the standing of the CITY and advance the CITY's goals, interests and policy objectives while also providing EMPLOYEE with opportunities for the type of professional development that will enhance his ability to serve the CITY and perform his duties as City Manager. To this end, EMPLOYEE may, upon reasonable notice and approval by the City Council, join professional organizations and participate in the activities of such organization insofar as such participation promotes the interests of the CITY and does not unduly interfere with the performance of EMPLOYEE's duties as City Manager. These activities may include, without limitation, participation in the California Contract Cities Association, California League of Cities, Independent City Association, City Management Foundation or other similar national, statewide, regional or professional organizations provided that such activities do not in any way interfere with or adversely affect EMPLOYEE's performance as City Manager. Subject to funding availability as determined by the City Council in its sole and absolute discretion, CITY may pay for the dues and subscriptions of the City Manager necessary for his participation in national, statewide, regional or professional organizations.

1.6 Residence

EMPLOYEE shall not be required to reside within the territorial boundaries of the CITY. The foregoing notwithstanding, EMPLOYEE shall maintain a permanent residence within a reasonable distance to the CITY so as to permit EMPLOYEE travel to the CITY within sixty (60) minutes in the event of CITY emergencies.

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1.7 Conflicts of Interest

EMPLOYEE shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of the CITY, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the City Council. EMPLOYEE shall further refrain from developing a financial stake in any commercial venture or partnership with any entity doing business with the CITY where such financial stake would create a violation of Government Code Section 1090. For and during the term of this Agreement and any extension term, EMPLOYEE further agrees that except for a personal residence or residential property acquired or held for future use as his personal residence, EMPLOYEE will not invest in any other real estate or property improvements within the corporate limits of the CITY without the prior consent of the City Council and subject to the restrictions of all applicable financial conflict of interest laws.

1.8 ICMA Code of Ethics

A. EMPLOYEE agrees to become a member of the International City/County Management Association ("ICMA"). The Parties mutually desire that EMPLOYEE shall comply with the latest draft of the ICMA Code of Ethics, provided such compliance is not inconsistent with or contrary to the laws of the State of California or the San Fernando Municipal Code.

B. CITY and the City Council agree that neither the City Council nor any of its members will give EMPLOYEE any order, direction, or request that would require EMPLOYEE to violate the ICMA Code of Ethics, unless such direction or request is authorized by the laws of the State of California or the San Fernando Municipal Code.

1.9 Performance Evaluation

A. Performance evaluations are an important way for the City Council and EMPLOYEE to ensure effective communications about City Council expectations and EMPLOYEE's performance. The City Council reserves the right to conduct a general job performance evaluation and review of EMPLOYEE at least once each fiscal year. In addition, the City Council reserves the right to conduct an informal job performance review once each fiscal year quarter on an as-needed basis.

B. In conducting the evaluation and review the Parties may, but shall not be required to, use the services of a professional consultant selected by the City Council. The job performance evaluation and review shall serve the following purposes and objectives: (i) to evaluate EMPLOYEE's overall job performance over the course of the fiscal year; (ii) to identify areas of notable progress and/or accomplishment and identify ways to sustain and/or improve upon such progress and/or accomplishments; (iii) to identify areas requiring improvement and how such improvement might be accomplished; (iv) to measure EMPLOYEE's success in meeting, achieving and/or exceeding City Council-defined, goals, objectives, priorities, activities and programs over the fiscal year or since the last performance evaluation and review; (v) to establish goals, objectives, and priorities for the upcoming year; (vi) to determine, what if any, adjustments or enhancement should be considered and approved to EMPLOYEE's compensation terms.

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C. The failure of CITY to undertake a performance evaluation shall not limit CITY's ability to terminate this Agreement pursuant to Section 3, below. Nothing in this Section shall be construed to restrict or otherwise limit CITY's ability to undertake any other review or investigation of EMPLOYEE during the course of a fiscal year which the City Council may deem necessary to address any allegation of unlawful or inappropriate conduct or other wrongdoing.

SECTION 2. BASE COMPENSATION; BENEFITS AND REIMBURSEMENTS

2.1 Base Salary

A. Base Salary. CITY shall pay EMPLOYEE an annual base salary of One Hundred and Eighty-Five Thousand Dollars (\$185,000) per year (hereinafter, the "Base Salary"), subject to deductions for taxes, deferred compensation and other out-of-pocket benefits paid for by EMPLOYEE as a CITY executive management employee. CITY shall pay EMPLOYEE in bi-weekly installments at the same time other employees of CITY are paid. Commencing July 1, 2020 and on July 1st of each calendar year thereafter during the Term of this Agreement, the Base Salary shall be adjusted by a percentage equal to the annual percentage change to the May Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim area (hereinafter, "May CPI"). If the annual percentage change in the May CPI is zero or less, then the Base Salary, as established at the time, shall remain unchanged.

B. Bilingual Bonus and Longevity Pay. EMPLOYEE shall receive a bilingual bonus and longevity pay subject to the same terms and conditions as the same are provided to City Department Heads under City Council Resolution No. 7692 approved August 3, 2015 (hereinafter, "Resolution No. 7692") as the same may be later repealed, amended or modified by the City Council.

2.2 Retirement/Deferred Compensation

A. In the manner prescribed under Section 5 of Exhibit "A" of Resolution No. 7692 and the CITY's written agreement with CalPERS: (i) EMPLOYEE: shall receive retirement benefits through the California Public Employees Retirement System (CalPERS) at the Second Tier, "Classic" member formula of two percent (2%) at age 55, final 12-month average compensation retirement calculation. As applicable to Second Tier, "Classic" members under Resolution No. 7692, City shall pay seven percent (7%) toward EMPLOYEE's required CalPERS contribution. EMPLOYEE shall receive such other retirement benefits as may be provided to Second Tier "Classic" members under Section 5 of Exhibit "A" of Resolution No. 7692.

B. EMPLOYEE shall also be eligible for deferred compensation through voluntary contribution to the 457 Deferred Compensation plan available through the ICMA.

2.3 Annual Leave (Vacation and Sick)

A. Accrual of Annual Leave. For purposes of this Agreement, the term "Annual Leave" shall have the same meaning as set forth under Resolution No. 7692 or as the meaning of the term "Annual Leave" may be modified or amended by subsequent resolutions of the City Council that repeal, amend or otherwise modify the term "Annual Leave" as defined under Resolution No. 7692. Except as otherwise provided under this Agreement, commencing upon the Effective Date and throughout the term of this Agreement, EMPLOYEE shall accrue Annual Leave in the same amount and in the same manner accrued by the City's Department Head

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Classification employees as set forth under Resolution No. 7692 or as the package of compensation and other benefits set forth under Resolution No. 7692 may be subsequently repealed, amended or otherwise modified by subsequent City Council resolution.

B. Except as otherwise provided under Government Code Section 53243 or other applicable law, upon voluntary or involuntary separation from the CITY, EMPLOYEE may cash-out the unused balance of his total accrued Annual Leave. The cash out shall be in an amount equal to the total number of unused annual leave hours multiplied by the quotient of EMPLOYEE's annual base salary at the time of separation divided by two thousand eighty (2080) hours, the number of work hours in a calendar year.

2.4 Additional Miscellaneous Benefits.

A. Commencing upon the Effective Date, EMPLOYEE shall receive the following benefits in the manner prescribed under Resolution No. 7692 as the same may be repealed, amended or otherwise, modified in whole or in part by the subsequent City Council resolution: (i) Management Leave; (ii) Bereavement Leave; and (iii) Wellness Reimbursement Benefit.

2.5 Holidays

EMPLOYEE shall receive paid holidays in accordance with CITY's current practices as set forth under Section 6 of Resolution No. 7692 as such practices may be amended or modified from time to time by the CITY by action of the City Council. Paid holidays will be those approved by the CITY by action of the City Council. The CITY currently provides twelve (12) paid holidays per calendar year.

2.6 Medical, Dental and Vision Insurance

Except as otherwise set forth in this Agreement, and in addition to the benefits specified herein, EMPLOYEE shall receive any and all employee medical, dental, and vision insurance benefits provided under Section 4 of Exhibit "A" of Resolution No. 7692 as the same may be repealed, amended or otherwise modified by subsequent City Council resolution.

2.7 Bonding

Except as otherwise provided under the San Fernando Municipal Code or applicable state law, CITY shall bear the full cost of any fidelity or other bonds required of EMPLOYEE under any law or ordinance.

2.8 Automobile Allowance

EMPLOYEE shall receive the same vehicle-related benefit afforded Department Heads under Section 9 of Exhibit "A" of Resolution No. 7692 as the same may be amended, modified or repealed by the City Council.

2.9 Cellular Phone Allowance; Other Necessary and Customary Business Equipment and Facilities; Special Electronic Equipment

A. CITY shall provide EMPLOYEE with a City-owned/City-issued cellular phone to be used for conducting CITY-related business. Consistent with Resolution No. 7692, EMPLOYEE, in lieu of being provide a City-issued cell phone may elect to receive the technology

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reimbursement afforded City Department Heads under Section 8 of Exhibit "A" of Resolution 7692.

B. The CITY shall provide EMPLOYEE with other customary and necessary equipment and facilities reasonably required for EMPLOYEE to perform his duties and functions as City Manager such as an office within City Hall, a landline telephone in the City Hall office, a desktop computer, business cards, business stationary and the like. All such equipment and facilities made available to EMPLOYEE shall at all times remain the property of the CITY and EMPLOYEE acknowledges, understands and agrees that he shall have no right of privacy to such equipment or any data or information stored in such equipment or facilities.

C. The City Council reserves the right but does not assume the obligation to provide EMPLOYEE at CITY's expense, special electronic communications equipment such as an iPad. All such equipment and facilities made available to EMPLOYEE shall at all times remain the property of the CITY, and EMPLOYEE acknowledges, understands and agrees that he shall have no right of privacy to such equipment or any data or information stored in such equipment or facilities.

2.10 Reimbursement for Expenses Not Covered by Allowances

A. CITY shall reimburse EMPLOYEE for reasonable and necessary travel, subsistence and other business expenses incurred by EMPLOYEE in the performance of his duties or in connection with EMPLOYEE's participation in those authorized activities referenced under Section 1.3, above. All reimbursements shall be subject to and in accordance with any limitations or restrictions set forth under the laws of the State of California and any CITY-adopted reimbursement policies as either may be adopted, updated or otherwise amended from time to time.

B. EMPLOYEE may also receive such reimbursements as are offered City Department Heads under Section 8 of Exhibit "A" of Resolution No. 7692.

2.11 Long Term Disability

Except as otherwise set forth in this Agreement, and in addition to the benefits specified herein, EMPLOYEE shall receive any and all employee long term disability program benefits otherwise accorded CITY's Department Head employees, as prescribed as of the Effective Date of this Agreement and such benefits may be modified, amended or repealed from time to time by the City Council.

2.12 Term Life Insurance

Except as otherwise set forth in this Agreement, and in addition to the benefits specified herein, EMPLOYEE shall receive any and all term life insurance program benefits otherwise accorded CITY's executive management employees, as prescribed as of the Effective Date of this Agreement and such benefits may be modified, amended or repealed from time to time by the City Council.

2.13 Jury Duty

EMPLOYEE will receive full pay and benefits while responding to a jury summons or serving on a jury, up to a maximum of fourteen (14) business days. Any compensation for such

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jury duty (except travel pay) shall be remitted to CITY.

2.14 Other Benefits

Except as otherwise set forth in this Agreement, and in addition to the benefits specified herein, EMPLOYEE shall receive any and all other benefits granted to all City Department Heads under Resolution No. 7692 as the same may be modified, amended or repealed from time to time by the City Council.

SECTION 3. EMPLOYMENT "AT-WILL"; SEPARATION FROM EMPLOYMENT

3.1 Employment with CITY is "at-will"

A. EMPLOYEE's employment status with CITY shall be at-will and EMPLOYEE shall serve at the pleasure of the City Council as provided under Government Code Section 36506. CITY, through the City Council, may at any time terminate EMPLOYEE's employment with the CITY with or without cause by majority vote of its full membership (i.e., by no less than three affirmative votes). EMPLOYEE acknowledges, understands and agrees that EMPLOYEE may not avail himself of any procedures, provisions or protections set forth under the CITY's Employment Policies, as defined herein, insofar as such procedures, provisions or protections limit, restrict, modify, prohibit or regulate EMPLOYEE's status as an "at-will" employee of CITY or the ability of the City Council to terminate EMPLOYEE's employment at any time for cause or for convenience. For purposes of this Agreement, the capitalized term "Employment Policies" means and refers to any ordinance, resolution, regulation, rule or other written policy of the CITY as the same may be amended, modified or supplemented from time to time (including but not limited to the San Fernando Municipal Code and any written employment manual of the CITY) which governs, regulates or otherwise relates to employment with the CITY. The CITY's Employment Policies shall not apply to EMPLOYEE insofar as such Employment Policies limit, restrict, modify or regulate (or may be interpreted to limit, restrict, modify or regulate) EMPLOYEE's status as an "at-will" employee of CITY.

B. Except as otherwise provided under this Section 3, EMPLOYEE shall not be entitled to any pre-termination hearing or other similar proceeding or appeal proceeding as a precondition to any decision or action by the City Council to terminate EMPLOYEE's employment whether for cause or for convenience.

C. Nothing in this Agreement shall confer upon EMPLOYEE any right to any property interest in continued employment with the CITY.

3.2 Resignation/Retirement

A. EMPLOYEE may resign and/or retire from his employment with the CITY at any time for any reason, provided EMPLOYEE provides the City Council with written notice of his intent to so terminate his employment at least forty-five (45) calendar days prior to the effective date of separation.

B. The City Council in its sole and absolute discretion may waive or shorten the 45-day prior written notice requirement provided the request for such waiver is made in writing by EMPLOYEE and further provided that the City Council's waiver of the notice requirement is also made in writing.

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C. The failure of EMPLOYEE to provide the prior written notice required under this Section shall constitute a material breach of this Agreement.

3.3 Separation for Convenience and Without Cause; Severance

A. In the event EMPLOYEE is terminated for convenience and without cause by the City Council while EMPLOYEE is willing and able to perform the City Manager's duties under this Agreement, then in that event the CITY agrees to pay EMPLOYEE a lump sum cash payment equal to six (6) months' worth of EMPLOYEE's annual Base Salary at the time of separation [i.e., the prorated value of one months' worth of EMPLOYEE's annual Base Salary at the time of separation multiplied by six].

B. CITY shall extend to EMPLOYEE the right to continued health insurance as may be required by and pursuant to terms and conditions of this Consolidated Omnibus Reconciliation Act of 1986 ("COBRA"). The CITY agrees to reimburse EMPLOYEE for COBRA coverage at the same benefit level (i.e. employee only, employee +1, or family) as was provided as of the date of separation for the same number of months for which EMPLOYEE is entitled to a lump sum cash payment under Section 3.3(A), or until EMPLOYEE either secures and begins full-time employment or obtains other health insurance, whichever of these three events first occurs. EMPLOYEE shall notify the CITY within five (5) calendar days of securing new full-time employment or insurance.

C. All payments required under Section 3.3(A) or 3.3(B), above, are subject to and shall be interpreted to comply with the limitations set forth in Government Code Section 53260. Further, in the event EMPLOYEE is convicted of a crime involving an abuse of office or position, EMPLOYEE shall reimburse the CITY for any paid leave or cash settlement (including severance), as provided by Government Code Sections 53243 through 53243.4.

D. The foregoing notwithstanding, CITY shall not exercise its right to terminate EMPLOYEE for convenience and without cause during the 90-day period immediately preceding or the 90-day period immediately following any General Municipal Election of the CITY in which two or more City Council seats are subject to an election contest or during the 90-day period immediately preceding or the 90-day period immediately following any Special Municipal Election of the CITY in which two or more City Council seats are subject to an election contest.

3.4 Separation for Cause

A. Notwithstanding the provisions of Section 3.3, above, EMPLOYEE may be terminated for cause. As used in this Section, "cause" shall mean any one or more of the following:

- (i) Any Breach of this Agreement;
- (ii) Conviction (including a plea of no contest) of a felony or any misdemeanor under the Political Reform Act (Government Code Section 81000 et seq.) or Government Code Section 1090;
- (iii) Conviction (including a plea of no contest) of any offense constituting an "abuse of office or position" within the meaning of Government Code Section 53243.4;
- (iv) Conviction (including a plea of no contest) of a misdemeanor involving a crime of

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moral turpitude or felony under California law, including but not limited to any conviction under Penal Code Section 424;

- (v) Continued abuse of non-prescription drugs or alcohol that materially affects the performance of EMPLOYEE's duties;
- (vi) Repeated and protracted unexcused absences from EMPLOYEE's office and duties;
- (vii) Résumé fraud;
- (viii) A finding by judicial proceeding that legally prohibited personal acts of sexual harassment against a CITY official or employee or legally prohibited personal acts of discrimination against a CITY official or employee have occurred;
- (ix) A pattern of repeated, willful and intentional failure to carry out materially significant and legally constituted policy decisions of the City Council made by the City Council as a body, or persistent willful violation of properly established rules and procedures; and
- (x) Any other action or inaction of EMPLOYEE that materially and substantially impedes or disrupts the performance of CITY or its organizational units or is detrimental to employee safety or public safety.

The City Council, in its sole and absolute discretion, may place the EMPLOYEE on administrative leave with pay until resolution of allegations or charges, including but not limited to criminal charges, brought against EMPLOYEE, or until a final judicial or administrative decision finding legally prohibited personal acts of sexual harassment against a CITY official or employee or legally prohibited personal acts of discrimination against a CITY official or employee. Prior to terminating this Agreement pursuant to this Section, the City Council shall give EMPLOYEE at least ten (10) calendar days prior written notice of the charges. Within the ten-day period, but not earlier than five (5) calendar days after the notice has been given, the City Council shall meet with EMPLOYEE in closed session and give EMPLOYEE an opportunity to address the City Council regarding the charges. EMPLOYEE may have a representative at the closed session with the City Council. After hearing EMPLOYEE's response to the charges, the City Council shall make a decision as to whether to terminate this Agreement and shall inform EMPLOYEE in writing of its decision. Other than as provided in this subsection, EMPLOYEE expressly waives any other form of hearing or appeal of the City Council's decision. Nothing in this subsection creates a property right in employment. Notwithstanding anything contained in this subsection, EMPLOYEE remains an at will employee serving at the pleasure of the City Council. The initiation of termination proceedings for cause shall not operate to prohibit or otherwise restrict the City Council from exercising its right to terminate EMPLOYEE without cause as provided under Section 3.3 of this Agreement.

B. In the event the CITY terminates EMPLOYEE for cause, then the CITY may terminate this Agreement immediately, and EMPLOYEE shall be entitled to only the compensation accrued up to the date of termination, payments required under Sections 2 and subsection 3.5 and such other termination benefits and payments as may be required by law. In the event of termination for cause, the City Manager shall not be entitled to any severance provided for under subsection 3.3, above. The foregoing notwithstanding, CITY may deduct from such payments any reimbursement sums it is owed pursuant to Government Code Sections

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53243 through 53243.4.

3.5 Return of City Equipment

EMPLOYEE agrees that all property, including without limitation, all equipment, tangible, Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by him incident to his employment are the property of CITY and shall be returned promptly to CITY upon termination of EMPLOYEE's employment. EMPLOYEE's obligations under this subsection shall survive the termination of his employment and the expiration or early termination of this Agreement.

SECTION 4. GENERAL PROVISIONS

4.1 Proprietary Information

"Proprietary Information" means all information and any idea pertaining in any manner to the business of the City Council, the CITY or the CITY's various, departments, divisions, committees and commissions, which was produced by EMPLOYEE in the course of his employment or otherwise produced to or acquired by EMPLOYEE in the course of his employment with the CITY. Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulae, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts and customer lists. All Proprietary Information not generally known outside of CITY's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information". During his employment by CITY, EMPLOYEE shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of CITY and as is or may be necessary to perform his job responsibilities under this Agreement. Following termination, EMPLOYEE shall not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of CITY. EMPLOYEE's obligations under this Section shall survive the termination of his employment and the expiration of this Agreement.

4.2 Notices

All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to CITY at the address below, and or at the last known address maintained in EMPLOYEE's personnel file. EMPLOYEE agrees to notify CITY in writing of any change in his address during his employment with CITY. Notice of change of address shall be effective only when accomplished in accordance with this Section.

CITY's Notice Address:

City of San Fernando
117 Macneil Street
San Fernando, California 91340
Attn: Mayor and City Council

City Manager's Address: [Deliver to last updated address in personnel file]

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4.3 Indemnification

A. CITY shall defend, hold harmless and indemnify EMPLOYEE against any claim, demand, judgment or action of any type or kind arising within the course and scope of EMPLOYEE's employment to the extent required by Government Code Sections 825 and 995.

B. Subsection (A) of this Section notwithstanding, CITY reserves all rights (including all rights to monetary reimbursement) afforded under Government Code Sections 53243, 53243.1, 53243.2, 53243.3 and 53243.4 and nothing in this Agreement shall be operate or otherwise be construed to place any restriction upon CITY in exercising and/or enforcing such rights under the foregoing Government Code Sections. In the event EMPLOYEE is convicted of an offense constituting an abuse of office or position, EMPLOYEE shall reimburse CITY for any sums expended investigating and/or defending such wrongdoing as provided under Government Code Section 53243, 53243.1 and 53243.3. For purposes of this Agreement, the phrase "abuse of office or position" shall have the same meaning as set forth under Government Code Section 53243.4

4.4 Entire Agreement

This Agreement is intended to be the final, complete, and exclusive statement of the terms of EMPLOYEE's employment by CITY. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of EMPLOYEE, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of CITY, now or in the future, apply to EMPLOYEE and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

4.5 Amendments

This Agreement may not be altered, modified, or amended except in a written document signed by EMPLOYEE, approved by the City Council and signed by Mayor.

4.6 Waiver

Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

4.7 Assignment

EMPLOYEE shall not assign any rights or obligations under this Agreement. CITY may, upon prior written notice to EMPLOYEE, assign its rights and obligations hereunder.

4.8 Severability

If any court of competent jurisdiction holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

4.9 Attorney's Fees

In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and

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costs.

4.10 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue property only in Los Angeles County, State of California.

4.11 Interpretation

This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. Each party waives their future right to claim, contest, or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

4.12 Acknowledgment

EMPLOYEE acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

4.13 Counterparts

The Parties agree that this Agreement may be executed in multiple originals including multiple counterparts, and that each of the counterparts to any original taken together shall constitute one valid and binding agreement between the Parties.

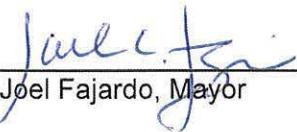
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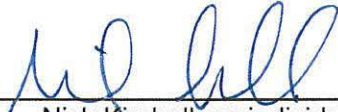
CONTRACT NO. 1906

IN WITNESS WHEREOF, CITY has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested to by its City Clerk, and EMPLOYEE has signed and executed this Agreement, as of the date first indicated above.

CITY OF SAN FERNANDO

EMPLOYEE

By: 
Joel Fajardo, Mayor


By: 
Nick Kimball, an individual

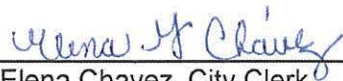
Date: February 20, 2019

Date: February 20, 2019

APPROVED AS TO FORM:

ATTEST:

By: 
Richard Padilla, Asst. City Attorney

By: 
Elena Chavez, City Clerk

Date: 2/25/19

RESOLUTION NO. 8289

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ESTABLISHING THE SALARY AND BENEFITS FOR CERTAIN EMPLOYEES IN CLASSIFICATIONS DESIGNATED AS DEPARTMENT HEADS AND RESCINDING RESOLUTION NO. 7973 AND RESCINDING RESOLUTION NO. 7973(A)

WHEREAS, under California State Law, the City Council is vested with the authority to designate classifications as being Department Heads; and

WHEREAS, the City Council has established and designated the following classifications as Department Heads; (1) City Clerk, (2) Deputy City Manager/Economic Development, (3) Director of Community Development, (4) Director of Finance, (5) Director of Public Works, (6) Director of Recreation and Community Services, (7) Police Chief; and

WHEREAS, the classification designated as department heads of the City of San Fernando as critical to the City's efficient and effective operations, the City Council recognizes the management nature and responsibilities of the positions; and

WHEREAS, the City Council desires to provide competitive salary and benefits to its employees; and

WHEREAS, the City Council desires to provide competitive salary and benefits to its employees and update the salary schedules for the Director of Recreation and Community Services and City Clerk; and

WHEREAS, the City Council desires to place the Director of Recreation and Community Services to DH 77 Step A and the City Clerk at DH 74 Step D; and

WHEREAS, the City of San Fernando intends to provide adjustments effective the first day of the first pay period that includes January 1, 2024, to employees in Department Head classification; and


WHEREAS, the City Council has determined that it is appropriate to provide economic adjustments to employees and Department Head classifications that are consistent with negotiated provisions in other recognized bargaining units in the City.

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

SECTION 1: Approve the wages, benefits, and terms and conditions of employment for the employees in Department Head classifications as outlined in the attached Exhibit "1."

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

PASSED, APPROVED, AND ADOPTED this 18th day of March 2024.



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. 8289, 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 18th day of March 2024, by the following vote of the City Council:

AYES: Fajardo, Mendoza, Rodriguez - 3

NAYS: None

ABSENT: Solorio - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 21st day of March, 2024.



Julia Fritz, City Clerk

Upon the City Council's adoption of Resolution No. 8289, the compensation, benefits plan, and terms and conditions of employment for employees in classifications designated as Department Heads will be as set forth below.

SECTION 1. DEPARTMENT HEAD CLASSIFICATIONS:

- City Clerk
- Deputy City Manager/Economic Development
- Director of Community Development
- Director of Finance
- Director of Public Works
- Director of Recreation and Community Services
- Police Chief

SECTION 2. SALARY:

The base salary for each employee subject to this Resolution shall be adjusted as follows:

- Effective on the first day of the first pay period including January 1, 2024, the employee's base salary shall be increased by four percent (4.0%).
- Effective on the first day of the first pay period including July 1, 2024, the employee's base salary shall be increased by four percent (4.0%).
- Effective on the first day of the first pay period including July 1, 2025, the employee's base salary shall be increased by five percent (5.0%).
- Effective on the first day of the first pay period including July 1, 2026, the employee's base salary shall be increased by five percent (5.0%).
- Effective on the first day of the first pay period including July 1, 2027, the employee's base salary shall be increased by four percent (4.0%).

SECTION 3. SPECIAL PAY:

Longevity

Department Heads that have completed 10 years of service from date of hire will receive an additional three percent (3%) over and above the base salary step.

Department Heads that have completed 20 years of service from date of hire will receive a total of four percent (4%) over and above the base salary.

Department Heads that have completed 30 years of service from date of hire will receive a total of five percent (5%) over and above the base salary.

Department Heads on leave of absence without pay, with the exception of Family & Medical Leave (FMLA), shall not have such leave time credited as service time for purposes of calculating the years of service.

Bilingual Pay

The City shall provide Bilingual Pay of \$46.15 per pay period to Department Heads that satisfy the following conditions:

1. Department Head has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and
2. Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by and approved in writing by the City Manager.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to C.C.R. §571(a)(4) and C.C.R. §571.1(b)(3), Bilingual Premium.

Acting Pay

Department Heads who, by written assignment, perform the duties of a position with a higher salary classification than that in which they are regularly employed shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of fifteen (15) or more consecutive work days. The increased compensation shall be retroactive to the first day of said assignment, and at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

Deputy City Manager Designation

The City Manager may, at his or her discretion, designate no more than one (1) Department Head as Deputy City Manager. In addition to the duties and responsibilities included in the Department Head's regular classification, the Deputy City Manager designation will be responsible for assisting the City Manager with general City administrative duties, as assigned, and will assume the responsibilities of the City Manager during the City Manager's absence. A Department Head designated as Deputy City Manager will receive ten percent (10%) special assignment pay on top of their base salary.

SECTION 4. EMPLOYEE AND RETIREE INSURANCE BENEFITS:**Medical, Dental and Vision Insurance for Active Employees**

The City contracts with the California Public Employees' Retirement System (CalPERS) for medical insurance coverage. Eligible new hires are covered under the program on the first day of the month following enrollment. The City will contribute the Public Employee's Medical and Hospital Care Act (PEMHCA) statutory minimum on behalf of each participant in the program. A participant is defined as:

1. An enrolled employee and eligible dependents;
2. An enrolled retiree and eligible dependents; and
3. A surviving annuitant.

The City will provide Department Heads with a full flex cafeteria plan in accordance with IRS Code Section 125. Department Heads shall receive a monthly flex dollar allowance to purchase medical, dental and vision benefits offered through the City's insurance plans.

For 2024, the monthly flex dollar allowances for employees purchasing benefits under the cafeteria plan, inclusive of the statutory PEMHCA minimum, are as follows:

	January 1, 2024
Employee only:	\$1,049.24
Employee + 1:	\$1,808.87
Family:	\$2,430.92

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits offered under the cafeteria plan and other supplementary products. After enrolling in a mandatory medical insurance plan, or opting out under the "Opt Out" provision below, Department Heads have the option to waive the other benefits and have the excess flex dollars converted to taxable income or purchase other supplementary products.

In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction, as permitted under IRS Code Section 125.

Each January 1, the monthly dollar allowance, inclusive of the statutory PEMHCA minimum, will be adjusted based on the average change from the prior year's monthly premium from CalPERS contracting agencies in the Los Angeles Area Region for all plans. The adjustment will not be less than 0.0% and will not exceed 4.0%.

If any bargaining unit negotiates a flex dollar allowance that exceeds the amounts identified above, the City will adjust the flex dollar allowance for Department Heads to match the higher flex dollar amount.

Opt Out

Department Heads may elect to discontinue participation in the CalPERS Medical Insurance Plan coverage ("Opt Out"), subject to the provisions set forth below. The intent of this provision is to share premium savings that the City will receive as a result of a Department Head canceling City coverage.

1. Department Heads electing to waive City medical insurance coverage for themselves and all eligible family members must annually provide the City with proof of other health/medical insurance coverage that meets the minimum essential coverage requirements, as established by the Affordable Care Act, through another source (other than coverage in the individual market, whether or not obtained through Covered California, and must waive any liability to the City for their decision to cease coverage under the City's Medical Insurance Plan.
2. For Department Heads that elect to opt-out of City medical coverage, the City shall deposit, on behalf of the employee, an amount equal to the most expensive family level dental and vision premiums (currently \$210/month) each month into Retiree Health Savings Account.
3. After electing to Opt Out, a Department Head who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier and Cafeteria Plan regulations.
4. For medical insurance plans, when a unit employee is the spouse of another benefited employee, the affected employees shall have the option of:
 - a. Receiving a flex dollar amount and selecting coverage as a single employee; or
 - b. One (1) employee may select a plan and list the spouse as a dependent under the two-party or family coverage, as applicable and the remaining employee may opt-out as outlined above.

Medical Insurance for Retirees

The City provides Medical Insurance for Retirees as follows:

1. Retiree Medical Tier I: Department Heads hired on or before June 30, 2015 and who retire on or after July 1, 2015:

If the employee meets the vesting schedule set forth in California Government Code Section 22893, 100% paid medical insurance benefits for whatever plan is selected by the employee for himself/herself and eligible dependents, except that if the employee chooses the most expensive plan, the employee will pay the difference in premiums.

2. Retiree Medical Tier II: Department Heads hired on or after July 1, 2015:

If the employee meets the vesting schedule set forth in California Government Code Section 22893, PEMHCA minimum (currently \$157 per month for 2024).

Retiree Health Savings Account

For Department Heads that are in Retiree Medical Tier II as described above, and effective the pay period that includes January 1, 2024, the City will contribute \$150 per pay period into a Retiree Medical Trust (RMT) or Retiree Health Savings (RHS) Plan, whichever is designated by the City. An employee may elect to contribute an additional amount to the RMT or RHS, at his or her option.

Life Insurance

The City shall provide all Department Heads with a \$50,000 Basic Life and AD&D insurance policy at no cost to the employee.

SECTION 5. RETIREMENT:

The City shall provide retirement benefits to eligible employees through the California Public Employees' Retirement System (CalPERS) as follows: The definition of "new" member and "classic" member are set forth in the Public Employee Pension Reform Act of 2013 (PEPRA).

First Tier: "Classic" members hired prior to November 12, 2005 will receive the 3% at 60, single highest year compensation retirement calculation.

Second Tier: "Classic" members hired on or after November 12, 2005 will receive the 2% at 55, final 36-month average compensation retirement calculation.

Third Tier: "New" members hired on or after January 1, 2013 will receive the 2% at 62, final 36-month average compensation retirement calculation.

In accordance with the existing contracts with CalPERS, the City shall provide the following retirement benefits to employees:

- a. Fourth Level of 1959 Survivor Benefits (Government Code Section 21574).
- b. 5% Cost of Living Allowance (COLA) for employees hired on or before November 12, 2005; and 3% COLA for employees hired after November 12, 2005 (Government Code Section 21335).
- c. Credit for unused sick leave for employees as per CalPERS guidelines (Government Code Section 20965).

Retirement benefits applicable to the Police Chief only are included in Article 3. RETIREMENT BENEFITS, Sections 3.01 – 3.03, of the Memorandum of Understanding between the San Fernando Police Officers Association and the City of San Fernando for the term January 1, 2024 through June 30, 2028.

CalPERS Contributions

1. Employer Paid Members Contributions for Classic Members

The City shall pay 8.0% of the member contribution for First Tier "classic" members and 7.0% of the member contribution for Second Tier "classic" members.

The City's payments, above, shall be treated as a "pick up" of employee contributions pursuant to IRC 414(h)(2).

The City shall report the value of the Employer Paid Member Contribution ("EPMC") to CalPERS as compensation earnable on behalf of each Department Head, pursuant to California Government Code Section 20636(c)(4).

2. PEPRA Member Contributions

In accordance with PEPRA, "New" members shall pay, by pre-tax payroll deduction, the full employee contribution of 50% of the total normal cost.

3. CalPERS Cost Sharing

Classic Employees shall pay 4% as cost sharing in accordance with Government Code section 20516(f)

SECTION 6. LEAVE BENEFITS:

Management Leave

Management leave provides a means of compensation for hours worked by exempt employees beyond their normal work schedule. The City shall provide Department Heads with one hundred twenty (120) hours of Management Leave per year credited each January 1. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next. Unused management leave hours will be cashed out in December of each year at the employee's current rate of pay. At the time of separation, any unused management leave hours will be paid at the employee's current rate of pay.

Annual Leave

Department Heads earn Annual Leave in lieu of vacation and sick leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll-to-payroll basis prorated in accordance with the following rates.

- 0 – 4 years of City service: 6.15 hours per pay period (160/year)
- 5 – 9 years of City service: 7.69 hours per pay period (200/year)
- 10 or more years of City service: 9.23 hours per pay period (240/year)

Department Heads who have pre-existing sick leave and/or vacation accrual balances shall convert sick leave to annual leave at the rate of one hour of sick leave to 0.5 hours of annual leave; and convert vacation to annual leave at the rate of one hour of vacation to one hour of annual leave.

Department Heads may, at the employee's discretion, accrue up to four hundred (400) hours of Annual Leave. Upon separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

Holiday Leave

Each Department Head shall be entitled to the following holidays with pay (8 hours per holiday):

- | | |
|--|-----------------------------|
| (1) New Year's Day | (8) Labor Day |
| (2) Martin Luther King, Jr. Day | (9) Veterans Day |
| (3) Presidents' Day | (10) Thanksgiving Day |
| (4) Cesar Chavez Day | (11) Day after Thanksgiving |
| (5) Memorial Day | (12) Christmas Day |
| (6) Juneteenth National Independence Day | (13) Floating Holiday |
| (7) Independence Day | |

Floating holiday hours are credited each January 1 and must be used before December 30. Unused floating holiday hours are not carried forward.

Bereavement Leave

Department Heads shall be permitted to use up to five (5) days of paid bereavement leave following the death of an immediate family member and one (1) paid day following the death of an extended family member.

For the purposes of this benefit, "Immediate Family" shall mean grandparent, parent, child, sibling (including step or half), spouse, or registered domestic partner as permitted by California law, or any person living in the household. Proof of residence may be required. "Parent" shall mean biological, foster, or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted, or foster child, stepchild, legal ward or a child of a person who has parent's rights.

For the purpose of implementing this benefit, "Extended Family" shall mean: Aunts, Uncles, and Cousins, god-parents or god-parent equivalent.

The City Manager may authorize additional days of leave for bereavement purposes on an as-needed basis.

SECTION 7. WORK SCHEDULE:

Department Heads shall devote not less than 40 hours per week to assigned duties. It is recognized that Department Heads may need to devote more time outside of normal office hours for the benefit of the City.

SECTION 8. REIMBURSEMENTS:

Tuition Reimbursements

The City shall reimburse Department Heads for pre-approved courses to a maximum of \$3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade and commit to continued service (employment) to the City of San Fernando for the equivalent of the school units, not to exceed two (2) years.

Wellness Reimbursement

To encourage the health and well-being of employees, the City shall reimburse certain wellness expenses in an amount not to exceed \$750 each fiscal year. Employees must request reimbursement using a City-approved form and supply valid receipts at time of reimbursement. Unused funds will not be carried over to the following fiscal year.

The following are reimbursable items under this section:

- a. Medical examination by the health provider of the employee's choice.
- b. Other formal wellness programs provided by professionals (e.g. smoking cessation, weight control, nutrition, or similar programs.)

- c. Reimbursement for employee or eligible dependent medical expenses (deductibles or co-payments) not covered by the employee's health, dental, or vision insurance.
- d. Reimbursement for medical, vision, and dental insurance premiums in excess of the monthly flex dollar allowance, if applicable.
- e. Additional contact lenses, prescription glasses, or prescription sunglasses not covered by medical or vision insurance.
- f. Dental work (included orthodontia) for employee or eligible dependents not covered by medical or dental insurance.
- g. Membership in a health club or fitness center.
- h. Registration fees for health classes (e.g. yoga, cross fit, etc.).
- i. Entrance fees for competitive sporting events (e.g. bicycle or running race, mud run competition, et cetera).

Technology Reimbursement

Department Heads may elect to receive a technology reimbursement of \$125/month in lieu of a City-issued cell phone. Department Heads that continue to receive a City-issued cell phone will not receive the reimbursement.

SECTION 9. CAR ALLOWANCE:

Department Heads will receive a City-provided vehicle or car allowance of \$400/month as compensation for attendance at off-site meetings, conferences, professional development, and any other business-related travel. Department Heads receiving a City-provided vehicle or car allowance will not be reimbursed for mileage.

SECTION 10. SEVERANCE PAY:

Department Heads are considered at-will employees and serve at the pleasure of the City Manager. If a Department Head is dismissed or discharged without cause, the City will provide the employee up to three (3) months' severance pay. Severance pay shall be calculated on base salary only, and on years of service with the City at a rate of one (1) month per one (1) year of service. In the event a Department Head is dismissed for cause, the City shall have no obligation to pay severance benefits.

After receiving written notice of dismissal from the City, Department Heads may elect to be placed on administrative leave for an amount of time equal to their earned severance pay (i.e. up to three months) instead of receiving a lump-sum payout. The employee must notify the City of their election within three (3) business days of receiving written notice of dismissal.

SECTION 11. EMPLOYMENT CONTRACTS

The City Manager, with the approval as to form by the City Attorney, may execute a separate employment contract with any Department Head provided the benefits included in the contract do not exceed the benefits listed in this Resolution. Benefits listed in this Resolution shall govern unless otherwise provided in the Department Head's employment contract.

SECTION 12. PROVISIONS OF LAW AND SEVERABILITY:

The parties agree that this Resolution is subject to all current and future applicable federal, state, and local laws.

If any article, part, or provision of this Resolution is in conflict with or inconsistent with applicable provisions of federal, state or local law, or is otherwise held to be invalid or unenforceable by a court of competent jurisdiction, such article, part, or provision thereof shall be suspended or superseded by such applicable law or regulation, and the remainder of the Resolution shall not be affected thereby.