



MAYOR MARY MENDOZA  
VICE MAYOR MARY SOLORIO  
COUNCILMEMBER JOEL FAJARDO  
COUNCILMEMBER VICTORIA GARCIA  
COUNCILMEMBER PATTY LOPEZ

## CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA  
SPECIAL MEETING – 5:00 PM  
REGULAR MEETING – 6:00 PM  
MONDAY, JANUARY 21, 2025

CITY HALL COUNCIL CHAMBERS  
117 MACNEIL 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](mailto:cityclerk@sfcity.org) at least 2 business days prior to the meeting.

**CALL TO ORDER - SPECIAL MEETING      5:00 P.M. (CLOSED SESSION)**

**ROLL CALL**

**APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)**

**PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)**

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

**RECESS TO CLOSED SESSION**

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

Designated City Negotiators: City Manager Nick Kimball  
Employees and Employee Bargaining Units:  
San Fernando Management Group (SEIU, Local 721)

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

Case Name: Irwin Rosenberg v City of San Fernando  
WC Case No.: ADJ18353943  
Claim No. 23-174267

**RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION**

**REGULAR 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.

**SUBMIT PUBLIC COMMENT VIA EMAIL**

Members of the public may submit comments **by email** to [cityclerk@sfcity.org](mailto: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**

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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 - REGULAR MEETING      6:00 P.M. (OPEN SESSION)**

#### **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 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 EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR DECEMBER AND JANUARY STUDENTS OF THE MONTH FOR LEADERSHIP  
Christopher Arreguin (Gridley-Montanez Dual Language Academy)  
Ethan Landaverde (Glenoaks Christian Schools)
- B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATE OF RECOGNITION FOR TEACHER SPOTLIGHT AWARD  
Fernando Lopez (Social Justice Humanitas Academy)
- C. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING JANUARY 19, 2025, AS CINDY MONTAÑEZ DAY
- D. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO PANADERIA SAN FERNANDO IN RECOGNITION OF THEIR CONTRIBUTIONS TO THE CITY

#### **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

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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](mailto: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. January 5, 2009 – Special Meeting | d. February 2, 2009 – Special Meeting |
| b. January 5, 2009 – Regular Meeting | e. February 2, 2009 – RDA Meeting     |
| c. January 5, 2009 – RDA Meeting     |                                       |

#### **2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER**

Recommend that the City Council adopt Resolution No. 25-012 approving the Warrant Register.

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

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

#### **4) CONSIDERATION TO ADOPT A RESOLUTION TO APPOINT CITY REPRESENTATIVES TO SERVE ON THE INDEPENDENT CITIES FINANCE AUTHORITY BOARD OF DIRECTORS**

Recommend that the City Council adopt Resolution No. 8360 reappointing Councilmember Joel Fajardo as the primary representative and appoint Councilmember Victoria Garcia as the alternate representative to the Independent Cities Finance Authority Board of Directors.

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**5) CONSIDERATION TO ADOPT A RESOLUTION UPDATING THE CITY’S RECORDS RETENTION AND DESTRUCTION SCHEDULE**

Recommend that the City Council adopt Resolution No. 8359 updating the City’s Records Retention and Destruction Schedule.

**6) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO ROBERT D. NIEHAUS, INC. FOR WATER AND SEWER UTILITY RATE STUDY**

Recommend that the City Council:

- a. Award a Professional Services Agreement to Robert D. Niehaus, Inc. (Contract No. 2336) in the amount of \$59,440, to conduct a Water and Sewer Utility Rate Study;
- b. Authorize a fifteen percent contingency in the amount of \$8,916; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute the contract and all related documents.

**7) CONSIDERATION TO APPROVE AN INCREASE TO THE CAPITAL PROJECT BUDGET AND CONSTRUCTION FOR THE TRAFFIC SIGNAL MODIFICATIONS – 9 LOCATIONS HIGHWAY SAFETY IMPROVEMENT PROJECT NO. HSIPL-5202(019), PLAN NO. P-722 TO THE NOT-TO-EXCEED CONTINGENCY AMOUNT AND ADOPT A RESOLUTION APPROPRIATING FUNDS**

Recommend that the City Council:

- a. Approve an increase of \$150,000 to the Capital Project Budget for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project Federal Project No. HSIPL-5202(019), Job No. 7598, Plan No. P-722, to the not-to-exceed amount of \$1,810,227;
- b. Approve an increase to the construction contingency to 20% increasing the not-to-exceed amount from \$122,943 to \$245,886; and
- c. Adopt Resolution No. 8357 amending the Fiscal Year 2024-2025 Adopted Budget appropriating Proposition C Fund expenditures.

**8) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF TRAFFIC SAFETY – NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS**

Recommend that the City Council authorize the preparation and submittal of the National Highway Traffic Safety Administration Grant application for an amount up to \$200,000 from the California Office of Traffic Safety.

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**9) CONSIDERATION TO AUTHORIZE THE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA HIGHWAY PATROL – CANNABIS TAX FUND GRANT PROGRAM TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS**

Recommend that the City Council authorize the preparation and submittal of a grant application for an amount up to \$250,000 from the California Highway Patrol for the Cannabis Tax Fund Grant Program for the Fiscal Year 2025-2026 to help address the dangers of impaired driving involving alcohol and/or drugs.

**10) CONSIDERATION TO APPROVE PUBLIC RELEASE AND CIRCULATION OF REQUEST FOR QUALIFICATIONS FOR VEHICLE TOWING AND SECURE STORAGE SERVICES**

Recommend that the City Council approve the release and circulation of a Request for Qualifications for Vehicle Towing and Secure Storage Services.

### **PUBLIC HEARING**

**11) A CONTINUED PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE AMENDING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH THE MIXED USE OVERLAY ZONE; ADOPT AN ORDINANCE AMENDING THE ZONING MAP TO ADD THE MIXED-USE OVERLAY TO CERTAIN PROPERTIES IN THE C-1 AND C-2 ZONE DISTRICTS AND ADOPT A CALIFORNIA ENVIRONMENTAL QUALITY ACT MITIGATED NEGATIVE DECLARATION ADDENDUM; AND CONTINUE TO A DATE UNCERTAIN THE ADOPTION OF AN ORDINANCE AMENDING THE SAN FERNANDO CORRIDORS SPECIFIC PLAN (SP-5) FIGURE 4.1 – CITY LAND USE DISTRICTS AND OVERLAYS MAP TO ADD THE DOWNTOWN RESIDENTIAL OVERLAY AND FLEX USE OVERLAY TO 12 PARCELS AND ADOPTING MITIGATED NEGATIVE DECLARATION ADDENDUM**

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1728 titled, “An Ordinance of the City Council of the City Of San Fernando, California amending Chapter 106 (Zoning) of the San Fernando Municipal Code to establish the Mixed Use Overlay Zone”; and
- c. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1730 titled, “An Ordinance of the City Council of the City Of San Fernando, California amending the Official City Zoning Map of the City of San Fernando to add the Mixed Use Overlay to certain properties in the C-1 and C-2 Zone Districts; and adopting a California Environmental Quality Act Mitigated Negative Declaration Addendum”; and

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- d. Continue to a date uncertain, the introduction for the first reading of Ordinance No. 1729 titled “An Ordinance of the City Council of the City of San Fernando, California amending the Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 12 Parcels and adopting a California Environmental Quality Act Mitigated Negative Declaration Addendum”.

### **ADMINISTRATIVE REPORTS**

#### **12) DISCUSSION AND CONSIDERATION TO ADOPT A RESOLUTION RATIFYING THE DECLARATION OF A LOCAL EMERGENCY DUE TO THE IMPACTS OF THE JANUARY 2025 WIND STORM AND CRITICAL FIRE EVENTS, RECEIVE A PRESENTATION RELATED TO THE CITY OF SAN FERNANDO’S RESPONSE EFFORTS, AND PROVIDE DIRECTION REGARDING ADDITIONAL ACTIONS**

Recommend that the City Council:

- a. Adopt Resolution No. 8361 ratifying San Fernando Executive Order No. 2025-01-08 declaring a local emergency due to the January 2025 Wind Storm and Critical Fire Events;
- b. Receive a presentation from staff regarding efforts to respond to the January 2025 Wind Storm and Critical Fire Events; and
- c. Provide additional direction to staff, as appropriate.

#### **13) DISCUSSION AND CONSIDERATION REGARDING OPTIONS FOR THE DOWNTOWN MALL AREA TRASH ENCLOSURE IMPROVEMENTS**

Recommend that the City Council:

- a. Review and discuss options for the Downtown Mall area trash enclosure improvements; and
- b. Provide staff direction as to which option to pursue.

#### **14) DISCUSSION ON EMERGENCY PREPAREDNESS AND THE RECENT LOS ANGELES COUNTY FIRES**

This item was agendized by Councilmember Joel Fajardo.

#### **15) CONSIDERATION TO APPOINT A PARKS, WELLNESS AND RECREATION COMMISSIONER**

This item was agendized by Councilmember Patty Lopez.

#### **16) CONSIDERATION TO APPOINT A PLANNING AND PRESERVATION COMMISSIONER**

This item was agendized by Councilmember Patty Lopez.

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**17) CONSIDERATION TO APPOINT A TRANSPORTATION AND PUBLIC SAFETY COMMISSIONER**

This item was agendized by Councilmember Patty Lopez.

**18) DISCUSSION AND CONSIDERATION TO CO-SPONSOR A PUBLIC FORUM ON IMMIGRATION ENFORCEMENT**

This item was agendized by Councilmember Patty Lopez.

**19) DISCUSSION AND CONSIDERATION TO UPDATE VETERANS' CREDIT IN PERSONNEL RULES**

This item was agendized by Councilmember Victoria Garcia.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

**GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES**

**ADJOURNMENT**

The meeting will adjourn to its next regular meeting on February 3, 2025.

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



# **Regular Meeting San Fernando City Council**

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**January 5, 2009 – 5:00 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Steven Veres called the meeting to order at 5:12 p.m.

Present:

Council: Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas, Councilmembers Steven Veres, Dr. Jose Hernandez and Maribel De La Torre

Staff: City Administrator José E. Pulido, Assistant City Attorney Melissa Crosthwaite, and City Clerk Elena G. Chávez

Absent: None

**APPROVAL OF AGENDA**

Motion by Councilmember Veres, seconded by Mayor Pro Tem Ruelas to approve the agenda. The motion carried, unanimously.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Severyn Aszkenazy suggested that funds be allocated towards designing additional parking in the Park Avenue Streetscape Conceptual Design project; and commented on the countertop in the men’s locker room at the pool facilities.

**NEW BUSINESS**

1) SAN FERNANDO REGIONAL POOL FACILITY UPDATE

By consensus, the City Council directed staff to move forward regarding the underground utilities process; to bring back to a future meeting with additional information related to design options for additional parking and include maintaining open space for potential athletic use (i.e. basketball court, baseball field).

**SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING MINUTES – January 5, 2009**

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**ADJOURNMENT (6:04 P.M.)**

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 5, 2009 special meeting as approved by the San Fernando City Council.

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Julia Fritz  
City Clerk

The current sitting members of the City Council approved the minutes as to form only during the meeting of January 21, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.



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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**JANUARY 5, 2009 – 6:00 P.M.  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Nury Martinez called the meeting to order at 6:55 p.m.

Present:

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

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

Absent: None

**PLEDGE OF ALLEGIANCE** Mayor Martinez

**INVOCATION** Mayor Martinez

**APPROVAL OF AGENDA**

Motion by Councilmember Hernández, Mayor Pro Tem Ruelas, to approve the agenda. The motion carried, unanimously.

**PRESENTATION**

SMALL BUSINESS AWARD FOR JANUARY TO CURVES

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Juana spoke regarding Agenda Item No. 7.

**SAN FERNANDO CITY COUNCIL**

**MINUTES – January 5, 2009**

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Robert Ortega commented on the loud music that occurred on New Years Eve.

Sharon Aisenman spoke regarding concerns with certain items listed on the Warrant Register.

Leslie Aisenman spoke about concerns regarding Councilmembers vote pertaining to 714 N. Workman.

**CONSENT CALENDAR**

Motion by Councilmember De La Torre, seconded by Councilmember Veres, to approve the following Consent Calendar items:

- 1) APPROVAL OF WARRANT REGISTER NO'S. 08-122 AND 09-011
- 2) CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE APPOINTMENT OF NEW APPLICANTS AND MEMBERSHIP APPLICANT TERM RENEWALS

Recommend that the City Council:

- a. Approve the appointment of Joseph Soto and Maria Granados as new members to the Children, Youth and Families Advisory Committee (CYFAC) for a two-year term; and
- b. Approve the re-appointment of John Gamboa, Hector Cabrera and Esmeralda Xochitl Flores to the CYFAC, for a two-year term.

- 3) CITY AND REDEVELOPMENT AGENCY (RDA) ANNUAL FINANCIAL REPORTS

The motion carried, unanimously.

Councilmember Veres stepped away from the dais at 7:12 p.m.

Motion by Councilmember De La Torre, seconded by Councilmember Hernandez, to approve Consent Calendar item:

- 4) RESOLUTION ADOPTING REVISED JOB SPECIFICATIONS FOR WATER PUMP OPERATOR/BACKFLOW TECHNICIAN

The motion carried, with Councilmember Veres absent.

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**PUBLIC HEARING**

5) ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR FISCAL YEAR 2009-2010

Mayor Martinez opened the public hearing. Staff provided a presentation and responded to Councilmember questions.

Mayor Martinez called for public comments. There being none, the public comment period was closed.

Mayor Martinez closed the public hearing.

Motion by Mayor Martinez, seconded by Councilmember Hernandez to approve adopting a Resolution approving intended allocations of CDBG funds for programs and projects in Fiscal Year 2009-2010; directed staff to submit documentation conveying the City Council's Resolution to the Los Angeles County Community Development Commission for approval; and authorized the City Administrator to approve subsequent minor program modifications and/or funding changes that do not exceed 10% of approved total project funding. The motion carried, with Councilmember Veres absent.

**NEW BUSINESS**

6) NORTH MACLAY STREETSCAPE UPDATE

Staff presented the report and responded to Councilmember questions.

Motion by Mayor Martinez, seconded by Councilmember Hernandez to approve the contractor to provide the City with tentative schedule for repair work by January 23, 2009; prepare the Notice of Completion to be presented to the City Council on February 17, 2009; that the contractor complete repair work no later than May, 2009; and directed the City Engineer and Public Works department staff to continue with inspections through Feb 2010. The motion carried, with Councilmember Veres absent.

Councilmember Veres returned to the dais at 8:35 p.m.

**COMMITTEE/COMMISSION REPORT**

7) FORMATION OF A CULTURAL ARTS DEPARTMENT

Motion by Mayor Martinez, seconded by Councilmember Veres to direct staff to look into the formation of a Cultural Arts Commission and return to a future City Council meeting for consideration.

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**CITY COUNCIL ITEMS**

8) BEAUTIFICATION OF HERITAGE PARK

Received and filed staff's presentation.

**GENERAL COUNCIL COMMENTS**

Councilmember De La Torre had no comments.

Councilmember Hernandez commented about a dog bite incident.

Councilmember Veres had no comments.

Mayor Pro Tem Ruelas had no comments.

Mayor Martinez noted a pothole on Maclay Street in front of Fosters Freez and wished mentioned she may miss the next Council meeting due to potentially being on maternity leave.

**STAFF COMMUNICATION**

Mr. Pulido mentioned he will be working on scheduling the City Council Study Session.

**ADJOURNMENT (9:44 P.M.)**

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 5, 2009 meeting as approved by the San Fernando City Council.

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Julia Fritz  
City Clerk

The current sitting members of the City Council approved the minutes as to form only during the meeting of January 21, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL AND  
REDEVELOPMENT AGENCY  
MINUTES**

**January 5, 2009 – 6:00 PM  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Chair Nury Martinez called the meeting to order at 6:05 p.m.

Present:

Agency: Chair Nury Martinez, Vice Chair Julie Ruelas, Members Steven Veres, Maribel De La Torre, and Dr. José Hernández

Staff: Executive Director José E. Pulido, Agency Counsel Michael Estrada, and Secretary Elena G. Chávez

Absent: None

**APPROVAL OF AGENDA**

Motion by Member Hernandez, seconded by Vice Chair Ruelas, to approve the agenda. The motion carried, unanimously.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Eric Jackson commented on project labor agreements.

Nick Kalogris spoke in support of Agenda Item No. 2.

Mario Hernandez questioned the reason of having a sixth extension and if the project should continue forward.

Richard Slauson questioned the reason of having a sixth extension and if the project should continue forward.

Frank Gangi spoke in support of Agenda Item No. 2.

Sergio Rascon commented on project labor agreements.

Robbie Hunter commented on project labor agreements.

Juan Curiz submitted a letter opposed to Agenda Item No. 2.

Lorena Nunez spoke in opposition to Agenda Item No. 2.

Sharon A. distributed a article from the L.A. Times regarding a redevelopment project in the City of Los Angeles.

**SAN FERNANDO REDEVELOPMENT AGENCY**

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Ruben Rodriguez commented in support of Agenda Item No. 2.

Javier Nunez spoke about San Fernando businesses flourishing.

Julie Cuellar spoke in opposition to Agenda Item No. 2.

Leslie Aisenman spoke about the location of the project in Agenda Item No. 2.

Brenda Esqueda spoke about the City’s ongoing parking problems.

Ralph Arriola spoke in opposition to Agenda Item No. 2.

Adriana Gomez spoke in opposition to agenda Item No. 2.

**CONSENT CALENDAR**

Motion by Member De La Torre, seconded by Member Veres, to approve the following Consent Calendar item:

- 1) APPROVAL OF RESOLUTION NOS. 1021 AND 1022 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

The motion carried, unanimously.

Item pulled for discussion.

- 2) SIXTH EXTENSION OF EXCLUSIVE NEGOTIATION AGREEMENT (ENA) NO. 1521 WITH GANGI DEVELOPMENT FOR THE REDEVELOPMENT OF PARKING LOT 3; BUDGET APPROPRIATION TO COVER COSTS OF COMPLETING THE REVISED DRAFT ENVIRONMENTAL IMPACT REPORT

Motion by Member Hernandez, seconded by Vice Chair Ruelas to approve staff’s recommendation as presented.

Chair Martinez made a friendly amendment to the substitute motion and was accepted, seconded by a Vice Chair Ruelas to extend the ENA by 9 months in lieu of 12 months and approve the remaining items as presented:

- a. Extend by 9 months Exclusive Negotiation Agreement (ENA) No. 1521 with Gangi Development. This time extension would allow:
  1. Completion of the revised draft Environmental Impact Report (“EIR”) to include an environmental assessment of the proposed redevelopment of Parking Lot 3 with a mixed-use senior housing development (i.e., Gangi Development Scenario No. 2 at San Fernando Mission Boulevard and Celis Street); and
  2. Negotiation of a Disposition and Development Agreement (DDA) with Gangi Development – under Development Scenario No. 2 on Parking Lot 3 – that provides for mixed-use development with affordable senior housing units.

**SAN FERNANDO REDEVELOPMENT AGENCY**

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- b. Amend the Fiscal Year 2008-09 Redevelopment Agency Budget to appropriate \$25,000 from the Agency’s Affordable Housing Development Assistance Fund to cover costs of the revised draft EIR, which will include an environmental assessment of the proposed redevelopment of Parking Lot 3 with a mixed-use senior housing development.

The motion carried, unanimously.

By consensus, the City Council directed staff to schedule additional study sessions to further discuss the details of this project and host additional community outreach events.

**AGENCY DISCUSSION**           None

**STAFF COMMUNICATION**   None

**ADJOURNMENT (6:54 P.M.)**

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 5, 2009 meeting as approved by the San Fernando Redevelopment Agency.

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Julia Fritz  
Secretary

The current sitting members of the City Council approved the minutes as to form only during the meeting of January 21, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**February 2, 2009 – 5:30 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Steven Veres called the meeting to order at 5:40 p.m.

Present:

Council: Mayor Steven Veres, Mayor Pro Tem Brenda Esqueda, Councilmembers Ernesto Rubio Hernández and Maribel De La Torre

Staff: City Administrator José E. Pulido, Assistant City Attorney Melissa Crosthwaite, and City Clerk Elena G. Chávez

Absent: Councilmember Nury Martinez (on maternity leave)

**APPROVAL OF AGENDA**

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Esqueda, to approve the agenda. The motion carried, unanimously.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

None

**NEW BUSINESS**

- 1) FY 2010 FEDERAL APPROPRIATIONS FUNDING REQUEST TO CONGRESSMAN HOWARD L. BERMAN

By consensus, the City Council developed a list of project priorities for consideration by Congressman Berman and directed staff to submit the list for FY 2010 Federal Appropriations Funding Requests to Congressman Berman by the February 13, 2009 deadline.

**SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING MINUTES – February 2, 2009**

**Page 2**

List of approved projects:

Proposed Virtual Patrol Project

The Pacoima Wash Project

Citywide Street Improvements

Sidewalk Americans with Disabilities Act (ADA) Safety Program

Water Conservation and Quality Program

Foothill Reservoir

**ADJOURNMENT (6:02 P.M.)**

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 2, 2009 special meeting as approved by the San Fernando City Council.

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Julia Fritz  
City Clerk

The current sitting members of the City Council approved the minutes as to form only during the meeting of January 21, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.



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**SAN FERNANDO CITY COUNCIL AND  
REDEVELOPMENT AGENCY  
MINUTES**

**FEBRUARY 2, 2009 – 6:00 PM  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Chair Steven Veres called the meeting to order at 6:11 p.m.

Present:

Agency: Chair Steven Veres, Vice-Chair Brenda Esqueda, and Members  
Maribel De La Torre, and Ernesto Rubio Hernández

Staff: Executive Director José E. Pulido, Agency Counsel Melissa  
Crosthwaite, and Secretary Elena G. Chávez

Absent: Member Nury Martinez (on maternity leave)

**APPROVAL OF AGENDA**

Motion by Member De La Torre, seconded by Chair Veres, to approve the agenda. The motion carried, unanimously.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Leslie Aisenman spoke in support of Agenda Item No. 2.  
Sharon Aisenman spoke in support of Agenda Item No. 2.  
John Arroyo commented on the property at 925 Newton Street regarding graffiti.

**CONSENT CALENDAR**

Motion by Member De La Torre, seconded by Member Vice Chair Esqueda, to approve the following Consent Calendar item:

- 1) APPROVAL OF RESOLUTION NO. 1026 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

The motion carried, unanimously.

**SAN FERNANDO REDEVELOPMENT AGENCY**

**MINUTES – February 2, 2009**

**Page 2**

**AGENCY BOARD MEMBER ITEM**

- 2) EXPLORE OPTION OF RELOCATING GANGI SENIOR HOUSING PROPOSAL FROM CITY PARKING LOT NO. 3 TO 1320 SAN FERNANDO ROAD

Chair Veres presented the report.

By consensus, the City Council directed staff to:

- a. Inquire with the California Department of Housing and Community Development (HCD) about the possibility of relocating the proposed Gangi Development Senior Housing project from City Parking Lot No. 3 to 1320 San Fernando Road while maintaining the Agency’s \$3.56 million infrastructure grant from HCD in place; and
- b. Discuss with Gangi Development to assess their interest in possibly relocating the proposed project under the Exclusive Negotiation Agreement No. 1521 from City Parking Lot No. 3 to 1320 San Fernando Road.

**AGENCY DISCUSSION**           None

**STAFF COMMUNICATION**   None

**ADJOURNMENT (6:34 P.M.)**

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 2, 2009 meeting as approved by the San Fernando Redevelopment Agency.

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Julia Fritz  
Secretary

The current sitting members of the City Council approved the minutes as to form only during the meeting of January 21, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.



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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** January 21, 2025

**Subject:** Consideration to Adopt a Resolution Approving the Warrant Register

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 25-012 (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. 25-012, including:
  - Exhibit A: Payment Demands/Voucher List

**RESOLUTION NO. 25-012**

**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. 25-012**

**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 21<sup>st</sup> day of January 2025.

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk



CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 25-012, 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 21<sup>st</sup> day of January, 2025, 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 January, 2025.

\_\_\_\_\_  
Julia Fritz, City Clerk

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

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238846	1/21/2025	890104 ABBA TERMITE & PEST CONTROL	22019F		BEEHIVE REMOVAL-1942 SEVENTH ST 070-383-0000-4260	115.00
					<b>Total :</b>	<b>115.00</b>
238847	1/21/2025	891587 ABLE MAILING INC.	40187	13205	MAILING AND FULFILLMENT SERVICES 070-382-0000-4300	312.37
			40201	13205	072-360-0000-4300	312.37
					WATER ENVELOPE STORAGE-DEC 202 070-382-0000-4300	15.00
					072-360-0000-4300	15.00
					<b>Total :</b>	<b>654.74</b>
238848	1/21/2025	894869 ACORN TECHNOLOGY SERVICES	12009	13307	JAN'25-INFORMATION TECHNOLOGY M 001-135-0000-4270	17,154.16
					<b>Total :</b>	<b>17,154.16</b>
238849	1/21/2025	888356 ADVANCED AUTO REPAIR	1665	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0228-4400	323.06
			1666	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0311-4400	385.54
			1667	13369	VEHICLE MAINT. REPAIRS AND MINOR 070-383-0000-4400	647.86
			1668	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0390-4400	396.00
			1671	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0228-4400	1,679.11
			1672	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0222-4400	118.80
			1673	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0225-4400	1,117.52
			1674	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0311-4400	245.40
			1677	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0320-4400	554.61
			1678	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0224-4400	118.80

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238849	1/21/2025	888356 ADVANCED AUTO REPAIR	(Continued) 1679	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0311-4400	324.90
			1680	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0311-4400	853.74
			1681	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0390-4400	193.60
			1682	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0222-4400	224.47
			1683	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0311-4400	247.34
			1684	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0225-4400	2,163.31
			1685	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0224-4400	247.50
			1686	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0225-4400	154.13
					<b>Total :</b>	<b>9,995.69</b>
238850	1/21/2025	894315 AG LAWNMOWER SHOP	0559	13283	SMALL EQUIPMENT REPAIR (LAWNMO 043-390-0000-4300	96.01
					<b>Total :</b>	<b>96.01</b>
238851	1/21/2025	894683 AGILE OCCUPATIONAL MEDICINE PC	EM034559		DOT PHYSICAL 001-133-0000-4260	125.00
			EM035715		DOT PHYSICAL 001-133-0000-4260	125.00
					<b>Total :</b>	<b>250.00</b>
238852	1/21/2025	892271 ALL STAR ELITE SPORTS	4714	13239	RCS SPORTS PROGRAM AND STAFF U 109-424-3614-4260	689.88
					<b>Total :</b>	<b>689.88</b>
238853	1/21/2025	100143 ALONSO, SERGIO	DEC 2024	13077	MMAP INSTRUCTOR SERGIO ALONSO 004-2360	280.00
					<b>Total :</b>	<b>280.00</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238854	1/21/2025	887695 AL'S KUBOTA TRACTOR	293321		VEHICLE MAINT-PK1173 041-320-0390-4400	225.40
					<b>Total :</b>	<b>225.40</b>
238855	1/21/2025	100153 AMERICAN ARBITRATION ASSOC.	14127493		LEGAL SERVICES 001-112-0000-4270	16,500.00
			14127496		LEGAL SERVICES 001-112-0000-4270	858.00
			14154562		LEGAL SERVICES 001-112-0000-4270	1,926.74
			14168360		LEGAL SERVICES 001-112-0000-4270	18,250.00
					<b>Total :</b>	<b>37,534.74</b>
238856	1/21/2025	894078 AMERICAN BUSINESS BANK	024		5% RETENTION HELD-UPPER RESERV 121-2037	1,100.50
					<b>Total :</b>	<b>1,100.50</b>
238857	1/21/2025	100175 AMERICAN WATER WORKS ASSOC.	S0190743		ANNUAL MEMBERSHIP RENEWAL 070-381-0000-4380	525.00
					<b>Total :</b>	<b>525.00</b>
238858	1/21/2025	100025 APWA	000846579		ANNUAL MEMBERSHIP RENEWAL 001-310-0000-4380	1,291.50
					<b>Total :</b>	<b>1,291.50</b>
238859	1/21/2025	100204 AQUA-METRIC SALES COMPANY	INV0105545	13281	NEW 3" - 6" COMPOUND WATER METEI 070-385-0700-4600	2,715.08
			INV0105656	13281	NEW 3" - 6" COMPOUND WATER METEI 070-385-0700-4600	104.86
					<b>Total :</b>	<b>2,819.94</b>
238860	1/21/2025	894228 ARROW LIFT OF CALIFORNIA	P-S121042	13355	LAS PALMAS SR. CTR. ELEVATOR/WHI 017-420-0000-4500	3,390.00
					<b>Total :</b>	<b>3,390.00</b>
238861	1/21/2025	100222 ARROYO BUILDING MATERIALS, INC	303372	13257	FOR MISC. LOCAL HARDWARE SUPPLI 001-311-0000-4300	326.01

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238861	1/21/2025	100222 ARROYO BUILDING MATERIALS, INC	(Continued) 303373		CREDIT 001-311-0000-4300	-100.00
			303736	13257	FOR MISC. LOCAL HARDWARE SUPPLI 001-311-0000-4300	241.91
			303742	13257	FOR MISC. LOCAL HARDWARE SUPPLI 001-311-0000-4300	241.91
			303751	13257	FOR MISC. LOCAL HARDWARE SUPPLI 001-311-0000-4300	179.07
			303989	13257	FOR MISC. LOCAL HARDWARE SUPPLI 001-311-0000-4300	226.01
					<b>Total :</b>	<b>1,114.91</b>
238862	1/21/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-DEC 2024 001-222-0000-4220	246.82
					<b>Total :</b>	<b>246.82</b>
238863	1/21/2025	889037 AT&T MOBILITY	287277903027X0108202		MODEM FOR ELECTRONIC MESSAGE 001-310-0000-4220	140.00
					<b>Total :</b>	<b>140.00</b>
238864	1/21/2025	892412 AT&T MOBILITY	287297930559X0110202		MDT MODEMS-PD UNITS-DEC 2024 001-222-0000-4220	1,024.89
			287340014777X0104202		PERSONNEL MANAGER CELL PHONE I 001-133-0000-4220	50.51
					<b>Total :</b>	<b>1,075.40</b>
238865	1/21/2025	891209 AUTONATION SSC	539066	13299	FORD GENUINE PARTS FOR FLEET 041-1215	1,546.58
			539662	13299	FORD GENUINE PARTS FOR FLEET 041-1215	53.13
					<b>Total :</b>	<b>1,599.71</b>
238866	1/21/2025	893916 AVENU INSIGHTS & ANALYTICS	INV06-019999		ACFR-REPORT 001-130-0000-4270	1,300.00
					<b>Total :</b>	<b>1,300.00</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238867	1/21/2025	100292 BALLET FOLKLORICO OLLIN, INC.	110		MMAP RECORDING STUDIO 109-424-3614-4260	1,050.00 <b>Total : 1,050.00</b>
238868	1/21/2025	889913 BALLIN, SYLVIA	DEC 2024 JAN 2025		GLACVCD TRUSTEE MEMBER STIPENI 001-190-0000-4111 GLACVCD TRUSTEE MEMBER STIPENI 001-190-0000-4111	150.00 150.00 <b>Total : 300.00</b>
238869	1/21/2025	887764 BENNETT-BOWEN LIGHTHOUSE	3033729		GAS MONITOR 070-384-0000-4320	1,349.57 <b>Total : 1,349.57</b>
238870	1/21/2025	893591 BIOMEDICAL WASTE DISPOSAL	146799		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00 <b>Total : 110.00</b>
238871	1/21/2025	892865 BLUE360 MEDIA LLC	IN2411245446		2025 CA VEHICLE CODE HANDBOOK 001-222-0000-4300	421.16 <b>Total : 421.16</b>
238872	1/21/2025	892389 BRITE STAR LIGHTING	4190	13359	INSTALLATION OF CHRISTMAS DECO ( 001-190-0000-4267	6,720.00 <b>Total : 6,720.00</b>
238873	1/21/2025	888800 BUSINESS CARD	010225 010225 010725 120624 120924 121324		MONTHLY EMAIL- JAN 2025 001-135-0000-4260 OPTISIGNS ANDROID STICK 001-105-0000-4300 LODGING-CHAPLAIN INTEGRATION CC 001-228-0000-4360 CAR RENTAL 001-105-0000-4370 AIRFARE-LEAGUE OF CA. CONF ON 001-105-0000-4370 GAS-CAR RENTAL	2,017.18 88.19 442.77 182.08 326.20

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238873	1/21/2025	888800 BUSINESS CARD	(Continued)		001-105-0000-4370 AIRPORT PARKING-LEAGUE OF CA CO 001-105-0000-4370 ELECTRIC CABINET LOCKS 001-222-0000-4300 DJ SERVICES-SENIOR CLUB HOLIDAY 004-2382 SUPPLIES TO PROTECT FIELD TABLET 070-384-0000-4330 070-382-0000-4320 CHATGPT PLUS MONTHLY SUBSCRIPT 001-105-0000-4380 LUNCH-ORAL PANEL FOR PD COMMAN 001-133-0000-4270 MEMBERSHIP RENEWAL 001-133-0000-4380 RENEWAL PROCESS FOR GRANT & FI 001-222-0000-4380	11.67 75.00 91.95 325.00 171.28 8.99 20.00 137.93 250.00 890.00 <b>Total : 5,038.24</b>
238874	1/21/2025	888800 BUSINESS CARD	011325 121924 122324 123124		LODGING-CRIMINAL INVESTIGATION C 001-224-0000-4360 K9 PROG STICKERS 001-225-0000-4270 RGSTR-HONOR GUARD TRAINING ON 001-225-0000-4360 FINANCE CHARGES 001-190-0000-4435	952.58 118.00 160.00 35.83 <b>Total : 1,266.41</b>
238875	1/21/2025	100464 C.A.P.E.	14221		MEMBERSHIP DUES 001-222-0000-4380	60.00 <b>Total : 60.00</b>
238876	1/21/2025	887810 CALGROVE RENTALS, INC.	195112-1	13230	RENTAL OF EQUIPMENT 072-360-0000-4250	1,106.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238876	1/21/2025	887810 887810 CALGROVE RENTALS, INC.	(Continued)			<b>Total : 1,106.19</b>
238877	1/21/2025	894404 CALIFORNIA BUILDING	4QTR2024		BSASRF FEE ASSESSMENT DUES 001-2268	143.10 <b>Total : 143.10</b>
238878	1/21/2025	892464 CANON FINANCIAL SERVICES, INC	37006102	13206	FY 2024-2025 CANON COPIER LEASE-I 001-135-0000-4260	2,005.79 <b>Total : 2,005.79</b>
238879	1/21/2025	892465 CANON SOLUTIONS AMERICA, INC.	6010265052	13211	FY 2024-2025 CANON MAINTENANCE 8 001-135-0000-4260	1,686.69 <b>Total : 1,686.69</b>
238880	1/21/2025	893821 CAPITAL ONE TRADE CREDIT	54514197		WATER HOSE REEL 043-390-0000-4300	297.66 <b>Total : 297.66</b>
238881	1/21/2025	893676 CARAHSOFT TECHNOLOGY CORP	IN1862156 IN1863163	13371 13371	FORTINET SWITCH FOR RCS SERVER 121-135-3689-4260 FORTINET SWITCH FOR RCS SERVER 121-135-3689-4260	78.66 1,737.32 <b>Total : 1,815.98</b>
238882	1/21/2025	894600 CARGILL, INCORPORATED	2910386102	13240	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,083.76 <b>Total : 6,083.76</b>
238883	1/21/2025	103948 CDW GOVERNMENT, INC.	AC1538A	13375	MICROSOFT SURFACE TABLETS (FIVE 121-105-3689-4300	1,942.05 <b>Total : 1,942.05</b>
238884	1/21/2025	894010 CHARTER COMMUNICATIONS	0283057010525 187701901121424 187702001120724		LP CABLE SERVICE-01/05-02/04 001-420-0000-4260 PD CABLE SRV - 12/18-01/17 001-222-0000-4260 PD 5G INTERNET SRVS-12/10-01/09 010-225-3698-4500	285.58 237.07 2,600.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238884	1/21/2025	894010 CHARTER COMMUNICATIONS	(Continued) 187702401010725		REC PARK CABLE SRVS-01/10-02/09 001-420-0000-4260	265.81 <b>Total : 3,388.46</b>
238885	1/21/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF250000008		FIRE SERVICES - FEB 2024 001-500-0000-4260	278,951.50 <b>Total : 278,951.50</b>
238886	1/21/2025	103029 CITY OF SAN FERNANDO	6918-6985		REIMB. TO WORKER'S COMP TRUSTEE 006-1038	38,117.52 <b>Total : 38,117.52</b>
238887	1/21/2025	890893 CITY OF SAN FERNANDO	JAN 2025		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	5,832.98 <b>Total : 5,832.98</b>
238888	1/21/2025	890893 CITY OF SAN FERNANDO	FY24/25		FEE WAIVER FOR DOWN SYNDROME # 001-190-0000-4430	520.00 <b>Total : 520.00</b>
238889	1/21/2025	892480 CLEAN ENERGY	CEW12734936	13352	EMERGENCY & MAINT. REPAIRS FOR 1 074-320-0000-4260	4,950.95 <b>Total : 4,950.95</b>
238890	1/21/2025	894788 COMMUNITY BRIDGE HOUSING CORP	5730 5731	13202 13202	TEMPORARY HOUSING SERVICES-NO' 028-155-0000-4270 TEMPORARY HOUSING SERVICES-DEI 028-155-0000-4270	1,000.00 1,000.00 <b>Total : 2,000.00</b>
238891	1/21/2025	100805 COOPER HARDWARE INC.	141529	13255	MISCELLANEOUS SUPPLIES 070-384-0000-4310	7.12 <b>Total : 7.12</b>
238892	1/21/2025	893904 CRICKET CONSULTING	1576	13225	SCADA PROGRAMMING, EQUIP., INSTA 070-384-0000-4260	1,139.08

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238892	1/21/2025	893904 893904 CRICKET CONSULTING	(Continued)			Total : 1,139.08
238893	1/21/2025	894613 CRUZ-QUIROZ, CARLOS	REIMB.		PER DIEM-TRAFFIC COLLISION 001-225-0000-4360	225.00 Total : 225.00
238894	1/21/2025	100930 DEPARTMENT OF CONSERVATION	OCT-DEC 2024		STRONG MOTION INSTR.& SEISMIC H/ 001-2040	482.83 Total : 482.83
238895	1/21/2025	890090 DEPARTMENT OF INDUSTRIAL	E2129923 MR		CONVEYANCE INVOICE 043-390-0000-4330	125.00 Total : 125.00
238896	1/21/2025	101152 DUARTE, JULIE	REIMB.		ITEMS FOR CITY EVENTS 001-105-0000-4300 001-190-0000-4430	50.00 119.30 Total : 169.30
238897	1/21/2025	891650 ENTERPRISE FLEET	FBN5236193	13278 13278 13278	LEASE OF TEN VEHICLES FOR 3 DIVIS 041-420-0000-4500 041-311-0000-4500 041-152-0000-4500	873.37 8,488.10 1,575.77 Total : 10,937.24
238898	1/21/2025	103851 EVERSOF, INC.	R2533729		WATER SOFTENER RENTAL-WELL 2A 070-384-0000-4250	8.77 Total : 8.77
238899	1/21/2025	893800 FAJARDO, JOANNE	DEC 2024	13282	SENIOR ZUMBA AND CHAIR ZUMBA IN 017-420-1322-4260	241.00 Total : 241.00
238900	1/21/2025	889201 FOOTHILL SOILS, INC	62979		SOIL 001-346-0000-4300	657.00 Total : 657.00
238901	1/21/2025	892198 FRONTIER COMMUNICATIONS	209-150-5251-040172		MWD METER (PW)	

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238901	1/21/2025	892198 FRONTIER COMMUNICATIONS	(Continued)			
			209-151-4939-102990		070-384-0000-4220 MUSIC CHANNEL	57.40
			209-188-4362-031792		001-190-0000-4220 POLICE PHONE LINES	53.51
			209-188-4363-031892		001-222-0000-4220 VARIOUS PHONE LINES	1,392.59
					001-190-0000-4220	105.83
					070-384-0000-4220	383.58
					001-420-0000-4220	265.88
			209-188-4631-031792		RCS PHONE LINES	
					001-420-0000-4220	143.08
			818-361-2385-012309		MTA & CREDIT CARD PHONE LINES	
					007-440-0441-4220	79.59
					001-190-0000-4220	159.18
			818-361-6728-080105		ENGINEERING FAX LINE	
					001-310-0000-4220	46.01
			818-361-7825-120512		RUDY ORTEGA PARK IRR SYSTEM	
					001-420-0000-4220	90.79
			818-365-0026-071223		PD NON EMERGENCY PHONE LINE	
					001-222-0000-4220	446.72
			818-365-5097-120298		POLICE NARCOTICS VAULT	
					001-222-0000-4220	45.60
			818-837-1509-032207		PW PHONE LINE	
					001-190-0000-4220	46.01
			818-837-2296-031315		VARIOUS CITY HALL LINES	
					001-190-0000-4220	387.54
			818-838-4969-021803		PD ALARM PANEL	
					001-222-0000-4220	169.80
			818-898-7385-033105		LP PARK FAX LINE	
					001-420-0000-4220	49.67
					Total : 3,922.78	
238902	1/21/2025	894351 GARCIA, VICTORIA	TRAVEL		PER DIEM-LEAGUE OF CA CITIES 2025 001-101-0000-4370	85.00 Total : 85.00

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238903	1/21/2025	894730 GONZALEZ, JESUS	REIMB.		DISTRIBUTION SYSTEM BASES COUR: 070-381-0000-4360	349.99
<b>Total :</b>						<b>349.99</b>
238904	1/21/2025	101376 GRAINGER, INC.	9325434430	13302	BUILDING SUPPLIES, ELECTRICAL & V 001-311-0000-4300	288.74
			9326907848	13302	BUILDING SUPPLIES, ELECTRICAL & V 001-370-0000-4300	127.19
			9329140850	13302	BUILDING SUPPLIES, ELECTRICAL & V 001-311-0000-4300	433.11
			9350686003	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	328.96
			9352325857	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	332.21
			9352325865	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	153.80
			9355821159	13302	BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4330	858.79
			9355951139	13302	BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4330	541.63
<b>Total :</b>						<b>3,064.43</b>
238905	1/21/2025	894407 GRAYBAR FINANCIAL SERVICES	17741870		JAN-VOIP MONTHLY LEASE PAYMENT 001-190-0000-4220	944.53
					001-222-0000-4220	944.54
					001-420-0000-4220	404.80
					070-384-0000-4220	404.80
<b>Total :</b>						<b>2,698.67</b>
238906	1/21/2025	894855 GUERRERO, RIGOBERTO	TRAVEL		PER DIEM & MILEAGE-CA BUILDING OF 001-140-0000-4370	171.07
<b>Total :</b>						<b>171.07</b>
238907	1/21/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	DEC 2024	13079	MMAP INSTRUCTOR MARIO HERNANDEZ 004-2359	240.00
<b>Total :</b>						<b>240.00</b>

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238908	1/21/2025	894944 HERRERA, MARCOS	REIMB.		WORK BOOTS 001-222-0000-4300	300.00
			REIMB.-2		HOLSTERS FOR CSO PARKING CITE E 001-222-0000-4300	98.55
<b>Total :</b>						<b>398.55</b>
238909	1/21/2025	888309 HI 2 LO VOLTAGE WIRING CO, INC	21255		MONITORING SRVS 01/01/25-03/31/25 001-222-0000-4260	75.00
<b>Total :</b>						<b>75.00</b>
238910	1/21/2025	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN044475	13243	CONTRACT SERVICES - SALES & TRANSPORTATION 001-130-0000-4270	1,713.14
			SIN046147	13243	CONTRACT SERVICES - SALES & TRANSPORTATION 001-130-0000-4270	600.00
<b>Total :</b>						<b>2,313.14</b>
238911	1/21/2025	894940 HURTADO INFANTAS, JUAN CARLOS	DR 24-2636		VEHICLE RELEASE REFUND 001-3783-0000	35.00
<b>Total :</b>						<b>35.00</b>
238912	1/21/2025	101632 IACP	M25-C692992		MEMBERSHIP RENEWAL 001-222-0000-4380	65.00
			M25-C692993		MEMBERSHIP DUES 001-222-0000-4380	65.00
<b>Total :</b>						<b>130.00</b>
238913	1/21/2025	891777 IRRIGATION EXPRESS	15304504-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & MAINTENANCE 043-390-0000-4300	17.69
			15305667-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & MAINTENANCE 043-390-0000-4300	4.95
			15305670-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & MAINTENANCE 043-390-0000-4300	232.69
<b>Total :</b>						<b>255.33</b>
238914	1/21/2025	894144 JIMENEZ, DAVID	DEC 2024		MOVEMENT FOR LIFE INSTRUCTOR 017-420-1322-4260	91.00
<b>Total :</b>						<b>91.00</b>

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238915	1/21/2025	894945 JOHNSON, WENDELL E.	REIMB.		WELLNESS BENEFIT REIMB. FY24/25 001-310-0000-4140	750.00 <b>750.00</b>
238916	1/21/2025	894823 KARINA SWEEPING LLC	0035	13330	DEC24-SWEEPING SERVICES- PARKIN 023-311-0000-4260	7,440.00 <b>7,440.00</b>
238917	1/21/2025	894369 KHRUSTALEVA, MARINA	TRAVEL		PER DIEM & MILEAGE-APA CALIFO. DIS 001-150-0000-4370	230.04 <b>230.04</b>
238918	1/21/2025	891794 KIMBALL, NICK	TRAVEL		PER DIEM-LEAGUE OF CA. CITIES MUN 001-105-0000-4370	55.00 <b>55.00</b>
238919	1/21/2025	101768 KIMBALL-MIDWEST	102852134		VEHICLE MAINT-PW2116 041-320-0311-4400	40.24 <b>40.24</b>
238920	1/21/2025	102007 L.A. COUNTY SHERIFFS DEPT.	251459BL	13316	PRE-PACKAGED, PREPARED INMATE M 001-225-0000-4350	352.40 <b>352.40</b>
238921	1/21/2025	101811 LACPCA	010825		RGSTR-2025 TRI-COUNTY SPRING COI 001-222-0000-4370	300.00 <b>300.00</b>
238922	1/21/2025	889095 LAFD - C.U.P.A.	IN0353868 IN0353924		FY24/25-HAZ MAT FEES-120 MACNEIL 072-360-0000-4260 FY24/25-HAZMAT PERMIT FEES-910 FIF 072-360-0000-4260	2,973.00 26.00 <b>2,999.00</b>
238923	1/21/2025	893218 LAZARO, ERNESTO	DEC 2024	13100	MMAP INSTRUCTOR ERNESTO LAZARO 004-2360	360.00 <b>360.00</b>

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238924	1/21/2025	101873 LEAGUE OF CALIFORNIA CITIES	INV-26843-T5T6C4		2025 MEMBERSHIP DUES 001-190-0000-4380	10,012.00 <b>10,012.00</b>
238925	1/21/2025	893063 LEON, MIGUEL	REIMB. REIMB.		REIMB-SENIOR CLUB ACTIVITIES 004-2380 REIMB-SENIOR CLUB ACTIVITIES 004-2380	119.67 308.07 <b>427.74</b>
238926	1/21/2025	891080 LOPEZ, PATTY	TRAVEL		PER DIEM-LEAGUE OF CA CITIES 2025 001-101-0112-4370	85.00 <b>85.00</b>
238927	1/21/2025	892477 LOWES	9747-70254 9747-71790 9747-82079 9747-82343 9747-85588 9747-87076 9747-91011 9747-95595		MATL'S FOR PLUMBING REPAIRS 043-390-0000-4300 MISC SUPPLIES 041-320-0000-4300 HOLIDAY DECORATIONS 043-390-0000-4300 TOOL BOX 041-320-0000-4310 MISC ITEMS 043-390-0000-4300 MISC ITEMS 043-390-0000-4300 HOLIDAY DECORATIONS-MACLAY TRE 043-390-0000-4300 IRRIGATION REPAIR 001-346-0000-4300	61.56 151.01 46.80 309.99 32.24 32.59 331.39 22.83 <b>988.41</b>
238928	1/21/2025	888468 MAJOR METROPOLITAN SECURITY	1117044 1117045 1117046	13303 13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00 25.00

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238928	1/21/2025	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
			1117047	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117048	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117049	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	15.00
			1117050	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117051	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117052	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117053	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117054	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117055	13303	043-390-0000-4330 ALARM MONITORING AT ALL CITY FACI	25.00
			1117056	13303	070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	25.00
			1117057	13303	070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	25.00
			1117058	13303	070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	25.00
					<b>Total :</b>	<b>365.00</b>
238929	1/21/2025	894489 MARQUEZ, KENYA	REIMB.		BCRC OPEN HOUSE EVENT-DRY CLEA 001-155-0000-4300	201.20
					<b>Total :</b>	<b>201.20</b>
238930	1/21/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	39.73
			7DL39365		ALARM LINE - 1100 PICO 001-420-0000-4220	38.99

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238930	1/21/2025	888242 888242 MCI COMM SERVICE	(Continued)			<b>Total : 78.72</b>
238931	1/21/2025	894210 MELTON, ERICA D.	REIMB.		AUDIO RECORDER 001-133-0000-4300	87.59
					<b>Total :</b>	<b>87.59</b>
238932	1/21/2025	894854 MEZA, VICTOR	REIMB.		WELLNESS BENEFIT REIMB. FY24/25 070-381-0000-4140	400.00
					<b>Total :</b>	<b>400.00</b>
238933	1/21/2025	102226 MISSION LINEN SUPPLY	522971975		LAUNDRY SERVICES FOR PD 001-225-0000-4350	383.85
			523017052	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	383.85
			523054985	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	413.95
					<b>Total :</b>	<b>1,181.65</b>
238934	1/21/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4270	159.37
					<b>Total :</b>	<b>159.37</b>
238935	1/21/2025	894886 NATIONAL HIGHWAY PRODUCTS INC	PS-INV121589		SIGN BRACKETS 001-370-0000-4310	278.66
					<b>Total :</b>	<b>278.66</b>
238936	1/21/2025	893348 NCSI	52987		BACKGROUND CHECK-BASETBALL CC 017-420-1328-4260	55.50
					<b>Total :</b>	<b>55.50</b>
238937	1/21/2025	893405 NEW HORIZON	2907374		LP PHONE SERVICES-JAN 2025 001-420-0000-4220	306.18
					<b>Total :</b>	<b>306.18</b>
238938	1/21/2025	894467 NORTH VALLEY CARING	NOV 2024		HOMELESS STREET OUTREACH SERV 110-225-0568-4260	14,221.09
			OCT 2024	12946	HOMELESS STREET OUTREACH SERV 121-155-3689-4260	848.04

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238938	1/21/2025	894467 NORTH VALLEY CARING	(Continued)	12946	028-155-0000-4270	12,432.65
					<b>Total :</b>	<b>27,501.78</b>
238939	1/21/2025	893151 OCCUPATIONAL HEALTH CENTERS	85366849		DRUG SCREEN 001-133-0000-4260	66.00
					<b>Total :</b>	<b>66.00</b>
238940	1/21/2025	894100 ODP BUSINESS SOLUTIONS , LLC	394945975001		OFFICE SUPPLIES 070-383-0000-4300	228.40
			400397369001		001-311-0000-4300 OFFICE SUPPLIES	228.40
			400398721001		001-310-0000-4300 OFFICE SUPPLIES	23.48
			401453873001		001-310-0000-4300 OFFICE SUPPLIES	121.85
			401453926001		001-222-0000-4300 OFFICE SUPPLIES	33.16
			401743568001		001-222-0000-4300 OFFICE SUPPLIES	73.90
			401924393001		001-222-0000-4300 CREDIT	121.06
			401978363001		001-222-0000-4300 OFFICE SUPPLIES	-132.36
			401994755001		001-222-0000-4300 OFFICE SUPPLIES	12.20
			401994759001		001-222-0000-4300 OFFICE SUPPLIES	90.88
			402246946001		001-222-0000-4300 OFFICE SUPPLIES	19.87
			403040534001		001-133-0000-4300 OFFICE SUPPLIES	41.35
			403473400001		001-133-0000-4300 OFFICE SUPPLIES	19.16
			403476433001		001-422-0000-4300 OFFICE SUPPLIES	62.16
					001-422-0000-4300	29.19

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238940	1/21/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)		OFFICE SUPPLIES 001-422-0000-4300	27.11
			403476434001		TONER	
			404657990001		001-130-0000-4300	223.29
			405067446001		OFFICE SUPPLIES 001-130-0000-4300	147.16
			405069039001		OFFICE SUPPLIES 001-130-0000-4300	17.56
					<b>Total :</b>	<b>1,387.82</b>
238941	1/21/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-198342		VEHICLE MAINT-ME9503 041-320-0320-4400	122.30
			4605-202323		VEHICLE MAINT-PD4287 041-320-0225-4400	70.64
			4605-202622		VEHICLE MAINT-PD4287 041-320-0225-4400	35.99
			4605-205496		MAGNET HOOKS 074-320-0000-4300	46.81
			4605-206230		VEHICLE MAINT-WA0172 070-383-0000-4400	30.42
					<b>Total :</b>	<b>306.16</b>
238942	1/21/2025	894575 PABALAN, JEROME	120724	13336	LIGHTING & SOUND PRODUCTION FOF 001-424-0000-4260	3,500.00
					<b>Total :</b>	<b>3,500.00</b>
238943	1/21/2025	894056 PACIFIC HYDROTECH CORPORATION	024	12642	UPPER RESERVOIR REPLACEMENT PI 121-385-0716-4600 121-2037	22,010.00 -1,100.50
					<b>Total :</b>	<b>20,909.50</b>
238944	1/21/2025	892360 PARKING COMPANY OF AMERICA	INVM0019350	13320	PUBLIC TRANSPORTATION SERVICES- 007-440-0442-4260	48,464.20
					<b>Total :</b>	<b>48,464.20</b>
238945	1/21/2025	893933 PORTA-STOR	441156		MCB STORAGE BIN RENTAL-DEC 2024	

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238945	1/21/2025	893933 PORTA-STOR	(Continued)		017-420-1330-4260	82.00
					<b>Total :</b>	<b>82.00</b>
238946	1/21/2025	102688 PROFESSIONAL PRINTING CENTERS	22844	13274	PRE-PRINTED FORMS	
			22929	13274	001-150-0000-4300	252.47
			22930	13274	PRE-PRINTED FORMS	
					001-155-0000-4300	267.08
					PRE-PRINTED FORMS	
					001-311-0000-4300	539.12
					<b>Total :</b>	<b>1,058.67</b>
238947	1/21/2025	890004 PTS	2131119		PD PAY PHONE-JAN 2025	
					001-190-0000-4220	88.00
					<b>Total :</b>	<b>88.00</b>
238948	1/21/2025	894306 QUENCH USA, INC.	INV08336132		DRINKING WATER	
					001-222-0000-4300	114.61
					<b>Total :</b>	<b>114.61</b>
238949	1/21/2025	102738 QUINTERO ESCAMILLA, VIOLETA	DEC 2024	13217	SENIOR MUSIC CLASS INSTRUCTOR	
					017-420-1323-4260	600.00
					<b>Total :</b>	<b>600.00</b>
238950	1/21/2025	894589 RAMIREZ, ERIKA	REIMB.		PARKING FEE-APA CALIF. CONFERENC	
					001-150-0000-4370	69.00
					<b>Total :</b>	<b>69.00</b>
238951	1/21/2025	894408 RINCON CONSULTANTS INC	59580	13199	CLIMATE ACTION & RESILIENCE PLAN	
			60268	13199	110-150-0578-4270	2,883.50
					CLIMATE ACTION & RESILIENCE PLAN	
					110-150-0578-4270	5,737.25
					<b>Total :</b>	<b>8,620.75</b>
238952	1/21/2025	893276 RON'S MAINTENANCE, INC.	1207	13294	CATCH BASIN CLEANING SERVICES	
				13294	023-311-0000-4260	7,803.26
					001-311-0000-4260	764.74

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**Voucher List**  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238952	1/21/2025	893276 893276 RON'S MAINTENANCE, INC.	(Continued)			<b>Total : 8,568.00</b>
238953	1/21/2025	894941 SAN FERNANDO COFFEE CO	173084		CIF: HOT COCOA-TREE LIGHTING EVE	
					053-101-0114-4430	500.00
					<b>Total :</b>	<b>500.00</b>
238954	1/21/2025	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		EXPLORER HOLIDAY PARTY	
					001-226-0230-4430	611.58
					<b>Total :</b>	<b>611.58</b>
238955	1/21/2025	103050 SAN FERNANDO PET HOSPITAL	216549		K9 VET SERVICE	
					001-225-0000-4270	30.00
					<b>Total :</b>	<b>30.00</b>
238956	1/21/2025	891253 SAN FERNANDO SMOG TEST ONLY	1225		SMOG TEST-EL0510-E1475389	
			1309		041-320-0000-4450	68.00
			1310		SMOG TEST-PK3240-E1264516	
					041-320-0000-4450	68.00
			1310		SMOG TEST-ME4958-E1499097	
					041-320-0000-4450	68.00
			1385		SMOG TEST-PD2874-E118844	
					041-320-0000-4450	68.00
			1386		SMOG TEST-CE4424-E1200077	
					041-320-0000-4450	68.00
					<b>Total :</b>	<b>340.00</b>
238957	1/21/2025	894942 SAN FERNANDO VALLEY	FY 24-25		CIF: SOMOS FAMILA VALLE PROG SUP	
					053-101-0113-4430	250.00
					<b>Total :</b>	<b>250.00</b>
238958	1/21/2025	892619 SIMONZAD, BENNY	TRAVEL		PER DIEM-SLI TRAINING ON 02/02-02/0	
					001-225-0000-4360	135.00
					<b>Total :</b>	<b>135.00</b>
238959	1/21/2025	103184 SMART & FINAL	0003		DRINKS-SENIOR CLUB ACTIVITIES	
			0004		004-2380	206.59
					ENP SUPPLIES	
					004-2346	194.89

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238959	1/21/2025	103184 SMART & FINAL	(Continued) 0463		CLEANING SUPPLIES 001-422-0000-4300	39.85
						<b>Total :</b>
238960	1/21/2025	103193 SNAP-ON INDUSTRIAL	ARV/63151126		BATTERY TESTER CASE 041-320-0000-4300	41.43
			ARV/63229184		TPMS TOOL 041-320-0000-4320	771.03
			ARV/63328013		BATTERY SYSTEM TESTER 041-320-0000-4320	1,023.24
						<b>Total :</b>
238961	1/21/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY 030-341-0000-4210	129.13
			700301226571		ELECTRIC-1117 2ND ST 043-390-0000-4210	15.23
			700360580265		ELECTRIC-910 FIRST 043-390-0000-4210	5,785.96
			700363532503		ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210	5,546.50
			700577150347		ELECTRIC-190 PARK 027-344-0000-4210	1,141.96
			700826276457		ELECTRIC-799 JESSIE 043-390-0000-4210	61.10
						<b>Total :</b>
238962	1/21/2025	894311 SPECTRUMVOIP	488028		CITYWIDE LONG DISTANCE VOIP-JAN 001-190-0000-4220	227.84
						<b>Total :</b>
238963	1/21/2025	103251 STANLEY PEST CONTROL	1851667		PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	62.00
			1851668	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	55.00
			1852054	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	95.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238963	1/21/2025	103251 STANLEY PEST CONTROL	(Continued) 1852172		PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	94.00
			1852175	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	85.00
			1852176	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	85.00
			1852220	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	135.00
						<b>Total :</b>
238964	1/21/2025	894275 STAPLES, INC.	6020418563		BLACK TONER 001-130-0000-4300	261.94
						<b>Total :</b>
238965	1/21/2025	894649 STERLING ADMINISTRATION	829360		FSA FUNDING CONTRIBUTION 004-2365	506.64
						<b>Total :</b>
238966	1/21/2025	103305 TAB PRODUCTS CO.	INV000061550		PRE-NUMBERED FOLDERS FOR POLIC 001-222-0000-4300	7,197.00
						<b>Total :</b>
238967	1/21/2025	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST 043-390-0000-4210	74.50
			088-520-6400-8		GAS-117 MACNEIL 043-390-0000-4210	227.27
			090-620-6400-2		GAS-120 MACNEIL 070-381-0000-4210	27.98
					072-360-0000-4210	27.98
					043-390-0000-4210	55.95
			143-287-8131-6		GAS-208 PARK 043-390-0000-4210	350.53
			162-020-7432-0		GAS-828 HARDING 043-390-0000-4210	0.83
						<b>Total :</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238968	1/21/2025	888821 THE GOODYEAR TIRE & RUBBER CO	43450	13322	TIRES FOR CITY FLEET 041-1215	751.52
<b>Total :</b>						<b>751.52</b>
238969	1/21/2025	101528 THE HOME DEPOT CRC	035917		TOOLS	
			051189		001-311-0000-4300 REPAIR ELECTRIC CONDUIT	187.23
			0524993		070-384-0000-4310 MISC SUPPLIES	284.04
			0540660		041-320-0000-4300 ROOFING REPAIRS	284.26
			1531615		043-390-0000-4300 PACKOUT WALL CABINET	356.86
			1802032		074-320-0000-4300 SMALL TOOLS	322.92
			1904599		041-320-0000-4340 TRASH BAGS	219.32
			2023124		001-311-0000-4300 SIDEWALK REPAIR	1,185.08
			2804333		043-390-0000-4300 PD REPAIRS	100.50
			3021198		070-384-0000-4310 MISC SUPPLIES	225.55
			3361092		027-344-0000-4300 REPL WIRE-GATEWAY	329.00
			3510309		074-320-0000-4300 MISC ITEMS	687.46
			3521470		041-320-0000-4300 MISC ITEMS	78.75
			3521471		074-320-0000-4300 PACKOUT WALL CABINET	143.17
			3521472		041-320-0000-4300 BATTERY PACK, MAGNETIC BIN, CABIN	127.89
			4013770		043-390-0000-4300 PD REPAIRS	243.50
			4013771		EQUIPMENT MAINT	129.93

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238969	1/21/2025	101528 THE HOME DEPOT CRC	(Continued)			
			4614687		001-346-0000-4300 POWER TOOLS	100.17
			4614688		001-311-0000-4300 PD REPAIRS	377.51
			5530810		043-390-0000-4300 GRAFFITI SUPPLIES	119.13
			6531627		001-312-0000-4300 RODENT CONTROL	1,222.61
			6531628		043-390-0000-4300 HEATER & CORDS	134.84
			8340120		043-390-0000-4300 PAINTING SUPPLIES-RESV 2A&5	99.07
			8352282		070-384-0000-4310 MATL'S FOR REPAIRS	916.49
			8511629		001-311-0000-4300 MISC ITEMS	49.07
			8511657		074-320-0000-4300 LIGHTS-MALL HOLIDAY TREE	166.23
			8513873		043-390-0000-4300 SAFETY SUPPLIES	330.61
			8524599		070-384-0000-4310 SAFETY GEAR	109.94
			8541020		070-384-0000-4310 LIGHTS-BRAND HOLIDAY TREE	28.58
			9013905		043-390-0000-4300 TOOLS FOR MAINT	503.51
			9532973		043-390-0000-4300 MISC ITEMS	359.65
			9903972		070-384-0000-4310 WALL CABINET	7.61
					041-320-0000-4300	322.86
<b>Total :</b>						<b>9,753.34</b>
238970	1/21/2025	894052 THE LANGUAGE PROS, INC.	1896	13219	INTERPRETATION AND TRANSLATION : 001-101-0000-4270	632.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238970	1/21/2025	894052 894052 THE LANGUAGE PROS, INC.	(Continued)			Total : 632.50
238971	1/21/2025	890833 THOMSON REUTERS	851269127	13260	DETECTIVE INVESTIGATIVE SOFTWARE 001-135-0000-4260	304.21 Total : 304.21
238972	1/21/2025	893504 TOWN HALL STREAMS, LLC	16222		STREAMING SERVICES-JAN 2025 001-115-0000-4260	175.00 Total : 175.00
238973	1/21/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE	15122187 15122187		ACCT 15122187-POSTAGE REIMB 001-190-0000-4280 ACCT 15122187-POSTAGE REIMB 001-190-0000-4280	1,500.00 1,500.00 Total : 3,000.00
238974	1/21/2025	103463 U.S. POSTMASTER	JAN 2025		POSTAGE-JAN UTILITY BILLS 070-382-0000-4300 072-360-0000-4300	846.98 846.97 Total : 1,693.95
238975	1/21/2025	103444 ULTRA GREENS, INC	57117		PLANTS 001-311-0000-4300	84.32 Total : 84.32
238976	1/21/2025	103445 UNDERGROUND SERVICE ALERT	122024704 24-252248		(41) SNF101 NEW TICKET CHARGES 070-381-0000-4260 072-360-0000-4260 001-370-0000-4310 CA STATE FEE REGULATORY COSTS 070-381-0000-4260 072-360-0000-4260 001-370-0000-4310	79.19 79.18 79.18 10.32 10.32 10.32 Total : 268.51
238977	1/21/2025	893746 UNISHIELD	14-004206		AED BATTERIES 043-390-0000-4300	174.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238977	1/21/2025	893746 893746 UNISHIELD	(Continued)			Total : 174.19
238978	1/21/2025	893167 UNITED MAINTENANCE SYSTEMS	15923	13354 13354 13354	JANITORIAL SERVICES CONTRACT#19 043-390-0000-4260 017-420-1399-4260 043-390-0000-4260	7,000.00 1,150.00 10,850.00 Total : 19,000.00
238979	1/21/2025	103439 UPS	831954494		COURIER SERVICES 001-190-0000-4280	181.93 Total : 181.93
238980	1/21/2025	894888 US BANCORP SERVICE CENTER INC	121624 121824 121824 121924		SOFT DRINKS & FOOD FOR HOLIDAY L 001-133-0000-4430 FOOD FOR HOLIDAY LUNCHEON 001-133-0000-4430 DESSERT FOR HOLIDAY LUNCHEON 001-133-0000-4430 FOOD FOR HOLIDAY LUNCHEON 001-133-0000-4430	281.63 950.00 184.87 100.00 Total : 1,516.50
238981	1/21/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_01/1-01/31/25 COSF_12/09-01/08/25	13325 13324	SEWER FLOW MONITORING & WASTE 072-360-0000-4260 CLOUD BASED FLOW MONITORING - S 072-360-0000-4260	540.00 770.00 Total : 1,310.00
238982	1/21/2025	103510 V & V MANUFACTURING, INC.	60729 60747		PD BADGE 001-222-0000-4300 PD BADGES 001-222-0000-4300	167.40 2,855.32 Total : 3,022.72
238983	1/21/2025	894328 VALDEZ, FABIAN	REIMB.		PER DIEM-2025 LACPCA TRI-COUNT 001-222-0000-4370	80.00 Total : 80.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238984	1/21/2025	103534 VALLEY LOCKSMITH	0440		LOCKSMITH SERVICES FOR ALL FACIL	
			0441	13306	041-1215	856.00
			0487	13306	LOCKSMITH SERVICES FOR ALL FACIL	150.00
			0490	13306	043-390-0000-4330	20.00
				13306	LOCKSMITH SERVICES FOR ALL FACIL	90.00
					041-320-0311-4400	1,116.00
					<b>Total :</b>	<b>1,116.00</b>
238985	1/21/2025	100101 VERIZON WIRELESS-LA	6101750204		VARIOUS CELL PHONE LINES	
					001-101-0112-4220	237.15
					001-105-0000-4220	49.91
					001-222-0000-4220	156.04
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.11
					070-384-0000-4220	490.30
					072-360-0000-4220	102.72
			6102050019		PD CELL PHONE PLANS	
					001-222-0000-4220	653.32
			6102061893		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	36.97
					<b>Total :</b>	<b>2,240.62</b>
238986	1/21/2025	894938 WALLACE LABORATORIES LLC	A16975		SOIL MANAGEMENT REPORT	
					043-390-0000-4260	2,350.00
					<b>Total :</b>	<b>2,350.00</b>
238987	1/21/2025	888390 WEST COAST ARBORISTS, INC.	218448		ANNUAL CITY-WIDE TREE TRIMMING	
				13368	001-311-0000-4260	5,500.00
					<b>Total :</b>	<b>5,500.00</b>
238988	1/21/2025	890970 WEX BANK	101884342		FUEL FOR CITY FLEET	
					041-320-0152-4402	385.22
					041-320-0222-4402	518.29

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238988	1/21/2025	890970 WEX BANK	(Continued)			
					041-320-0224-4402	1,144.31
					041-320-0225-4402	5,025.61
					041-320-0228-4402	358.80
					041-320-0311-4402	1,886.48
					041-320-0320-4402	273.82
					041-320-0346-4402	120.21
					041-320-0370-4402	720.37
					041-320-0390-4402	1,956.22
					029-335-0000-4402	94.96
					070-381-0000-4402	101.88
					070-382-0000-4402	352.36
					070-383-0000-4402	577.01
					070-384-0000-4402	91.57
					072-360-0000-4402	232.88
					041-320-0221-4402	644.14
					<b>Total :</b>	<b>14,484.13</b>
143	Vouchers for bank code :	bank3			<b>Bank total :</b>	<b>717,102.29</b>
143	Vouchers in this report				<b>Total vouchers :</b>	<b>717,102.29</b>

Voucher Registers are not final until approved by Council.

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**EXHIBIT "A"**  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238643	1/1/2025	100286 BAKER, BEVERLY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					<b>Total :</b>	<b>284.25</b>
238644	1/1/2025	100916 DEIBEL, PAUL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238645	1/1/2025	101781 KISHITA, ROBERT	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					<b>Total :</b>	<b>185.08</b>
238646	1/1/2025	101926 LILES, RICHARD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238647	1/1/2025	102126 MARTINEZ, MIGUEL	25-Jan		CALPERS HEALTH REIMB 070-180-0000-4127	768.52
					<b>Total :</b>	<b>768.52</b>
238648	1/1/2025	894908 NAVARRO, NORMA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					<b>Total :</b>	<b>284.25</b>
238649	1/1/2025	891354 RAMIREZ, ROSALINDA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					<b>Total :</b>	<b>185.08</b>
238650	1/1/2025	892782 TIGHE, DONNA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					<b>Total :</b>	<b>185.08</b>
<b>8 Vouchers for bank code : bank3</b>						<b>Bank total : 2,745.66</b>
<b>8 Vouchers in this report</b>						<b>Total vouchers : 2,745.66</b>

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**EXHIBIT "A"**  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238651	1/1/2025	894452 ABDALLAH, MARIA G.	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
					<b>Total :</b>	<b>2,157.72</b>
238652	1/1/2025	100091 AGORICHAS, JOHN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					<b>Total :</b>	<b>1,011.40</b>
238653	1/1/2025	891039 AGUILAR, JESUS	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					<b>Total :</b>	<b>185.08</b>
238654	1/1/2025	100104 ALBA, ANTHONY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					<b>Total :</b>	<b>1,011.40</b>
238655	1/1/2025	891011 APODACA-GRASS, ROBERTA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238656	1/1/2025	100260 AVILA, FRANK	25-Jan		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04
					<b>Total :</b>	<b>1,695.04</b>
238657	1/1/2025	100306 BARNARD, LARRY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					<b>Total :</b>	<b>965.00</b>
238658	1/1/2025	100346 BELDEN, KENNETH M.	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00
					<b>Total :</b>	<b>1,489.00</b>
238659	1/1/2025	892233 BUZZELL, CAROL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					<b>Total :</b>	<b>284.25</b>
238660	1/1/2025	102127 CABRERA, KATHY	25-Jan		CALPERS HEALTH REIMB	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238660	1/1/2025	102127 CABRERA, KATHY	(Continued)		001-180-0000-4127	1,498.96
					<b>Total :</b>	<b>1,498.96</b>
238661	1/1/2025	891350 CALZADA, FRANK	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					<b>Total :</b>	<b>726.50</b>
238662	1/1/2025	100642 CASTRO, RICO	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46
					<b>Total :</b>	<b>2,369.46</b>
238663	1/1/2025	103816 CHAVEZ, ELENA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					<b>Total :</b>	<b>670.48</b>
238664	1/1/2025	100752 COLELLI, CHRISTIAN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95
					<b>Total :</b>	<b>2,250.95</b>
238665	1/1/2025	891014 CREEKMORE, CASIMIRA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238666	1/1/2025	893711 DAVIS, JAMES	25-Jan		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06
					<b>Total :</b>	<b>1,739.06</b>
238667	1/1/2025	100913 DECKER, CATHERINE	25-Jan		CALPERS HEALTH REIMB 070-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238668	1/1/2025	100925 DELGADO, RALPH	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					<b>Total :</b>	<b>726.50</b>
238669	1/1/2025	101667 DIAZ, EVELYN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	948.00

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238669	1/1/2025	101667 101667 DIAZ, EVELYN	(Continued)			Total : 948.00
238670	1/1/2025	100960 DIEDIKER, VIRGINIA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
238671	1/1/2025	100996 DRAKE, JOYCE	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
238672	1/1/2025	100995 DRAKE, MICHAEL	25-Jan		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
238673	1/1/2025	100997 DRAPER, CHRISTOPHER	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
238674	1/1/2025	101044 ELEY, JEFFREY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
238675	1/1/2025	891040 FISHKIN, RIVIAN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
238676	1/1/2025	101178 FLORES, ADRIAN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
238677	1/1/2025	101182 FLORES, MIGUEL	25-Jan		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
238678	1/1/2025	894378 GARCIA, BERTHA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	768.52

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238678	1/1/2025	894378 894378 GARCIA, BERTHA	(Continued)			Total : 768.52
238679	1/1/2025	891351 GARCIA, DEBRA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10 Total : 2,331.10
238680	1/1/2025	101281 GARIBAY, SAUL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52 Total : 2,730.52
238681	1/1/2025	101318 GLASGOW, KEVIN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
238682	1/1/2025	101333 GODINEZ, FRAZIER C.	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
238683	1/1/2025	101409 GUERRA, LAUREN E	25-Jan		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
238684	1/1/2025	891021 GUIZA, JENNIE	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
238685	1/1/2025	102896 GUZMAN, ROSA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	907.46 Total : 907.46
238686	1/1/2025	891352 HADEN, SUSANNA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
238687	1/1/2025	101440 HALCON, ERNEST	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238688	1/1/2025	101672 HANCHETT, NICHOLE	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 <b>Total : 1,793.00</b>
238689	1/1/2025	891918 HARTWELL, BRUCE	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 <b>Total : 1,011.40</b>
238690	1/1/2025	101465 HARVEY, DAVID	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 <b>Total : 185.08</b>
238691	1/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 <b>Total : 965.00</b>
238692	1/1/2025	101471 HASBUN, NAZRI A.	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	290.28 <b>Total : 290.28</b>
238693	1/1/2025	891023 HATFIELD, JAMES	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 <b>Total : 1,011.40</b>
238694	1/1/2025	892104 HERNANDEZ, ALFONSO	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 <b>Total : 1,011.40</b>
238695	1/1/2025	891024 HOOKER, RAYMOND	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>Total : 426.70</b>
238696	1/1/2025	893616 HOUGH, LOIS	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 <b>Total : 284.25</b>
238697	1/1/2025	101597 IBRAHIM, SAMIR	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 <b>Total : 528.16</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238697	1/1/2025	101597 101597 IBRAHIM, SAMIR	(Continued)			<b>Total : 528.16</b>
238698	1/1/2025	101694 JACOBS, ROBERT	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 <b>Total : 965.00</b>
238699	1/1/2025	892105 KAHMANN, ERIC	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 <b>Total : 528.16</b>
238700	1/1/2025	101786 KLOTZSCHE, STEVEN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 <b>Total : 738.56</b>
238701	1/1/2025	891866 KNIGHT, DONNA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	178.72 <b>Total : 178.72</b>
238702	1/1/2025	891043 LIEBERMAN, LEONARD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 <b>Total : 185.08</b>
238703	1/1/2025	101933 LITTLEFIELD, LESLEY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>Total : 426.70</b>
238704	1/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Jan		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68 <b>Total : 1,730.68</b>
238705	1/1/2025	102059 MACK, MARSHALL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 <b>Total : 670.48</b>
238706	1/1/2025	891010 MAERTZ, ALVIN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	645.94 <b>Total : 645.94</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238707	1/1/2025	888037 MARTINEZ, ALVARO	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 <b>Total : 1,297.98</b>
238708	1/1/2025	102206 MILLER, WILMA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>Total : 426.70</b>
238709	1/1/2025	102212 MIRAMONTES, MONICA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 <b>Total : 738.56</b>
238710	1/1/2025	102232 MIURA, HOWARD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>Total : 426.70</b>
238711	1/1/2025	892106 MONTAN, EDWARD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 <b>Total : 284.25</b>
238712	1/1/2025	102443 OKAFOR, MICHAEL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19 <b>Total : 2,099.19</b>
238713	1/1/2025	102473 ORDELHEIDE, ROBERT	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,359.52 <b>Total : 2,359.52</b>
238714	1/1/2025	102486 ORSINI, TODD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18 <b>Total : 2,308.18</b>
238715	1/1/2025	102569 PARKS, ROBERT	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 <b>Total : 2,326.00</b>
238716	1/1/2025	102580 PATINO, ARMANDO	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 <b>Total : 2,326.00</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238716	1/1/2025	102580 102580 PATINO, ARMANDO	(Continued)			<b>Total : 2,326.00</b>
238717	1/1/2025	102527 PISCITELLI, ANTHONY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	726.50 <b>Total : 726.50</b>
238718	1/1/2025	891033 POLLOCK, CHRISTINE	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	349.00 <b>Total : 349.00</b>
238719	1/1/2025	102735 QUINONEZ, MARIA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 <b>Total : 1,695.04</b>
238720	1/1/2025	891034 RAMSEY, JAMES	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>Total : 426.70</b>
238721	1/1/2025	102788 RAYGOZA, JOSE LUIS	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 <b>Total : 1,996.05</b>
238722	1/1/2025	102864 RIVETTI, DOMINICK	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 <b>Total : 965.00</b>
238723	1/1/2025	887872 ROSENBERG, IRWIN	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93 <b>Total : 1,807.93</b>
238724	1/1/2025	102936 RUELAS, MARCO	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 <b>Total : 1,086.55</b>
238725	1/1/2025	102940 RUIZ, RONALD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 <b>Total : 670.48</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238726	1/1/2025	891044 RUSSUM, LINDA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 <b>185.08</b>
238727	1/1/2025	103005 SALAZAR, TONY	25-Jan		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 <b>1,498.96</b>
238728	1/1/2025	103118 SENDA, OCTAVIO	25-Jan		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 <b>1,996.05</b>
238729	1/1/2025	892107 SHANAHAN, MARK	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 <b>528.16</b>
238730	1/1/2025	891035 SHERWOOD, NINA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>426.70</b>
238731	1/1/2025	103175 SKOBIN, ROMELIA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 <b>1,671.25</b>
238732	1/1/2025	893677 SOLIS, MARGARITA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 <b>580.11</b>
238733	1/1/2025	103220 SOMERVILLE, MICHAEL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 <b>1,793.00</b>
238734	1/1/2025	889588 UFANO, VIRGINIA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 <b>185.08</b>
238735	1/1/2025	103516 VAIRO, ANTHONY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238735	1/1/2025	103516 103516 VAIRO, ANTHONY	(Continued)			<b>1,793.00</b>
238736	1/1/2025	888417 VALDIVIA, LAURA	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 <b>426.70</b>
238737	1/1/2025	103550 VANICEK, JAMES	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 <b>1,695.04</b>
238738	1/1/2025	103562 VASQUEZ, JOEL	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 <b>2,326.00</b>
238739	1/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 <b>528.16</b>
238740	1/1/2025	103692 VILLALVA, FRANCISCO	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 <b>1,996.05</b>
238741	1/1/2025	891038 WAITE, CURTIS	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 <b>1,011.40</b>
238742	1/1/2025	103612 WALKER, MICHAEL	25-Jan		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 <b>185.08</b>
238743	1/1/2025	103620 WARREN, DALE	25-Jan		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 <b>185.08</b>
238744	1/1/2025	893690 WATTS, STEVE M.	25-Jan		CALPERS HEALTH REIMB 072-180-0000-4127	1,111.60 <b>1,111.60</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238745	1/1/2025	891037 WEBB, NANCY	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238746	1/1/2025	103643 WEDDING, JEROME	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					<b>Total :</b>	<b>1,011.40</b>
238747	1/1/2025	103727 WYSBEEK, DOUDE	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					<b>Total :</b>	<b>426.70</b>
238748	1/1/2025	103737 YNIGUEZ, LEONARD	25-Jan		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					<b>Total :</b>	<b>1,011.40</b>
<b>98 Vouchers for bank code : bank3</b>						<b>Bank total : 105,279.27</b>
<b>98 Vouchers in this report</b>						<b>Total vouchers : 105,279.27</b>

Voucher Registers are not final until approved by Council.

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** January 21, 2025

**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. **Changes to each project since the last meeting have been tracked and are shown in red.** Attachment “D” shows City contracts that are approaching the end of the term.

### 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)

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

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- 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)
- Presentation of Phase 1 Findings to City Council and Planning Preservation Commission (September 16, 2024)
- Presentation of Phase 1 to the Planning and Preservation Commission on November 12, 2024, was cancelled due to a lack of a quorum.

*Next City Council Action:* A follow up item will be scheduled for the Planning and Preservation Commission to receive additional comments on the Phase 1 Findings. A subsequent item will be scheduled with City Council to receive final comments on the Phase 1 Findings and close the Public Hearing.

*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 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)

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

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- Metro Board certification of the ESFVLR 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

### **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 Program (SBAP). 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 deter graffiti and beautify a building wall with landscape.

*Status:* On November 18, 2024, the City Council approved the proposed guidelines for the SBAP and allocating \$64,506 from the unallocated CDBG funds in FY 2023-2024 to the SBAP, increasing total funding for the SBAP to \$210,110.

*Next City Council Action:* Updates will be provided in July 2025.

*Tentative Completion Date:* June 2025.

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

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### **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. The new Assistant to the City Manager was onboarded in mid-December. This project has been identified as a priority and staff will re-engage Granicus to move forward with Phase 2.

*Next City Council Action:* No additional City Council action required at this time.

*Tentative Completion Date:* July 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 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:* Proposed updates to the Records Retention and Destruction Policy have been finalized and will be presented to the City Council for consideration on January 21, 2025.

*Next City Council Action:* Adopt a Resolution approving an updated Citywide Records Retention and Destruction Policy, scheduled for January 21, 2025.

*Tentative Completion Date:* February 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:* At the regular City Council meeting of October 21, 2024, the City Council approved the job specification. On October 30, 2024, the job flyer was posted on the City's website, GovernmentJobs and American Planning Association. It has been submitted and is under review to be posted on the APA CA Los Angeles Chapter. The deadline for first round consideration was November 27, 2024. First round interviews were conducted on December 19, 2024. **Second interviews were conducted with the top three (3) candidates and a top candidate has been selected.**

**Next steps are to issue an offer letter** and work with Human Resources to complete a reference check and background, and onboard the new employee.

*Next City Council Action:* No City Council action required at this time.

*Tentative Completion Date:* March 2025.

### **Title: Homeless Action Plan Implementation and Management (Moved to Completed Items in Attachment "C")**

### **Title: CDBG Neighborhood Cleanup Program (Moved to Completed Items in Attachment "C")**

### **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:* No additional City Council action required at this time.

*Tentative Completion Date:* June 2025 (Ongoing).

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### **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, 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 has started. Next steps are for 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 February 18, 2025.

*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.

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- **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, Fernandño Tataviam Band of Mission Indians (FTBMI), and Climate Resolve, is a key component.
- **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. The first Planning 101 workshop was held on September 28, 2024, from 10 a.m. to 2 p.m. at Recreation Park. The second activity was a Community Meeting on November 16, 2024, at Las Palmas Park from 9 a.m. to 10:30 a.m. The Walk Shop scheduled for December 7, 2024 was rescheduled **to a date uncertain**. Website description has been updated.

*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:* Community Engagement efforts leading up to the public hearing included updated project description on the City's website: <https://ci.san-fernando.ca.us/community-development/#planning>; a survey to obtain opinions regarding mixed use development design; two virtual workshops for property owners to explain the details and benefits of the overlays; a stakeholder meeting; and a Planning and Preservation Commission workshop on September 9, 2024.

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A public hearing was scheduled before the Planning and Preservation Commission on October 14, 2024. The Commission voted to recommend the City Council not adopt an ordinance amending the Zoning Code to establish a mixed use overlay and amend the City's zoning map. In addition, the Commission adopted a resolution recommending the City Council amend the Corridors Specific Plan Land Use Map to add the Downtown and Flex Use Overlays to certain properties.

A public hearing was held on November 18, 2024. The item was continued to December 2, 2024, to allow staff to provide the requested information. The item was continued to January 21, 2025 to allow staff to provide additional information.

*Next City Council Action:* A continued public hearing is scheduled for January 21, 2025, to introduce ordinances for first reading.

*Tentative Completion Date:* TBD (tentatively the effective date of the proposed ordinance).

### **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. 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:* 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 project has been kicked off and an outline of the zoning code is underway. The zoning code updates pertaining to landscape standards and outdoor dining on private property will be incorporated into this update.

*Next City Council Action:* A public hearing is tentatively scheduled for **February 18, 2025**, to introduce an ordinance for first reading.

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

### **Title: SCAG REAP 2.0 Grant**

*Description:* The City was awarded \$791,818 under the SCAG REAP 2.0 Housing Infill on Public and Private Lands (HIPP) Program and \$333,182 under the Subregional Program (SRP) for a total of \$1,125,000. On January 25, 2024, the City was notified of the Governor's 2024-2025 State Budget proposal that included budget cuts including a reversion of the SCAG's REAP 2.0 programs. Fortunately, on July 29, 2024, the City was notified the REAP 2.0 program was able to resume and the City would receive its full award. SCAG immediately began working with the City to refine the scope of work (SOW), budget, and schedule.



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The City's final SOW consists of five sub-projects that were identified as programs in the City's 2021-2029 Housing Element. In summary they are:

- Develop strategies for preventing displacement and maintaining affordable housing for disadvantaged community members and establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing. This will be in the form a Community Stabilization Manual.
- Update the 2002 Historic Survey to identify eligible historic resources throughout the City to promote conversion or preservation of historic commercial buildings into housing while also promoting improvement or expansion of residential buildings to maintain quality of existing housing, neighborhoods, and health of residents, and to address overcrowding.
- Update the City's density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance with incentives encouraging affordable housing.
- Complete a comprehensive update to the Zoning Code and Corridors Specific Plan 5 (SP-5) to allow residential land use in currently restricted areas, increase development capacity for housing on underutilized or vacant infill sites, streamline the review process and comply with the latest state housing laws.
- Review and update the City's development process for housing developments to ensure potential barriers that may hinder housing construction are removed and a smoother and more efficient approval process for housing projects.

*Status:* On October 21, 2024, the City Council adopted a resolution accepting the Southern California Associations of Governments' Regional Early Action Program 2.0 Grant and authorizing a Memorandum of Understanding to implement the grant program. SCAG will no longer be able to procure a consultant on behalf of the City. The City will procure the consultant. A Call for Service was issued out on November 7, 2024, to the pre-approved on-call list of consultants. The goal would be to begin work in January, 2025 as the deadline for funds to be expended has been extended to June 30, 2026.

On November 7, 2024, a call for professional service was issued to the planning consultants on the City's on-call as needed. The proposals were due on December 5, 2024. Two (2) proposals were received. **Staff reviewed proposals and interviews were conducted on January 16, 2025, with each of the firms.**

*Next City Council Action:* Consideration to approve a professional services agreement with a firm to implement the SCAG REAP 2.0 grant program is tentatively scheduled for February 3, 2025.

*Tentative Completion Date:* June 30, 2026

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### **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 proposed ordinance has been drafted, including illustrations demonstrating the difference between current and proposed regulations. This has been posted to the City's website to solicit public comments and inform the public prior to the hearing at the Planning and Preservation Commission.

This amendment has been integrated into the Zoning Code reorganization and update that will be presented to Planning and Preservation Commission at the Special Meeting on January 27, 2025.

*Next City Council Action:* A public hearing is tentatively scheduled for February 18, 2025, to introduce ordinance for first reading.

*Tentative Completion Date:* April 2025 (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.

*Status:* A proposed ordinance has been drafted for outdoor dining in the public right of way as well as on private property. A draft PowerPoint has also been drafted to summarize the ordinance to share and solicit feedback from businesses. The draft ordinance and power point have been posted on the City's website. Draft ordinance and power point will be shared with the Planning and Preservation Commission to receive feedback.

The amendment to the zoning code has been incorporated into the zoning code reorganization and update that will be presented to Planning and Preservation Commission at the Special Meeting on January 27, 2025.

*Next City Council Action:* A public hearing is tentatively scheduled February 18, 2025, to introduce an ordinance for first reading.

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

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**Public Works.**

**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.

**Carlisle Street Green Alley Project Tentative Timeline**

<b><u>Milestones</u></b>	<b><u>Tentative Date</u></b>
• Recommend Award of Design Consultant Contract	1/6/2025
• Concept Deadline	2/28/2025
• Design 60%	5/29/2025
• Design 100%	8/29/2025
• Advertise	9/1/2025-9/26/2025
• Recommend Award of Construction Contract	10/13/2025
• Construction	11/3/2025-5/1/2026
• Notice of Completion	5/18/2026
• Project Closeout	June 2026

*Next City Council Action:* **No City Council action required at this time.**

*Tentative Completion Date:* June 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

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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

### **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. On October 16, 2024, staff met to discuss current project budget and measures to reduce project scope. **Staff will be presenting recommendations to City Council in March 2025.**

*Next City Council Action:* **Discussion and Consideration to adjust the design based on budget constraints is tentatively scheduled for March 2025.**

*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.

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*Status:* Contractor is currently working on final punchlist items.

*Next City Council Action:* No City Council action required at this time. **A grand opening is scheduled for February 8, 2025.**

*Tentative Completion Date:* January 2025



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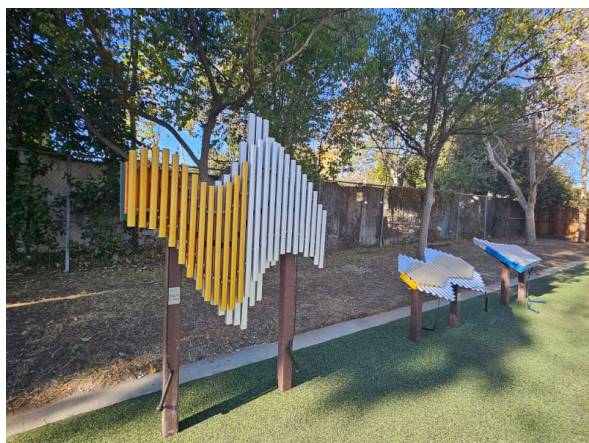




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### **Title: Cindy Montañez Natural Park Improvements & Maintenance**

*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.

*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 Fernandeano 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.

A maintenance agreement with the Fernandeano Tataviam Band of Mission Indians was approved by City Council on October 21, 2024.

*Next City Council Action:* No City Council action at this time. Staff will be preparing a Request for Proposals for Design Engineering Services for Phase 2.

*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 (9) intersections include:

1. Hubbard Avenue at San Fernando Road
2. Hubbard Avenue at Truman Street
3. Hubbard Avenue at First Street

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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:* The City's contractor, Alfaro Communications Construction, Inc. continues to work on the rewiring of the intersection of Truman Street and Maclay Avenue. At three (3) project intersections, the contractor has been experiencing issues with removing the wiring from the existing conduit in order to install the proposed new wiring. The installation of new conduit will be needed to complete the proposed work. Staff intends to request authorization from the City Council for additional funding for the project to cover the cost of additional unforeseen work.

*Next City Council Action:* Staff will be requesting an increase to the project budget at the January 21, 2025 City Council meeting.

*Tentative Completion Date:* February 20, 2025

### **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:* Following procurement of traffic signal controllers and cabinets, construction is anticipated to begin in January 2025.

*Next City Council Action:* Acceptance of the project as completed, tentatively scheduled for April 2025.

*Tentative Completion Date:* April 2025

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### **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 the spring of 2025. Work began on August 5, 2024. The County has completed the project. The County is in the process of painting curb marking, additional crosswalk improvement have been added to the projects (Glenoaks Blvd., Brand Blvd., Fifth St. and Celis St.)**

*Next City Council Action:* **No City Council action required at this time.**

*Tentative Completion Date:* **Spring 2025.**

### **Title: Citywide Signage Upgrades**

*Description:* Replacement and installation of various signs. The project consist of several types of sign replacements including but not limited to traffic signs, wayfinding signs and trolley signs. The project will replace faded signs citywide including but not limited to: stop signs, speed limit signs, street sweeping, crosswalk signs, street name signs, wayfinding signs, and trolley signs. This project will be performed in phases; Phase I will consist of wayfinding and trolley signs. Phase II will consist of regulatory, warning and guide signs. The City plans to coordinate with Los Angeles County Public Works for Phase II sign replacement.

*Status:* Staff will prepare a Request for Proposals (RFP) to send out to sign manufacturers and installers for the wayfinding and trolley signs

*Next City Council Action:* **No City Council action required at this time.**

*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:* A construction contract was awarded to R.C. Becker, Inc. on November 18, 2024. Submittal of bonds and insurance as well as execution of construction contract is underway. **A notice to procure was issued on January 15, 2025, construction is anticipated to begin in six (6) to ten (10) weeks.**

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*Next City Council Action:* **No City Council action required at this time.**

*Tentative Completion Date:* Start of construction planned for December 2024 with completion in February 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. The contractor is currently working on final punch list items.

*Status:* Construction is 95% complete.

*Next City Council Action:* **Notice of Completion, scheduled for spring 2025.**

*Tentative Completion Date:* January 2025

### **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. On September 16, 2024, a Joint City Council/Planning and Preservation Commission meeting was held to discuss the Downtown

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Master Plan, this included a discussion on parking in the commercial corridors. On October 7, 2024, the City Council awarded a contract to IPS Solutions Inc. to upgrade all parking meters in the downtown area to smart meter.

On November 6, 2024, City staff and Dixon Resources Unlimited met with the Ad-hoc Committee to discuss the Residential Parking Permit Implementation Project and obtain relevant feedback. Additionally, On November 21, 2024, the first of multiple residential parking permit related community outreach meetings was held at Las Palmas Park. Seventeen (17) members of the community attended the meeting and provided substantial feedback on the proposed program; the meeting lasted over two (2) hours.

*Next City Council Action:* A 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 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.



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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:* Project kick-off meeting was held on October 16, 2024. **Project is stalled due to staffing considerations.**

*Next City Council Action:* **No City Council action required at this time.**

*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.

*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, tentatively scheduled for March 2025.**

*Tentative Completion Date:* **To be determined.**

### **Title: Las Palmas HVAC Project**

*Description:* Las Palmas Park is one (1) 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

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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.

*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. **The project continues to be in the plan check stage. Engineering is working with Community Development to finalize the process.**

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

*Tentative Completion Date:* **To be determined.**

### **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 began September 2024. Staff obtained a quote from US National Corp to paint the entrance lobby of City Hall and the exterior of the Police Station. The change order amount came within the projects' budgeted amount and will proceed with the work. At the October 21 City Council meeting, a color selection was made for the San Fernando Police Department. Additional modification, including color changes, relocation of the city seal at the frontage of the building and the additional of lettering to the city hall building were requested. The contractor provided updated renderings of the proposed exterior paint scheme for City Hall, which were approved by City Council on November 18, 2024. Work began on the improvement on November 26, 2024.

*Next City Council Action:* Notice of Completion is expected to be presented to City Council in March 2025.

*Tentative Completion Date:* January 2025

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### **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' Tree Commission was discussed.

*Next City Council Action:* Review of updated policies per direction on May 6, 2024 to be scheduled in February 2025.

*Tentative Completion Date:* January 2025

### **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. On October 7, 2024, the City Council received and filed a presentation on Downtown Mall area trash enclosures.

*Next City Council Action:* Present design renderings and cost estimates of trash enclosures is tentatively scheduled for January 2025.

*Tentative Completion Date:* Pending City Council direction, planned construction completion date is summer 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

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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.

### **Title: Project Labor Agreement**

*Description:* A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement establishing the terms and conditions of employment for a specific construction project. In general, PLAs are often used on large-scale construction projects to support labor relations, establish uniform work conditions, and potentially mitigate labor disputes.

To evaluate if a Project Labor Agreement is suitable for an organization, staff is researching the following information to be presented to City Council for consideration:

**Understand the Project:** Assess the nature, scope, and requirements of the construction project in question. Consider factors like project size, complexity, timeline, and potential labor issues.

**Evaluate Pros and Cons:** Identify the potential benefits and drawbacks of implementing a PLA.

**Conduct Cost-Benefit Analysis:** Evaluate the financial implications of entering into a PLA.

**Legal Considerations:** Assess the legal implications of implementing a PLA in the project jurisdiction. Ensure compliance with local, state, and federal labor laws, as well as any regulatory requirements related to PLAs.

*Next City Council Action:* **Scheduled to be presented to the City Council in February 2025.**

*Tentative Completion Date:* To be determined based on City Council direction.

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### **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. During the FY 2024-2025 Budget process, the City Council approved an enhancement of \$210,000 to purchase a new backhoe.

*Status:* The Department has initiated 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, to ensure that the proper piece of equipment is procured that meets the needs of the department. 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:* December 2024 Heavy Equipment and January 2025 Public Works Vehicles

*Tentative Completion Date:* Ongoing program.

### **Title: Fog Seal Coating of Public Parking Lots**

*Description:* The Fog Seal Coating of Public Parking Lots Project involves a pavement treatment to create a more acceptable travel surface to the road at a significant reduction in price, when compared to traditional overlays or reconstructions. A total of nine (9) parking lots will be resurfaced. The project also involves crack sealing, asphalt repairs and restriping of parking stalls.

The lots that form part of the project include:

- Parking Lot 3
- Parking Lot 5
- Parking Lot 6N
- Parking Lot 7
- Parking Lot 8
- Parking Lot 9

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- Parking Lot 10
- City Hall Parking Lot
- San Fernando Police Department Parking Lot

Parking Lots 1, 11, and 12 were completed as part of previous projects. Parking Lot 2 is a concrete parking structure therefore this type of treatment does not apply. Parking Lot 4 is part of the upcoming Calles Verdes Project.

*Status:* In order to not impact activity for merchants of the San Fernando Mall during the Holiday season the project has been pushed to start in **February 2025**.

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

*Tentative Completion Date:* **May 2025**

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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:* The City Council approved a contract amendment with BearCom on November 18, 2024. Work on the project began in late November and is ongoing, with an anticipated completion date in early March.

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:* No additional City Council action required.

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, March 2025; Parking Lot Security Improvement Project, December 2025.

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**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:* The City Council approved a professional services agreement with Turbo Data Systems, Inc. (TDS) on November 18, 2024. All parties have signed the agreement and the Ticket Writers have been ordered. Delivery of devices is pending.

eSubpoena – Staff participated in a project kick-off meeting on October 10, 2024. A purchase order for the vendor has been issued. All users of the software have been identified, and their information has been submitted to the vendor for configuration. Installation of the software is pending.

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

*Next City Council Action:* Handheld Ticket Writers – No additional City Council action required.

eSubpoena – No additional City Council action required.

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

*Tentative Completion Date:* Handheld Ticket Writers, January 2025; eSubpoena, January 2025; Flock ALPR Camera System, Installation Completed September 2024



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### **Title: Police Department Overtime**

*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 San Fernando Police Department (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.

On October 10, 2024, SFPD officers conducted a Crime Suppression Detail focused on surveillance and patrol of high-crime areas within the City. The detail resulted in one (1) traffic stop and one (1) pedestrian stop with a narcotics arrest.

On October 12, 2024, SFPD conducted a Parking Enforcement Detail. During this detail, a Community Service Officer (CSO) assisted police officers with traffic control at a traffic collision, responded to one parking call for service, and issued 51 parking citations.

On Saturday, October 19, 2024, SFPD conducted a Parking Enforcement Detail. During this detail two Community Service Officers (CSO) issued 69 parking citations.

On Tuesday, October 22, 2024, one (1) SFPD officer conducted a Traffic Enforcement Detail throughout the city. The officer issued eight (8) traffic citations, impounded two (2) vehicles, and arrested one (1) individual for an outstanding warrant.

On Wednesday, October 23, 2024, an SFPD Officer conducted a Traffic Enforcement Detail throughout the city. The officer issued 12 traffic citations.

On Thursday, October 31, 2024, SFPD officers provided high-visibility patrol, including foot and bicycle patrols in the area surrounding Orange Grove Avenue. Throughout the evening, officers interacted with community members and ensured that trick-or-treaters enjoyed a safe Halloween.

On Tuesday, November 5, 2024, SFPD's Special Enforcement Team (SET) and Target Asset Protection Specialists conducted an undercover operation targeting shoplifters and organized retail theft at the San Fernando Target store. The operation resulted in the detention of six shoplifters, including three juveniles, one with an outstanding warrant. Another suspect was in

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possession of contraband. All suspects were arrested and booked for various theft-related offenses, and the stolen merchandise was recovered and returned to Target.

On Tuesday, November 12, 2024, an SFPD officer conducted a Traffic Enforcement Detail throughout the City.

On Saturday, November 16, 2024, SFPD conducted a Parking Enforcement Detail. During this detail, two (2) CSOs issued 71 parking citations.

On Thursday, November 21, 2024, SFPD officers conducted a Crime Suppression Detail focused on surveillance and patrol of high-crime areas within the City. Five traffic citations were issued.

On Friday, November 22, 2024, an SFPD officer conducted a Traffic Enforcement Detail throughout the City, which led to the issuance of nine citations and the arrest of an unlicensed driver.

On Monday, November 25, 2024, SFPD detectives conducted a Bike Patrol Detail, resulting in one warrant arrest.

On Thursday, December 5, 2024, SFPD detectives and officers conducted a search warrant at a pawn shop in Arleta. The search warrant resulted in the arrest of one suspect and the recovery of \$27,497.94 in stolen property.

On Saturday, December 7, 2024, SFPD conducted a Parking Enforcement Detail. During this detail, an SFPD CSO issued 21 parking citations and impounded one vehicle for expired registration.

On Friday, December 13, 2024, SFPD conducted a DUI Saturation Patrol Detail, resulting in three arrests and three citations.

On Saturday, December 14, 2024, SFPD conducted a Parking Enforcement Detail. One CSO issued forty-four (44) parking citations.

On Friday, December 20, 2024, SFPD's Special Enforcement Team (SET) and Target Asset Protection Specialists conducted an undercover operation targeting shoplifters and organized retail theft at the San Fernando Target store. The operation resulted in one (1) felony arrest and one (1) misdemeanor arrest.

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

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**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 currently attending the Rio Hondo Police Academy.

One (1) Level III Reserve Officer and one (1) full-time Police Officer were on boarded Tuesday, November 19, 2024.

Candidates for the Commander position completed the written exam on Wednesday, November 20, 2024. Candidates completed interviews in December 2024.

A draft job specification for the Police Corporal position has been provided to the San Fernando Police Officers' Association and is currently being reviewed.

*Next City Council Action:* The Police Corporal Review and approval of the Police Corporal job description, date to be determined.

*Tentative Completion Date:* February of 2025

**Recreation & Community Services.**

No project updates.

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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 were invited to present onsite in August and September. The City Council approved a contract for award of software and implementation services with Tyler Technologies ERP at the November 18, 2024 meeting.

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

*Tentative Completion Date:* A project kickoff is being scheduled for April 2025. Implementation time is anticipated to take up to 24 months across three (3) phases: Phase 1 – Financials; Phase 2 – Utility Billing; and Phase 3 – Human Resources/Payroll.

#### **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 **February 3, 2025.**

*Tentative Completion Date:* **February 2025**

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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:* At the January 6, 2024 Meeting, City Council directed staff to move forward as previously directed by City Council regarding the water service shutoff policy and to provide an update on outstanding delinquencies during consideration of the Water and Sewer Fee Study and the Prop 218 process, to occur within approximately one year.

*Tentative Completion Date:* Follow up to be provided in concert with the Water and Sewer Fee Study and Prop 218 Process, anticipated to occur by January 2026.

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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 from 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. Per City Council direction, all remaining balances from completed projects will be directed for use to the Sidewalk Repairs (Project #14).

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

*Next City Council Action:* All ARPA funds have been contracted by the December 31, 2024 deadline. Staff will continue to use this report to ensure funds are fully expended by the December 31, 2026 deadline.

*Tentative Completion Date:* All funds must fully expended by December 31, 2026.

**Title: Online Bill Payment System (Paymentus)**

*Description:* Currently, the City provides water and sewer utility customers with the option to pay utility bills in person at City Hall, by mail, by direct debit from a checking account or via drop box. In person, only cash, checks, and debit cards are accepted for payment. The City Council adopted the Fiscal Year (FY) 2023-2024 Budget, which included a Finance Department Work Plan objective to identify a utility payment software solution to provide residents with expanded payment options for credit card and online payments.

*Status:* On October 16, 2023, the City Council approved an agreement with Paymentus Corporation for online payment services. Due to staff turnover, however, the vendor did not countersign the agreement until December 2023 and the kickoff did not occur until January 2024. The implementation of the system also proved challenging due to the City’s current financial accounting system, which has limitations due to impending retirement in March 2027. Staff was able to develop an alternative method for integration through its cashiering system, but system testing was halted because of issues that arose during the transition of IT Managed Services, which have not yet been resolved. With a new IT service provider, this project has been prioritized with testing in its final phase with an expected roll out in February 2025.

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

*Tentative Completion Date:* February 2025

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

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**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
- D. Expiring Contracts

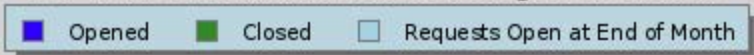
One Year Analysis of Opened Requests  
Ending January 2025

	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	Total
<b>Community Development</b>													
Building Code Violation	6	5	8	10	12	13	15	16	23	25	4	2	139
Homelessness Outreach	20	16	10	14	8	21	12	17	37	8	9	3	175
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Community Development</b>	<b>26</b>	<b>21</b>	<b>18</b>	<b>24</b>	<b>20</b>	<b>34</b>	<b>27</b>	<b>33</b>	<b>60</b>	<b>33</b>	<b>13</b>	<b>5</b>	<b>314</b>
<b>Police</b>													
Abandoned Vehicle	12	3	6	3	3	6	13	10	9	7	3	0	75
<b>Total - Police</b>	<b>12</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>75</b>
<b>Public Works</b>													
Bus Stop/Shelter Maintenance	0	0	0	0	0	0	0	3	0	0	0	0	3
City Trees	0	4	2	5	3	9	8	14	12	6	19	7	89
Graffiti and Sign Posting on P	66	50	56	60	52	82	95	93	70	39	27	7	697
Graffiti on Private Property	53	68	59	42	56	54	49	61	89	55	49	10	645
Illegal Dumping and Litter	64	49	69	60	55	99	90	98	86	71	47	8	796
Park Maintenance	0	6	4	0	2	2	1	15	3	2	2	0	37
Sidewalk Repair	6	9	7	8	7	11	6	18	23	4	4	0	103
Storm Drain and Flooding	1	0	1	2	0	0	4	0	3	0	1	0	12
Street Lighting	12	14	5	7	15	15	12	18	9	24	12	9	152
Street Repair	11	38	5	4	9	8	6	11	5	6	7	0	110
Street Signage	1	0	3	2	4	17	7	2	4	3	2	1	46
Traffic Signal	1	0	0	0	4	2	2	8	4	2	5	4	32
<b>Total - Public Works</b>	<b>215</b>	<b>238</b>	<b>211</b>	<b>190</b>	<b>207</b>	<b>299</b>	<b>280</b>	<b>341</b>	<b>308</b>	<b>212</b>	<b>175</b>	<b>46</b>	<b>2722</b>
<b>All Topics</b>													
<b>Total All Topics</b>	<b>253</b>	<b>262</b>	<b>235</b>	<b>217</b>	<b>230</b>	<b>339</b>	<b>320</b>	<b>384</b>	<b>377</b>	<b>252</b>	<b>191</b>	<b>51</b>	<b>3111</b>



# Open Vs. Closed Requests by Month

For Date Period 02/01/2024 through 01/31/2025



ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	REVISED BUDGET	SPENT	CONTRACTED	REV BALANCE
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	1,007,232	-	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	205,940	-	-
3	Complete	Layne Park Revitalization Project	200,341	200,000	200,000	-	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	24,981	-	-
5	In Progress	Upper Reservoir Project	850,000	850,000	731,978	118,023	-
6	In Progress	Homeless Outreach Services	300,000	300,000	145,126	154,874	-
7	In Progress	Pioneer Park Project	254,961	255,235	-	255,235	-
8	In Progress	Downtown Master Plan	250,000	250,000	135,205	114,795	-
9	Complete	Annual Street Repavement - Phase III	250,000	250,000	250,000	-	-
10	In Progress	Technology Improvements	179,845	179,845	31,171	148,674	-
11	In Progress	Las Palmas & Rec Park Generator Project	150,000	150,000	68,561	81,439	-
12	In Progress	City Mobile App - Virtual San Fernando	148,200	148,200	50,632	97,568	-
13	Complete	Feasibility Study - New City Park Space	50,000	49,592	49,592	-	-
14	In Progress	Sidewalk Repairs	1,006,900	1,016,595	-	1,016,595	-
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	50,000	-	50,000	-
21	In Progress	Bus Shelter Project	114,939	114,939	-	114,939	-
16	In Progress	Las Palmas HVAC Project	400,000	399,848	115,568	284,280	-
17	In Progress	Citywide Curb Repainting	200,000	200,000	178,709	21,291	-
18	In Progress	City Hall Beautification	100,000	99,770	-	99,770	-
19	In Progress	Park IT Server Room Transition	50,000	45,909	10,634	35,275	-
20	In Progress	Wifi at LP & Recreation Park w/Computer Rooms	25,000	20,254	20,254	-	-
<b>Total \$</b>			<b>5,818,339</b>	<b>5,818,339</b>	<b>\$ 3,225,581</b>	<b>\$ 2,592,758</b>	<b>\$ -</b>

**NOTE:** Per City Council direction, remaining balances from completed projects have been directed to the Sidewalk Repairs. Changes from original budget are denoted in blue. All funds have been fully contracted by December 31, 2024, per ARPA guidelines. Staff will continue to report on expenditures through the December 31, 2026 deadline.

## COMPLETED ITEMS

Changes to each project since the last meeting have been tracked and are shown in red

### 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

**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:

- Community Development issued a Request for Proposals (RFP) for Comprehensive Homeless Services in June 2024 to extend homeless services. Staff reviewed proposals from various organizations, interviewed finalists, and prepared recommendations.
- The Police Department issued a RFP for Mental Health Clinician Services on August 8, 2024. The RFP was extended and proposals were due September 6, 2024. Staff interviewed finalist and is preparing recommendations.
- 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. The agreement has been executed, a program . Next steps are to has been developed program criteria and applications,. Next steps are to advertise the program and begin implementation.
- On October 21, 2024, the City Council approved Professional Services Agreements with Home Again LA and North Valley Caring Services to provide comprehensive homeless services for a one-year term with possible extensions for a total of a five-year term.
- On October 21, 2024, the City Council approved a Professional Services Agreement with Hope the Mission to provide mental health clinician services for a one-year term with possible extensions for a total of a five-year term.
- 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 Letter of Agency has been developed in coordination with the City Attorney and implemented by the Police Department.

- 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 was provided to City Council on October 21, 2024.

*Next City Council Action:* No City Council action required at this time.

*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:* The agreement has been executed. Eight (8) applications have been approved. Scheduling has begun. Staff continuously receives applications.

*Next City Council Action:* No additional City Council action required at this time.

*Tentative Completion Date:* June 2025

**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.

## **Public Works Department.**

### **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.

### **Title: Street Resurfacing Project – Phase 3**

*Description:* The Phase 3 Annual Street Resurfacing Project has been completed. The 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 covered approximately two (2) miles of street. In addition to paving activities, new striping and pavement markings will be installed, which included refreshing of house numbers on the curbs along the project limits.

The streets that formed part of the base bid included:

- 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 has completed all paving operations of the contract. Contractor is currently working on punch list items completed the project, including punch list items..

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

*Tentative Completion Date:* October 2024 (Construction) Completed November 2024

## **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 launched on Monday, October 7, 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 prepared the final report, which was presented to the Parks, Wellness and Recreation Commission on September 12, 2024. On October 7, 2024, the City Council received and filed the final Park Opportunity Plan.

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

*Tentative Completion Date:* Completed October 7, 2024

**CONTRACTS**

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount "Not-to-Exceed"	Extendable	Approved By CC or Admin	Dept.	Procurement Process	Notes
2318	11/13/2024	1/13/2025	Dryworks, LLC	Upper Reservoir 4A Engineering and Consultation Assessment Services	\$3,500.00	30 days	Admin	PW	Informal	
2215	2/20/2024	1/14/2025	National Coating & Lining Company	Reservoirs 2A & 5 Roof Repair, Job No. 7622	\$56,465.00	-	CC	PW		8/29/2024 NTP and complete w/in 90 working days
2222	1/30/2024	1/30/2025	Rincon Consultants, Inc.	Municipal Code Amendment	\$8,264.00	-	Admin	CD		9/30/2024: Per Erika R. okay to expire
2052	2/7/2022	2/7/2025	Karina Sweeping Company	Sweeping Services at City-Owned Parking Lots, Alleys, and Trash Enclosures (Council Opted in for Curbs along both sides of Maclay between 1st Street and 4th Street)	\$87,600.00	(2) one-year extensions	CC	PW		
2124(c)	1/9/2025	2/25/2025	MLA Green, Inc. dba Studio-MLA	Third Amendment for Construction Engineering Support Services for SF Pacoima Wash Bikeway and Pedestrian Path Project	\$122,480.00	-	Admin	PW	Extending Term	
2285	8/19/2024	2/28/2025	Elecnor Belco Electric, Inc.	Citywide Traffic Signal Synchronization Project, Job No. 7603, Plan No. P-745	\$912,750.00	-	CC	PW		Kenneth confirmed end of February 2025 to complete project
2230	2/29/2024	3/1/2025	J&B Landscaping	Neighborhood Clean-Up! Program	\$25,000.00	Two add'l 1yr terms	Admin	CD		
2060	3/16/2022	3/16/2025	Willdan Financial Services	Cost Allocation Plan	\$24,500.00	(2) one-year extensions	Admin	FIN		
2060(a)	10/16/2023	3/16/2025	Willdan Financial Services	First Amendment for Cost Allocation Plan and User Fee Study (Increasing Comp)	\$48,000.00	Renewal Option	CC	FIN		
1947(c)	3/20/2024	3/19/2025	Everbridge	Addendum 3 to Contract Services Agreement for Mass Notification System (Renewal)	\$13,159.00	-	Admin	PD		
2289	9/3/2024	3/25/2025	Onyx Paving Company, Inc.	Fog Seal Coating of City Parking Lots, Job No. 7627 (City Lots 3, 5, 6N, 7, 8, 9, 10, City Hall Parking Lot & Police Parking Lot)	\$552,560.00	-	CC	PW		11/19/2024: NTP on January 20, 2024, completion w/in 45 working days
2068	4/18/2022	3/30/2025	State of California Department of Forestry and Fire Protection (CAL FIRE)	Funding Related to the Calles Verdes: City of San Fernando Urban Forest Management Plan	\$288,775.53	-	CC	PW		



**CONTRACTS**

**ATTACHMENT "D"**

2265	7/1/2024	3/31/2025	Willdan Engineering	Construction Management, Inspection, Labor Compliance and Material Testing Services for the Traffic Signal Modifications - 9 Locations Highway Safety Improvement Project: Federal Project No. HSIPL-5202(019)	\$202,191.00	-	CC	PW		Commence w/in 3 calendar days of NTP
2284	8/19/2024	4/2/2025	Carrier Corporation	HVAC Upgrades and Roof Replacement at Las Palmas Park (Sourcewell Contract No. 070121-CAR)	\$385,225.00	-	CC	PW		NTP on 1/3/2025, complete w/in 60 working days
2334	12/30/2024	4/30/2025	Ace Construction & Maintenance Inc	Electrical Work at Recreation Park for Server Room Transition	\$24,307.00	-	Admin	PW		
2082	7/5/2022	5/1/2025	TreePeople	Development of the City of San Fernando Urban Forest Management Plan	\$273,775.53	-	CC	PW		
2221	5/1/2024	5/1/2025	Community Bridge Housing Corp.	Temporary Housing Services	\$12,000.00	1 yr extension	Admin	CD		
2244	5/22/2024	5/22/2025	Civica Law Group, APC	Code Enforcement Legal Services	\$24,900.00	-	Admin	CD		
2166	5/23/2023	5/23/2025	Frontier Communications of America, Inc.	One Flat Rate Business Access Line - Main Line	\$179.94/month	-	Admin	FIN		
2148(a)	5/23/2024	5/23/2025	North Valley Caring Services	First Amendment for Street Outreach for Individuals Experiencing Homelessness	\$175,000.00	No	Admin	CD		
2144	4/3/2023	5/31/2025	City of Los Angeles	2022 Urban Area Security Initiative (UASI) Grant Program	\$141,466.00	-	CC	PD		
2236	4/2/2024	5/31/2025	Rincon Consultants, Inc.	Climate Action and Resilience Plan (CARP) - Phase 2 and CEQA Review	\$351,598.00	-	CC	CD		Filed with Contract No. 2116 - CARP Phase 1
2133	2/6/2023	-	San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC)	Letter Agreement to Consent to Alterations of property located at 732 Mott St. for the installation and operation of Solar Energy Generation	-	-	CC	ADM		Added to Contract Folder No. 1898

CONTRACTS

2133(a)	2/6/2023	-	<b>Tenant:</b> San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC) <b>Provider:</b> Collective Energy Development, LLC	Disclaimer Agreement agreeing System (Solar Energy Generation) and all components are the personal property of Provider	\$10.00	-	CC	ADM	Added to Contract Folder No. 1898
2143	3/22/2023	-	Rina Cano, Owner	<b>Repealed &amp; replaced with Contract No. 2159</b> Settlement Agreement and General Release - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW	MANDATORY 50 YR RETENTION (YEAR 2073)
2159	5/22/2023	-	Rina Cano, Owner	Replacement & Substitution of Settlement Agreement and General Release of Contract No. 2143 - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW	MANDATORY 50 YR RETENTION (YEAR 2073)
2174	6/20/2023	-	North Valley Caring Services	Transfer Agreement and Waiver and Release - Vehicle Donation	-	-	CC	CD	Filed w Contract No. 2148
2200	9/18/2023	-	.Gov Domain Registration c/o Verisign, Inc.	.GOV Domain Name for City of San Fernando (Mailed letter)	-	-	Admin	FIN/IT	
2282	8/5/2024	-	Kroger Opioids Implementation Administrator	New National Opioid Settlement	\$75,000.00	-	CC	CA	
2316	11/18/2024	30 days from NTP	R.C. Becker Inc.	Bus Shelter Construction Project, Job No. 7609	\$382,541.73	-	CC	PW	Notice Inviting Bids
2264	7/1/2024	418 days from NTP	Brightly Software Inc.	Citywide Facility Condition Assessment Consulting Services (Sourcewell Contract Reference No. 090320-SDI)	\$27,222.00	-	CC	PW	Commence w/in 3 calendar days of NTP, and completed w/in 418 days from NTP
2225	2/20/2024	Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	\$121,475.00	-	CC	PW	Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days
2252	6/4/2024	Final Approval by City	Ojos Locos Sports Cantina (Applicant) and Impact Sciences Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 104 S. Maclay Ave (Project #SPR2024-007)	\$0.00	-	Admin	CD	
2254	6/12/2024	Final Approval by City	Aszkenazy Development Inc. (Applicant) and Kimley-Horn and Associates, Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 208 Jessie Street	\$0.00	-	Admin	CD	

CONTRACTS

2273	7/19/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents Project Location: 833 N. Brand Blvd; Project # SPR2024-001	\$0.00	-	Admin	CD	
2296	9/18/2024	Final Approval by City	Karnail Chand & Saroj B Trs (Applicant) and Chambers Group Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 228 Jessie St. APN: 2519-020-011 (Project #SPR2023-053)	\$0.00	-	Admin	CD	
2313	11/18/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Preparation of Environmental Review Documents (CEQA) at 319 N. Hagar Street, APN: 2520-022-011	\$0.00	-	Admin	CD	Not Applicable
2327	11/22/2024	Final Approval by City	San Fernando Recovery (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents (CEQA) Project Location: 732-762 Griswold	\$0.00	-	Admin	CD	Not Applicable
2001	10/18/2021	indefinite	California Community Economic Development Association (CCEDA)	Implement local micro and small business grant program, and technical assistance to support the City's economic development	\$25,000.00			RCS	
2151	5/1/2023	indefinite	Shuster Advisory Group, LLC	Consultant Services for OPEB Trust	\$24,000/FY	-	CC	FIN	
2034	12/25/2008	Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM	
2182	7/20/2023	N/A	Sandra Finch, an individual, ("Claimant") for and on behalf of herself and the Calderon/Shaug Families	Release Liability Agreement regarding: Grace Shaug Calderon is the original owner/lender of various personal items that were loaned for an indefinite period of time to the Lopez Adobe Historical Site and Preservation Commission (the "Historical Commission") for display at the Lopez Adobe site.	\$0.00	N/A	Admin/ Parks Wellness Commission	RCS	
1991	8/2/2021	Project Completion	Los Angeles County Flood Control District	San Fernando Regional Park Infiltration Project (Grant)	\$1,029,764.00	-	CC	PW	

**CONTRACTS**

2098	8/10/2022	Project Completion	Department of Transportation (Caltrans)	Program Supplement No. F014 to Administering Agency-State Agreement for Federal-Aid Project no. 07-5202F15 (Project No. ATPL-5202(020) - Pacoima Wash Access Road from Fourth St to Eighth St	\$2,486,000.00	-	Admin	PW		Replace signature page when Caltrans signs
2199	9/22/2023	Project Completion	State of California Department of Transportation	Funds Transfer Agreement - Budget Act of 2022 (the Act) from the State General Fund to Caltrans, to be allocated to San Fernando for the Pacoima Wash Pedestrian Bridge	\$7,500,000.00	-	CC	ADM		
2218	12/5/2023	Project Completion	Climate Resolve, Fernandefio-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/CD		
2177	7/17/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM		
2177(a)	8/3/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM		
2317	11/18/2024	Through expenditure of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	\$750,000.00	-	CC	PW	Grant	Replace signature following LACFCD signing
2212	11/15/2023	Until Project Completion	4Leaf, Inc.	Development of Standard Operating Procedures (SOPS)	\$9,900.00	-	Admin	CD		
2212(a)	8/30/2024	Until Project Completion	4Leaf, Inc.	First Amendment Development of Standard Operating Procedures (SOPS) (Increasing compensation)	\$17,160.00	-	Admin	CD		
2128	8/18/2016	Until Terminated	Urban Futures, Inc. Analytics & Compliance Solutions	On-Going Continuing Disclosure Services for annual reporting	\$950.00	-	FIN Director	FIN		Originally approved by Finance Director, Sandra R. forwarded to Clerk's Office for filing
1984	5/3/2021	Until Terminated	1100 Truman Street, LLC	One-Way Access Agreement for Access to City Parking Lot (Drive Aisle to connect APNs 2521-034-007 & 2521-034-009 to City Lot No. 5)	-	-	CC	PW		

**CONTRACTS**

**ATTACHMENT "D"**

1698(a1)	1/1/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for attorney services (Compensation)	Partners/Associate (\$216) & Parelegals (\$103)	-	Admin	ADM		Nick signed hardcopy & Julie emailed to OMLO
2149	5/1/2023	Until Terminated	Shuster Advisory Group, LLC and ALTA Trust Company	Adoption Agreement for the Multiple Employer OPEB/Pension 115 Trust & Trust Administrative Services Agreement to Provide Post-Employment Health and Welfare Benefits (OPEB)	\$5,000/plan max	-	CC	FIN		
1698(b)	11/28/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for City Attorney Services (Amended Schedule of Rate & Charges)	Per Rate Schedule	-	CC	ADM		
2234	3/20/2024	Until Terminated	The Los Angeles Homeless Services Authority (LAHSA)	Greater Los Angeles Homeless Management Information System (LAHMIS) Continuums of Care (CoC)	\$0.00	-	Admin	CD		
2269	7/15/2024	Until Terminated	County of Los Angeles	MOU & Funding Agreement to Participate in Taskforce for Regional Autotheft Prevention (TRAP)	-	-	CC	PD		Replace signature after LA County signs
2270	7/19/2024	Until Terminated	US Bank	Establish P-Card Program (NASPO Value Point State of California Participating Addendum 7-20-99-42 Local Agency Subsidiary Agmt)	\$0.00	-	Admin	FIN		
1906(b)	9/16/2024	Until Terminated	Nick Kimball, City Manager	Second Amendment to Employment Agreement - City Manager	\$251,767.00	-	CC	ATTY		
2314	8/22/2013	Until Terminated	Federico Ramirez	Employment Agreement for Community Development Director	Salary	-		ADM		Executed administratively, adding Contract Number
2335	1/6/2025	Until Terminated	Los Angeles County Regional Park and Open Space District (RPOSD)	Grant Agreement for Measure A Annual Allocation		-	CC	RCS	Grant	
2303	2/26/2021	Upon Completion of Project	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Letter of Agreement for Federal Projects Programmed Through the LACMTA Call for Projects (San Fernando Pacoima Wash Bike Path ID# F1505, LOA.P00F1505)	\$1,513,000.00	-	Admin	PW		Filed as Administrative Contract, Added a Contract Number and moved to correct folder

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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** January 21, 2025

**Subject:** Consideration to Adopt a Resolution to Appoint City Representatives to Serve on the Independent Cities Finance Authority Board of Directors

### RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8360 (Attachment "A") reappointing Councilmember Joel Fajardo as the primary representative and appoint Councilmember Victoria Garcia as the alternate representative to the Independent Cities Finance Authority (ICFA) Board of Directors.

### BACKGROUND:

1. Since 1988, the City has been a member of ICFA and, as such, is required to have both a primary representative (elected official) and an alternate representative to serve on the Board of Directors. The alternate representative shall have the authority to attend, participate, and vote at any meeting of the Board of Directors when the primary representative is absent.
2. On January 6, 2025, as part of an update to the City Council Liaison Assignment List (Attachment "B"), the City Council reappointed Councilmember Joel Fajardo as the primary representative and appointed Councilmember Victoria Garcia as the alternate representative to the ICFA Board of Directors, replacing Mayor Mary Mendoza.

### ANALYSIS:

ICFA is an unaffiliated joint powers authority that provides programs that help address California's housing crisis to local governments, nonprofits, and other agencies. ICFA also helps fund a variety of capital improvements for municipalities, schools, special districts, and Mello-Roos facilities, as well as projects that affect the economic development of a community.

Since its inception in 1988, ICFA has assisted in funding over \$500 million in critical community projects. Yet, member cities pay no enrollments fees to join or ongoing dues to participate. All underwriting and operational costs are borne by the beneficiary of the funds.

**Consideration to Adopt a Resolution to Appoint City Representatives to Serve on the Independent Cities Finance Authority Board of Directors**

Page 2 of 2

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Through bond funding, they help create homebuyer assistance programs, generate funds for capital improvements and aid communities in economic development.

ICFA has seven (7) member cities (i.e., Baldwin Park, Compton, Huntington Park, Lynwood, South Gate, Vernon, and San Fernando) and 71 associate member cities. ICFA has functioned for 35 years without levying dues or assessment on members or associate members. Program recipients pay all ICFA fees, including operational costs.

ICFA generally meets about four (4) times per year at alternate locations amongst the seven (7) cities. They are lunch meetings and last approximately one (1) hour. Copies of all agendas and minutes provided (three (3) to four (4) weeks in advance) to both primary and secondary board members so that both can review the action taken by the Board. Sometime ago, the Joint Power Agreement and Bylaws were amended to provide for a second alternate board member and compensation for elected officials (\$150 per meeting with a \$600 cap) in the hopes that participation would be enhanced.

ICFA requires that each governmental agency adopt a resolution authorizing the appointment of representatives of each city to serve on the ICFA Board of Directors. If changes occur to the primary or alternate representative positions, ICFA requires the governmental agency to adopt a new resolution reflecting the organizational changes and submit it to ICFA to implement the updates.

The attached Resolution reflects the action taken by the City Council on January 6, 2025, approving changes to the appointment of the alternate representative by appointing Councilmember Victoria Garcia to replace Mayor Mary Mendoza.

**BUDGET IMPACT:**

There is no budget impact associated with adopting a resolution appointing the City's representatives to the ICFA Board of Directors.

**CONCLUSION:**

It is recommended that the City Council adopt Resolution No. 8360 (Attachment "A") reappointing Councilmember Joel Fajardo as the primary representative, and Councilmember Victoria Garcia as the alternate representative to the Independent Cities Finance Authority Board of Directors.

**ATTACHMENTS:**

- A. Resolution No. 8360
- B. City Council Liaison Assignments List

**RESOLUTION NO. 8360**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPOINTING A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE INDEPENDENT CITIES FINANCE AUTHORITY**

**WHEREAS**, the City of San Fernando is a member of the Independent Cities Finance Authority (ICFA); and

**WHEREAS**, the Joint Powers Agreement creating the Independent Cities Finance Authority require that the City Council of each member city appoint a member of such City Council as a director to represent such member city on the Board of Directors, and further that the City Council of each member city also appoint an alternate director who shall have the authority to attend, participate and vote at any meeting of the Board of Directors when the director is absent.

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

**SECTION 1.** That the City of San Fernando appoints Joel Fajardo (an elected official) to serve as the City’s director to represent the City on the Board of Directors of the Independent Cities Finance Authority.

**SECTION 2.** That the City of San Fernando appoints Victoria Garcia (elected official) to serve as the alternate director to represent the City on the Board of Directors of the Independent Cities Finance Authority in the absence of the director designated in Section 1 above.

**SECTION 3.** That the individuals designated in Sections 1 and 2 by this City Council as the City’s director and alternate director to the Independent Cities Finance Authority are hereby empowered to represent the City’s interest, exercise the authority of the City, and vote on behalf of the City on all matters that come before the Board of Directors of the Independent Cities Finance Authority.

**SECTION 4.** The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk and that a certified copy of this Resolution shall be provided to the General Manager of the Independent Cities Finance Authority.

**PASSED, APPROVED, AND ADOPTED THIS 21st day of January, 2025.**

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8360 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 21st day of January, 2025, 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 January, 2025.

---

Julia Fritz, City Clerk



**ATTACHMENT "B"**  
**City Council Liaison Assignment**

AGENCY/COMMITTEE	AGENCY PURPOSE	LOCATION DAY/TIME FREQUENCY	APPOINTEE(S)	COMMENTS	STIPEND Y/N \$- if any	COI FORM 700
1 San Fernando Downtown Mall Merchants Association	Promotes economic development in the Mall area	Location: Varies Day/Time: Varies Frequency: Monthly	Mary Solorio	<i>Pending Finalization -Memorandum of Understanding with SF Mall Merchants Association</i>	N	N
2 City Selection Committee (L.A. County)	<b>Purpose to appoint city representatives to boards, commissions, and agencies as required by law.</b>	<b>Location: Varies Day/Time: Varies Frequency: 3 or 4 times annually upon chairman's call</b>	<b>Delegate: Mary Mendoza Alternate: Mary Solorio</b>	<b>Mayor serves as Delegate LA County City Selection Committee appoints representative to serve on applicable area district for a 2-yr term.</b>	N	N
2.a City Selection Committee (L.A. County) - Library Commission - Third District	Contribute input to stabilizing funding, advocate for support at local/state levels, keep abreast on evolving library needs. Promote Library programs and services	Location: Varies Day/Time: Varies Frequency: Bi-Monthly	Mary Mendoza	<i>Appointments are to the Third Supervisorial District to the Library Commission Effective 10/17/2024 and expires 4/30/2026 .</i>	N	N
3 Valley Economic Alliance	Foster economic vitality through strategic public-private partnerships for a sustainable economic future.	Location: Varies Day/Time: Varies Frequency: Monthly	Mary Solorio	<i>Valley Economic Alliance in December, selects representative to serve on the Board for a 1-yr term</i>	N	N
4 Independent Cities Association (ICA)	Focuses on public safety, education, infrastructure, intergovernmental relationships	Location: Virtual only Day/Time: 1st Thursday, Varies Frequency: Monthly	Delegate: Mary Solorio Alternate: Patty Lopez	<i>Eff. 10/2/2023 Mary Solorio appointed as Executive Board Secretary and attends both Executive Board and Board Member Meetings</i>	N	N
5 Contract Cities Association (CCA)	Advocate for the rights of cities to practice the contracting model and to strengthen local control	Location: Varies Day/Time: Varies Frequency: Quarterly	Delegate: Victoria Garcia Alternate: Patty Lopez		N	N
6 Independent Cities Risk Management Authority (ICRMA)	Risk Management Joint Powers Agreement - pool resources for liability, workers' compensation, property, and auto physical damage self-insurance programs.	Location: Varies Day/Time: 2nd Wednesday, Varies Frequency: Even Numbered Months	Delegate: Sergio Ibarra Alternative: Erica Melton Sub Alternate: Nick Kimabll	<i>Eff. 2-5-24 Adopted Resolution appointing Personnel Manager Segio Ibarra as Delegate. Adoption of a new Resolution is required when representatives are changed</i>	N	N



# City Council Liaison Assignment

As of January, 2025

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AGENCY/COMMITTEE		AGENCY PURPOSE	LOCATION DAY/TIME FREQUENCY	APPOINTEE(S)	COMMENTS	STIPEND Y/N \$- if any	COI FORM 700
7	Independent Cities Finance Authority (ICFA)	Assist public agencies to finance the acquisition, construction, installation and/or equipping of public capital improvements	Location: Lynwood City Hall or Varies Day/Time: Varies, 12pm Frequency: As needed	Delegate: Joel Fajardo Alternate: Victoria Garcia	<i>Eff. 01/17/2023: Adopted Resolution No. 8205 Appointing: Joel Fajardo, Delegate and Mary Mendoza as alternative representatives. (Note: changes must be adopted by resolution)</i>	\$150 \$1500/Annual Cap	Y
8	League of California Cities	Legislative advocacy supporting regulatory measures promote local decision-making, and lobby against policy that erodes local control.	Location: Varies Day/Time: 3rd Thursday, 9:30am Frequency: Bi-Monthly & Varies	Delegate: Victoria Garcia Alternate: Mary Mendoza		N	N
9	San Fernando Valley Council of Governments (SFVCOG)	Through a Joint Powers Agreement work to develop & implement subregional policies & plans unique to the greater SFV region, encourage inter-governmental cooperation and coordination of government programs	Location: Varies Day/Time: 2nd Monday, 10am Frequency: Quarterly	Delegate: Mary Mendoza Alternate: Joel Fajardo	<i>Mary Mendoza, Eff. October 2024 serves as Board Chair</i>	N	Y
10	Southern California Association of Governments (SCAG)	Provides broad base advocacy for Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.	Location: SCAG Los Angeles Day/Time: 1st Thursday, 12pm Frequency: Monthly	1) Regional Council District #67 Representative: Victoria Garcia <hr/> Delegate: Victoria Garcia Alternate: TBD	<b>SCAG requests appointments annually for:</b> <b>1) <u>Regional Council District # 67 Representative</u> - (Councilmember From either San Fernando or Santa Clarita &amp; alternates 2 yr Terms) San Fernando <u>Eff. 5-4-23 to 5-2025</u>; and</b> <hr/> <b>2) <u>A Voting Delegate &amp; Alt. to represent at General Assembly</u> is a Separate Designation by Council action.</b>	\$150	Y



# City Council Liaison Assignment

As of January, 2025

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AGENCY/COMMITTEE		AGENCY PURPOSE	LOCATION DAY/TIME FREQUENCY	APPOINTEE(S)	COMMENTS	STIPEND Y/N \$- if any	COI FORM 700
11	Southern California Association of Governments (SCAG) - Community Economic & Human Development (CEHD) Policy Committee	Provides oversight of Growth Visioning/Growth Forecasting processes, Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy.	Location: SCAG Los Angeles Day/Time: 1st Wednesday, 9:30am Frequency: Monthly	Mary Solorio	Appointed on 6/22/23- by SFVCOG to serve on policy committee of SCAG	\$150	Y
12	Metropolitan Water District of Southern California (MWD)	Provide service area with adequate and reliable supplies of highquality water to meet present and future needs	Location: 700 N. Alameda St., Los Angeles Day/Time: 1st Tuesday, 12:30pm Frequency: Monthly	Adan Ortega	Appointment - Adopted by City Resolution No. 2021 Note: MWD re-appointed A. Ortega to serve another <u>2 yr term Eff. 1-1-25 to 1-2027</u>	Y	Y
13	Los Angeles County Metropolitan (METRO) Transportation Authority (MTA) San Fernando Valley Service Council	Provider of mobility options that enable people to spend less time traveling	Location: 6262 Van Nuys Blvd Van Nuys Day/Time: 1st Wednesday, 6pm Frequency: Monthly	Pastor Rudy Trujillo	<u>Term effective July 1, 2023 to June 30, 2026</u> , seat shared among San Fernando, Burbank & Glendale. Elected Official - not a requirement to serve	\$100/ \$2400 Annual Cap	Y
14	Greater Los Angeles County Vector Control District	Reduce public health vectors below nuisance levels, prevent human infection associated with mosquito-transmitted diseases	Location: Santa Fe Springs, CA Day/Time: 2nd Thursday, 7pm Frequency: Monthly	Sylvia Ballin	Term of Office Optional 2 or 4-year term: a. <u>2-year: 1/2025 to 1/2027</u> Elected official not a requirement to serve	\$175/City \$100/District	Y
15	Upper Los Angeles River and Tributaries Working Group (Mountains Recreation and Conservation Authority) (ULAR)	Develop a revitalization plan for the Upper LA River, the tributaries of the Pacoima Wash, Tujunga Wash, and Verdugo Wash and any additional tributary waterway	Location: 570 West Ave, Los Angeles Day/Time: 1st Monday, 6:30pm Frequency: Monthly	Delegate: Mary Mendoza <u>Effective: 12-09-2024:</u> Alternate: Wendell Johnson Sub. Alternate: Victor Meza	Upon Annual CC Reorganization the appointed Mayor automatically serves on board, per ULAR and Tributaries Policy & Mayor Appoints Alternate/Sub. Alternative	Y	Y

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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** January 21, 2025

**Subject:** Consideration to Adopt a Resolution Updating the City’s Records Retention and Destruction Schedule

### RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8359 (Attachment “A”) updating the City’s Records Retention and Destruction Schedule (Exhibit “A” to Attachment “A”).

### BACKGROUND:

1. On November 5, 2001, the City Council adopted Resolution No. 6806 establishing the City’s Records Retention and Destruction Schedule (Attachment “B”).
2. On July 1, 2024, the City Council adopted the City’s Fiscal Year 2024-2025 Budget that included a budget enhancement of \$8,500 to engage a specialized consultant to assist with updating the City’s Records Retention and Destruction Schedule.
3. On August 19, 2024, the City entered into a Professional Services Agreement with Gladwell Governmental Services (Contract No. 2271) to provide consultant services for the development of an updated Records Retention and Destruction Schedule.

### ANALYSIS:

Government entities adopt Records Retention and Destruction Schedules to ensure compliant and effective records management by adhering to state, federal, and local regulations. These schedules streamline operations by organizing information, retaining essential records, securely disposing of outdated ones, and safeguarding historical documents of long-term value. By mitigating legal, financial, or reputational risks associated with improper recordkeeping, retention schedules promote good governance, transparency, and accountability while protecting public trust.

The City Clerk’s office serves as the central repository for all municipal records, including ordinances, resolutions, meeting minutes, contracts, and public notices. It ensures these records are managed throughout their lifecycle by maintaining up-to-date retention schedules and

## Consideration to Adopt a Resolution Updating the City's Records Retention and Destruction Schedule

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conducting biannual destruction events. This approach prevents unnecessary storage and supports efficient records management.

The City's Records Retention Schedule, last updated in 2001, no longer meets the demands of modern records management. Over two (2) decades, changes in regulations and advances in technology, including digital recordkeeping, have rendered the schedule outdated. This has led to inefficiencies and compliance risks while hindering departments' ability to manage critical information. Revising the schedule is essential to align with legal requirements, incorporate modern practices, and support efficient and transparent operations.

In August 2024, the City contracted Gladwell Governmental Services to update the 24-year-old schedule. Between October and December 2024, the consultant held meetings with all City departments to review a proposed schedule. Staff provided feedback to align it with departmental workflows, address specific needs, and eliminate redundancies.

A key objective of the City's records modernization efforts is document digitization. Transitioning from paper-based systems to digital formats enhances transparency, improves response times to public records requests, and provides residents with immediate access to records on the City's website through the online Public Records Portal. This initiative underscores the City's commitment to accountability, efficiency, and sustainable records management while fostering public trust.

The final proposed Records Retention and Destruction Schedule, attached as Exhibit "A" to Attachment "A" incorporates all necessary updates to comply with current regulations and supports the transition to digital recordkeeping. It is designed to enhance efficiency, ensure legal compliance, and address the evolving needs of City departments while promoting transparency and good governance.

### **BUDGET IMPACT:**

There are no costs associated with the adoption of the City's updated Records Retention and Destruction Schedule. The cost to update the City's Record Retention and Destruction Schedule are included in the City Clerk Department's work plan and adopted Fiscal Year 2024-2025 Budget.

### **CONCLUSION:**

It is recommended that the City Council adopt Resolution No. 8359 updating the City's Records Retention and Destruction Schedule.

### **ATTACHMENTS:**

- A. Resolution No. 8359, including:
  - Exhibit "A": Proposed Records Retention and Destruction Schedule
- B. Resolution No. 6806 ([provided digitally through weblink](#))

**RESOLUTION NO. 8359**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A RECORDS RETENTION AND DESTRUCTION SCHEDULE, AUTHORIZING THE MANAGEMENT AND DESTRUCTION OF CERTAIN CITY RECORDS**

**WHEREAS**, the maintenance of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of San Fernando; and

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

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

**WHEREAS**, the City of San Fernando previously adopted Resolution No. 6806, approving a Retention Schedule for the Maintenance and Disposition of Records.

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

**SECTION 1.** Resolution No. 6806 is hereby repealed in its entirety.

**SECTION 2.** The records of the City of San Fernando, as set forth in the Records Retention Schedule and Destruction Schedule (Exhibit "A"), attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, without further action by the City Council of the City of San Fernando.

**SECTION 3.** Updates are hereby authorized to be made to the Records Retention and Destruction Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney and City Manager.

**SECTION 4.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**SECTION 5.** The destruction of any record as provided for herein shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk.

**SECTION 6.** All records of a sensitive or confidential nature shall be shredded, under the direct supervision of the City Clerk or his/her designee.

**SECTION 7.** The City Council hereby authorizes destruction of duplicate records utilizing Exhibit "B" attached hereto, with the approval of the Department Head and the City Clerk.

**SECTION 8.** The Records Retention and Destruction Schedule shall be reviewed on an as-needed basis by the City Clerk. The review process shall include a legal analysis with regard to any changes in the various statutes. Following a thorough review, the City Clerk shall present the entire Records Retention Schedule with any recommended changes to the City Council for approval.

**SECTION 9.** This resolution shall become effective immediately upon its passage and adoption. The City Clerk shall certify 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 21<sup>st</sup> day of January, 2025.**

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8359 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 21<sup>st</sup> day of January, 2025, 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 January, 2025.

---

Julia Fritz, City Clerk

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY-WIDE (Used by All Departments)</b>								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: <b>ADMINISTRATION (WITH Grant Funding)</b>  (Project Administration, Insurance Certificates, RFP - Request for Proposal or Successful Proposal, Certified Payrolls, etc.)  Send All Original Agreements or Contracts to the City Clerk)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-003	Agreements & Contracts: <b>ADMINISTRATION (WITHOUT Grant Funding)</b>  (Project Administration, Insurance Certificates, RFP - Request for Proposal or Successful Proposal, Certified Payrolls, etc.)  Send All Original Agreements or Contracts to the City Clerk; all Insurance Certificates to Human Resources / Risk Management	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-004	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance / Purchasing retains the originals of Formal procurements; Includes unopened bids; GC §34090



**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-005	Boards, Commissions, & Committees: <b>External Organizations / Regional Boards &amp; Commissions</b> - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-006	Boards, Committees, Commissions, Advisory Bodies: <b>Citizen Advisory Created by the City Council</b> <b>AGENDAS &amp; STAFF REPORTS</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies: <b>Citizen Advisory Created by the City Council</b> <b>AUDIO RECORDINGS</b>	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b)
Staffing Dept.	CW-008	Boards, Committees, Commissions, Advisory Bodies: <b>Citizen Advisory Created by the City Council</b> <b>MINUTES</b> Department maintains originals	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies: <b>Citizen Advisory Created by the City Council</b> <b>VIDEO RECORDINGS</b>	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag			Department preference; video recordings of meetings are required for 90 days; GC §34090.7
Staffing Dept.	CW-010	Committees: <b>Employee Committees</b> , Employee Staff Meetings / Department Staff Meetings <b>AGENDAS and MINUTES</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Staffing Dept.	CW-011	Committees: <b>Subcommittees of the City Council (Ad-Hoc or Standing Committees) AGENDAS and MINUTES</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All actions are made by the City Council; GC §34090
Lead (Responding) Dept.	CW-012	Complaints / Concerns from Citizens (Excludes Police Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-013	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-014	Correspondence - <b>ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business)</b>  (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)  IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-015	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business  <b>Content NOT Substantive</b> , or NOT made or retained for the purpose of preserving the informational content for future reference  (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT of the record</b> . <b>Records where either the Content relates in a substantive way to the conduct of the public's business</b> , or ARE made or retained for the purpose of preserving the informational content for future reference <b>are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period</b> . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017).
Lead Dept.	CW-016	Developer Deposit Accounts / Developer Impact Fee Accounts (Escrow Accounts)	Closed + 5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Lead Dept.	CW-017	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-018	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. (Managing the Grant)	CW-019	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept. (Managing the Grant)	CW-020	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the Grant)	CW-021	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), copy of grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-022	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	CW-023	Personnel Files ( <b>Department Copies</b> ) Send all originals to Human Resources	Send to Human Resources Upon Separation or Transfer	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-024	Personnel Files ( <b>Supervisor's Notes</b> )	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-025	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-026	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept.	CW-027	Prop. 218 (Property-based fees - Improvement Districts: <b>Notices / Mailing List</b> (Protest Letters / Ballots are tabulated by the City Clerk)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Lead Dept. (Who Ordered the Appraisal)	CW-028	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Who Ordered the Appraisal)	CW-029	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
Lead Dept.	CW-030	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Lead Dept.	CW-031	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-032	Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by <b>YOUR Department</b>  Send all Administrative Policies that affect more than 1 department to Human Resources	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, etc.: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-034	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-035	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-036	Special Event Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-037	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-038	Subpoenas (appearance or duces tecum)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-039	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-040	Training <b>Database</b> (Vector Solutions / Target Solutions)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090 et seq.
Lead Dept.	CW-041	Training Presented by City Staff - <b>COURSE RECORDS</b> (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-042	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Lead Dept.	CW-043	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - <b>Successful</b> Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113



**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY CLERK</b>								
City Clerk	CC-001	Agenda Packets: <b>City Council, Redevelopment Agency, Successor Agency, Oversight Board</b>  Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Agreements & Contracts, Amendments - <b>ALL - AFTER SCANNING / IMAGING, OR INFRASTRUCTURE, JPAs, MOUs</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i>  <b>Examples of Infrastructure:</b> Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-003	Agreements & Contracts, Amendments - <b>NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT SCANNED / IMAGED</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i>  <b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Appeal Hearing Process / Code Enforcement Notifications to Parties	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-005	Board & Commission / Committee Recruitment / Applications (All, whether appointed or not)	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-006	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-007	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources / Risk Manage.	CC-008	Claim Forms	Copies - When No Longer Required		Mag, Ppr		Yes: After QC & OD	Risk Management is the Office of Record for Claim Files; GC §34090
City Clerk	CC-009	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the City's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-010	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS / 87200 Filers</b> (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-011	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-012	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-013	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
<b>CITY CLERK ELECTIONS (CONSOLIDATED)</b>								
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-016	Campaign Filings (FPPC 400 Series Forms, 501 Form): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-019	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-020	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-021	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications to fill a Vacancy on the City Council, Planning Commission, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-022	Elections - <b>HISTORICAL</b> Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-023	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF INSUFFICIENT</b>	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-024	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF SUFFICIENT</b>	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-025	Elections - Prop. 218 (Property-based fees - Improvement Districts: <b>Protest Letters / Ballots, Tabulation</b> (Notices and Mailing lists are retained by the Lead Department)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
<b>(End of Elections Section)</b>								
City Clerk	CC-026	Ethics Training Certificates for City Council, Board and Commission Members, Employees	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §§ 3105, 12946, 12960, 34090, 53235.2(b)
City Clerk	CC-027	Historical Records / Archives, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-028	Minutes: <b>City Council, Redevelopment Agency, Successor Agency, Oversight Board</b>	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-029	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-030	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Mag, Ppr			Law requires 1 year for petitions; GC §50115
City Clerk OR City Manager	CC-031	Proclamations & Certificates	2 years		Mag, Ppr			GC §34090
City Clerk	CC-032	Public Records Requests / Subpoenas Duces Tecum / Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-033	Recorded Documents: Deeds, Easements, Final Order of Condemnation, Full Reconveyance, Liens, Notice of Completion, Rights of Way	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
City Clerk	CC-034	Resolutions: City Council, Redevelopment Agency, Successor Agency, Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-035	Vehicle Titles (Pink Slips)	Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090
City Clerk	CC-036	Recordings: Audio Recordings / Video Recordings of City Council Meetings, all Boards & Commissions	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY MANAGER  
(Public Information Officer)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY MANAGER</b>								
City Manager	CM-001	Film Permits / Photography Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-002	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-003	Project Files / Subject Files (Subject will change over time) (Content relates in a SUBSTANTIVE way to the conduct of the public's business)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance	CM-004	Travel Records / Expense Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
<b>ECONOMIC DEVELOPMENT</b>								
Economic Development	CM-005	Economic Development Projects (Records related to Business Recruitment or Retention)	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
<b>PUBLIC INFORMATION OFFICER (PIO)</b>								
City Manager / PIO	CM-006	City Manager Reports / Newsletters	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Manager / PIO	CM-007	Public Relations / Press Releases	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
(Building, Community Preservation, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>BUILDING</b>								
Lead Dept.	CD-001	Permit <b>Database</b> (AIMS)	Indefinite (Perm)	Yes (all)	Mag			Department Preference - Data is interrelated; Building Permits are required to be retained Permanently, or Life of the Structure; GC §34090, H&S §19850
Community Develop. / Building	CD-002	Activity Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
Community Develop. / Building	CD-003	Address Files / <b>Building Permits</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Community Develop. / Building	CD-004	Building Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building	CD-005	Building Plans - <b>Cancelled or Withdrawn AFTER to Building Permit Issuance</b>	Verification that Project Did Not Commence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building	CD-006	Building Plans - <b>Cancelled or Withdrawn PRIOR to Building Permit Issuance</b>	Upon Cancellation or withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building	CD-007	Building Plans - <b>Expired</b>	Verification that Project Did Not Commence + 6 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090



**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
(Building, Community Preservation, Housing, Planning)**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Building	CD-008	Building Plans - <b>Finalled - TENANT IMPROVEMENTS</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building	CD-009	Building Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL (All Finalled)</b>	Permit Finalled + 180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building	CD-010	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Community Develop. / Building	CD-011	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building	CD-012	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Develop. / Building	CD-013	Correction Notices - Building	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Community Develop. / Building	CD-014	Geotechnical and Soils Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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(Building, Community Preservation, Housing, Planning)**

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Public Works / Engineering & Building	CD-015	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building	CD-016	Plan Check Comments	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Community Develop. / Building	CD-017	Stop Work Notices	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Community Develop. / Building	CD-018	Structural Calculations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
<b>COMMUNITY PRESERVATION</b>								
Community Develop. / Community Preservation	CD-019	Code Enforcement Database (AIMS)	Indefinite Minimum Close of Individual Case + 2 years	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090
Community Develop. / Community Preservation	CD-020	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters)  Send all Liens to the City Clerk	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Liens are approved by a resolution and retained permanently as required by law; GC §34090
Community Develop. / Community Preservation	CD-021	Hearing Officer Determinations / Appeals of Code Enforcement Actions	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090

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**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
(Building, Community Preservation, Housing, Planning)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Community Preservation	CD-022	Notice of Violations ./ Code Enforcement Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
(Building, Community Preservation, Housing, Planning)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HOUSING (with the County) and Former Redevelopment</b>								
Community Develop. / Housing	CD-023	Housing Programs funded by CDBG (Community Development Block Grant) <b>(SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)</b>  Applications (successful), copy of grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Develop. / Housing	CD-024	Redevelopment Projects & Project Areas  <b>(Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)</b>	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	CD-025	Redevelopment Projects & Project Areas <b>CIP Projects built by Redevelopment Agency, if any</b>	Send to Engineering		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Planning	CD-026	Redevelopment Projects & Project Areas <b>Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.</b>	Send to Planning		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CD-027	Redevelopment Projects & Project Areas <b>Real Property: Deeds, Easements, Rights of Way</b>	Send to City Clerk		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PLANNING</b>								
Community Develop. / Planning	CD-028	<p><b>Planning Projects - Discretionary &amp; Ministerial - Approved Permanent Entitlements &amp; Permits</b></p> <p><b>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Uniform Development Application, etc.)</b></p> <p>Examples:                      Conditional Use Permits (CUPs)                      Development Permit                      General Plan / General Plan Amendments                      Lot Line Adjustment                      Rezones                      Sign Permits                      Specific Plan                      Tentative Subdivision Maps / Parcels Maps                      Use Permits                      Variance                      Zoning Clearance                      Zoning Ordinance / Updates</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
Community Develop. / Planning	CD-029	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-030	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
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Census Bureau	CD-031	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Community Develop. / Planning	CD-032	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Planning is the Lead</b>  <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Community Develop. / Planning	CD-033	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA <b>Inside City boundaries - Where Planning is the Lead</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Develop. / Planning	CD-034	General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-035	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-036	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Develop. / Planning	CD-037	Planning Commission - <b>AGENDAS &amp; STAFF REPORTS</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
(Building, Community Preservation, Housing, Planning)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Planning	CD-038	Planning Commission - <b>AUDIO or VIDEO RECORDINGS</b>	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Community Develop. / Planning	CD-039	Planning Commission - <b>MINUTES</b>	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
Community Develop. / Planning	CD-040	Temporary Use Permits issued by Planning (Approved & Unapproved)	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-041	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-042	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-043	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / ADMINISTRATION</b>								
Lead Depart.	FIN-001	Financial Services Database / ERP Database (Tyler Munis / Tyler Eden is Legacy)	Indefinite - Minimum 5 years	Yes	Mag			Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-002	Audit Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Admin.	FIN-003	Audit Work Papers	Drafts - When No Longer Required		Mag, Ppr			Department Preference; (preliminary drafts); GC §34090
Finance / Admin.	FIN-004	Audits - Single Audits / Transportation Audits / PERS Audit, FEMA or OES Audits, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FIN-005	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Admin.	FIN-006	Investment Reports	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-007	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
<b>FINANCE / BUDGET</b>								
Finance / Budget	FIN-008	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.



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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Budget	FIN-009	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary Drafts / Content Not Substantive; GC §34090 et seq.
<b>FINANCE / BUSINESS LICENSE</b>								
Finance / Business License	FIN-010	Business License / <b>Database</b> (HdL)	Indefinite - Minimum 5 years	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Finance / Business License	FIN-011	Business License <b>Applications</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-012	Business License <b>Registrations and Renewals</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-013	Regulatory Permit <b>Applications</b> (Massage Parlos, etc.)	No Longer in Business + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for enforcement possibilities; Meets auditing standards; GC §34090 et seq.
<b>FINANCE / GENERAL ACCOUNTING</b>								
Finance / General Accounting	FIN-014	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-015	Accounts Payable / Invoices and Backup (Includes Invoices, Purchase Orders, Travel Expense Reimbursements, Warrant Request, Vouchers, etc.)	5 years <b>or 7 years to accommodate grant audits?</b>	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-016	Accounts Receivable / Revenue / Our Invoices to Outside Entities: False Alarm Billings, Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-017	Assessment Districts, Community Facilities Districts (CFDs), Landscape Maintenance Districts (LMDs) <b>Accounting, Assessor Tax Rolls</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-018	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Ppr			Department preference; GC §§34090, 26 CFR 31.6001-1
City Clerk	FIN-019	Checks / Warrant Register Report (issued)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Originals in City Council Agenda Packets; GC §34090.7
Finance / General Accounting	FIN-020	Checks / Warrants (Cashed or Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-021	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Ppr			Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-022	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-023	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-024	Journal Entries / Journal Vouchers / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Accounts Payable; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / General Accounting	FIN-025	Reports, Financial Reports Created by the Finance Database, General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		Mag, Ppr			Department Preference; Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-026	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-027	W-9s	Vendor Inactive + 5 years		Mag, Ppr			Meets IRS auditing standards; GC §34090
<b>FINANCE / PAYROLL</b>								
Lead Depart.	FIN-028	Financial Services Database / ERP Database (Tyler Munis / Tyler Eden is Legacy)	Indefinite - Minimum 5 years	Yes	Mag			Department Preference; Meets auditing standards; GC §34090
Finance / Payroll	FIN-029	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-030	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-031	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Ppr			Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-032	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-033	Employee Payroll File	Separation + 4 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-034	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.)	5 years or P for Pers Buy-Backs for former part-timers?		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-035	PERS Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-036	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
<b>FINANCE / UTILITY BILLING</b>								
Finance / Utility Billing	FIN-037	Utility Billing Database (Tyler Munis / Tyler Eden is Legacy)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Utility Billing	FIN-038	Collection Agency Assignments / Unpaid Accounts	5 years		Mag, Ppr			Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Finance / Utility Billing	FIN-039	Low Income Rate Assistance Applications	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Utility Billing	FIN-040	Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	When No Longer Required		Mag, Ppr			Preliminary Documents - payments can be made without including the stub; GC §34090 et seq.
Finance / Utility Billing	FIN-041	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-042	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-043	Water Billing: NSF Checks / Adjustments to Customer accounts / Deposits and Releases	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-044	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Utility Billing	FIN-045	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing	FIN-046	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**  
**(Includes Risk Management)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS</b> : <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 years after personnel actions; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-002	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005	Contracts for Investigators (Employees Only) Excludes Police	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**  
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<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	Deferred Compensation (City Statements)	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Human Resources	HR-007	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-008	EDD Claims & Forms (Employment Development Department) / Unemployment Claims	Close + 5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; GC §34090
Human Resources	HR-009	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-010	Employment Verifications (From lenders or other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Human Resources	HR-011	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)



**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**  
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<b>HOLDS</b> : <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-012	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Admin. / Board Secretary	HR-013	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from any Personnel Action; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-014	Labor Relations / Negotiation Notes	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Human Resources	HR-015	Litigation - Employee Related <b>(Final Settlement and/or Records with Significant Historical Value)</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Human Resources	HR-016	Litigation - Employee Related <b>(Excludes Final Settlement and/or Records with Significant Historical Value)</b>	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-017	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**  
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Personnel Files - <b>Employee Background File</b> Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; consistent with Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
Human Resources	HR-019	Personnel Files - <b>Employee File (Official Personnel File)</b> Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker for employees, Council and Boards & Commissions, Harassment Prevention Training Certificates for employees, Council and Boards & Commissions, PAF / Personnel Action Forms, etc.)	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**  
**(Includes Risk Management)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS</b> : <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-020	Personnel Files - <b>Medical File</b> Medical Records excluding Pre-Employment Medical Clearance; ADA Accommodations, Fit for Duty, Respiratory Fit Tests, etc.	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-021	Recruitment and Testing File / On-Line Recruitment Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
<b>RISK MANAGEMENT</b>								
Human Resources / Risk Manage.	HR-022	Accident / Incident Reports (Accidents or Incidents) - <b>MEMBERS OF THE PUBLIC</b> Employees are Workers Compensation Claims	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Human Resources / Risk Manage.	HR-023	Claim for Damages / Claims Against the City / Verified Tort Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Human Resources / Risk Manage.	HR-024	Insurance Policies - General Liability, Property, Fire, Theft, etc. (JPA)	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Includes Risk Management)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Risk Manage.	HR-025	Insurance Policies - Workers Compensation Excess Liability (JPA)	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090
Human Resources / Risk Manage.	HR-026	OSHA Citations and Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Risk Manage.	HR-027	Safety Committee / Safety Steering Committee	5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Human Resources / Risk Manage.	HR-028	Safety Investigations	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c
Human Resources / Risk Manage.	HR-029	Subrogation Claims:/ Property Damage Claims / Restitution / Recovery of Damages to City Property / City's Invoices to Insurance Companies	Final Resolution + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources / Risk Manage.	HR-030	Workers Compensation Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources / Risk Manage.	HR-031	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag Ppr			LC §6401.9(f), GC §34090

**RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>INFORMATION TECHNOLOGY</b>								
Information Technology	IT-001	Backups - <b>DAILY, WEEKLY</b>	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded		Mag.			GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	<b>UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP</b> / (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>POLICE ADMINISTRATION / OFFICE OF THE CHIEF OF POLICE</b>								
Police / Admin. (Chief)	PD-001	Background Files - <b>Successful Volunteer Applicants</b> (Cadets, CERT, Chaplains, Explorers, etc.)	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. (Chief)	PD-002	Background Files - <b>Successful Employee Applicants</b> (Employees, including Reserves)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law & POST requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin. (Chief)	PD-003	Background Files - <b>Unsuccessful Volunteer Applicants</b> (Cadets, CERT, Chaplains, Explorers, etc.)	3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. (Chief)	PD-004	Background Files - <b>Unsuccessful Employee Applicants</b> (Employees, including Reserves)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946,12960, 34090
Police / Admin. (Chief)	PD-005	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - <b>UNSUCCESSFUL / DENIED</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. (Chief)	PD-006	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - <b>SUCCESSFUL / APPROVED</b>	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. (Chief)	PD-007	Complaints from <b>Members of the Public or Employees</b> - Internal Affairs Investigations <b>WITH Sustained Finding of Misconduct</b>	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC§ 34090
Police / Admin. (Chief)	PD-008	Complaints from <b>Members of the Public or Employees</b> -Internal Affairs Investigations <b>WITHOUT Sustained Finding of Misconduct</b>	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946,12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Police / Admin. (Chief)	PD-009	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. (Chief)	PD-010	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. (Chief)	PD-011	Reports and Studies - Historical (e.g. Department Annual Reports)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. (Chief)	PD-012	Weapons Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns, etc.	P		Mag,			Department preference; GC §34090
<b>ADMINISTRATION / SUPPORT SERVICES / PROPERTY AND EVIDENCE</b>								
Police / Admin. / Support Services / Property & Evidence	PD-013	Property & Evidence <b>Database</b>	Indefinite - Follows the Retention of the Evidence		Mag			Department Preference (data is interrelated); GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Property & Evidence	PD-014	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Admin. / Support Services / Property & Evidence	PD-015	Gun and Narcotics Destruction Log (Documents related to)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Admin. / Support Services / Property & Evidence	PD-016	Property & Evidence <b>Logs</b> / Destruction Authorizations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Support Services / Property & Evidence	PD-017	Recordings: Video - <b>Evidence Room</b>	1 year		Mag			GC §34090.6 et seq,
Police / Admin. / Support Services / Property & Evidence	PD-018	Safekeeping: Lost & Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<b>ADMINISTRATION / SUPPORT SERVICES / RECORDS</b>								



**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-019	RMS Database	Indefinite - Follows the Retention of the Crime Report	Yes	Mag			Data Fields / Records are interrelated; GC §34090
State of California	PD-020	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Ppr			Not a City record
Police / Admin. / Support Services / Records	PD-021	Citations or Notice of Violations (Parking, Traffic, Marijuana / Cannabis), Animal, Code Enforcement, Administrative Citations (Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Department of Justice	PD-022	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; Entered Directly into DOJ's portal (a State record)
Department of Justice	PD-023	Department of Justice Validation Lists	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
Police / Admin. / Support Services / Records	PD-024	Monthly Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Support Services / Records	PD-025	Livescan Application Forms and Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-026	U-Visas	Minimum 4 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to match the expiration date of the U-Visa; GC §34090
Police / Admin. / Support Services / Records	PD-027	Local Criminal History Checks	2 years		Mag, Ppr			GC §34090
Police / Admin. / Support Services / Records	PD-028	POLICE REPORTS / SEALED RECORDS: <b>Sealed Juvenile Cases - Childhood Sexual Assault After All</b>	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Admin. / Support Services / Records	PD-029	POLICE REPORTS / SEALED RECORDS: <b>Sealed Juvenile Cases Except Sealed Childhood Sexual Assault</b>	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	W&I §§389(a), 781(d), GC §34090;
Police / Admin. / Support Services / Records	PD-030	POLICE REPORTS: <b>Lost or Stolen Firearms</b> entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-031	<b>POLICE REPORTS: ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Arson (Suspected or Undetermined)</b>	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Admin. / Support Services / Records	PD-032	Reports to State or Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin. / Support Services / Records	PD-033	Reviews: On-Duty Traffic Accidents, Use of Force, Vehicle Pursuits - <b>Not as a result of a complaint from a member of the public</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin. / Support Services / Records	PD-034	<b>POLICE REPORTS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive</b>	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c),11170(a)(3)

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-035	<b>POLICE REPORTS:</b>  <b>Except those specifically mentioned in the schedule (ALL Others, Including Felonies and Misdemeanors)</b>	Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Admin. / Support Services / Records	PD-036	<b>POLICE REPORTS:</b>  <b>Misdemeanor or Infraction - Adult Marijuana / Cannabis</b> - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8); H&S §11361.5
Police / Admin. / Support Services / Records	PD-037	<b>POLICE REPORTS:</b>  <b>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis</b> - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Admin. / Support Services / Records	PD-038	<b>POLICE REPORTS:</b>  <b>Missing Persons</b>	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-039	POLICE REPORTS: <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Admin. / Support Services / Records	PD-040	POLICE REPORTS: <b>Misdemeanor or Infraction Marijuana / Cannabis</b> §11357(de) - <b>Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Admin. / Support Services / Records	PD-041	POLICE REPORTS: Vacatur Relief Granted by Court - <b>Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)</b>	Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Admin. / Support Services / Records	PD-042	Registrants: Arson Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from DOJJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. / Support Services / Records	PD-043	Registrants: Arson Registrations: <b>Juveniles</b> released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-044	Registrants: Gang <b>Adults</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Admin. / Support Services / Records	PD-045	Registrants: Gang <b>Juveniles</b>	Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police / Admin. / Support Services / Records	PD-046	Registrants: Narcotics	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Support Services / Records	PD-047	Registrants: Sex Offender Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Admin. / Support Services / Records	PD-048	Registrants: Sex Offender Registrations: <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Court or District Attorney	PD-049	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Support Services / Records	PD-050	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §34090
Court or District Attorney	PD-051	Subpoenas (Personal Appearance of Police Employees) or Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Court or District Attorney records; GC §34090 et seq.
<b>ADMINISTRATIVE / TRAINING</b>								
Police / Admin. / Training	PD-052	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Training	PD-053	Training - <b>Department Training Records - COURSE RECORDS</b> (Attendance Rosters or Sign-in Sheets, Outlines and Materials; Includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Admin. / Training	PD-054	Training - <b>Department Training Records - EMPLOYEE FILE</b> Training Certificates / Training Records	Separation 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
<b>OPERATIONS / COMMUNICATIONS / CAD / DISPATCH</b>								
Police / Ops / Communications	PD-055	Recordings: Audio - <b>(CAD/RMS)</b> Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) / 911 Recordings	Minimum 366 days		Mag			Department Preference; legally mandated for 100 days; (civil suits may be filed up to 365 days); GC §§34090, 34090.6
<b>OPERATIONS / DETECTIVES</b>								

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Ops / Detectives	PD-056	Criminal Intelligence Files	Last Entry + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Ops / Detectives	PD-057	Community Engagement Programs and Communications / Crime Prevention Programs / National Night Out, Torch Run, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Ops / Detectives	PD-058	Recordings: Audio Voice Recordings (PUMA)	When No Longer Required		Mag			Audio Recordings; GC §34090.6 et seq,
Police / Ops / Detectives	PD-059	Pawn Slips / Secondhand Dealer Transaction Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Ops / Detectives	PD-060	Detectives Investigation Files and Arrest Files	Transferred into Record's Police Report Files		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Ops / Detectives	PD-061	Informant Files / Gang Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
<b>OPERATIONS / JAIL</b>								
Police / Ops / Jail	PD-062	Jail In-Custody Rosters	2 years		Mag, Ppr			GC §34090



**RECORDS RETENTION SCHEDULE: POLICE**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Ops / Jail	PD-063	<b>Logs &amp; Inspections:</b> Jail Activity, Custody Logs & Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail incident Lob, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs	2 years		Mag, Ppr			GC §34090
Police / Ops / Jail	PD-064	Medical Screen Forms, Sheets	2 years		Mag, Ppr			GC §34090
Police / Ops / Jail	PD-065	Monthly Counts, Official Counts	2 years		Mag, Ppr			GC §34090
Police / Ops / Jail	PD-066	Outside Agencies Pre-booking Forms	2 years		Mag, Ppr			GC §34090
Police / Ops / Jail	PD-067	PREA (Prison Rape Elimination Act) Report	2 years		Mag, Ppr			GC §34090
Police / Ops / Jail	PD-068	Property Sheets	2 years		Mag, Ppr			GC §34090
Police / Ops / Jail	PD-069	Recordings: Video - <b>Jail</b>	1 year		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Jail	PD-070	Self-Pay Prisoners / Private Jail Contracts (Pay to Stay)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply); CCP §§336(a), 337 et. seq.; GC §34090
<b>OPERATIONS / PATROL</b>								
Police / Ops / Patrol	PD-071	Canine (Police Service Dogs) Program Files: <b>Service Animal Files</b>	Separation + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Ops / Patrol	PD-072	Ops Plans (Fourth of July, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Ops / Patrol	PD-073	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Ops / Patrol	PD-074	Patrol Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
Police / Ops / Patrol	PD-075	Recordings: Automated License Plate Readers (ALPR)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq, CC §1798.90.53(b)(2)(G);
Police / Ops / Patrol	PD-076	Recordings: <b>Body-Worn Cameras – LOGS of Access or Deletion of Data</b>	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Ops / Patrol	PD-077	Recordings: <b>Body-Worn Cameras</b> - that <b>ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, <b>Minimum 2 years</b>		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Ops / Patrol	PD-078	Recordings: <b>Body-Worn Cameras</b> - that are <b>NOT evidence</b>	Minimum 90 days		Mag,			Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Ops / Patrol	PD-079	Recordings: Drone (Unmanned Aerial Vehicle)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Patrol	PD-080	Recordings: Video - <b>Building Security / Department Activity</b> (Employees Performing Work, Cashiering, Building Security, etc.)	366 days		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Patrol	PD-081	Recordings: Video - <b>Public Areas / Public Activity</b>	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Patrol	PD-082	Recordings: Video - <b>Temporary Holding Cell</b> (Juveniles & Adults)	1 year		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Patrol	PD-083	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Ops / Patrol	PD-084	Seargent's Logs / Summary to Command Staff	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Ops / Patrol	PD-085	Speedometer Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Ops / Patrol	PD-086	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Ops / Patrol	PD-087	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Ops / Patrol	PD-088	Vacation Check Forms / Extra Patrol Request Forms	When No Longer Required		Mag, Ppr			Preliminary Draft (entered in RMS / CAD system; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PUBLIC WORKS / ENGINEERING</b>								
Lead Dept.	PW-001	Permit <b>Database</b> (AIMS)	Indefinite (Perm)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
City Clerk	PW-002	Assessment Districts / Landscape & Lighting Districts / Community Facilities Districts / Lighting Districts / Landscape Maintenance Districts / Special Districts: <b>Engineers Reports</b>	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained in City Council Agenda Packets; GC §34090.7
Public Works / Engineering	PW-003	Assessment Districts / Landscape & Lighting Districts / Community Facilities Districts / Lighting Districts / Landscape Maintenance Districts / Special District <b>Formation, Historically Significant Records</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-004	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>MAINTENANCE-ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration)</b>  All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Engineering	PW-006	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>Administration File</b> Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-007	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>Permanent File</b> Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
City Clerk	PW-008	Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases - <b>Supporting Documents</b>	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Clerk retains final; GC §34090(a)
Public Works / Engineering	PW-009	Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-010	Drawings - where <b>Engineering</b> is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
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Public Works / Engineering	PW-011	Encroachment Permits / License Agreements: <b>Permanent</b> (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Encroachment Permits: <b>Temporary</b> (Banner Permit, Block Party, Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Minimum Expiration + 2 years	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	PW-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Engineering is the Lead</b>  <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Public Works / Engineering & Building	PW-014	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-015	Land Development: <b>Administrative Records</b> Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

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Public Works / Engineering	PW-016	Land Development: <b>Permanent Records</b> Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-017	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-018	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-019	Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police or Sheriff	PW-020	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies or Not City Records; GC §34090.7
Public Works / Engineering	PW-021	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-022	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-023	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

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Public Works / Engineering	PW-024	Transportation & Public Safety Commission - <b>AGENDAS &amp; STAFF REPORTS</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Engineering	PW-025	Transportation & Public Safety Commission - <b>AUDIO or VIDEO RECORDINGS</b>	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Public Works / Engineering	PW-026	Transportation & Public Safety Commission- <b>MINUTES</b>	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
Public Works / Engineering	PW-027	Transportation Permits / Wide Load Permits, Heavy Load Permits, etc.	Expiration + 2 years	Yes: Until Expiration	Mag, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-028	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>PUBLIC WORKS / OPERATIONS / FLEET SERVICES</b>								
Public Works / Lead Div.	PW-029	AQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Fleet Services	PW-030	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Public Works / Fleet Services	PW-031	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / Fleet Services	PW-032	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.



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Public Works / Fleet Services	PW-033	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Lead Div.	PW-034	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Fleet Services	PW-035	Inspections or Audits by the CHP (Fleet)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Lead Div.	PW-036	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Lead Div.	PW-037	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Division Providing Service / Work	PW-038	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	PW-039	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-040	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>PUBLIC WORKS / OPERATIONS / MAINTENANCE &amp; STREETS</b>								
Public Works / Lead Div.	PW-041	AQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Lead Dept. (Managing the Project)	PW-042	Capital Improvement Projects (CIP): <b>MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure</b>  All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Project)	PW-043	Capital Improvement Projects (CIP): <b>Administration File / Construction Management</b> Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	PW-044	Capital Improvement Projects (CIP): <b>Drawings, Record Drawings</b> , Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Lead Dept. (Managing the Project)	PW-045	Capital Improvement Projects (CIP): <b>Permanent File</b> Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	PW-046	Capital Improvement Projects (CIP): <b>Design &amp; Construction Standards</b> - Authored by the City for Construction of City Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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Lead Dept. (Managing the Project)	PW-047	Capital Improvement Projects (CIP): <b>Environmental Determinations:</b> <b>Correspondence and internal staff notes</b> that provide <b>insight into the project or the agency's CEQA compliance with respect to the project</b> Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Public Works / Lead Div.	PW-048	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Maintenance	PW-049	Herbicide or Pesticide Application Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623
Public Works / Lead Div.	PW-050	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Maintenance	PW-052	Pothole Repairs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-053	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

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Public Works / Lead Div.	PW-054	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Maintenance	PW-055	Storm Drain System Maintenance (Slip Lining, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Maintenance	PW-056	Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs and Forms)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Maintenance	PW-057	Tree <b>DATABASE</b> (West Coast Arborists)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Maintenance	PW-058	Tree Maintenance, Trimming, Arborists Reports (ALL City-owned trees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-059	Underground Service Alerts (USA's) / Dig Alerts - PRIOR to Direct Entry into DigAlert Software	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - entered into DigAlert Software (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(e), GC §34090
Division Providing Service / Work	PW-060	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090

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Division Providing Service / Work	PW-061	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-062	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>PUBLIC WORKS / OPERATIONS / NPDES - STORMWATER</b>								
Public Works / Stormwater	PW-063	NPDES Permits / MS-4 Permits	Superseded + 5 years	Yes	Mag, Ppr			Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Stormwater	PW-064	Stormwater: Chain of Custody, Guidance Information, Lab Reports	5 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Stormwater	PW-065	Stormwater: Construction, Industrial, BMPs, etc.	5 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Stormwater	PW-066	Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
<b>PUBLIC WORKS / OPERATIONS - SOLID WASTE</b>								

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Public Works / Solid Waste	PW-067	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / CalREcycle Report, etc.	10 years		Mag, Ppr			Department preference; SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995; 2 H&S §39730.7; GC §34090
Public Works / Solid Waste	PW-068	Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-069	Solid Waste Services / Hauler Quarterly Reports	10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-070	Tonnage Reports	10 years		Mag, Ppr			Department Preference; GC §34090
<b>PUBLIC WORKS / SEWER / WASTEWATER COLLECTIONS</b>								
Public Works / Wastewater Collections	PW-071	CCTV Videos of Sewer Lines	10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Lead Div.	PW-072	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Ppr			Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Wastewater Collections	PW-073	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Ppr			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-074	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater Collections	PW-075	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

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Public Works / Wastewater Collections	PW-076	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 5 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090
Public Works / Lead Div.	PW-059	Underground Service Alerts (USA's) / Dig Alerts - PRIOR to Direct Entry into DigAlert Software	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - entered into DigAlert Software (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(e), GC §34090
Division Providing Service / Work	PW-078	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-079	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-080	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>PUBLIC WORKS / WATER DISTRIBUTION</b>								
Public Works / Water Distribution	PW-081	Fire Hydrant Flush and Valve Maintenance Records - May be in TRAKiT or CMMS	Indefinite - Minimum 5 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	PW-082	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090



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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	PW-083	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Lead Div.	PW-084	Underground Service Alerts (USA's) / Dig Alerts - PRIOR to Direct Entry into DigAlert Software	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - entered into DigAlert Software (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(e), GC §34090
Division Providing Service / Work	PW-085	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-086	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-087	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>PUBLIC WORKS / WATER TREATMENT PLANT (POTABLE WATER)</b>								

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water Treatment Plant	PW-088	Chains of Custody / Water Analysis & Sampling / Tabular Summaries: <b>Chemical</b>	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Actual laboratory reports may be kept, or data may be transferred to tabular summaries; State law requires 10 years; 40 CFR 141.33(a); 22 CCR §64470
Public Works / Water Treatment Plant	PW-089	Chains of Custody / Water Analysis & Sampling / Tabular Summaries: <b>Bacteriological &amp; Organics</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Actual laboratory reports may be kept, or data may be transferred to tabular summaries; State law requires 5 years; 40 CFR 141.33(a)and (b)(1); 22 CCR §64470
Public Works / Water Treatment Plant	PW-090	Chains of Custody / Water Analysis & Sampling / Tabular Summaries: <b>Lead &amp; Copper</b>	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.20; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Lead Div.	PW-091	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Ppr			Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Water Treatment Plant	PW-092	Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Water Treatment Plant	PW-093	Environmental Agencies / Regulatory Agencies for Potable Water - <b>Correspondence with Substantive Content:</b> DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Lead Dept.	PW-094	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water Treatment Plant	PW-095	Leak Report / Annual Leak Report / Water Loss Reports	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Lead Dept.	PW-096	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Water Treatment Plant	PW-097	Permits - <b>Water Regulatory / Operating Permits:</b> CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, , RMP, SWRCB (State Water Resources Control Board) ,etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Water Treatment Plant	PW-098	Plant Operator Log Books	5 years		Mag, Ppr			Department Preference; Meets Department of Public Health requirements; GC §34090
Public Works / Lead Div.	PW-099	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Water Treatment Plant	PW-100	Regulatory Reports / <b>Water Reports to Regulatory Agencies:</b> CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Water Treatment Plant	PW-101	Reservoirs: Condition Reports, Maintenance, Videos, Inspections, etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	PW-102	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Water Treatment Plant	PW-103	Sanitary Surveys of Water Sources	10 years		Mag, Ppr			22 CCR §64470; GC §34090
Public Works / Water Treatment Plant	PW-104	SCADA Database (Water)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Water Treatment Plant	PW-105	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		Mag, Ppr			Confidential; 42 USC 300i-2(d); GC §34090
Public Works / Water Treatment Plant	PW-106	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Utilities / Laboratory	PW-107	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(Engineering, Operations, Sewer, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Water Treatment Plant	PW-108	Water Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant	PW-109	Water Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090

**RECORDS RETENTION SCHEDULE: RECREATION & COMMUNITY SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>RECREATION &amp; COMMUNITY SERVICES</b>								
Recreation & Community Services	R&CS-001	Registration <b>Database</b>	Indefinite - Minimum 2 years	Yes	Mag,			Department preference; GC §34090
Recreation & Community Services	R&CS-002	Activity Guide / Class Guide / Program Guide / Art Exhibit Brochures / Theatre Season Brochures (Final)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Recreation & Community Services	R&CS-003	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Services	R&CS-004	Contracts for Performances / Instructors	Completion + 2 years		Mag, Ppr			Department preference; GC §34090
Recreation & Community Services	R&CS-005	Education Commission <b>AGENDAS &amp; STAFF REPORTS</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Recreation & Community Services	R&CS-006	Education Commission <b>AUDIO RECORDINGS</b>	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b)
Recreation & Community Services	R&CS-007	Education Commission <b>MINUTES</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Recreation & Community Services	R&CS-008	Evaluations / Surveys (Programmatic Evaluations of Art, Recreation or Theatre programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Recreation & Community Services	R&CS-009	Facility Use Requests / Art Facility Requests / Field Rentals / Facility Use Applications and Permits (Includes Insurance Certificates and ABC Permits where appropriate)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.

**RECORDS RETENTION SCHEDULE: RECREATION & COMMUNITY SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Recreation & Community Services	R&CS-010	Incident Reports / Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Services	R&CS-011	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Services	R&CS-012	Parks, Wellness & Recreation Commission <b>AGENDAS &amp; STAFF REPORTS</b>	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Recreation & Community Services	R&CS-013	Parks, Wellness & Recreation Commission <b>AUDIO RECORDINGS</b>	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b)
Recreation & Community Services	R&CS-014	Parks, Wellness & Recreation Commission <b>MINUTES</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Recreation & Community Services	R&CS-015	Playground Equipment Inspections and Maintenance	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Recreation & Community Services	R&CS-016	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Services	R&CS-017	Schedules / Hours (classes and staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Services	R&CS-018	Senior Nutrition Program	5 years		Mag, Ppr			Department preference; meets standards for grants & audits; OMB Circular A-110 & A-133; GC §34090

**RECORDS RETENTION SCHEDULE: RECREATION & COMMUNITY SERVICES**

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<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	R&CS-019	Volunteer / Docent / Unpaid Intern Applications & Agreements (includes emergency contact information) - <b>Successful</b> Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§, 12960, 34090
Lead Dept.	R&CS-020	Volunteer / Docent / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department preference; Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§, 12960, 34090



Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM**

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule. The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period

Check one option for destruction:

Shredding is Required (Records contain private information)

OR

Recycle (Records do NOT contain private information)

\_\_\_\_\_  
Employee Preparing Form

\_\_\_\_\_  
Date

**DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION**

\_\_\_\_\_  
Department Head / Division Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

Return this form to the City Clerk's Office following approval (they coordinate the destruction arrangements)

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*(Complete after destruction has been performed, if done by City Clerk Staff. If destruction is performed by a commercial vendor, have them provide you with a Certificate of Destruction.)*

**I HEREBY CERTIFY** that the items listed above have been destroyed in accordance with City policies and procedures:

\_\_\_\_\_  
Employee Performing Destruction

\_\_\_\_\_  
Date

Return this form to the City Clerk department after completed

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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Wendell Johnson, Director of Public Works

**Date:** January 21, 2025

**Subject:** Consideration to Award a Professional Services Agreement to Robert D. Niehaus, Inc. for Water and Sewer Utility Rate Study

### RECOMMENDATION:

It is recommended that the City Council:

- a. Award a Professional Services Agreement to Robert D. Niehaus, Inc. (Attachment "A" - Contract No. 2336) in the amount of \$59,440, to conduct a Water and Sewer Utility Rate Study;
- b. Authorize a fifteen (15) percent contingency in the amount of \$8,916; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute the contract and all related documents.

### BACKGROUND:

- 1. In 2017, the City completed a water and sewer utility rate study to ensure that sufficient revenues are generated through the fixed and volume/usage based charges to fund ongoing maintenance and capital improvement projects impacting the City's Water and Sewer Infrastructure. This resulted in a rate increase plan that was implemented in January 1, 2020, with the last rate increase being implemented on January 1, 2024.
- 2. On October 31, 2024, staff published a Request for Proposal (RFP) (Exhibit "A" to Attachment "A") on the City website and in The San Fernando Valley Sun requesting proposals from qualified firms to conduct a study of the City's water and sewer utility rates.
- 3. On December 5, 2024, staff acknowledged the receipt of timely proposals from three (3) consultants regarding the City's request: Robert D. Niehaus Inc., IB Consulting, and Raftelis.

## **Consideration to Award a Professional Services Agreement to Robert D. Niehaus, Inc. for Water and Sewer Utility Rate Study**

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### **ANALYSIS:**

A water and sewer utility rate study (“study”) is conducted to ensure that customer utility rates are set in such a way that supports the utility’s financial health, fairness in cost distribution, compliance with regulations, and effective infrastructure management. The study analyzes the cost structure of providing water and sewer services. It helps allocate costs fairly among different customer classes (residential, commercial, industrial, etc.), ensuring that each group pays its fair share based on their usage and the infrastructure they require. The study also identifies the current and future infrastructure needs of the utility and helps determine if there is sufficient revenue to fund capital improvement projects, such as upgrading water treatment plants, repairing sewer lines, or expanding capacity to meet growing demand. It is best management practices to review and update utility rate studies approximately every five (5) years.

With the approval of Proposition 218 (Prop 218) by California voters in 1996, all municipalities must adhere to specified limitations and procedures when considering how rates for water and sewer services are established. Prop 218 significantly impacted the process for water and sewer rate studies in California, requiring rates be based on the cost of providing the service, ensuring transparency and fairness in how rates are calculated and applied, and mandating public involvement and protest procedures with the aim of protecting ratepayers from unfair or excessive charges. A well-conducted rate study helps ensure that the utility is compliant with these requirements, making it both legally defensible and justifiable to the community. In order to ensure the City is fully compliant with Prop 218, it is recommended a consultant be retained to provide services to conduct a rate study for both water and sewer services.

#### Prior Rate Increases.

On November 18, 2019, a rate increase of eight percent (8%) for water and two percent (2%) for sewer services was approved by the City Council and became effective January 1, 2020. At that time the rates were increased to resolve deficits due to a significant loss of interest revenue; interest revenue had helped the Enterprise Fund remain solvent and offset the increase in water production expenses.

The justification for the rate increase was to avoid Water/Sewer fund operating deficits due to steadily rising costs to operate the City’s water system, primarily labor, equipment, and capital costs, as well as pass through charges from the City of Los Angeles Hyperion Reclamation Plant, which treats the City’s sewer systems.

#### Project Scope.

The project scope requests a firm to review the City’s current utility rates in order to: 1) identify the actual costs associated with operating and maintaining the City’s water and sewer system, 2) provide a cost estimate for achieving the goals and objectives of the Capital Improvement Program, 3) sustain all debt obligations and reasonable reserve requirements, 4) comply with all regulatory requirements, and 5) consider the financial impact to ratepayers.

**Consideration to Award a Professional Services Agreement to Robert D. Niehaus, Inc. for Water and Sewer Utility Rate Study**

Page 3 of 4

The RFP requested the following:

- Analysis of water conservation initiatives (local and/or State mandated)
- Assistance with tiered rate justification given recent court cases
- Development of an alternative rate structure for low income/disabled customers
- Development of an alternative rate structure to be imposed during droughts
- Assistance with Proposition 218 compliance
- Rate comparison with similar public agencies

Proposals Received.

By the deadline, the City received three proposals. On December 18, 2024, a Selection Committee was formed to evaluate the proposals submitted to the City:

PRPOOSAL	AMOUNT
Robert D. Niehaus Inc.	\$59,440
IB Consulting	\$131,949
Raftelis	\$75,075

On December 30, 2024, the Selection Committee interviewed all proposing consultants. Of the proposals received, the Selection Committee recommends the proposal submitted by Robert D. Niehaus Inc. (Exhibit “B” to Attachment “A”). Robert D. Niehaus Inc. (“Firm”) has vast experience conducting numerous water and sewer rate studies for agencies of comparable scale. The Firm has proposed experienced staff members be assigned to the project and engaging directly with City staff to ensure the needs of the City are met and the project stays on schedule.

The recommended Firm’s proposal described a clear path to project completion, including major milestones, from project kickoff to Public Hearing Prop 218 requirements. The proposal includes 21 hours to help prepare and present Prop 218 Notices to council. The developed Prop 218 Notices will be printed and mailed out to customers by the City. A fifteen (15) percent contingency was added to the overall project cost to help cover any unforeseen items and/or additional Prop 218 outreach workshops, if necessary.

If the contract is awarded by the City Council, staff will work with the consultant to complete this project according to the following schedule:

DATE	ACTION
January 2025	City Council Award of Contract
February - March 2025	Final Report Delivered to City Staff
February - April 2025	Public Workshop Prop 218
June 2025	Prop 218 Hearing

**Consideration to Award a Professional Services Agreement to Robert D. Niehaus, Inc. for Water and Sewer Utility Rate Study**

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**BUDGET IMPACT:**

Funds for this project are available within the Fiscal Year 2024-2025 Approved Budget. Expenditures will be split between Water (Fund 070) and Sewer (Fund 072) Funds. There will be no impact to the Fiscal Year 2024-2025 General Fund.

**CONCLUSION:**

Staff recommends that the City Council award a contract to Robert D. Niehaus Inc. to conduct a Water and Sewer Utility Rate Study.

**ATTACHMENTS:**

- A. Contract No. 2336, including:
  - Exhibit "A": RFP for Water and Sewer Rate Study
  - Exhibit "B": Robert D. Niehaus Inc. Proposal





2025

PROFESSIONAL SERVICES AGREEMENT

(Parties: Robert D. Niehaus, Inc. and City of San Fernando)

(Engagement: Water & Sewer Rate Study)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 21st day of January, 2025 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and ROBERT D. NIEHAUS, INC. (hereinafter, "CONSULTANT"). For the purposes of this Agreement, CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably, as appropriate.

RECITALS

WHEREAS, CITY requires a water and sewer rate study in support of the City's proposed increase of its schedule of water and sewer rate fees and charges and as required to comply with Proposition 218; and

WHEREAS, CITY staff has determined that CONSULTANT possesses the experience, skills and training necessary to competently provide such tasks and services to CITY; and

WHEREAS, this Agreement was approved by the City Council at its Regular Meeting of January 21, 2025, under Agenda Item No. 6.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

I.

ENGAGEMENT TERMS

1.1 SCOPE OF WORK: Subject to the terms and conditions of this Agreement, CONSULTANT agrees to provide the tasks and services described in that certain Request for Proposals of CITY entitled "Water & Sewer Rate Utility Study" released October 31, 2024 (hereinafter, "CITY RFP") and the written proposal of CONSULTANT entitled "City of San Fernando – Proposal for Water and Sewer Rate Study" dated December 5, 2024 (hereinafter, the "CONSULTANT Proposal"). The CITY RFP and the CONSULTANT Proposal are attached and incorporated hereto as **Exhibit "A"** and **"B"**, respectively. The term "Scope of Work" shall be a collective reference to the CITY RFP and the CONSULTANT Proposal. The capitalized term "Work" shall be a collective reference to all the various services and tasks referenced in the Scope of Work. In the event of any conflict or

inconsistency between the provisions of the document entitled CITY RFP and the provisions of the document entitled CONSULTANT Proposal, the requirements of the document entitled CITY RFP shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.

## 1.2 PROSECUTION OF WORK:

- A. Time is of the essence for this Agreement and each and every provision contained herein. The Work shall be commenced within seven (7) calendar days of CITY's issuance of a written notice to proceed ("Notice to Proceed"). CONSULTANT shall complete the various tasks identified in the Scope of Work within the timeframes set forth in the Scope of Work and shall complete all of the Work by or before June 25, 2025 (the "Completion Date"). CONSULTANT may submit a written request for additional time to complete the Work, which request must be submitted to the CITY no later than fifteen (15) calendar days prior to the Completion Date or any extended Completion Date granted by CITY. The written request for additional time must identify (i) what specific tasks or services remain to be completed by CONSULTANT in order to complete the Work; (ii) how much additional time CONSULTANT requires; (iii) identification of the circumstances that have caused the need for additional time, according to CONSULTANT, including, if applicable, identification of any tasks that must be completed by CITY as prerequisite to CONSULTANT being able to complete any other service or task; and (iv) what proactive steps CONSULTANT has taken up to the date of the request to mitigate the need for additional time, including, if applicable, any effort on the part of CONSULTANT to alert CITY of the need to provide information or complete certain tasks to be performed by CITY. CITY in its sole and absolute discretion may grant, deny, or conditionally grant a request for additional time, provided that no individual grant of additional time may exceed a maximum of fifteen (15) calendar days.
- B. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors, or agents.
- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- D. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- E. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees.

**PROFESSIONAL SERVICES AGREEMENT**

CONTRACT NO. 2336

**2025 Water & Sewer Rate Study**

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- F. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.
- 1.3 **COMPENSATION:** CONSULTANT shall perform the Work in accordance with the fee schedule appearing page 10 of the CONSULTANT Proposal under the heading “Fee” (hereinafter, the “Compensation Schedule”). The foregoing notwithstanding, CONSULTANT’s total compensation for the performance of all Work contemplated under this Agreement, may not exceed the aggregate sum **FIFTY-NINE THOUSAND FOUR HUNDRED AND FORTY DOLLARS (\$59,440)** (hereinafter, the “Not-to-Exceed Sum”) unless such added expenditure is first approved by the City Council. In the event CONSULTANT’s charges are projected to exceed the Not-to-Exceed Sum, CITY may suspend CONSULTANT’s performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.
- 1.4 **PAYMENT OF COMPENSATION:** The Not-to-Exceed Sum will be paid to CONSULTANT in monthly increments as the Work is completed. Following the conclusion of each calendar month, CONSULTANT will submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT’s monthly compensation is a function of hours worked by CONSULTANT’s personnel, the invoice should indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- 1.5 **ACCOUNTING RECORDS:** CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and examine such records, without charge, during normal business hours. CITY will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.
- 1.6 **ABANDONMENT BY CONSULTANT:** In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONSULTANT will deliver to CITY immediately and without delay, all materials, records, and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT will only be compensated for the reasonable value of the services, tasks

and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs, or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

## II.

### PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVE: The CITY hereby designate the City Manager, Public Works Director and the Water Operations Manager (hereinafter, the "City Representatives") to act as its representative for the performance of this Agreement. The City Representatives will act on behalf of the CITY for all purposes under this Agreement. CONSULTANT will not accept directions or orders from any person other than the City Representatives or their designee(s).
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Project Manager Anthony Elowsky, Project Director Robert Niehaus and QA/QC Consultant Ichiko Kido to act as its representative for the performance of this Agreement (hereinafter, "Consultant Representatives"). The Consultant Representatives will have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. The Consultant Representatives will supervise and direct the performance of the Work, using their best skill and attention, and will be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all Work under this Agreement. Notice to any one or more of the Consultant Representatives will constitute notice to CONSULTANT.
- 2.3 COORDINATION OF WORK; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and will be available to CITY staff and the City Representative at all reasonable times. All work prepared by CONSULTANT will be subject to inspection and approval by City Representative or his or her designees.
- 2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges, and agrees to the following:
- A. CONSULTANT will perform all Work skillfully, consistent with and adhering to its professional standard of care, that is, the degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality;
  - B. CONSULTANT shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Work within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Work performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative;

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- C. CONSULTANT will perform all Work in a manner reasonably satisfactory to the CITY;
- D. CONSULTANT will comply with all applicable federal, state, and local laws and regulations, including the conflict of interest provisions of Government Code §1090 and the Political Reform Act (Government Code §§81000 *et seq.*) CONSULTANT shall be liable for all violations of such laws and regulations in connection CONSULTANT's performance of the Work. If CONSULTANT performs any work knowing it to be contrary to such laws, rules and regulations, CONSULTANT shall be solely responsible for all costs arising therefrom;
- E. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- F. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training, and experience to perform those services and tasks assigned to them by CONSULTANT; and
- G. All of CONSULTANT's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications, and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications, and approvals will be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT will perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONSULTANT to correct any errors or omissions will be commenced immediately upon their discovery by either Party and, notwithstanding Section 5.2(B), will be completed within seven (7) calendars days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand, and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge, and experience necessary to perform the Work under the standard of care as articulated under section 2.4(A).

2.5 ASSIGNMENT: The skills, training, knowledge, and experience of CONSULTANT are

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material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement, or the performance of any of CONSULTANT's duties or obligations under this Agreement, without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

2.6 SUBSTITUTION OF KEY PERSONNEL: Should one or more of the persons identified in the CONSULTANT Proposal on page 6 under the heading "Key Personnel" become unavailable, CONSULTANT may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONSULTANT cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Work in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONSULTANT at the request of the CITY.

2.7 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work will be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods, and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services and tasks does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and will at all times be under CONSULTANT's exclusive direction and control. CONSULTANT will pay all wages, salaries and other amounts due such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like. Notwithstanding any other CITY, state, or federal policy, rule, regulation, law, or ordinance to the contrary, CONSULTANT and any of its employees, agents, and subcontractors performing the Work under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contributions and/or employee contributions for PERS benefits.

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- 2.8 **REMOVAL OF EMPLOYEES OR AGENTS:** If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by CONSULTANT and will not be reassigned to perform any of the Work.
- 2.9 **COMPLIANCE WITH LAWS:** CONSULTANT will keep itself informed of and in compliance with all applicable federal, state, or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements and applicable regulations of the U.S. Department of Housing and Urbanization.
- 2.10 **NON-DISCRIMINATION:** CONSULTANT represents that it is an equal opportunity employer, and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination.
- 2.11 **INDEPENDENT CONTRACTOR STATUS:** The Parties acknowledge, understand, and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments, or subdivisions of CITY. CONSULTANT will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT will have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt, or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

## III.

**INSURANCE**

- 3.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE:** Before commencing the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT will procure and maintain the following insurance coverage, at its own expense:
- A. **Commercial General Liability Insurance:** CONSULTANT will procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001)

or its equivalent. Such CGL Coverage will have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

- B. Automobile Liability Insurance: For any owned, non-owned, or hired vehicles used in connection with the performance of this Agreement, CONSULTANT will procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which will indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
- D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT will procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per claim.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance will contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representative is authorized to authorize lower ratings than those set forth in this Section.
- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT will be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents, or volunteers. Any insurance or self-



insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents, or volunteers will be in excess of CONSULTANT's insurance and will not contribute with it.

- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement will not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents, and volunteers.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands, and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is a material consideration of this Agreement. Accordingly, CONSULTANT warrants, represents, and agrees that it will furnish CITY with certificates of insurance and endorsements evidencing the coverage required under this Article on ACORD-25 or forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy will be signed by a person authorized by that insurer to bind coverage on its behalf and will be on forms provided by the CITY if requested.** Before commencing the Work, CONSULTANT shall provide CITY with all certificates of insurance and endorsements referenced herein. Upon CITY's written request, CONSULTANT will also provide CITY with copies of all required insurance policies and endorsements.
- 3.7 FAILURE TO MAINTAIN COVERAGE: In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, CITY may cancel this Agreement effective upon notice.
- 3.8 SPECIAL RISKS OR CIRCUMSTANCES: City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Any amendment to the insurance requirements of this Article shall be memorialized and approved in the form of a written amendment to this Agreement, signed by the Parties. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void or invalid.

#### IV.

#### INDEMNIFICATION

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- 4.1 CITY's elected and appointed officials, officers, employees, agents, and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs caused by the negligent performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein Notwithstanding the foregoing, to the extent CONSULTANT's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that caused by the negligence, recklessness, or willful misconduct of the CONSULTANT. CONSULTANT's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the CITY, its officials, officers, employees, agents, or volunteers.
- 4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against any liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) in connection with CONSULTANT's negligent performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.
- 4.3 CITY shall have the right to offset against the amount of any compensation due to CONSULTANT under this Agreement, any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to either pay CITY promptly for any costs associated with CONSULTANT's obligations to indemnify the CITY Indemnitees under this Article or related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers.
- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person

or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

- 4.6 CITY does not and shall not waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

## V.

### TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: CITY may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of CITY's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, CONSULTANT will be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT will be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, will operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

- 5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service, or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service, or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is

not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

- B. CONSULTANT will cure the following Events of Defaults within the following time periods:
- i. Within ten (10) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation, or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or
  - ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT will include, but will not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary or involuntary; and/or (v) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false,

misleading or erroneous in any material respect.

- C. CITY will cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.5, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT will be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY will operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
  - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
  - iii. The CITY may proceed by appropriate court action to enforce the terms of the

Agreement to recover damages for CONSULTANT’s breach of the Agreement or to terminate the Agreement; or

iv. The CITY may exercise any other available and lawful right or remedy.

CONSULTANT will be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY’s exercise of its remedies under this Agreement.

G. In the event CITY is in breach of this Agreement, CONSULTANT’s sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty, or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto will not operate to terminate any Article, Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

VI.

MISCELLANEOUS PROVISIONS

6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data will be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term “Documents and Data” means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT will require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.

6.2 **CONFIDENTIALITY:** All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and will not be disclosed by CONSULTANT without prior written consent by CITY. CITY will grant such consent of disclosure as legally required. Upon request, all CITY data will be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT will not use CITY’s name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

6.3 **FALSE CLAIMS ACT:** CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., §§3789 *et seq.* and the California False Claims Act, Government Code §§12650 *et seq.*

6.4 **NOTICES:** All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

**CONSULTANT:**

Robert D. Niehaus, Inc.  
 140 E. Carrillo Street  
 Santa Barbara, CA 93101  
 Attn: Project Manager

**CITY:**

City of San Fernando  
 Public Works Department  
 117 Macneil Street  
 San Fernando, CA 91340  
 Attn: Public Works Director

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

6.5 **COOPERATION; FURTHER ACTS:** The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate, or convenient to achieve the purposes of this Agreement.

6.6 **SUBCONTRACTING:** CONSULTANT will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

6.7 **CITY’S RIGHT TO EMPLOY OTHER CONSULTANTS:** CITY reserves the right to employ other independent contractors in connection with the various projects worked upon by CONSULTANT.

**6.8 CONFLICTS OF INTEREST:**

- A. CONSULTANT warrants, represents, and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of CITY, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- B. CONSULTANT may serve other clients, but none whose activities within the corporate limits of CITY or whose business, regardless of location, would place CONSULTANT in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code §81000 *et seq.*
- C. CONSULTANT shall not employ any official or employee of the CITY during the Term of this Agreement or any extension term. No officer or employee of CITY shall have any financial interest in this Agreement that would violate Government Code §§1090 *et seq.* CONSULTANT warrants and represents that no owner, principal, partner, officer, or employee of CONSULTANT is or has been an official, officer, employee, agent, or appointee of the CITY within the twelve-month period of time immediately preceding the Effective Date. If an owner, principal, partner, officer, employee, agent, or appointee of CONSULTANT was an official, officer, employee, agent, or appointee of the CITY within the twelve-month period immediately preceding the Effective Date, CONSULTANT warrants that any such individuals did not participate in any manner in the forming of this Agreement. CONTRACTOR understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and CONSULTANT will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and CONSULTANT will be required to reimburse the CITY for any sums paid to CONSULTANT. CONSULTANT understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code §1090.

**6.9 TIME IS OF THE ESSENCE:** Time is of the essence for each and every provision of this Agreement.

**6.10 GOVERNING LAW AND VENUE:** This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such



**PROFESSIONAL SERVICES AGREEMENT**

CONTRACT NO. 2336

**2025 Water & Sewer Rate Study**

Page 17 of 19

litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.

- 6.11 **ATTORNEYS' FEES**: If either Party commences an action against the other Party, legal, administrative, or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 **SUCCESSORS AND ASSIGNS**: This Agreement will be binding on the successors and assigns of the Parties.
- 6.13 **NO THIRD-PARTY BENEFIT**: There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 **CONSTRUCTION OF AGREEMENT**: This Agreement will not be construed in favor of, or against, either Party but will be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 **SEVERABILITY**: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.
- 6.16 **AMENDMENT; MODIFICATION**: No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.
- 6.17 **CAPTIONS**: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 **INCONSISTENCIES OR CONFLICTS**: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement will control.
- 6.19 **ENTIRE AGREEMENT**: This Agreement, including all attached exhibits, constitutes the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, which may have been entered into between CITY and CONSULTANT prior to the execution of this Agreement. Any statements, representations, or other agreements, whether oral or written, made by either Party that is not embodied herein will not be valid or binding on the Parties. No amendment, modification or supplement to this Agreement will be valid and binding unless in writing and duly executed by the Parties

pursuant to Section 6.16, above.

- 6.20 **FORCE MAJEURE:** The Completion Date for completing the Work may be extended in the event of any delays due to unforeseeable causes beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY. CONSULTANT shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services and tasks for the period of the enforced delay when and if in the judgment of the CITY Representative such delay is justified. The CITY Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall CONSULTANT be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONSULTANT's sole remedy being extension of the Agreement pursuant to this Section.
- 6.21 **COUNTERPARTS:** This Agreement will be executed in three (3) original counterparts each of which will be of equal force and effect. No handwritten or typewritten amendment, modification, or supplement to any one counterpart will be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart will be delivered to CONSULTANT and the remaining two original counterparts will be retained by CITY.

**(SIGNATURES ON NEXT PAGE)**

**PROFESSIONAL SERVICES AGREEMENT**

CONTRACT NO. 2336

**2025 Water & Sewer Rate Study**

Page 19 of 19

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

**CITY OF SAN FERNANDO:**

**ROBERT D. NIEHAUS, INC:**

By: \_\_\_\_\_  
Nick Kimball, City Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Richard Padilla, City Attorney

Date: \_\_\_\_\_

## NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

### WATER & SEWER UTILITY RATE STUDY

in strict accordance with the Specifications on file in the office of the SAN FERNANDO PUBLIC WORKS DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website.

Three original copies and one electronic copy of the proposal must be submitted to the CITY CLERK DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **5:30** p.m. on **Thursday, December 5, 2024**. Original copy, proposals will be accepted via USPS mail and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: \_\_\_\_\_  
Julia Fritz, City Clerk

Published in **The San Fernando Sun** on October 31, 2024

# REQUEST FOR PROPOSALS



**The Public Works Department is requesting proposals for:**

## **Water & Sewer Rate Study**

**RELEASE DATE: October 31, 2024**

**RESPONSE DUE: December 5, 2024**

117 Macneil Street  
San Fernando, CA 91340

**SUBJECT: REQUEST FOR PROPOSAL – RATE STUDY FOR WATER & SEWER  
UTILITY SERVICES**

The City of San Fernando is inviting proposals from professional consulting firms to prepare a Comprehensive Rate Study for the City’s Water and Sewer Utility Services (“Study”). The Study will help to ensure that utility rates for services provided to different classes of customers adequately fund current and future operations, system maintenance and system capital improvements.

The following project timeline is included for this project:

- RFP Released: October 31, 2024
- Questions Due: November 12, 2024
- Answers Posted: November 20, 2024
- Proposals Due: December 5, 2024
- Award: January 6, 2025
- Project Due: February 24, 2025

Proposals are due on **December 5, 2024 at 5:30 p.m.** Please submit three (3) electronic and one original of the proposal to the City of San Fernando, City Clerk Department at 117 Macneil, San Fernando, CA 91340.

Should you have any questions, please contact the Public Works Department at (818) 898-1222.

Sincerely,

Wendell Johnson, P.E.  
Director of Public Works

**CITY OF SAN FERNANDO  
PUBLIC WORKS/ENGINEERING DIVISION  
REQUEST FOR PROPOSALS FOR PROFESSIONAL CONSULTING SERVICES**

## **INTRODUCTION**

The City of San Fernando ("City") is requesting proposals from professional consulting firms ("Consultant") to prepare a comprehensive Rate Study for the City's Water and Sewer Utility Services ("Study"). The City is approximately 2.4 square miles and is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima. The City obtains its groundwater supply from the Sylmar Groundwater Basin ("Basin"). The Basin is located in the San Fernando Valley and underlies the City of San Fernando and the City of Los Angeles. In addition, the City operates its local wastewater collection system including operations, maintenance and improvement to local sewer main lines and manholes. Wastewater is conveyed to the City of Los Angeles for treatment and disposal services.

### Water System

The water system supplies water to the residents of the entire City of San Fernando. The City currently serves an estimated population of 23,946 people through 5,326 service connections. Service connections consist of the following: 3987 Single Family Residential, 471 Multi-Family Residential, 443 Commercial, 48 Churches, 15 County Facilities, 70 City Owned, 20 Schools, 163 Industrial, 61 Irrigation, 0 Agricultural, 48 Inactive Water Accounts,.

The City has 2 sources of water; 1) groundwater from the Sylmar Groundwater Basin, and 2) imported purchased water from Metropolitan Water District of Southern California connection SF-1. MWD SF-1 is a backup source of supply, will be active, and utilized when groundwater production from the wells cannot meet the daily demand or water from wells are not available during major maintenance. The City also plans to provide water to some of its large customers on a selective basis through direct service connection from MWD supply that are separate from the groundwater system.

In addition, there are 1- 6" inch and 1- 10" emergency connections with the City of Los Angeles Department of Water and Power to help meet local demand during emergencies.

The City's water system consists of approximately 66.5 miles of various size (2"-20") water main lines that deliver water to approximately 5,326 customer accounts. The water main lines are constructed of steel, cast iron, ductile iron and asbestos cement pipe and range in age from the 1920's to 2016's.

The City's Water Division consists of ten (10) full time equivalent positions. Additional support and administration, including project delivery and utility billing functions consists of two (2) full time equivalent positions. The Division oversees all system production,

distribution and customer service operations. System capital improvements are bid in accordance with the Public Contracts Code and are typically coordinated with other improvements (street, sewer, etc.) in order to realize economies of scale and minimize impacts to the community.

The City currently has four (4) active wells that it utilizes in water production activities, of which two (2) are currently going through a ION Exchange Treatment Plant for Nitrate removal, active Well #3 and active Well #7A. The City's water system has two (2) Ion Exchange (IX) water treatment plants (Plant No.1 and Plant No. 2) for Nitrate removal. There are (3) three onsite Sodium Hypochlorite Generation Units for disinfecting the groundwater produced. The City has 2 booster pump stations (Arroyo and Hubbard) Booster stations in the distribution system to transmit potable water from the Lower to the Upper pressure zone.

Construction will soon begin to add Well 2a to the treatment plant for Nitrate removal. A nitrate blending/treatment plant for Well #2A is in the planning stages.

The four (4) well location include the following production capabilities:

- Well 2A (2,000 Gallons Per Minute);
- Well 3 (1,200 GPM);
- Well 4A (450 GPM); and
- Well 7A (900 GPM).

Additionally, the City has four (4) local reservoirs that are used for water storage. 3 of the 4 locations are currently active. The fourth (4<sup>th</sup>) 1.1 - MG reservoir is being constructed and anticipated to be in operation by 4<sup>th</sup> Quarter of 2024

The four (4) reservoirs include the following storage capacities:

- Reservoir 2A (3 Million Gallons);
- Reservoir 5 (2.4 MG);
- Reservoir 3A (2.5 MG); and
- Reservoir 4A (1.1 MG)

Due to recent water conservation actions, local groundwater sources in the Sylmar Basin have provided adequate supplies for the San Fernando community. The City's 2020 Urban Water Management Plan is included in Attachment "A" and provides related water consumption, supply and reliability planning efforts. Information on current and future water system capital improvements is included in Attachment "B".

### Sewer System

The City's wastewater collection system consists of approximately 40 miles of sewer main lines that serve approximately 5,326 customer accounts. The City's Public Works Division consists of two (2) full time equivalent positions. Additional support and administration, including project delivery and utility billing consists of one (1) full time



equivalent position. The Division oversees all system maintenance functions, while some functions (annual cleaning, inspections, lining, point repairs, etc.) are performed by contract services staff. System capital improvements are bid in accordance with the Public Contracts Code and are typically coordinated with other improvements (street, sewer, etc. in order to realize economies of scale and minimize impacts to the community).

The City's 2014 Sewer System Master Plan is included as Attachment "C" and provides system information, land use data, and recommended system improvements. Since this plan was developed, the City has completed a system-wide cleaning and televised inspection of the waste water system to verify needed rehabilitation work. Flow monitor data conducted in 2024 is included as Attachment "D".

In addition, the Water and Sewer Divisions share a fleet of vehicles and equipment (Attachment E & F) necessary for daily operations which are replaced based on a designated replacement schedule. Maintenance is provided by the Equipment Maintenance Division who maintains and repairs all City vehicles and costs are funded by the Equipment Maintenance and Replacement Fund.

## **BACKGROUND/GOALS**

The City's last Comprehensive Rate Study for the City's Water and Sewer Utility Services was prepared in late 2017 and adopted in 2019 and is included as Attachment H. In preparation of an updated study, it is imperative for the City to ensure that the following elements are considered: the rising costs of providing services, the City's need to continually improve utility system infrastructure and provide reliable services, and the need to maintain adequate reserves for the utility system. The new Study should also be fair, reasonable and financially affordable for customers.

## **SCOPE OF SERVICES**

The following is a general outline of the scope of work expected to be provided by the consultant. The consulting services desired include, but are not limited to, evaluation of the previous study, current maintenance and operations cost requirements, economic analysis for operations, maintenance and capital requirements, and rate structure development. While it is intended that the following scope of work will include all essential elements listed above, those submitting proposals are advised to include any items which they feel have been overlooked. Those submitting proposals may also note any required items which they feel to be excessive or unnecessary. The description and cost of such items should be noted separately in the proposal. Services required by the consultant shall include:

### Long Range Financial Forecast

- Develop pro-forma cash flow and budget projections for five-year period, July 1, 2025 through June 30, 2030. Work with City representatives to include relevant

assumptions (operational functions, planned capital improvements, etc.) in financial model. Model cash flow/budgets at alternative rate increase levels.

- Determine optimal funding needs for anticipated capital improvements and appropriate fund reserves, based on industry best practices.
- Provide an additional, broad, five-year projection beginning July 1, 2025 through June 30, 2030 utilizing proposed rates while assuming corresponding customer account growth and **no rate increase** for that five year period.

### Rate Study

- Review and analyze current water consumption, water sales, customer service levels (i.e. meter sizes) and operational activities/expenses;
- Evaluate the effect of water conservation measures on revenues; an average of 7.8% reduction during 2022 & 2023
- Conduct a comprehensive review of the City's existing rate structure and if necessary, recommend improvements, including modifications that encourage conservation and/or funding conservation programs;
- Develop a cost of services study for City utility operations that comply with Proposition 218;
- Develop a consistent and objective fee structure that meets the needs of the City, customers and State guidelines;
- Utilize the City's overhead cost allocation plan and model to incorporate adequate overhead costs into the fee structure;
- Review City documents (master plan studies) and interview City staff members to document planned capital improvements and operations/maintenance costs, both for existing and anticipated future infrastructure needs including the recently added ION Exchange Treatment Plant cost associated with providing clean safe potable water to the community of San Fernando. Integrate these items into pro-forma budgets;
- Develop a structure for fixed/variable costs into base utility rates and consumption-based rates;
- Review and develop rate structure for incorporating the cost of purchasing water from other water agencies; and supplying water to high end users that may need to utilize MWD water as a supplemental source of supply to meet their required demand
- Develop alternative rate structure/tier for low income and disabled customers
- Develop alternative rate structure/ penalties to be imposed during State declared drought
- Provide billing samples using proposed charges for each class and tier of customer noting the changes each class may expect;
- Compare existing and proposed City rate structure to up to five (5) other public agencies, as determined by the City;
- Provide implementation strategies to reduce adverse impacts on customer service levels/groups;
- Evaluate and provide recommendations relative to the City's wastewater agreement for treatment services with the City of Los Angeles including an analysis

of fees charged related to wastewater conveyance/treatment and recommended improvements to improve billing accuracy and budgeting estimates.

#### Public Outreach/Proposition 218 Assistance

- Develop and provide public outreach materials (flyers, handouts, mailers, etc.) to communicate information and messaging to the public;
- Provide assistance with Proposition 218 complaint public notifications..

#### Reports/Public Meetings

- Attend at least four (4) public meetings including public workshops, to review rate study findings and rate alternatives, and assist with required Proposition 218 public meetings.
- Prepare a Preliminary Rate Analysis Report for review by City staff members;
- Prepare a Final Rate Analysis Report for review by the City Council and members of the public.

The Consultant will provide up to ten (10) copies of the final report to the City.

### **PROPOSAL FORMAT**

The proposal shall be submitted in the following format:

- 1. Executive Summary** Provide an executive summary emphasizing the firm's strengths, qualifications and relevant experience signed by a representative with official of authority to bind the contract. The executive summary shall also contain the name, address, telephone number, title and signature of the firm's contact person for this proposal. Be sure to include to declare that the submittal is valid for 90 days.
- 2. Key Personnel** Provide an organizational chart displaying the names and responsibilities of key personnel. Be sure to include the Principal-in-Charge (one who will have the ultimate authority to bind the contract), Senior Staff Members and any other additional support staff you wish to list that will be a contributing member of the project. Personnel involved in preparing the Study must have the necessary background, experience and qualifications to complete the project. The City reserves the right to request the consultant to replace staff members assigned to the contract should the City consider such a replacement to be necessary and in the best interest of the City. **There can be no change of key personnel once the proposal is submitted, without prior approval of City.**
- 3. Fee** Provide a fee schedule based on the Scope of Services including an itemized breakdown of each task to be performed by the consultant or sub-consultant. The schedule should also outline all individual team members, the hourly billable rates and the hours allocated to the project based on their contribution per the Scope of Services provided by the consultant. Compensation will be based on the submitted

fee schedule including reimbursable expenses if applicable and authorized by the Director of Public Works.

- 4. **Work Schedule** Provide a work schedule with benchmark dates and completion date
- 5. **Qualifications** Provide your firm’s qualifications and experience
- 6. **References** Provide at least three public agency references with whom the firm has provided similar services to
- 7. **Insurance** Provide a copy of the firm’s current insurance certificate

**SELECTION PROCEDURE AND SCHEDULE**

An award of this contract shall be based on a best value basis.

Tentative Schedule:

- |  |                              |
|--|------------------------------|
| 1. <b>Question Submittals Due By:</b>        | <b>November 12, 2024</b>     |
| 2. <b>Question Responses Posted:</b>         | <b>November 20, 2024</b>     |
| 3. <b>Proposals Due By:</b>                  | <b>December 5, 2024</b>      |
| 4. <b>Interviews (if necessary):</b>         | <b>Week of Dec. 9, 2024</b>  |
| 5. <b>Contract Negotiations:</b>             | <b>Week of Dec. 16, 2024</b> |
| 6. <b>Contract Award:</b>                    | <b>January 6, 2025</b>       |
| 7. <b>Final Report submitted to the City</b> | <b>February 24, 2025</b>     |

Screening and selection will take place through the process described below. Contract award will be made to the Consultant which (a) demonstrates the best combination of qualifications, experience and key personnel, and (b) submits the proposal considered most advantageous to City based on Evaluation Criteria set forth below.

- Technical Ability
- Understanding of Scope of Services
- Rate Structure/Cost Information
- Organization Qualifications, Experience, Personnel
- References

- Additional Value Provided to the City

Negotiations may or may not be conducted with Consultant; hence, the proposal should include the Consultant's most favorable terms and conditions since selection may be made without discussion with any Consultant.

The screening and selection process shall be as follows:

Step 1. Sealed proposals will be opened and evaluated to determine if the Consultant demonstrates appropriate qualifications to provide the scope of services. Responsive proposals will be included in Step 2.

Step 2. Responsive proposals will be reviewed by an evaluation panel based on Evaluation Criteria listed above. Weighted scores from all panel members will then be added and a total value will be calculated and assigned to each proposal. Following such evaluation, a decision will be made whether to recommend awarding a contract without further discussion to the Consultant receiving the highest score, or to negotiate with Consultants within a competitive range.

Step 3. If a decision is made to conduct negotiations, Consultants within a competitive range may be interviewed early part of October, 2024. The purpose of such interviews will be to obtain additional information or clarification of Consultant's proposals and to discuss modifications of such proposals. At a minimum, the proposed Project Manager and a Senior Management staff official authorized to commit on behalf of the Consultant shall be present at such interview.

Upon completion of such interviews, the City reserves the right to request the submission of "Best and Final" offers. The evaluation panel shall review "Best and Final" offers, if requested, and conduct a final evaluation of proposals. The evaluation panel will then recommend one Consultant for an award of contract.

## **LIST OF DOCUMENTS**

This is a list of documents attached for your information:

- A. 2020 Urban Water Management Plan
- B. Utility Infrastructure Capital Improvement Schedule
- C. 2022 Sewer System Management Plan
- D. 2023 Flow Monitor Data
- E. Vehicle equipment list
- F. Small equipment list
- G. 2024-2025 Budget
- H. 2019 Rate Analysis
- I. City Utility Rate Schedule
- J. Annual Comprehensive Financial Report

**DISCRETION AND LIABILITY WAIVER**

The City expressly reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria contained here. The distribution of this RFP does not bind the City to award an agreement.

The City is not liable for any expenses incurred by the consultant prior to the issuance of any formal notice to proceed. The consultant, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

All proposals shall be binding for a period of 60 days after the proposal due date.

**DIRECTION FOR DELIVERY OF PROPOSAL**

Three (3) hard copies and (1) one electronic copy of the sealed project proposal shall be delivered no later than 5:30 p.m., **December 5, 2024** at the following location:

**CITY OF SAN FERNANDO**  
City Clerk Department  
117 Macneil Street  
San Fernando, CA 91340

# Robert D. Niehaus, Inc.

## City of San Fernando Proposal for Water and Sewer Rate Study December 5, 2024

### Submitted By:

**Robert D. Niehaus, Inc.**  
140 East Carrillo Street  
Santa Barbara, CA 93101

**Authorized Representative: Jack Lyon**  
**Title: Director of Business Development**  
**Email: Jack@rdniehaus.com**  
**Phone: 805.618.1356**

### Submitted To:

**ATTN: City Clerk Department**  
117 Macneil Street  
San Fernando, CA 91340

**Attn: Julia Fritz**  
**Title: City Clerk**

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December 5, 2024

Wendell Johnson, P.E.  
Director of Public Works  
City of San Fernando  
117 Macneil Street  
San Fernando, CA 91340

Jack Lyon, Director of Business Development  
Phone: (805) 962-0611  
Robert D. Niehaus, Inc.  
140 E. Carrillo St.  
Santa Barbara, CA 93101  
Email: Jack@RDNiehaus.com

**Subject: Proposal for Water and Sewer Rate Study**

Dear Mr. Johnson and City of San Fernando,

Robert D. Niehaus, Inc. (RDN) is pleased to submit our proposal for the City of San Fernando (City) Water and Sewer Rate Study (Study). RDN is an economic and financial consultancy celebrating 40 years of consulting in Santa Barbara and over 1,000 successful projects. We have assisted over 42 agencies in Southern California, including Santa Clarita Valley Water Agency, Palmdale Water District, the City of Lynwood, the City of Alhambra, Quartz Hill Water District, and the Los Angeles Department of Water and Power, among others.

Dr. Robert Niehaus, with more than 40 years of consulting experience, will be the Project Director. He will be responsible for the overall Study accountability and to ensure the timely, on-budget, and successful project. Anthony Elowsky, with seven years of rate setting experience, will serve as Project Manager and will be responsible for the thorough and efficient execution of the project. Ichiko Kido, as QA/QC Consultant, brings more than 15 years of experience in financial analysis and has worked with several agencies to build comprehensive financial plans and rate structures. In addition, our team includes several highly skilled and qualified consultants to conduct analyses and prepare deliverables for the project. RDN has 16 additional consultants based in Santa Barbara to support the City as needed.

Please coordinate with Jack Lyon, Director of Business Development, 805.618.1356, Jack@RDNiehaus.com, if you would like to discuss our proposal, which is valid for a 90-day period. Jack is authorized to clarify our proposal, negotiate, and obligate the firm. As requested in the RFP, the detailed scope of services is included in this proposal’s appendix. We look forward to a successful, collaborative, and productive partnership.

Respectfully submitted,



Robert D. Niehaus, Ph.D.  
Managing Director, Principal Economist



Jack Lyon (authorized to bind and negotiate)  
Director of Business Development

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# KEY PERSONNEL

Figure 1 presents RDN’s proposed project team for the City’s rate study. The following three pages include one-page resumes for key personnel.

Figure 1. Team RDN Project Organization, Key Personnel



## **Robert D. Niehaus, Ph. D. – Project Director**



### **TECHNICAL SPECIALTIES**

- Project Management
- Regional and Resource Economics
- Rate and Fee Comparison
- Economic Impact Studies
- Public Sector Water Economic and Planning Analysis
- Technical Report Review
- Cost of Service Rate Studies
- Development Impact Fees
- Resource Planning
- Econometric Modeling
- Survey Design and Implementation

### **PROFESSIONAL HISTORY**

*Robert D. Niehaus, Inc.*  
Managing Director  
(1983-Present)

### **EDUCATION**

*Doctor of Philosophy in Economics*  
(1979) University of Maryland

*Bachelor of Arts in Government*  
(1972) Oberlin College

### **OVERVIEW & BIOGRAPHY**

Dr. Niehaus is widely recognized for his expertise in the economics of water resources and the environment. He has broad experience managing public and private sector water and land resource economic analyses and planning efforts, with expertise in water and wastewater fee and rate analysis, cost-benefit evaluations, water demand econometric modeling and forecasting, and regional economics. His expertise extends to river basin planning, groundwater management, economic impacts of water and other resource-use projects, military base realignment, housing, energy, and global climate change. He has provided expert support to senior civilian and military decision-makers for numerous projects. Dr. Niehaus has published a wide range of applied studies in these fields and has directed the successful completion of projects at more than 200 locations worldwide, with much of this experience in Southern California.

### **RELEVANT PROJECT EXPERIENCE**

City of Alhambra, *Water Rate Study*  
Costa Mesa Sanitary District, *Wastewater Rate Study*  
Rosamond Community Services District, *Water and Wastewater Rate Studies*  
Napa County, *Water and Wastewater Rate Studies*  
Lake Arrowhead Community Services District, *Water & Wastewater Rate Study*  
California City, *Water and & Sewer Impact Fee Study*  
Mid-Peninsula Water District, *Capacity Fee Study*  
West Valley Water District, *Development Impact Fee Study*  
Quartz Hill Water District, *Water Rate Study*  
California City, *Water, Sewer, and Recycled Water Rate Study*  
Palmdale Water District, *Water Rate Study*  
Santa Clarita Valley Water District, *Water Rate Study*  
California Rural Water Association, *Water & Sewer Rate Studies*  
Ventura River Water District, *Cost of Service and Rate Setting Study*  
Moulton Niguel Water District, *Cost of Service Peer Review*  
Carpinteria Valley Water, *District Cost of Service and Rate Setting Study*  
Manatt, Phelps, & Phillips, LLC, *Rate Comparison Study*  
National Resources Defense Council, *LADWP Data Collection & Water Rate Analysis*  
West Basin Municipal Water District, *Landscape Irrigation Efficiency Program*  
*Las Virgenes Water Budget Model*  
Fremont Valley Preservation Project, *Water Rate, and Revenue Analysis Study*  
Golden State Water Company, *Comparative Water Rate Analysis*  
Goleta Sanitary District/Goleta West Sanitary District, *Economic Analysis of Development Projections*  
Santa Barbara County, *Economics of Groundwater Management*  
City of Santa Barbara, *Desalination Plant Environmental Impact Report*  
United States Army Corps of Engineers, *Flood Protection and Recreation Study*

## Ichiko Kido, M.B.A. – QA/QC Consultant



### OVERVIEW & BIOGRAPHY

Ms. Kido has 30 years of experience in utility financial planning. Ms. Kido advises RDN as a leading expert in developing rates and fees that meet Proposition 218 requirements and other laws and regulations. She is widely recognized as a leading consultant for designing conservation-based water rates, including budget-based rate designs. She also managed capacity fee charges throughout the state, ensuring the fees are compliant despite the dynamic regulatory landscape. Her expertise is founded upon her experience working with more than 200 water utilities throughout California. Ms. Kido is a member of the American Water Works Association (AWWA) and promotes best practices in the AWWA's *Manual M1 Principles of Water Rates, Fees and Charges* and the *WEF Manual of Practice Number 27*.

### TECHNICAL SPECIALTIES

- Financial Planning
- Cost of Service Analysis
- Rate Design
- Rate Comparison Analysis
- Housing Market Analysis
- Data Analysis
- Technical Report Review
- Survey Interviewing
- Statistical Analysis

### PROFESSIONAL HISTORY

*Robert D. Niehaus, Inc.*  
Senior Technical Advisor  
(2022 – Present)  
Program Manager  
(2005 – 2022)

### EDUCATION

*Master of Business Administration (2014)* Martin V. Smith School of Business & Economic, California State University, Channel Islands  
  
*Bachelor of Arts in Law (1989)*  
Fukuoka University, Japan

### PROFESSIONAL MEMBERSHIPS

- American Water Works Association
- Association of California Water Agencies
- California Rural Water Association
- Association of California Water

### RELEVANT PROJECT EXPERIENCE

South Coast Water District, *Water, Recycled Water, and Sewer Rate Studies*  
City of Alhambra, *Water Rate Study*  
Montecito Sanitary District, *Wastewater Rate Study*  
Ventura River Water District, *Water Rate Financial Plan*  
Napa County – LBRID/NBRID, *Water and Wastewater Rate Studies*  
Quartz Hill Water District, *Water Rate Study*  
Redway Community Services District, *Water and Sewer Rate Studies*  
West Valley Water District, *Development Impact Fee Study*  
Mid-Peninsula Water District, *Capacity Fee Study*  
Timber Cove County Water District, *Water Rate Study*  
Riebli Mutual Water Company, *Water Rate Study*  
Palm Ranch Irrigation District, *Water Rate Study*  
City of Greenfield, *Water and Sewer Rate Studies*  
Chester Public Utilities District, *Water and Sewer Rate Studies*  
Lost Hills Utility District, *Water and Sewer Rate Studies*  
North Edwards Water District, *Water Rate Study*  
Mendocino City Community Services District, *Sewer Rate Study*  
Manatt, Phelps, and Phillips, LLC, *Water Rate Comparison Study*  
Lake County Sanitation District, *Sewer Rate Study*  
Wynola Water District, *Water Rate Review*  
Riverfront Mutual Water Company, *Water Rate Study*  
San Simeon Community Services District, *Sewer Rate Study*  
City of Loyalton, *Sewer Rate Study*  
Rand Community Services District, *Water Rate Study*  
Center Water Company, *Water Rate Study*  
Palmdale Water District, *Water Rate Study*  
Santa Clarita Valley Water, *Water Rate Review*  
West Valley Water District, *Construction Water Rate Study*  
Hi-Desert Mutual Water Company, *Water Rate Study*  
Apple Valley Heights County Water District, *Water Rate Study*

## **Anthony Elowsky, M.A - Project Manager**

### **OVERVIEW & BIOGRAPHY**

Mr. Elowsky manages RDN's utility financial planning projects, including water and wastewater rate- and fee-setting studies. His expertise lies in water and wastewater financial planning, cost of service analysis, rate and fee design, and applied economic research. He manages water and wastewater rate studies, capacity fee studies, and builds customized financial models to help utilities meet their financial goals. He has also conducted comparative water rate analyses and compiled and analyzed data on water rates and financial information for more than 100 purveyors throughout California. He provides rate setting expertise to professional organizations for both water and wastewater concerns. Mr. Elowsky holds a bachelor's degree from California State University, Los Angeles as well as a master's degree from California State University, Fullerton.

### **RELEVANT PROJECT EXPERIENCE**

City of Corona, *Utility Rate Study*

Jurupa Community Services District, *Comprehensive Cost of Services Study*

Victor Valley Wastewater Reclamation Authority, *Water and Wastewater Rate Studies*

City of Huntington Beach, *Sewer Rate Study*

City of Santa Ana, *Water and Sewer Financial Plans*

Costa Mesa Sanitary District, *Sewer Rate Study*

Moulton Niguel Water District, *Water Recycled Water, and Sewer Rate Review*

South Coast Water District, *Water, Recycled Water, and Sewer Rate Studies*

High Valleys Water District, *Water Rate Study*

City of Alhambra, *Water Rate Study*

Montecito Sanitary District, *Wastewater Rate Study*

Rosamond Community Services District, *Water and Wastewater Rate Study*

Ventura River Water District, *Water Rate Financial Plan*

Loleta Community Services District, *Sewer Rate Study*

Lone Pine Community Services District, *Wastewater Rate Study*

Greenfield County Water District, *Water Rate Study*

Napa County – LBRID/NBRID, *Water and Wastewater Rate Studies*

Quartz Hill Water District, *Water Rate Study*

Redway Community Services District, *Water and Sewer Rate Studies*

West Valley Water District, *Development Impact Fee Study*

Mid-Peninsula Water District, *Capacity Fee Study*

City of California City, *Water and Wastewater Rate and Capacity Fee Studies*

San Simeon Community Services District, *Sewer Rate Study*

City of Loyalton, *Sewer Rate Study*

Rand Community Services District, *Water Rate Study*

Center Water Company, *Water Rate Study*

Palmdale Water District, *Water Rate Study*

Santa Clarita Valley Water, *Water Rate Review*

West Valley Water District, *Construction Water Rate Study*

Hi-Desert Mutual Water Company, *Water Rate Study*

Apple Valley Heights County Water District, *Water Rate Study*

Daggett Community Services District, *Water Rate Study*



### **TECHNICAL SPECIALTIES**

- Financial Planning
- Cost of Service Analysis
- Rate Design
- Database Management
- Rate Comparison
- Data Analysis
- Technical Report Review

### **PROFESSIONAL HISTORY**

*Robert D. Niehaus, Inc.*

Project Manager/Analyst (2018-Present)

Market Researcher (2017-2018)

*Dudek Environmental, Inc.*

Field Technician (2016-2017)

### **EDUCATION**

*Master of Arts (2020) CSU, Fullerton*

*Bachelor of Arts (2014) CSU, Los Angeles*

### **PROFESSIONAL PRESENTATIONS**

- *Wastewater Rate Changes and the Journey to Acceptance*  
California Rural Water Association Expo 2022, Stateline, NV. March.
- *Incorporating Customer Use Distributions when Calculating Drought Surcharges.* Paper presented at the ACWA Virtual Fall Conference, October 27-29, 2020.

# FEE

Table 1 presents RDN’s fee proposal. Our not-to-exceed fee proposal to provide professional consulting services to conduct the City of San Fernando’s Water and Sewer Rate Study, including other direct costs and travel expenses, is \$59,440.

*Table 1. RDN Not-to-Exceed Fee Proposal*

Task	Project Director	Project Manager	QA/QC Consultant	Consultant	Total Hours	Total Cost
	Niehaus	Elowsky	Kido	Kallerud and Van Dintner		
<b>Task 1 - Long Range Financial Forecast</b>	<b>5</b>	<b>21</b>	<b>5</b>	<b>40</b>	<b>71</b>	<b>\$15,520</b>
1.1 Demand Projections/Revenue Analysis	1	3	1	8		
1.2 Operation and Maintenance Expense	1	6	1	8		
1.3 Capital Improvement Funding	1	4	1	8		
1.4 Reserve Funding	1	4	1	8		
1.5 Cash Flow Pro-Forma	1	4	1	8		
<b>Task 2 - Rate Study</b>	<b>4</b>	<b>51</b>	<b>11</b>	<b>30</b>	<b>96</b>	<b>\$21,220</b>
2.1 Sensitivity Analysis	1	6	2	2		
2.2 Forecasting Models	0	4	0	6		
2.3 Review Customer Classes	1	6	1	2		
2.4 Evaluate the Current Rate Structures & Identify Rate Alternatives	1	2	0	2		
2.5 Cost Functionalization	0	4	1	2		
2.6 Cost Allocation to Cost Causative Components	0	4	1	2		
2.7 Cost Allocation to Customer Classes	0	6	2	2		
2.8 Develop Recommended Rates	1	16	2	2		
2.9 Evaluate Impacts	0	1	1	4		
2.10 Rate Comparison Survey	0	2	1	6		
<b>Task 3 - Public Outreach/Proposition 218 Assistance</b>	<b>0</b>	<b>12</b>	<b>3</b>	<b>6</b>	<b>21</b>	<b>\$4,560</b>
3.1 Proposition 218 Support	0	2	1	2		
3.2 Proposition 218 Notice	0	4	1	2		
3.3 Proposition 218 Public Hearing	0	6	1	2		
<b>Task 4 - Reports and Public Meetings</b>	<b>2</b>	<b>32</b>	<b>8</b>	<b>40</b>	<b>82</b>	<b>\$17,640</b>
4.1 Public Meetings	1	16	4	4		
4.2 Rate Study Reports	1	16	4	36		
<b>Estimated Direct Expenses</b>						<b>\$500</b>
Total Hours	<b>11</b>	<b>116</b>	<b>27</b>	<b>116</b>	<b>270</b>	
Hourly Rate	\$340	\$220	\$240	\$200		
<b>Total Cost</b>	<b>\$3,740</b>	<b>\$25,520</b>	<b>\$6,480</b>	<b>\$23,200</b>		<b>\$59,440</b>



# WORK SCHEDULE

Figure 2 presents a preliminary schedule for completing the City’s study for July 1, 2025 implementation date for new rates. The schedule assumes timely kick-off, City data, feedback, and availability for meetings. The final schedule will be discussed and agreed upon at the Kick-off Meeting.

Figure 2. Preliminary Project Schedule

Tasks	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
<b>1. Long Range Financial Forecast</b>		[Light Blue Bar]					
<b>2. Rate Study</b>		[Blue Bar]					
<b>3. Public Outreach/Prop 218 Assistance</b>			[Orange Bar]	[Orange Bar]	[Orange Bar]		[Red Bar]
<b>4. Reports and public meetings</b>			[Yellow Bar]	[Olive Bar]			
<b>Implementation - July 1, 2025</b>							
<b>Draft Report</b>							[Yellow Bar]
<b>Final Report</b>							[Olive Bar]
<b>Public Workshop</b>							[Orange Bar]
<b>Rate Hearing</b>							[Red Bar]

# QUALIFICATIONS

RDN is a professional economic and financial consulting firm (C-Corporation), headquartered in Santa Barbara, delivering solutions to California utilities and Federal agencies. RDN is celebrating 40 years of consulting services for water, sewer, stormwater, housing, and energy projects throughout California and worldwide since the firm's founding in 1983. Our staff have completed over 1,000 projects with economic, financial, and market analysis experience. Our proposed project team has decades of experience in water, recycled water, and wastewater rate analyses, development impact fees, data management, public relations support, and econometric modeling and forecasting of demand.

RDN has demonstrated strong fiscal stability over 40 years of consulting and has over one million in cash and cash equivalents on hand (six months of payroll). RDN is independent and licensed to practice in California and has no conflict with other work performed for the City.

Table 2 and Table 3 present a selection of our RDN's recent experience over the past five years.

## **RDN BY THE NUMBERS**

- \$6M Annual Revenue/20 Employees
- 1,000+ Projects Accomplished Worldwide
- 100+ Years of Project Team Experience
- 48 States Served
- 40 Years Consulting for Utility Systems

Table 2. RDN Recent Projects

Agency	Project	Year	Contact	Progress (%)	Staff
SCV Water	Ratepayer's Advocate for Water, Recycled Water, Wholesale Rates	Ongoing	Rochelle Patterson   661-513-1239 Rpatterson@scvwa.org	30%	RN,IK,AE, BK,ZV
Napa County	Napa Berryessa Financial Plan Review	Ongoing	Annamaria Martinez   707-259-8378 annamaria.martinez@countyofnapa.org	40%	RN,IK,AE, BK,ZV
City of Corona	Utility Rate Study	Ongoing	Katie Hockett   951-279-3601 katie.hockett@CoronaCA.org	90%	RN,IK,AE, BK,ZV,SG
Palmdale Water District	Water Rate Study	Ongoing	Dennis Hoffmeyer 661-456-1021 dhoffmeyer@palmdalewater.org	90%	RN,IK,AE, BK,ZV,SG
Serrano WD	Water Financial Plan   Budget Based Rate Feasibility Study	Ongoing	Jerry Vilander   714-538-0079 JerryV@serranowater.org	30%	RN,IK,AE, BK,ZV,SG
Mid-Peninsula Water District	Capacity Fee Study	Ongoing	Rene Ramirez   650-591-8941 rramirez@midpeninsulawater.org	95%	RN,IK,AE, BK,ZV
South Coast Water District	Budget Based Rate Feasibility Study	Ongoing	Jennifer Leisz   949-342-1141 jleisz@scwd.org	75%	RN,IK,AE, BK,ZV,SG
Victor Valley Wastewater Reclamation Authority	Wastewater Financial Plan	Ongoing	Xiwei Wang   760-246-8638 xwang@vwrraca.gov	95%	RN,IK,AE, BK,ZV,SG
City of Santa Ana	Water Financial Plan	Ongoing	Armando Fernandez   714-647-3316 Afernandez@santa-ana.org	85%	RN,IK,AE, BK,ZV,SG
Ventura River Water District	Water Rate Study	Ongoing	Alma Quezada   805-646-3403 alma@vrwd.ca.gov	85%	RN,IK,AE, BK,ZV
Montecito Sanitary District	Wastewater Rate Study	Ongoing	John Weigold   203-912-5652 jweigold@montsan.org	50%	RN,IK,AE, BK,ZV,SG
City of Huntington Beach	Wastewater Rate Study	2024	Alvin Papa   714-536-5503 alvin.papa@surfcity-hb.org	100%	RN,IK,AE, BK,ZV
Jurupa CSD	Water and Wastewater Rate Study	2024	Steve Popelar   951-685-7434 spopelar@JCSD.US	100%	RN,IK,AE, BK,ZV:G
City of California City	Water and Wastewater Rates and Capacity Fees	2024	Joe Barragan   760-373-7162 Jbarragan@californiacity-ca.gov	100%	RN,IK,AE, BK,ZV
City of Lynwood	Water and Wastewater Rate Study	2024	Rene Cambero   951-581-7757 rcambero@lynwoodca.gov	100%	RN,IK,AE, BK,ZV,SG
Santa Clarita Valley Water Agency	Ratepayer's Advocate for Water, Recycled Water, Wholesale Rates	2023	Rochelle Patterson   661-513-1239 Rpatterson@scvwa.org	100%	RN,IK,AE, BK,ZV

**Table 3. RDN Recent Projects Continued**

Agency	Project	Year	Contact	Progress (%)	Staff
South Coast Water District	Water, Recycled Water, and Wastewater Rate Study	2023	Jennifer Leisz   949-342-1141 jleisz@scwd.org	100%	RN,IK,AE, BK,ZV,SG
City of Greenfield	Water and Wastewater Rate Study	2023	Tony Nisich   805-697-1403 tnisich@mnsengineers.com	100%	RN,IK,AE, BK,ZV
Greenfield CWD	Water Rate Study	2023	Nich Cooper   661-831-0989 ncooper@greenfieldcwg.org	100%	RN,IK,AE, BK,ZV
Lone Pine CSD	Wastewater Rate Study	2023	Emma Bills   760-920-1113 emmabills21@gmail.com	100%	RN,IK,AE, BK,ZV
Redway CSD	Water and Wastewater Rate Study	2023	Glenn Gradin   707-923-3101 ggradin.rcsd@gmail.com	100%	RN,IK,AE, BK,ZV
Hilton Creek CSD	Wastewater Rate Study	2023	Lorinda Beatty   760-965-9696 L.Beatty@hiltoncreekcsd.com	100%	RN,IK,AE, BK,ZV
Riebli MWC	Water Rate Study	2023	Kevin Baughman   707-953-8292 kbaughman@sonic.net	100%	RN,IK,AE, BK,ZV
City of Alhambra	Water Rate Study	2023	Dennis Ahlen   626-570-3274 dahlen@cityofalhambra.org	100%	RN,IK,AE, BK,ZV
Moulton Niguel Water District	Water, Wastewater, Recycled Water Cost of Service Peer Review	2022	Kaden Young   949-831-2500 Kyoung@mnwd.com	100%	RN,IK,AE, Ka
Lake Arrowhead CSD	Water and Wastewater Rate Study	2022	John O'Brien   909-336-7108 jobrien@lakearrowheadcsd.com	100%	RN,IK,AE, Ka
Costa Mesa Sanitary District	Wastewater Rate Study	2022	Mark Esquer   949-645-8400 mesquer@cmsdca.gov	100%	RN,IK,AE, Ka
Ventura River Water District	Water Budget Rate Study	2021	Alma Quezada   805-646-3403 alma@vrwd.ca.gov	100%	RN,IK,AE, BK,ZV
City of Loyalton	Wastewater Rate Study	2021	Kathy LeBlanc   530-993-6750 ofclerk- cityofloyalton@psln.com	100%	RN,IK,AE, Ka
Napa County (LBRID/NBRID)	Water and Wastewater Rate Study	2020,2021	Annamaria Martinez   707-259-8378 annamaria.martinez@countyofnapa.org	100%	RN,IK,AE, BK,ZV
Lost Hills Utility District	Wastewater Rate Study	2021	Ana Chavez   661-797-2903 anachavez@lhud.org	100%	RN,IK,AE, BK
West Valley Water District	Development Impact Fee Study	2021	Bertha Perez   909 644-2108 bperez@wwd.org	100%	RN,IK,AE, BK

CSD |Community Services District; CWD |County Water District; MWC |Mutual Water Company  
RN:Niehaus, IK:Kido, AE:Elowsky, BK:Kallerud, ZV:Van Dinther, SG:Gaur

## REFERENCES

With over 90 percent of our work resulting from repeat business, RDN prides itself on continuing relationships that we have developed over three decades of consulting. We invite you to contact our references to verify our quality of service on similar engagements. A sample of our past and current projects are highlighted below.

### Jurupa Community Services District

#### **Water, Sewer, Recycled Water Rate Study**

**October 2023 – April 2024**

RDN staff: Niehaus, Elowsky, Van Dinther, Kallerud

Jurupa Community Services District retained Team RDN to develop rates for their water and sewer utilities. We also provided support for instituting new recycled water rates. RDN provided financial planning strategies, a cost allocation plan, and helped the District's finance teams schedule capital improvements to ensure that rates had the least impact on customers. We designed new usage tiers for residential customers which were based on actual use patterns and reflected the best value for customers who used less water. One key finding of the study was that fixed charges did not reflect the actual fixed costs. RDN recommended increasing the District fixed cost recovery to better reflect JCSD's cost structure. Study was completed on schedule and under budget with the Prop 218 Hearing completed in April, 2024.

Steven Popelar  
Director of Finance & Administration  
951-685-7434  
spopelar@JCSD.US  
11201 Harrel Street  
Jurupa Valley, CA 91752

### City of Corona

#### **Tiered Water Budget, Reclaimed Water, Sewer, Electric Rates**

**April 2024 – January 2025**

RDN staff: Niehaus, Elowsky, Van Dinther, Kallerud

The City of Corona retained RDN and WRE to develop tiered water budget, reclaimed water, sewer, and electric utility rates. RDN assisted the City with detailed financial plans for each utility. We recommended the City issue debt to fund long-term capital budgets to increase equity between current and future customers. To fine-tune the City's water budget-based rate structure, we recommended that the City lower the indoor water budget (tier 1) from 55 gpcd to 47 gpcd to assist the City with achieving the State's target of 47 gpcd in 2025. Since ease of customer understanding is a critical policy objective for the City, we also recommended that the City reduce the number of residential tiers from 5 tiers to 4 tiers and from 4 tiers to 3 tiers for all other customers, which also better aligns City costs with Proposition 218 compliance. The study is on schedule and within budget. New rates are scheduled to be implemented on January 1, 2025.

Tom Moody  
Director of Utilities  
951-736-2477  
Tom.Moody@CoronaCA.gov  
400 S. Vicentia Ave  
Corona, CA 92882

## City of Alhambra

### **Water Rate Study**

#### **December 2021 – July 2023**

RDN staff: Niehaus, Elowsky, Kido, Kallerud, VanDinther

The City of Alhambra retained RDN to develop financial plan and rate recommendations for their water utility. The City had not adopted new rates in over ten years. We used an econometric approach to produce new demand projections that incorporated new consumption patterns as well as customer growth. To smooth the transition of proposed rate adjustments, RDN assisted the City in the timing of capital projects through the study period and beyond. Our proposed rates improved customer equity by distributing costs among larger and smaller users. The City's rates were approved in July 2023, with a total of 30 protest letters being received out of over 15,000 notices mailed.

Dennis Ahlen  
Deputy Director of Utilities  
626-570-3274  
dahlen@cityofalhambra.org  
68 South First Street  
Alhambra, CA 91801

## Quartz Hill Water District

### **Water Budget-Based Rate Study**

#### **August 2020 - January 2021**

RDN staff: Niehaus, Kido, Elowsky, Kallerud

Quartz Hill Water District engaged RDN to design a water budget rate structure that ensures revenue stability, financial sufficiency, and provides the appropriate price signals for different supply costs, peaking costs, and conservation program funding for the District. We improved the outdoor water budget allocations using GIS data, complementing the District's long-term goals to ensure water efficiency and support water supply management. The budget-based rate structure was simplified to improve customer understanding. RDN also assists the District on an ongoing basis to confirm annual budgets and spending projections. Total project cost: \$50,000. Study completed on schedule and within budget.

Brent Byrne  
General Manager  
661-943-3170  
brentb@qhwd.org  
5034 W Ave L  
Quartz Hill, CA 93536

## Santa Clarita Valley Water Agency

### **Water Rate Study (August 2019 – February 2020)**

#### **Water Rate Study (Ongoing)**

RDN staff involved: Niehaus, Kido, Elowsky, and Kallerud

The Santa Clarita Valley Water Agency (SCV Water) retained RDN to review and evaluate the water rates developed by SCV Water for their accuracy and equitability to existing and new customers. This project included an evaluation of the methodology used to project demands and account growth for the planning period, a review of capital improvement costs included in the rate calculation, and a review of estimation of potential developments in the community for the next 30 years. RDN is currently assisting SCV Water in completing a second 5-year rate study for one to account for unintended increases in costs due to recent financial conditions and inflation. RDN also assisted SCV Water to complete facility capacity fee and regional capacity fee studies which were adopted in 2020 and 2023, respectively. The current rate plan was approved by the Board of Directors and will be adopted July 1, 2025.

Rochelle Patterson  
Chief Financial and Administrative  
Officer  
rpatterson@scvwa.org  
661-513-1239  
27234 Bouquet Canyon Road  
Santa Clarita, CA 91350

# INSURANCE

RDN's certificate of insurance is presented below.

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 11/20/2024			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Aon Private Risk Mgmt - Phoenix 2555 E Camelback Rd  Phoenix AZ 85016			CONTACT NAME: Doreen Adelman PHONE (AG No Ext): (951) 772-8720 FAX (AG No): E-MAIL ADDRESS: doreen.adelman@aon.com				
INSURED Robert D. Niehaus, Inc  140 E. Carrillo Street  Santa Barbara CA 93101			INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Travelers Property Casualty Co 25674 INSURER B: Travelers Property Casualty Co 25674 INSURER C: Ins Co of the State of PA/AIG 19429 INSURER D: Houston Casualty Company 42374 INSURER E: UNDERWRITERS AT LLOYD'S, LONDON 15792 INSURER F: Continental Casualty Co 20443				
<b>COVERAGES</b>		<b>WC CERTIFICATE NUMBER:</b> Cert ID 49754 (67)		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	680-0x748952-24-42	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	680-0x748952-24-42	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	CUP-0x751286-24-42	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	UB-0x750517-24-42-G	09/01/2024	09/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
F	EPLI			6052145186	09/01/2024	09/01/2025	EPLI Aggregate Limit \$ 4,000,000
A	Property - Commercial			680-0x748952-24-42	09/01/2024	09/01/2025	Blanket Bus Per Prop - Ded \$1,000 \$ 831,798
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE			

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ACORD 25 (2016/03)

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# APPENDIX

The appendix of this proposal includes a detailed scope of services.

## SCOPE OF SERVICES

### Task 1. Long Range Financial Forecast

**Objective:** RDN will review City data to develop a long-term financial plan based on revenue generated from current rates, fees, and other revenue sources, budgeted and projected expenses, potential debt service payments, and reserve contributions. The cash flow projections and revenue requirements will plan for the study period. To project revenue and costs, we use an econometric, data-driven approach that provides the highest level of accuracy and reliability for the City's financial plan.

#### Task 1.1. Demand Projections/Revenue Analysis

RDN will conduct detailed demand and growth projections to ensure the City's revenue forecast and cash flow analysis are accurate. Water consumption is influenced by price signals, weather/rainfall, high-efficiency technologies, and conservation programs. We will first evaluate how the City's customers' water consumption patterns have changed historically, and then incorporate City growth trends and the elasticity of customer demand in response to various rate increase scenarios to project future water demand. We will also model potential drought scenarios and their impacts on rate revenues. Based on the demand projections, we will forecast revenue using the existing rates. We will also identify any changes to other revenues such as miscellaneous charges, property taxes, and investment income.

#### Task 1.2. Operation and Maintenance Expenses

Using the City's budgetary documents, we will project operating and maintenance (O&M) expenses and develop reasonable inflationary factors for relevant itemized expenses using reliable published sources or City's historical data. We will compare each utility's costs against appropriate industry benchmarks. We also incorporate any known changes to personnel, level of service, or projected growth. We will pay particular attention to how general fund overhead costs are allocated to each utility. Each expense item will be categorized as either fixed or variable and direct or indirect to ensure that costs are allocated to the correct rate structure components when designing rates.

#### Task 1.3. Capital Improvement Funding

RDN will review the City's ten-year capital projects plan and explore financing options based on the timing of proposed revenue adjustments and scheduled repairs and replacements. We will also incorporate long-term replacement needs detailed in the City's Master Planning documents. Funding sources may include cash reserves, grant funding, debt proceeds, or PAYGO (pay as you go), each with different rate impacts. The City may also consider changes in capital expenditure timing to mitigate short-term rate impacts and smooth revenue requirements.

#### Task 1.4. Reserve Funding

RDN will recommend how to best build ideal reserve targets. We will review the City's reserve policies and develop an implementation plan that maintains recommended balances for each fund that are consistent with the City's financial goals, risk tolerance, and capital improvement projects.



**Task 1.5. Cash Flow Pro-Forma**

RDN will develop a cash flow pro-forma that will chart all data collected and projections made to complete the long-range financial forecast. We will provide a revenue requirements projection for FY 2025-29 through FY 2029-30 that will show if revenue adjustments are needed to achieve the financial goals identified by City staff. Further, we will evaluate the impact of not implementing a rate increase for that five-year period on fund balances and capital spending levels.

*Table 4. Task 1. Long Range Financial Forecast*

<b>Meetings</b>	<ul style="list-style-type: none"> <li>▪ Progress meetings via teleconference</li> </ul>
<b>RDN Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Existing cost of service summary</li> </ul>
<b>City Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Financial information and input</li> </ul>

## Task 2. Rate Study

**Objective:** RDN will allocate costs among customers commensurate with their service requirements. We will evaluate existing customer classes and recommend changes to cost allocations, as necessary. The cost of service analysis will ensure that costs are equitably distributed to ratepayers in compliance with Proposition 218 and that established rates adequately cover the costs to provide reliable service. To conduct the analysis, we will employ methodologies approved by the AWWA Manual M1 and WEF Manual 27 and ensure the analysis meets industry standards and Proposition 218 requirements. We will review the City’s current rate structures for all customer classes and provide recommendations on how to balance fixed and volumetric charges to ensure revenue adequacy while maintaining rate affordability. Additionally, we will provide an analysis of surrounding utilities and show how rate alternatives measure against other local agencies.

### Task 2.1. Sensitivity Analysis

Our standard econometric equation implemented for forecasting water demand includes variables for drought level. The United States Drought Monitor provides weekly drought data at the county level across the U.S. Included in this data set is the percentage of the county that was under various drought designations during the given week. Including these variables for drought in our econometric equation used in the forecasting process enables RDN to examine the effect of drought on customer response. RDN also estimates the price-elasticity of demand for water by comparing the water usage of customers over time as water rates have changed. We include a section that incorporates a Monte Carlo simulation to assess customer’s responses to a wide variety of potential weather, price, and regulatory conditions. By analyzing the results from thousands of simulations, our rates are designed to be prepared for a wide range of potential outcomes.

### Task 2.2. Forecasting Models

The forecasting model will be developed in an easy-to-use Microsoft Excel format designed to allow City staff to conduct sensitivity scenarios by testing various assumptions through an interactive dashboard. Factors that may be adjusted in the rate models include customer growth and water use, operating expense levels, CIP spending, capital equipment funding, impacts of rate increases, and pass-through charges. The models will be introduced to City staff early in the study process. We will add worksheets gradually as we perform key analyses through the study and ask for the City’s review. Any changes to the underlying models will appear instantly in a dashboard for quick executive evaluation. The underlying dynamic data flow within the model is shown in Table 2.

Table 5. Sample Model Flowchart

Model Input	Analysis	Model Output	Results
Staff Levels	Revenue Requirements	Cash Flow	Fund Balances
Water Demand		Annual CIP	Debt Service Coverage
Operating Expense	Rate Impacts	Fixed Rates	Monthly Bills
CIP Plan		Variable Rates	Bill Impacts

### Task 2.3. Review Customer Classes

RDN will evaluate the City's customer classifications and recommend any necessary changes. Assigning costs accurately to classes of customers based on their service requirements is critical to designing Proposition 218-compliant rates. We will explore alternative cost allocations to find which best aligns with the City's goals.

### Task 2.4. Evaluate the Current Rate Structures & Identify Rate Alternatives

We will perform a comprehensive review of the City's current rate structures to assess the advantages and disadvantages of the existing rates. This will include an evaluation of links between cost parameters, such as peaking, customer service/billing, fixed and variable costs, and the current charges. Our review will also identify whether the existing rates optimize fixed and variable rate recovery to enhance stability while ensuring affordability. Based on the financial plan and cost of service analyses, we will evaluate rate adjustment alternatives designed to recover the revenue requirements identified in the financial plan. We will provide rate options for City staff and Council that adequately fund revenue requirements and the City can choose which option best conforms with stated goals.

### Task 2.5. Cost Functionalization

A utility system is composed of various facilities that serve a particular function. With input from City staff, each expense identified in the financial plan will be carefully allocated to the industry standardized functions of each system in our model. These functions can be customized based on the City's organizational structures and account for fixed and variable costs.

### Task 2.6. Cost Allocation to Cost Causative Components

RDN will employ the base-extra capacity method from the AWWA M1. In this method, functionalized costs are allocated to appropriate cost causative components for each customer class. The water utility cost causative components include water supply, delivery, customer service, conservation, fire protection, and meter related costs. For sewer utilities, cost causative components include flow, strength (BOD and TSS), and customer-related services.

### Task 2.7. Cost Allocation to Customer Classes

As a final step of the cost of service analysis, the costs of each component are allocated back to each customer class commensurate with their service requirements. This analysis permits the City to adhere to the general principle of cost proportionality (particularly relevant under Proposition 218), under which the rates paid by customer classes are directly proportional to the costs each class imposes on the City as a whole.

### Task 2.8. Develop Recommended Rates

RDN will develop water and sewer rates with the flexibility to evaluate up to three alternative rate structures. For the water system, we will recommend the rate alternative that best meets the City's goals and is justified by the cost of service analysis. For the sewer system, we will review customer class strengths and flows and recommend any necessary rate adjustments. The result for both systems will be rate structure recommendations that are easy to understand and administer, provide revenue adequacy, and comply with Proposition 218. We will also review potential rate structures for low income and disabled customers, which need to be funded through City general fund or non-operating revenues. Finally, RDN will provide a schedule of drought surcharges that the City can use during State mandated drought reductions.

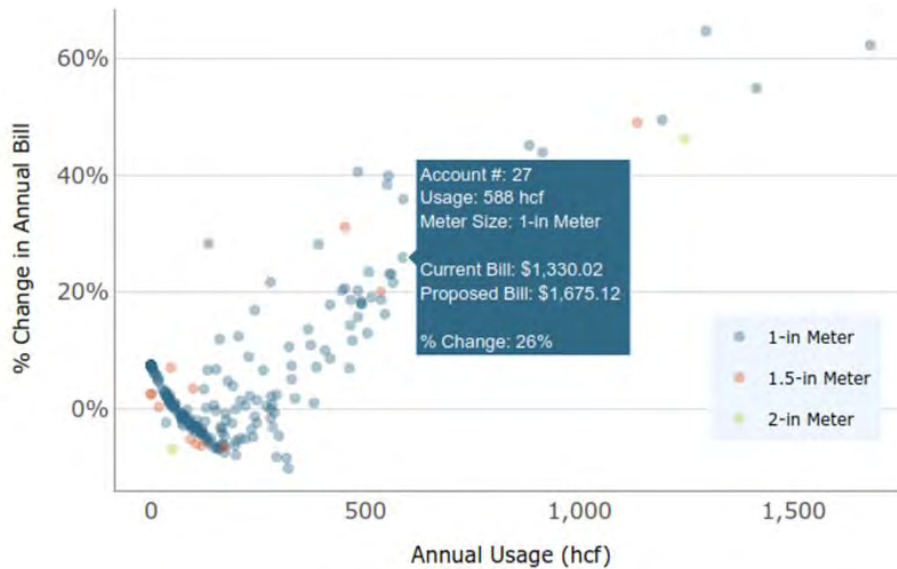
### Task 2.9. Evaluate Impacts

RDN will use a Water Bill Impact Calculator that can evaluate the impact of potential rate adjustments to individual customers based on their historical usage. This gives the City the most accurate understanding of how proposed

rate adjustments will impact customers. Figure 1 is a sample chart from the bill impact tool that shows individual annual bill impacts on each customer by meter size.

We employ this tool during the rate-design process to evaluate the impact of various rate alternatives on City customers. Once RDN has proposed rate adjustments, the Bill Impact Calculator is an effective public engagement tool, allowing the City to see which customers would be most impacted by proposed rates and foresee potential challenges, which can be mitigated ahead of the Proposition 218 Hearing.

Figure 3. Sample Bill Impact Analysis by Customer Class



Task 2.10. Rate Comparison Survey

We will prepare a rate comparison survey of at least five comparable agencies to benchmark the City’s current and proposed rates. Comparisons will be made for users at high, average, and low consumption levels. We will request staff input on agencies to include in the survey and summarize the results for public outreach, presentations, and the report.

Table 6. Task 2. – Rate Study Deliverables

<b>Meetings</b>	<ul style="list-style-type: none"> <li>▪ Progress meetings via teleconference</li> </ul>
<b>RDN Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Final rate models in Excel</li> <li>▪ Bill Impact Calculator results</li> <li>▪ Draft and final reports in Word and PDF formats</li> </ul>
<b>City Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Comments, responses, and recommendations to draft report</li> </ul>

### Task 3. Public Outreach/Proposition 218 Assistance

**Objective:** RDN will hold four public meetings with the City Council and concerned constituency. We will work to build consensus for any rate design changes based on priorities set by City staff and stakeholders. RDN will provide final executive reports to City staff upon project completion. Our reports will describe the process of the rate studies in sufficient detail to meet Proposition 218 and all other relevant legal requirements.

#### Task 3.1. Proposition 218 Support

We will work with City staff to design public outreach materials to convey study findings and rate alternatives. At the City’s request, messaging may be designed to incorporate flyers, handouts, mailers, social media posts, and items to be posted in the San Fernando Sun as needed.

#### Task 3.2. Proposition 218 Notice

We will work with City staff and legal counsel to prepare a Proposition 218 notice within the 45-day noticing period. The notice will outline the proposed rate changes, the reasons for the changes, and the right for customers to challenge the rates. It is our understanding that the City will print and mail the notices.

#### Task 3.3. Proposition 218 Public Hearing

After mailing the Proposition 218 notice – which will outline the proposed rate changes, the reason for the changes, and the rights for customer to challenge the rates – RDN will present the results of the study and answer questions from the City Council and public at the Proposition 218 Hearing. In coordination with the City’s legal counsel, we will use clear, concise language and visual messaging to communicate the rate study process and why the recommended rate structure was selected.

*Table 7. Task 3. – Public Outreach/Proposition 218 Assistance*

<b>Meetings</b>	<ul style="list-style-type: none"> <li>▪ Proposition 218 Hearing</li> <li>▪ Progress meetings via teleconference</li> </ul>
<b>RDN Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Final rate models in Excel</li> <li>▪ Bill Impact Calculator results</li> <li>▪ Draft and final reports in Word and PDF formats</li> </ul>
<b>City Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Comments, responses, and recommendations to draft report</li> </ul>

## Task 4. Reports and Public Meetings

**Objective:** RDN will hold four public meetings with the City Council and concerned constituency. We will work to build consensus for any rate design changes based on priorities set by City staff and stakeholders. RDN will provide final executive reports to City staff upon project completion. Our reports will describe the process of the rate studies in sufficient detail to meet Proposition 218 and all other relevant legal requirements.

### Task 4.1. Public Meetings

RDN is committed to providing transparent project management and open communication with the City. Additionally, we propose to hold four, in person, public meetings where we discuss the results of the cost of service study.

#### Public Meetings (4)

**Goal:** Present rate change recommendations and help the community understand the trade-offs that were made and why and build consensus for proposed recommendations.

**Structure:** RDN will present the results of the study so the community will have a clear picture of which priorities were emphasized and why. These meetings will also be a forum for the City Council to review the rate structure recommendations as stated and make any final refinements requested to ensure consensus before moving into the Proposition 218 process. The rate structure refinements which the Council determines best fit their priorities will be used in the rate setting portion of the study and in the final rate recommendations based on financial plans. We will present the impacts of each structure option for all customer groups.

We will also attend and present rate study findings at the Proposition 218 Hearing as described in Task 3.

### Task 4.2. Rate Study Reports

The draft rate study reports will contain an overview, study objectives, assumptions, regulatory requirements, and methodologies. They will discuss short- and long-term financial planning, capital planning, cost of services, rate-setting analysis, bill impacts, and comparison surveys. Key outputs of data, analysis, and rationale will be visualized in the reports. The visualizations provided in the reports will be an effective tool to communicate conclusions to the City Council, customers, and other stakeholders. The main sections of the draft report at a minimum will include:

*Table 8. Report Sections and Corresponding Contents*

Heading	Section Brief
<b>Executive Summary</b>	A narrative to summarize the scope of the study.
<b>Introduction</b>	A brief description of the City including organizational structure, population, service area, water and sewer system.
<b>Methodology Used</b>	A description of the methodology used for analyzing the water rates and how the study complies with Proposition 218 and other applicable laws.
<b>Financial Plan</b>	A review of O&M budget, overhead costs, capital plan, revenue analysis, needed revenue adjustments, inflation analysis, and customer growth/demand.
<b>Cost of Service</b>	A description of current/proposed customer classes, Prop 218 compliant cost allocation to each class by function, and the total revenue requirements by each class.
<b>Rate Design</b>	A detail of the proposed rate structures, proposed inflationary adjustments, and a typical bill for different types of customers.
<b>Rate Impact</b>	A summary on the impacts rate changes will have on each customer and the community using RDN's Bill Impact Tool.
<b>Sensitivity Analysis</b>	A discussion of how conservation, drought, and future statutory regulations will effect the ability of rates to fund revenue requirements.
<b>Rate Comparison</b>	A comparison of monthly bills and of current and proposed rates with similar sized Cities and Districts within the surrounding area.

We will incorporate City feedback into the final report and clearly demonstrate the nexus between costs and recommended rates in simple terms to fulfill Proposition 218 reporting requirements.

*Table 9. Task 4. – Reports and Public Meetings Deliverables*

<b>Meetings</b>	<ul style="list-style-type: none"> <li>Four (4) Public Meetings</li> </ul>
<b>RDN Deliverables</b>	<ul style="list-style-type: none"> <li>Draft meeting presentations</li> <li>Final meeting presentations</li> </ul>
<b>City Deliverables</b>	<ul style="list-style-type: none"> <li>Comments on presentations</li> </ul>

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# AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Wendell Johnson, Director of Public Works

**Date:** January 21, 2025

**Subject:** Consideration to Approve an Increase to the Capital Project Budget and Construction for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project No. HSIPL-5202(019), Plan No. P-722 to the Not-to-Exceed Contingency Amount and Adopt a Resolution Appropriating Funds

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve an increase of \$150,000 to the Capital Project Budget for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project Federal Project No. HSIPL-5202(019), Job No. 7598, Plan No. P-722, to the not-to-exceed amount of \$1,810,227;
- b. Approve an increase to the construction contingency to 20% increasing the not-to-exceed amount from \$122,943 to \$245,886; and
- c. Adopt Resolution No. 8357 (Attachment “A”) amending the Fiscal Year (FY) 2024-2025 Adopted Budget appropriating Proposition C Fund expenditures.

**BACKGROUND:**

- 1. On August 20, 2018, the City Council accepted the Highway Safety Improvement Program (HSIP) grant from the California Department of Transportation (Caltrans) in the amount of \$1,096,000, authorized the execution of the HSIP agreement with Caltrans for the HSIP Cycle 8 Traffic Signal Improvements Project and adopted Resolution No. 7880 amending the FY 2018-2019 adopted budget appropriating the grant expenditures and revenues.
- 2. On June 27, 2023, the City received its Authorization to Proceed with Construction (CON E-76) from Caltrans.
- 3. On February 7, 2024, the City submitted a Request for Cost Change to Caltrans to obtain additional HSIP funding (\$453,176) for the Traffic Signal Modification Project.
- 4. On February 8, 2024, Caltrans notified the City that its request for an additional \$453,176 in HSIP funds had been approved (Attachment “B”).

**Consideration to Increase the Capital Project Budget and Construction Contingency for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project and Increase the Not-to Exceed Contingency Amount for the Project; and Adopt a Resolution Appropriating Funds**

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5. On February 20, 2024, the City Council approved a Construction Contract with Alfaro Communications Construction, Incorporated for an amount not-to-exceed \$1,229,429.51 and approved a project contingency in an amount not-to-exceed 10% of the contract amount, or \$122,942.95, to cover costs of unforeseen conditions.

**ANALYSIS:**

Improving traffic signals is crucial for a city's efficiency, safety, and sustainability. Optimized signals enhance traffic flow, reducing congestion and travel times, which boosts productivity and minimizes driver frustration. They also play a vital role in reducing accidents by providing clear, predictable patterns for vehicles and pedestrians. Modernized signals, such as those integrated with adaptive technology, can lower emissions by cutting down idling times, contributing to environmental sustainability. By prioritizing traffic signal upgrades, cities can create safer, greener, and more efficient transportation systems for their residents.

The Traffic Signal Modification Project was selected for funding through the State of California HSIP – Cycle 8. The HSIP is a federal-aid program with the purpose to achieve significant reduction in traffic fatalities and serious injuries on public roads. The Traffic Signal Modification project will help to improve traffic safety for both pedestrians and motorists at nine (9) intersections within the City's main transportation corridor, specifically along the Metrolink rail corridor.

The nine (9) intersections include:

- Hubbard Avenue at San Fernando Road
- Hubbard Avenue at Truman Street
- Hubbard Avenue at First Street
- Maclay Avenue at San Fernando Road
- Maclay Avenue at Truman Street
- Maclay Avenue at First Street
- Brand Boulevard at San Fernando Road
- Brand Boulevard at Truman Street
- Wolfskill Street at Truman Street

The traffic signal modifications consist of the removal and installation of: new signal poles; pedestrian heads; pedestrian push buttons; LED luminaires; street name signs; controllers; wiring; curb ramp; signing; striping; etc.

Project Status.

The City's contractor has completed the installation of eight (8), out of nine (9), traffic signal poles to date. The removal and reconstruction of wheelchair ramps and adjacent sidewalks is approximately 95% complete. New traffic signal heads and pedestrian heads have been installed on both existing and new traffic signal poles. The installation of a new cabinet and controller at Truman Street and Maclay Avenue has also been completed.

**Consideration to Increase the Capital Project Budget and Construction Contingency for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project and Increase the Not-to Exceed Contingency Amount for the Project; and Adopt a Resolution Appropriating Funds**

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Currently, the contractor is working on the rewiring of several project intersections. Remaining improvements to be completed include signing and striping, installation of truncated domes, and installation of the final traffic signal pole at the intersection of Hubbard Avenue and First Street. To date, the project is approximately 80% complete and scheduled to be completed in late February 2025.

Reasons for Increasing Project Budget.

The original approved construction contingency amount (\$122,943) has been utilized for unforeseen tasks such as sidewalk work, pedestrian push button post installations, exploratory borings, patch and repair of concrete and street name sign revisions. The additional funding being requested will be used for the following:

At three (3) project intersections, the contractor is having a difficult time removing the wiring from the existing conduit which is required in order to install new wiring for the intersection. Removing wiring from existing conduit during traffic signal upgrades is challenging due to several factors. These factors include, over time, wires can become stuck due to corrosion, dirt, or debris inside the conduit, or from the conduit itself being damaged or bent. Additionally, old wiring insulation can degrade, causing it to stick to the conduit walls. Further conduits may be tightly packed, leaving little room to maneuver wires. That said the stated factors make the process of removing the old wiring very costly due to it being labor-intensive, time-consuming, and requiring specialized tools and techniques to avoid damaging the conduit or new wiring.

The installation of new conduit is necessary to complete the project scope of work and finalize the project. With this being the case, staff recommends that the \$150,000 in additional funds being requested for the project be approved.

**BUDGET IMPACT:**

The City Council approved a total budget of \$1,674,657 for the Traffic Signal Modification Project; this included a 10% project contingency of \$122,943 to cover costs of unforeseen conditions. Staff is requesting an increase of \$150,000 to the project budget creating a new total project budget of \$1,810,227. The additional funds will be utilized to increase the not-to-exceed project construction contingency to 20% and to cover the cost of engineering services not covered under the HSIP grant agreement. Funds from the Proposition C – Transit Development Fund (Fund 008) will be utilized to cover the additional \$150,000 being requested. The Proposition C – Transit Development Fund has a current balance of \$335,911 available for use towards the maintenance and repair of City-owned street lights and circuits.

**Consideration to Increase the Capital Project Budget and Construction Contingency for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project and Increase the Not-to Exceed Contingency Amount for the Project; and Adopt a Resolution Appropriating Funds**

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The following is a breakdown of funding sources and uses:

<b>SOURCES</b>			
<b>Fund</b>	<b>Account Number</b>	<b>Current Allocation</b>	<b>Revised</b>
HSIP Grant	010-3686-0562	\$ 1,096,000	\$ 1,096,000
HSIP Grant (New)	010-3686-0562	\$ 453,104	\$ 453,104
<b>Total Grant Funding</b>		<b>\$ 1,549,104</b>	<b>\$ 1,549,104</b>
Measure M	024-3210-0562	\$ 30,481	\$ 16,123
Measure R	012-3210-0562	\$ 95,000	\$ 95,000
Proposition C – Transit Development	008-3210-0000	\$ 0	\$ 150,000
<b>Total Grant Match</b>		<b>\$ 125,481</b>	<b>\$ 261,123</b>
<b>Total Sources:</b>		<b>\$ 1,674,657</b>	<b>\$ 1,810,227</b>

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Construction Management/Inspection/Testing/Labor Compliance	010-311-0562-4600	\$ 245,911
Construction	010-311-0562-4600	\$ 1,229,430
Construction Contingency (20%)	010/012/024/ 008-311-0562-4600	\$ 245,886
Staff Oversight/Grant Administration	012/024-311-0562-4600	\$ 89,000
<b>Total Uses:</b>		<b>\$ 1,810,227</b>

**CONCLUSION:**

It is recommended that the City Council approve an increase to the capital project budget for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project, increase the construction contingency to 20% and adopt Resolution No. 8357 amending the FY 2024-2025 Adopted Budget.

**ATTACHMENTS:**

- A. Resolution No. 8357
- B. Caltrans’ Additional Funding Approval

RESOLUTION NO. 8357

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2024-2025 ADOPTED ON JULY 1, 2024, TO UTILIZE LANDSCAPE AND LIGHTING FUND BALANCE TO COVER THE FUNDING INCREASE TO THE TRAFFIC SIGNAL MODIFICATIONS – 9 LOCATIONS HIGHWAY SAFETY IMPROVEMENT PROJECT, FEDERAL PROJECT NO. HSIPL-5202(019), JOB NO. 7598, PLAN NO. P-722 BUDGET

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 expenditures of the current City budget; and

WHEREAS, the City requires additional funding to complete the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project; and

WHEREAS, the annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2024 and ending June 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:

PROPOSITION "C" – TRANSIT DEVELOPMENT:

Increase in Expenditures

008-311-0562-4600

\$150,000

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

**PASSED, APPROVED, AND ADOPTED THIS 21<sup>st</sup> day of January, 2025.**

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

ATTEST:

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8357, 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 21st<sup>h</sup> day of January 2025, 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 January 2025.

\_\_\_\_\_  
Julia Fritz, City Clerk



**Kenneth Jones**

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**From:** Benson, Dale@DOT <dale.benson@dot.ca.gov>  
**Sent:** Thursday, February 8, 2024 1:58 PM  
**To:** Lani Alfonso  
**Cc:** Katindig, Maria L@DOT; Kenneth Jones; Emilio De Murga  
**Subject:** FW: City of San Fernando - HSIPL-5202(019) - Cost Change Request  
**Attachments:** HSIP Cost Change Request (019) signed.pdf

**CAUTION: External Sender**

This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the IT Systems Administrator.

Lani,

The cost change for HSIPL-5202(019) is approved and the HSIP database has been updated. Please retain a copy of this e-mail and attachment in the project files.

If you have any questions, please contact me.

Dale Benson  
Senior Transportation Engineer  
ATP and HSIP Coordinator  
Caltrans District 7 Office of Local Assistance  
100 S. Main Street  
Los Angeles, CA 90012  
(213) 266-3552

**From:** Dhillon, Simrit@DOT <Simrit.Dhillon@dot.ca.gov>  
**Sent:** Thursday, February 8, 2024 1:40 PM  
**To:** Benson, Dale@DOT <dale.benson@dot.ca.gov>  
**Cc:** Ke, Richard@DOT <richard.ke@dot.ca.gov>; Katindig, Maria L@DOT <maria.katindig@dot.ca.gov>  
**Subject:** RE: City of San Fernando - HSIPL-5202(019) - Cost Change Request

Hello Dale,

I have approved the cost change and updated the database.

Thank you,  
Simrit Dhillon  
HSIP Coordinator  
Federal Infrastructure Programs Branch  
Office of Federal Programs  
[simrit.dhillon@dot.ca.gov](mailto:simrit.dhillon@dot.ca.gov)  
(916)-628-6007

### Request Form for HSIP Project Time Extension, Scope/Cost Change

To request a delivery time extension or a project scope/cost change for a local Highway Safety Improvement Program (HSIP) project, please complete this form and submit the signed form to the DLAE. The form must be completed and submitted by a Local Public Agency (LPA), not the consultant that works on the project. After review, the DLAE may reject the request, or recommend to approve the request and forward it to the HQ HSIP Managers for further review.

**Local Agency's Contact Person:**

Name:	<input type="text" value="Kenneth Jones"/>	Title:	<input type="text" value="Management Analyst"/>
Phone:	<input type="text" value="818-898-1240"/>	Email:	<input type="text" value="kjones@sfcity.org"/>

**Project Information:**

HSIP Unique ID:	<input type="text" value="H8-07-046"/>	Project Number:	<input type="text" value="HSIPL-5202(019)"/> (If available)
Responsible Agency:	<input type="text" value="San Fernando"/>	Caltrans District:	<input type="text" value="7"/>
County:	<input type="text" value="Los Angeles County"/>		

**Attention:**

Caltrans District 7 DLAE  
100 S. Main St, #12.040  
Los Angeles, CA 90012-3712

Dear Caltrans District 7 DLAE:

We request that Caltrans consider this request for time extension/project scope/cost change for the subject local Highway Safety Improvement Program (HSIP) project:  
(Current Project Location and Current Project Description of Work can be found at [the online Approved Project Lists](#).)

Current Project Location: (max 250 characters)	<input type="text" value="Nine (9) intersections along the Metrolink rail corridor (1st St at Hubbard Ave &amp; Maclay Ave; San Fernando Rd at Brand Blvd, Hubbard Ave &amp; Maclay Ave; and Truman St at Brand Blvd, Hubbard Ave, Maclay Ave &amp; Wolfskill St)"/>
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Current Description of Work: (max 250 characters)	<input type="text" value="Install larger signal heads, additional street lighting, and protected left turn phase signals where left turn lanes already exist."/>
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**Project Category:**

**This request is for (at least one needs to be checked):**

- Project Delivery Time Extension
- Project Scope Change
- Project Cost Change

**Request for project cost change:**

Please explain the cost change in detail below, and then complete the project cost table.

The city recently advertised and opened bids for the subject project. The city received five bids with the low bid coming in \$234,930 higher than the engineer's estimate. In addition, due to the uncertain amount of coordination with Metrolink at each of the project's railroad crossings, the city anticipates the need for greater construction contingency. Originally the city anticipated being able to fund construction management and inspection with local funds, but preliminary estimates of that cost are approximately 17% of the construction cost which exceeds the city's available budget. Therefore, the city respectfully requests a construction cost change of \$625,300 and increased HSIP funding of \$453,170 to offset part of that change. The city does not have local funds to cover the additional cost and may need to request a change in scope to reduce the cost of the project if additional funding cannot be found.

Phase	Cost by Phase prior to this request			Cost by Phase with this request		
	Total	HSIP	Reimb. Ratio	Total	HSIP	Reimb. Ratio
PE			0.00%			0.00%
R/W			0.00%			0.00%
CON	\$1,096,000	\$1,096,000	100.00%	\$1,721,300	\$1,549,170	90.00%
<b>TOTAL</b>	<b>\$1,096,000</b>	<b>\$1,096,000</b>	<b>100.00%</b>	<b>\$1,721,300</b>	<b>\$1,549,170</b>	<b>90.00%</b>

**Note (for scope/cost change request):**

1. If the request includes construction cost change, please provide an Engineer's Estimate (and/or low bidders' items estimate at award) that must match this request.
2. If the subject project is for a funding set-aside, the scope change (if requested) must meet the requirements of the particular set-aside under which the project has been selected for funding. If a cost change is requested, the total HSIP cost must not exceed the maximum allowed under this set-aside in the original Call-for-Projects.
3. An updated BCR calculation using available crash data in the most recent 3 to 5 years is required if:
  - (a). This is a BCR project and the request includes a project scope change; or
  - (b). This is a BCR project; the request does not involve a scope change however the HSIP portion of the cost increase is more than \$100,000;
  - (c). This is a set-aside project; the total HSIP cost after the increase will exceed the maximum of the total HSIP funding allowed for this set-aside and the agency would like to re-categorize this project and use a BCR to justify the cost increase.

The updated BCR calculation must be stamped and signed by an active California-licensed Professional Engineer (PE) or Traffic Engineer (TE). The HSIP Analyzer for calculating the BCR can be downloaded [here](#).

When an updated BCR calculation is required, the scope/cost change will be considered only if the updated the BCR is no less than the average BCR cutoff of the most recent three HSIP cycles, which is 7.7 currently.

**Local Agency Certification:**

I certify that the information provided in this request is accurate and correct. I understand that if the required information has not been provided this form will be returned. You may direct any questions to:

**The person in responsible charge:**

Name:

Title:

Signature\*: 

Date:

Phone Number:

\* Please print and sign if the digital signature does not work for you.

**Caltrans District Local Assistance Engineer (DLAE) Acceptance:**

(to be completed by the DLAE or assignee)

I have reviewed the information submitted on this request and recommend the HQ HSIP Managers to approve this request.

Name:

Title:

Signature: 

Date:

Phone Number:



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Fabian Valdez, Police Chief

**Date:** January 21, 2025

**Subject:** Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety – National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details

### RECOMMENDATION:

It is recommended that the City Council authorize the preparation and submittal of the National Highway Traffic Safety Administration (NHTSA) Grant application for an amount up to \$200,000 from the California Office of Traffic Safety (OTS).

### BACKGROUND:

1. In 1966, Congress approved the National Highway Safety Act to provide federal funds for traffic safety, which is administered by the National Highway Transportation Safety Administration (NHTSA).
2. In 1967, California created the Office of Traffic Safety (OTS) to administer local grant funds received from the NHTSA. OTS is responsible for developing grant guidelines and goals as well as awarding funding to local agencies.
3. In December 2024, OTS announced their annual open enrollment for the 2025-2026 NHTSA Grant (Attachment “A”), which provides funding to local agencies to operate local selective traffic enforcement operations with the goal of reducing death, injuries, and economic losses resulting from traffic-related collisions. Past OTA grants received by the City are included as Attachment “B.”

### ANALYSIS:

The OTS’s mission is to obtain and effectively administer the 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

**Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety – National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details**

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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
- Drug-Impaired Driving
- Motorcycle Safety
- Police Traffic Services
- Roadway Safety and Traffic Records
- Distracted Driving
- Emergency Medical Services
- Occupant Protection
- Pedestrian and Bicycle Safety
- Public Relations, Advertising, and Marketing Programs

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.

Fiscal Year 2025-2026 Grant.

Staff recommends that the City apply for the NHTSA Grant to fund various traffic safety initiatives, including:

- **DUI/DL Checkpoints:** During DUI/DL checkpoints, officers stop vehicles at designated locations to check for signs of alcohol or drug impairment, ensuring that drivers are following DUI laws and possess a valid driver’s license. These checkpoints help deter impaired driving by increasing awareness and removing dangerous drivers from the road.
- **DUI Saturation Patrols:** These patrols aim to detect and remove impaired drivers from the road, reducing the risk of alcohol and drug-related collisions. Officers actively look for signs of impaired driving and enforce DUI laws to improve road safety.
- **Pedestrian Safety Operations:** These operations promote and encourage pedestrian safety with the goal of reducing pedestrian-related injuries and fatalities. These operations will include a combination of public service announcements and targeted enforcement of pedestrian right-of-way laws.
- **Click It or Ticket:** The Click It or Ticket Campaign promotes and encourages seat belt and child restraint usage with the goal of reducing traffic injuries and fatalities. Department operations include a combination of public service announcements and strict enforcement of seat belt laws. By emphasizing the message that seat belt use is not just a matter of personal choice but also a crucial aspect of public safety, the Click It or Ticket campaign will seek to reduce the number of injuries and fatalities resulting from traffic accidents.



**Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety – National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details**

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- National Distracted Driving Awareness Month:** During the month of April, the Police Department will raise awareness about the dangers of distracted driving with the goal of reducing accidents caused by distracted driving. Throughout the month, Police personnel will actively look for drivers who are in violation of the State’s Hands-Free Cell Phone Law. They will also work to educate the public about the risks associated with texting, using smartphones, or engaging in other distractive activities while driving.

Fiscal Year 2024-2025 Grant.

The Department received a 2024-2025 OTS STEP Grant to conduct DUI/DUID checkpoints and saturation patrols, traffic enforcement, distracted driving, and pedestrian and/or bicycle operations. Fiscal Year 2024-2025 monies also fund DUI/DUID-related training and various equipment and supplies.

The Department received a 2024-2025 OTS TRIP Grant to purchase and implement an electronic crash reporting system. This system allows for more accurate and timely submissions to the Statewide Integrated Traffic Records System (SWITRS) and the Department’s Records Management System (RMS), and improves data quality, accessibility, and overall traffic safety management.

The first of two (2) OTS-funded DUI checkpoints was conducted on November 15, 2024. The following table shows the results of the operation:

DUI/DL Checkpoint November 13, 2024	
Vehicles Screened	695
DUI Arrests	2
Unlicensed/Suspended License Citations	33
Stored Vehicles	4

Officers also conducted the first of two (2) grant-funded saturation patrols on December 13, 2024. During the operation, officers issued three (3) traffic citations and arrested three (3) individuals for alcohol or drug-related offenses.

The Department recommends requesting grant funds of up to \$200,000 to support 2025-2026 activities in the NHTSA priority areas of Alcohol-Impaired Driving, Drug-Impaired Driving, Distracted Driving, Pedestrian Safety, and Occupant Protection. These areas were selected because NHTSA research has shown them to be effective in reducing traffic-related injuries and fatalities. The Police Department’s goal is to prevent serious injuries and fatalities from motor vehicle collisions, ensuring that all roadway users traveling through the City reach their destinations safely.

**Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety – National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details**

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**BUDGET IMPACT:**

The NHTSA Grant from the State of California is a reimbursement grant and requires the Department to enter into an agreement with OTS to administer the grant. Reimbursements will only be made for costs that fall within the approved grant period and do not exceed the federally obligated funds outline in the agreement.

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the submittal of the NHTSA grant application and there is no need to appropriate funds at this time. This is the initial step in approving funding from the State of California. If the City is awarded the grant, staff will return to the City Council with a resolution to formally accept the award and appropriate funds.

**CONCLUSION:**

It is recommended that the City Council authorize the submittal of a grant application to the California Office of Traffic Safety.

**ATTACHMENT:**

- A. California Office of Traffic Safety – National Highway Traffic Safety Administration Announcement
- B. Prior OTS Grants Received by the City

**From:** [Timothy Weisberg](#)  
**To:** [Jennifer Spatig](#)  
**Subject:** Apply Now: OTS Accepting 2026 Grant Applications  
**Date:** Wednesday, December 11, 2024 11:31:13 AM

You don't often get email from [timothy.weisberg@ots.ca.gov](mailto:timothy.weisberg@ots.ca.gov). [Learn why this is important](#)

**CAUTION: External Sender**

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Dear Traffic Safety Partners,

The California Office of Traffic Safety (OTS) is now accepting grant applications for the 2026 Federal Fiscal Year funding!

To apply for a grant, visit the OTS website [Grant Electronic Management System - Apply For A Grant](#).

Applications are submitted electronically and due by January 31, 2025.

The OTS is hosting a series of meetings in December and January where you can learn more about our grant programs and applying for the Federal Fiscal Year 2026 funding.

Workshops dates and registration information is below.

December 11th from 9:00am-11:00am – San Bernardino (Rancho Cucamonga) – Register [Grant Application Meeting Registration](#)

December 11th from 1:00pm-3:00pm – Orange (Santa Ana) – Register [Grant Application Meeting Registration](#)

December 12th from 1:30pm-3:30pm – Los Angeles (Alhambra) – Register [Grant Application Meeting Registration](#)

December 17th from 1:30pm-3:30pm – Sacramento (Rancho Cordova) – Register [Grant Application Meeting Registration](#)

December 18th from 1:30pm-3:30pm – Stanislaus (Modesto) – Register [Grant Application Meeting Registration](#)

December 18th from 1:00pm-3:00pm – Butte (Chico) –  
Register [Grant Application Meeting Registration](#)

December 19th from 9:00am-11:00am – Fresno –  
Register [Grant Application Meeting Registration](#)

December 19th from 8:30am-10:30am – Napa –  
Register [Grant Application Meeting Registration](#)

December 19th from 1:00pm-3:00pm – Alameda (Fremont) –  
Register [Grant Application Meeting Registration](#)

January 15th from 1:00pm-3:00pm – San Diego –  
Register [Grant Application Meeting Registration](#)

January 16th from 9:00am-11:00am – Riverside –  
Register [Grant Application Meeting Registration](#)

January 16th from 1:30pm-3:30pm – Los Angeles (Long Beach)  
– Register [Grant Application Meeting Registration](#)

For more application information,  
visit <https://www.ots.ca.gov/grants/gems/> or call (916) 509-3030.

We look forward to connecting and helping improve traffic safety  
for your community.

Wishing you all a wonderful holiday season and best wishes for the  
New Year.

Thank You,  
The California Office of Traffic Safety



Prior OTS Grants Received by the City of San Fernando

1. On October 21, 2019, the City Council accepted OTS grant funds in the amount of \$40,000 to reimburse overtime and equipment for the Selective Traffic Enforcement Program (STEP) grant, to support Driving Under the Influence (DUI) interventions and driver's license checks to enhance safety.
2. On October 19, 2020, the City Council accepted OTS grant funds in the amount of \$33,000 to reimburse overtime and equipment for the STEP grant, focused on DUI patrol.
3. On December 7, 2020, the City Council accepted OTS grant funds in the amount of \$19,900 to conduct Minor Decoy and Shoulder Tap operations at establishments that sell alcohol with the goal of reducing the availability of alcohol to local youth by enforcement and to educate local merchants.
4. On November 15, 2021, the City Council accepted OTS grant funds in the amount of \$55,000 to reimburse overtime and equipment for the STEP grant, focused on DUI patrol.
5. On September 16, 2024, the City Council accepted OTS STEP grant funds in the amount of \$74,000 for DUI/Driver's License (DL) checkpoints, DUI Saturation Patrols, Traffic Enforcement, Distracted Driving Enforcement, Bicycle and Pedestrian Safety Enforcement, Traffic Safety presentations, and supplies and equipment to assist in DUI prevention and traffic enforcement efforts.
6. On September 16, 2024, the City Council accepted OTS Traffic Records Improvement Project (TRIP) Grant funds in the amount of \$44,400 to purchase and implement electronic crash reporting software.

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# AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Fabian Valdez, Police Chief

**Date:** January 21, 2025

**Subject:** Consideration to Authorize the Submittal of a Grant Application to the California Highway Patrol – Cannabis Tax Fund Grant Program to Support Selective Traffic Enforcement Details

**RECOMMENDATION:**

It is recommended that the City Council authorize the preparation and submittal of a grant application for an amount up to \$250,000 from the California Highway Patrol (CHP) for the Cannabis Tax Fund Grant Program for the Fiscal Year (FY) 2025-2026 to help address the dangers of impaired driving involving alcohol and/or drugs.

**BACKGROUND:**

1. With the passage of Proposition 64, enacted in 2018, the Control Regulate, and Tax Adult Use of Marijuana Act (AUMA), California voters mandated the state set aside funding for CHP to award grants to local governments in reducing impaired driving crashes, increasing public awareness surrounding the dangers of impaired driving, and making California’s roadways a safer place to travel. Proposition 64 allocated approximately \$13 million, with a \$500,000 cap per Grant Application, for eligible small and mid-size law enforcement organizations/agencies, with 100 employees or less, with the primary function of enforcing traffic laws. This includes responding to calls, making arrests, and issuing citations, pursuant to the California Penal Code, California Vehicle Code, and California Health and Safety Code.
2. In December 2024, the CHP announced the 2025-2026 Cannabis Tax Grant Fund Program Request for Applications (RFA).

**ANALYSIS:**

The Cannabis Tax Fund Grant Program (CTFPG), which was created through AUMA, focuses on local community-based activities that shift public perspectives and expand the number of law enforcement activities utilized to help mitigate alcohol and drug-impaired driving. The Cannabis Tax Fund Grant provides for funding for Driving Under the Influence (DUI) Alcohol and Driving Under the Influence of Drugs (DUID) enforcement, related enforcement activities, public

**Consideration to Authorize the Submittal of a Grant Application to the California Highway Patrol – Cannabis Tax Fund Grant Program to Support Selective Traffic Enforcement Details**

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outreach and education, equipment, and training for personnel to Departments that are awarded the grant.

Fiscal Year 2025-2026 Grant.

The Department remains committed to mitigating impaired driving in the community and, if authorized by the City Council, will seek to expand its efforts through the 2025-2026 CHP Cannabis Grant. Continued grant funding will enable the Department to further enhance its enforcement activities, public outreach, and officer training to continue addressing the challenges posed by drug and alcohol-impaired driving.

The performance period for the 2025-2026 CTGFP grant is one (1) year (July 1, 2025 through June 30, 2026). As with the previous grant application, departments are required to outline in their grant application the activities, equipment, training, public outreach and education, and training for their personnel they would like funded by this grant. The funded activities and associated costs covered by this grant include:

- Increased DUI and DUID enforcement efforts such as DUI/DUID Saturation Patrols and DUI/DUID Sobriety Checkpoints.
- Drug Evaluation and Classification Program Courses such as Standard Field Sobriety Test (SFST) Training, Advanced Roadside Impaired Driving Enforcement (ARIDE) Training, Drug Recognition Expert (DRE) Training and other trainings that help increase the law enforcement personnel’s knowledge in detecting and removing impaired drivers from the roadway.
- Registration fees for approved conferences directly related and necessary to complete grant funded activities included in the project.
- General prevention education and community outreach designed to educate the public about the dangers of impaired driving such as:
  - 1) Presentations to high school and/or college students that directly focus on “Drive High=DUI” or other campaign messages against impaired driving.
  - 2) Educational and outreach materials such as brochures and pamphlets.
  - 3) Social Media costs associated with DUI/DUID education/prevention and community outreach.
- Grant funding may include non-expendable, tangible, property having a normal useful life of more than one (1) year and an acquisition cost of at least \$5,000. Equipment must be directly related and necessary to complete grant-funded activities included in the project for example, DUI Checkpoint Message Boards, DUI Checkpoint Traffic Signs, Preliminary

**Consideration to Authorize the Submittal of a Grant Application to the California Highway Patrol – Cannabis Tax Fund Grant Program to Support Selective Traffic Enforcement Details**

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Alcohol Screening (PAS) Devices, Replacing outdated or worn supplies, such as reflective traffic vests, flashlights, and power generators, etc.

Specific activities must be approved by the CHP prior to grant funding approval.

Data gathered by the Department showed that DUI collisions declined in 2024 compared to prior years. 2024 was the first year the Department conducted DUI Checkpoints and targeted DUI enforcement since 2020. (See Table Below)

Year	DUI-Related Collisions
2021	26
2022	27
2023	26
2024	14

Reducing the Incidents of DUI-related Collision.

The Department recognizes the effectiveness in reducing DUI/DUID incidents through DUI/DUID Enforcement, Checkpoints, DUI/DUID Saturation Patrols, education, and community outreach as pivotal in lowering incidents of DUI/DUID. DUI/DUID enforcement plays a crucial role in reducing incidents of DUI and improving road safety. The effectiveness of DUI/DUID enforcement can vary based on several factors, including the intensity and consistency of enforcement measures and public awareness campaigns. Below are some ways DUI/DUID enforcement can be effective:

**Deterrence:** Visible and strict DUI/DUID enforcement, such as sobriety checkpoints and increased police patrols, can act as a deterrent. Knowing that law enforcement is actively looking for impaired drivers may discourage individuals from getting behind the wheel while under the influence of alcohol or drugs.

**Public Awareness:** Public awareness campaigns about the dangers of impaired driving and the potential consequences can reinforce the message that driving under the influence is unacceptable. These campaigns can help change societal attitudes and norms surrounding impaired driving.

**Community Involvement:** Involving the community in DUI/DUID prevention efforts, such as through community programs, partnerships with local businesses, and educational initiatives, can enhance the effectiveness of enforcement measures.

**Equipment:** Equipment such as breathalyzers, narcotics analyzers, and field sobriety tools, aid in the detection of impaired driving and narcotics violations.

Fiscal Year 2024-2025 Grant Update.

The Department received 2024-2025 CTFPG funds in June 2024, and has used grant funds to conduct DUI/DUID Checkpoints and Saturation Patrols, and to purchase four (4) Intoximeter breathalyzer test kits and four (4) SoToxa oral fluid mobile analyzer systems.

**Consideration to Authorize the Submittal of a Grant Application to the California Highway Patrol – Cannabis Tax Fund Grant Program to Support Selective Traffic Enforcement Details**

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**Checkpoint Results**

The first of two (2) checkpoints was conducted on August 31, 2024. Results of the checkpoint are highlighted in the following chart:

<b>SFPD DUI/DUID Checkpoint August 31, 2024</b>	
Vehicles Through Checkpoint	854
Vehicles Screened	508
Reports Taken	38
Unlicensed Driver	35
<b>Arrests</b>	<b>3</b>
Cannabis Arrest	1
Alcohol Related	2
Pursuits	1
<b>FSTs Conducted</b>	<b>6</b>

**Saturation Patrol Results**

The Department conducted the first of two (2) grant-funded DUI/DUID Saturation Patrols Friday, October 25, 2024. During the patrol, officers issued one (1) citation for a passenger with an open container of alcohol, and arrested one (1) driver for DUID and one (1) driver for DUI.

Continuing DUI Enforcement Efforts.

The Department is committed to maintaining and expanding its efforts to reduce DUI/DUID incidents in San Fernando. Building on past success, the Department seeks to continue these enforcement activities to ensure public safety.

To support these efforts, staff recommends that the City Council authorize the Department to submit a grant application to fund the following efforts, activities, and equipment to decrease the incidents of DUI/DUID in San Fernando.

- 1) At least two (2) DUI/DUID Checkpoints during the grant period.
- 2) At least two (2) saturation patrols during the grant period.
- 3) Materials for public outreach and education.
- 4) The costs associated with social media outreach to include staff time.
- 5) Purchase of one (1) Handheld Narcotics Analyzer.
- 6) Send at least two (2) officers to DUI investigation certification training (e.g., Standard Field Sobriety Tests (SFST) Training, Advanced Roadside Impaired Driving Enforcement (ARIDE) Training, or Drug Recognition Expert (DRE) Training).

The Department recommends that up to \$250,000 be requested for the execution of the aforementioned activities covered by the grant.

**Consideration to Authorize the Submittal of a Grant Application to the California Highway Patrol – Cannabis Tax Fund Grant Program to Support Selective Traffic Enforcement Details**

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**BUDGET IMPACT:**

The Cannabis Tax Fund Grant Program from California Highway Patrol is a reimbursement grant and requires the Police Department to enter into an agreement with CHP to administer the grant. Disbursement of grant funds occurs on a reimbursement basis only for costs incurred during a reporting period and is contingent upon the grantee complying with all grant requirements and appropriation of sufficient funds.

Should the City be awarded this grant, it will subsidized the cost of hours worked above and beyond normal work duties related to DUI Saturation Patrols, DUI Checkpoints, trainings related to impaired driving, and backfill for staff attending trainings. In addition, the grant will cover the cost of travel associated with approved training, conferences, seminars, and workshops. Eligible expenses may include, but are not limited to mileage or fuel expenses, hotel accommodations, and parking fees. The grant will also cover the cost of equipment related to the handheld narcotics analyzer, registration fees for approved conferences, educational/outreach material (e.g., brochures, pamphlets) and social media costs.

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the submittal of the Cannabis Tax Fund Grant Program grant application and there is no need to appropriate funds at this time. This is the initial step in approving funding from the California Highway Patrol. If the City is awarded the 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 submittal of a grant application to the California Highway Patrol for the CHP Cannabis Tax Fund Grant Program. If grant funds are awarded, authorize the City Manager or his designee to take all related action to execute the grant.

**ATTACHMENT:**

- A. Cannabis Tax Fund Grant Program Announcement
- B. Prior CHP Grants Received by the City



## CANNABIS TAX FUND GRANT PROGRAM REQUEST FOR APPLICATION (RFA)

**Grant Opportunity**  
Law Enforcement

**Eligible Grant Applicants**  
Small and Mid-Size Law Enforcement Organizations/Agencies  
Small-Size: 100 Employees or Less  
Mid-Size: 500 Employees or Less

**Project Performance Period**  
July 1, 2025, through June 30, 2026

This Request for Application (RFA) provides specific Grant Opportunity information for the Cannabis Tax Fund Grant Program (CTFGP) 2025-2026 Grant Cycle, including important deadlines and details. To ensure all eligibility requirements are met for successful participation in the CTFGP, please review the **California Code of Regulations (Title 13, Division 2, Chapter 13) and other CTFGP information posted on the California Highway Patrol's (CHP) website:** <https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program>.

**Important Dates**

<b>Activity</b>	<b>Date</b>
Grant Workshop	January 7, 2025
Grant Application Submission Period	January 8, 2025 – February 23, 2025
Grant Application Submission Deadline	February 23, 2025, 5:00pm Pacific Time
Grant Application Review	February – May 2025
Award Announcements	May – June 2025
Start of Project Performance Period	July 1, 2025
Project Performance Period	July 1, 2025 – June 30, 2026

**Funding Requirements**

A Grant Applicant may only submit one Grant Application, per Grant Opportunity, and shall only request the amount of grant funds necessary to complete the Project within the Project Performance Period and within the local community served by the applying agency. Activities outside the jurisdiction but within the surrounding area(s) of the applying agency may be considered on a case-by-case basis with Cannabis Grants Unit (CGU) approval.

Grant funds shall be used to implement new activities or augment existing funds, which expand current activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that are appropriated or earmarked for the same purpose and are routine and/or existing state and local expenditures. Supplanting is the deliberate reduction in the amount of federal, state, or local funding appropriated to an existing program or activity because grant funds are awarded for the same purpose. It is the responsibility of the Grant Applicant to ensure supplanting does not occur.

**Match Requirements**

This Grant Opportunity does not require matching funds.

**Project Costs**

Estimated Project costs shall support CTFGP grant-funded Project activities that help address impaired driving and are directly related to the scope of work identified in the Grant Application. To be permissible, Project costs must be reasonable, necessary, and expended according to the CTFGP policies, procedures, and regulations.

Projects are required to have a realistic and prudent budget that avoids unnecessary expenditures unrelated to the Project activities. Final determination of eligibility and award shall be made by the CGU and approved within the Grant Agreement.

Please refer to Annex A for ineligible expenses.

### **Project Performance Period**

One Year – July 1, 2025, through June 30, 2026

### **Eligible Grant Applicants**

Small-Size Law Enforcement Organizations/Agencies: 100 employees or less

Mid-Size Law Enforcement Organizations/Agencies: 500 employees or less

Small and Mid-Size Law Enforcement Organizations/Agencies, with the primary function of enforcing traffic laws, which includes responding to calls, making arrests, and issuing citations, pursuant to the California Penal Code, California Vehicle Code, and California Health and Safety Code.

### **Project Funding**

Available Project funding is approximately \$13 million, with a \$500,000 cap, per Grant Application. The Grant Applicant must provide strong justification, measurable goals, and an immediate need for all requested budget items, as part of the Project.

### **Project Requirements**

Requested services, equipment, and supplies shall be in direct support of grant-funded Project activities. Law Enforcement Projects shall include at least one Project activity and focus on one or more of the following areas:

- Increase driving under the influence (DUI)/driving under the influence of drugs (DUID) enforcement efforts (ex: DUI Saturation Patrols, DUI Checkpoints)
- Drug Evaluation and Classification (DEC) Program courses (ex: SFST Training, ARIDE Training, DRE Training), and other trainings to help increase the knowledge of law enforcement personnel in detecting and removing impaired drivers from the roadway
- General prevention education and community outreach designed to educate the public about the dangers of impaired driving (ex: presentations to high school and/or college students, with a direct focus on Drive High = DUI, or another campaign message against impaired driving)

If engaging in CTFGP grant-funded Saturation Patrols, DUI Checkpoints, or other enforcement activities in areas where the applicant does not have primary traffic jurisdiction, the applicant should consult with the agency having primary traffic jurisdiction.

If the Project includes limited, education-based activities, in conjunction with other enforcement-related activities/efforts, then Law Enforcement Organizations/Agencies should apply for this Law Enforcement Grant Opportunity.

If the Project, in its entirety, solely focuses on an innovative, education-based program for local communities, then Law Enforcement Organizations/Agencies should apply for the Education Grant Opportunity.



## **Eligible Project Cost Categories**

### **Personnel**

Costs may include compensation for wages, such as overtime, and benefits (annual leave and sick leave) for work directly related to, and consistent with, the Project. Personnel hours shall be awarded based on the number of CTFGP grant-funded Project activities approved by CGU. To be eligible for reimbursement, personnel services must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Hours worked on Project activities above and beyond normal work duties, including DUI Saturation Patrols and DUI Checkpoints
- Attend or instruct approved trainings related to impaired driving
- Backfill for staff attending trainings

### **Travel**

Costs may include travel associated with approved in-state and out-of-state Project-related conferences, seminars, workshops, and trainings. The most economical mode of travel, in terms of direct expenses to the Project, must be used. Out-of-state travel is only allowed in exceptional situations. To be eligible for reimbursement, travel must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Mileage (based on current State rate) or fuel expenses (rental vehicles only)
- Hotel accommodations
- Commercial airline fares
- Parking fees
- Bridge tolls and/or taxi or bus fares

For maximum allowed per diem rates, including meals and lodging, please visit the California Department of Human Resources (CalHR) website:

<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

### **Equipment**

Costs may include non-expendable, tangible, personal property having a normal useful life of more than one year, and an acquisition cost of at least \$5,000 (ex: four identical assets, which cost \$1,250 each, for a total of \$5,000, are not considered an equipment purchase). Equipment shall be directly related and necessary to complete grant-funded activities included in the Project. Equipment should be purchased at the beginning of the Project Performance Period to ensure it is utilized when completing corresponding Project activities. If requesting equipment, the Project shall contain a correlating CTFGP grant-funded Project activity (ex: Message Board for DUI Checkpoints). To be eligible for reimbursement, equipment must be purchased and

received within the Project Performance Period. If requesting a vehicle, the requestor shall only request to outfit the vehicle with the standard equipment similar to the rest of the vehicle fleet.

### **Consultants/Contracts**

Costs may include professional services necessary to carry out Project activities, including goals and deliverables, that are clearly outlined in the Grant Application. A copy of the Contract and/or Scope of Work must be submitted to and approved by the CGU prior to commencement of work. To be eligible for reimbursement, Consultants/Contracts services must occur within the Project Performance Period.

### **Other Direct Costs**

Costs may include operational costs. Other Direct Costs shall be directly related and necessary to complete CTFGP grant-funded activities included in the Project. Other Direct Costs should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. To be eligible for reimbursement, Other Direct Costs must be purchased and received within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Equipment with a single unit acquisition cost under \$5,000 (ex: Preliminary Alcohol Screening [PAS] devices)
- Registration fees for approved conferences
- Educational/outreach materials (ex: brochures, pamphlets)
- Social media costs

### **Additional Information**

#### **References**

- Revenue and Taxation Code Section 34019
- California Code of Regulations, Title 13, Division 2, Chapter 13

For additional questions, please contact the Cannabis Grants Unit at (916) 843-4360 or via email at [CGUGrants@chp.ca.gov](mailto:CGUGrants@chp.ca.gov).

## ANNEX A

### Ineligible Expenses for Law Enforcement Grant Opportunity

#### Items

Building/Facility Construction  
Chemical/Forensic Investigation Equipment (Pendar, BERLA, Gemini Chemical Identification Analyzer)  
Entertainment  
Equipment Giveaways  
Equipment-Only Projects (Must Have Correlating CTFGP Grant-Funded Project Activity)  
Expenditures Outside the Project Period  
Facility Rental  
Food During Enforcement Efforts (ex: Pizza at DUI Checkpoint)  
Frozen Positions  
Full Salary Positions  
Gifts  
Highway Construction, Maintenance, Design  
Land  
Law Enforcement Items (Spike Strips, Lidar/Radar, License Plate Reader, Flock Cameras, e-site Printers, Station-Related Software)  
Liability Insurance  
Lobbying Costs  
Magnetic Decals (CTFGP Funded Vehicles)  
Mileage and Toll Costs (When Using Agency Vehicles for Travel)  
Office Furniture and Fixtures  
Overhead Costs (ex: Microsoft Office Software, Cellular Plans, Vehicle Insurance & Maintenance)  
Personnel Time for Conference, Seminar, or Workshop Attendance  
Professional Fees (ex: Membership Dues)  
Supplanting  
SWAT/Armored Vehicles  
Traffic Investigation Equipment (ex: 3D Scanners)  
Unapproved Trainings, Equipment, and or Other Direct Costs  
Uniforms  
Utilities  
Weapons  
Vehicle Operations Training

*\*\*The items listed above are provided as examples and do not constitute all ineligible costs\*\**

Prior CHP Grants Received by the City of San Fernando

1. On January 16, 2024, the City Council authorized the preparation and submittal of a grant application for certain grant related activities from the California Highway Patrol for the FY 2024-25 CHP Cannabis Tax Fund Grant.
2. On February 23, 2024, the Police Department submitted a grant application requesting funds in the amount of \$103,412.20.
3. On June 6, 2024, the Police Department received notice of award from the CHP



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
**By:** Fabian Valdez, Police Chief  
CJ Chiasson, Police Sergeant

**Date:** January 21, 2025

**Subject:** Consideration to Approve Public Release and Circulation of Request for Qualifications for Vehicle Towing and Secure Storage Services

### RECOMMENDATION:

It is recommended that the City Council approve the release and circulation of a Request for Qualifications (RFQ) for Vehicle Towing and Secure Storage Services (Attachment "A").

### BACKGROUND:

1. On March 24, 2014, the City Council awarded B&W Tow a Franchise Agreement (Contract No. 1740) for exclusive Vehicle Towing and Storage Services for the City (Attachment "B"). The initial term of the contract was five (5) years, expiring on March 29, 2019. Section 2.5.2 provided for an additional five-year extension of the Agreement with 120-day written extension request from the Franchisee and City Council approval.
2. On November 13, 2018, the Police Department and the City Manager received an extension request from Black & White Towing, Inc. requesting an additional five-year term pursuant to Section 2.5.2. of Contract No. 1740.
3. On February 19, 2019, staff requested City Council approval of a five-year extension in accordance with Section 2.5.2 of the Franchise Agreement. The City Council directed staff to issue a Request for Qualifications (RFQ) for Vehicle Towing and Storage Services.
4. On March 13, 2019, the City extended the Franchise Agreement for Vehicle Towing and Storage Services through December 31, 2019 (Contract No. 1740 (a)).
5. On September 26, 2019, the City released an RFQ for vehicle towing and storage service and advertised it in the local newspaper and posted it on the City's website and received three (3) proposals.

## Consideration to Approve Public Release and Circulation of Request for Qualifications for Vehicle Towing and Secure Storage Services

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6. Following a review of the proposals, staff recommended – and City Council approved – a five-year contract with Black & White Towing, Inc. for vehicle towing and storage services (Contract No. 1937), which expired on December 12, 2024.
7. On December 2, 2024, the City Council approved Contract No. 1937(a) extending the term through June 12, 2025, and directed staff to return with a revised RFQ that included increasing the distance of potential applicants, while maintaining response times, and to ensure that cost-effectiveness was considered in selection process. All directed changes were added to the 2024 RFQ.

### ANALYSIS:

A franchise tow company serves as a reliable service provider for a police department, providing efficient towing and impound services for vehicles involved in accidents, traffic violations, or criminal investigations. With a franchise tow contract, a police department is able to set and enforce strict performance, safety, and legal standards. A reliable tow contractor aids in maintaining public safety by promptly removing vehicles that obstruct traffic or pose risks, supports law enforcement operations by securely storing impounded vehicles or evidence, and simplifies the vehicle retrieval process for owners.

The City's current franchise tow agreement with Black & White Towing, Inc. (B&W Tow) expired on December 12, 2024 and a six-month extension was granted by the City Council on December 2, 2024, to ensure uninterrupted towing and storage services while staff modified the RFQ per City Council direction.

In an effort to invite additional competition for the RFQ, the City Council directed staff to expand some of the minimum qualifications for prospective bidders, including increasing the distance for potential applicants and to take cost-effectiveness for the customer into consideration in the selection process. The following changes were assessed and then incorporated into the RFQ as requested:

- **Primary Storage Lot:** The 2019 RFQ required that the primary storage lot be no more than five (5) miles from the Police Department. This has been changed to allow for up to ten (10) miles for the December 2024 RFQ. Staff does not recommend increasing beyond this distance because it would adversely affect the proposer's response times.
- **Secondary Storage Lot:** The 2019 RFQ required all secondary storage lots to be within five (5) miles from the Police Department. This has been changed to allow for up to ten (10) miles for the December 2024 RFQ. Staff does not recommend increasing this distance because it would place an undue burden on the community to retrieve stored and impounded vehicles.



## Consideration to Approve Public Release and Circulation of Request for Qualifications for Vehicle Towing and Secure Storage Services

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- **City Vehicles:** The 2019 RFQ required no-cost towing services for all city-owned vehicles within a five (5) mile radius. This has been changed to a fifty (50) mile radius for the December 2024 RFQ. Staff recommends keeping this at 50 miles because this allows for towing services for city-owned vehicles when away from the city within the normal distances traveled by staff in any given day.
- **Removal Charges:** The 2019 RFQ required vehicles to be taken to any place the owner or driver of the vehicle directs, within five (5) road miles of the location of the vehicle, and charges for towing beyond five (5) miles will be based on an hourly rate. This has been increased to ten (10) miles for the December 2024 RFQ and therefore, charges for towing beyond ten (10) miles will be based on an hourly rate. Staff recommends staying at 10 miles because this is the maximum reasonable distance for a flat rate before the hourly rate would apply.
- **Evaluation of Qualifications:** The December 2024 RFQ included qualification category number 13, which requires impound policies and practices and impound rates that facilitate the speedy and cost-effective return of vehicles to persons whose cars have been impounded so as to minimize the accrual of costly impound fees. No further change was made to this section.
- **Screening, Selection and Award:** The December 2024 RFQ has changed the screening and selection process to allow points for areas where proposers either, meet or exceed the qualifications. Qualification points will be assigned as follows: 0 for not meeting qualifications, 1 for meeting qualifications, and 2 for exceeding qualifications. No further change was made to this section.

If approved by the City Council, the new RFQ will prioritize service quality, response times, and cost effectiveness while providing for a thorough and fair selection of the best possible service at the most reasonable cost to the community.

### **BUDGET IMPACT:**

There is no budget impact associated with the release of the Request for Qualifications for Vehicle Towing and Secure Storage Services. Revenues generated from Franchise Fees, Release Fees and Administrative Fees will continue through the duration of the extension period.

### **CONCLUSION:**

Staff recommends that the City Council approve the release and circulation of a Request for Qualifications for Vehicle Towing and Secure Storage Services.

### **ATTACHMENT:**

- A. Request for Qualifications for Vehicle Towing and Secure Storage Services

## NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

### VEHICLE TOWING & SECURE STORAGE SERVICES

in strict accordance with the Specifications on file in the office of the CITY CLERK, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <http://www.ci.san-fernando.ca.us>.

One (1) original, unbound, signed in blue ink; three (3) printed and bound copies; and one (1) electronic copy (PDF) via CD or flash drive of the proposal must be submitted to the CITY CLERK at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **5:30 p.m. on ~~Monday, October 21, 2019~~ Friday, February 28, 2025**. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: \_\_\_\_\_  
~~Elena Chavez~~ Julia Fritz, City Clerk

Published in The San Fernando Sun on ~~October 2, 2019~~ January 30, 2025.



**REQUEST FOR QUALIFICATIONS**

For

**VEHICLE TOWING & SECURE  
STORAGE SERVICES**

~~September 2019~~

January 30, 2025

**City of San Fernando  
Police Department  
910 FIRST STREET  
SAN FERNANDO, CA 91340**

All Statement of Qualifications (SOQs) must be submitted in a sealed envelope and received by the City Clerk’s Office at San Fernando City Hall on or before ~~Monday, October 21, 2019~~ Friday, February 28, 2025 at 5:30 PM with the following notation:

**Statement of Qualifications for**

**Vehicle Towing & Secure**

**Storage Services**

**City of San Fernando**

**REQUEST FOR QUALIFICATIONS  
(RFQ)  
For  
VEHICLE TOWING & SECURE  
STORAGE SERVICES**

**Purpose and Request for Qualifications:**

The City of San Fernando ("City") is located in the San Fernando Valley region of Los Angeles County and spans 2.4 square miles. The City incorporated on August 31, 1911 and today is home to around 25,000 residents. San Fernando is a general law city operating under the City Manager form of government.

The City invites qualified vendors to submit proposals detailing their professional skills and qualifications in the field of vehicle towing and secure storage services. The selected franchise tow operator (Franchisee) will be responsible for providing immediate response and towing of vehicles when such service is called for by the San Fernando Police Department ("Police Department"). The towing services include, but are not limited to, towing of vehicles involved in accidents or disabled by other causes; removal of vehicles that impede the flow of traffic; impounding of vehicles for evidence; removal and storage of vehicles abandoned in public places or on private property; towing of police department and or other City vehicles from a wide geographical area; and for any other reason within the jurisdiction of the police department. In addition, the storage requirements include storing of vehicles that have been towed in a safe, efficient and protected manner for extended periods of time as required.

The selected Franchisee will enter into a formal operating agreement (the "Franchise") with the City. As part of the RFQ for Vehicle Towing and Secure Storage Services ("the RFQ"), City staff has developed specifications that take in to consideration, amongst other things, community's convenience, the City of San Fernando's needs, the police department's efficiency, and the towing service's responsiveness.

The Franchise awarded to the firm with the selected proposal will be for a five-year term. The agreement shall be for an initial period of five (5) years, with an option to extend (at the City's discretion) for five (5) additional years administratively.

**SOQ Submittal Requirements:**

This RFQ is intended to assess each Franchisee's general capabilities as they would apply to the City's needs and to evaluate specific responses to the expected scope of work. Each Franchisee

must address each of the following items in their response to this RFQ.

1. State the legal name of your firm, its address and telephone number.
2. Describe your firm's background and experience and the structure of your organization (i.e., individual, partnership, corporation, joint venture, etc.).
3. Describe the proposed General Manager's background and experience (where applicable).
4. Provide general contact information including the name of the proposed General Manager, the office from which he/she will work, address, phone, FAX and e-mail address.
5. Provide a minimum of one and a maximum of five references for similar contracts performed within the past five years paying particular attention to those in San Fernando and its vicinity. Include the address, current phone number, name and title of the person to be contacted.
6. Provide a list of public agencies (including the City of San Fernando) that required your firm to perform similar services during the preceding five years.
7. Describe your firm's approach to the scope of work.
8. Describe your firm's ability to perform the requested services as outlined in Section E of this RFQ.
9. Complete and provide the forms attached to this RFQ as Attachment A (Tow Listing Application), Attachment B (Civil Litigation History/Certification), Attachment C (False Claims Act Certification Form).

**Format for Proposal Submittal:**

A complete qualifications package submittal shall consist of the following:

- (1) One original, unbound, signed in blue ink;
- (3) Three printed and bound copies;
- (1) One electronic copy (PDF) via CD or flash drive;

Each section should be separated by divider pages that are tabbed, colored or of heavier stock.

ALL sections must have a response in order for the submittal to be deemed valid.

All submittals must be received by the City Clerk's Office on or before Monday, October 21, 2019 at 5:30 PM. Any proposal received after the above due date will not be considered and will not be returned. No faxed submittals will be accepted.

The City does not recognize the US Postal Service, or any other organization, as its agent for purposes of accepting SOQs. All SOQs received after the deadline will be rejected and returned unopened.

No extensions will be granted. All SOQs will become the property of the City of San Fernando and will be made available for public inspection after an award is made or all SOQs are rejected.

Proposals must be prepared simply and economically, providing a straightforward and concise description of methodology and approach to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

The City reserves the right to reduce or revise elements of the scope of work, or to amend or modify the qualifications requirements and to reject any and all qualifications, or to solicit additional qualifications should qualifications be considered by the City to be inadequate or not cost effective relative to the services that are sought. In addition, The City reserves the right to withdraw the RFQ at any time without prior written notice or to extend the due date. No representation is made hereby that any contract will be awarded pursuant to the RFQ or otherwise.

The City shall not be held liable for any expenses that a company incurs in the preparation of the qualifications, nor should such expenses be included in or incorporated into the cost schedule proposed. The City reserves the right to interview any and all potential vendors to verify their knowledge and understanding of the scope of work to be proposed and the technical abilities for performing such an effort. The City reserves the right to conduct an on-site inspection without notice. Inspection team shall be granted access to facility including storage lots, dispatch center, evidence hold area, and other areas pertinent to the efficient operations of the business.

The City reserves the right to reject any and all Qualifications, to waive any informalities in any proposal, and to select the Proposal that best meets the City's needs. Responses must be submitted without conditions.

The City may elect to interview a short list of qualified proposers or to interview only the top two rated proposers based upon the proposal submitted for the project.

Specifications are provided to identify the service required and to establish an acceptable level of quality. The City will be the sole judge in determining comparable levels of service and quality in all offers.

Franchisee shall furnish all the information required and is expected to examine all specifications, instructions and the terms and conditions prior to submittal of offer.

Franchisee shall furnish the services in strict accordance with the specifications set forth for each item in the RFQ.

Franchisee agrees not to use the names and addresses of City of San Fernando employees for any purpose not directly related to, and necessary for providing tow services for the City.

News releases pertaining to agreements resulting from this RFQ shall not be made without written approval by the City of San Fernando City Manager.

Franchisee must be authorized to do business in California. Franchisee shall provide a copy of current business license issued by the City of San Fernando. All licenses and permits must be kept current.

This Agreement may be amended in writing by either party at any time by mutual consent.

Franchisee agrees to indemnify, defend and save harmless the City, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firms, or corporation furnishing or supplying work services materials or supplies in connection with the performance of services to the City and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged any Vendor in the performance of services to the City.

The City reserves the right to reject any and all Qualifications, to waive any informalities in any proposal, and to select the Proposal that best meets the City's needs. Qualifications will be considered only in their entirety. Late or incomplete Qualifications will not be considered, and the City reserves the right to determine the completeness of all Qualifications. The City's decision shall not be decided on the basis of any single factor listed above but on the basis of the City Council's independent determination as to which proposal provides optimal combination of beneficial factors. **The City reserves the right to negotiate the specific requirements and cost using the selected proposal as a basis.**

Except as set forth above, responses to inquiries or comments provided by any department, employee, or City office concerning this RFQ shall not be valid, the City shall not be bound by such responses or comments. The selection process includes a review of the required forms and a facility inspection.

## **Submittal Contents:**

### **A. Cover Letter**

A letter of introduction signed by a business /corporate officer authorized to bind the company to all commitments made in the proposal. The letter shall confirm that the company has a full

understanding of the conditions and requirements stated in the RFQ, and that the company will comply with the criteria identified in this RFQ in addition to demonstrating the ability to comply with all of the provisions listed under section E, titled, "Provisions."

## **B. Qualifications and Experience**

1. List the company name and indicate if it is a Corporation, partnership or joint venture; addresses for both corporate and local officers; first and last name of officers or partners and the date the local office opened its doors for business.
2. List all business names under which you operate a towing service in California and how many years that business has operated under that name.
3. List all businesses for which you or your business manager have filed for bankruptcy protection while operating under a towing service contract.
4. Provide a list of current and previous contracts similar to the requirements for the City. Indicate all public agency service and provide a brief description and scope of work, length of time you have been providing services and the name, title and phone number of the person who may be contacted regarding your service record.
5. Submit a description of the tow company including qualifications, experience and abilities that make it fully capable to provide services under this agreement.

## **C. Method of Approach**

1. Describe how the company proposes to meet the requirements of this agreement including response time, business office and storage yard location, 24-hour availability and reporting requirements.
2. List names, titles, responsibilities and telephone numbers of persons to be contacted at any hour in the case of emergency.
3. Describe in detail your policies and procedures for the following:
  - a. Release of vehicles under this agreement.
  - b. Allowing access to vehicles by owners and allowing;
    - \* The owner to cover or take other protective measures,
    - \* The owner to remove personal effects or other articles from the interior of the vehicle,
    - \* An authorized non-owner to photograph or take note of the condition of the vehicle.



c. Determining if the vehicle was damaged or stolen while in Franchisee's custody and making restitution to owner if so determined.

d. Determining whether or not private property was damaged in the course of Franchisee's duties and making restitution to the owner or restoring the property if so determined.

e. Informing a vehicle owner that a vehicle is in Franchisee's possession and the location and condition of the vehicle.

f. Receiving and resolving complaints from the public.

4. State the methods of payment the Franchisee will accept from vehicle owners.

5. Provide a detailed description of record keeping tools and methods.

#### **D. Facilities and Equipment**

1. Provide a list and short description of all of the vehicles proposed to be used in the performance of services.

2. Describe the equipment method to be used in the dispatching of tow vehicles.

3. Provide a detailed description of the facilities including storage lots and business offices including location.

4. Provide a detailed description of facility security.

#### **E. Provisions:**

##### **General Provisions (Sections A-Z)**

###### **A. Services ~~To~~ Be Performed:**

The Franchisee shall furnish towing and storage services for vehicles seized, impounded or otherwise caused to be removed from the highways or from public or private property by the San Fernando Police Department (SFPD). Towing services shall include, but not be limited to, removal of wrecked vehicles and debris resulting from accidents, preliminary work necessary to towing, including removal of vehicles from ditches or separation of entangled vehicles, removal of vehicles for criminalistics and/or

evidentiary purposes as directed by SFPD personnel, other impoundment of vehicles as directed by SFPD, and necessary services to heavy duty vehicles on the highways.

#### B. Conduct:

The Franchisee shall conduct business in an ethical, lawful and orderly manner so as to maintain the confidence of the community. While Franchisee is an independent contractor, each contact it has with the public may reflect upon the City. For that reason, and the inherent potential for conflict in vehicle removal and storage, Franchisee and its employees must maintain a fair, impartial, and reasonable attitude, and perform its duties in a courteous manner. Statements and actions of the Franchisee and its employees must be the result of considered judgment and absent of personal opinion or bias.

The Franchisee, when notified by the Chief of Police or his or her designee of any complaint of discourtesy by the Franchisee's employee(s), shall investigate and respond in writing to the Chief of Police or his or her designee within ten (10) calendar days of receipt of notification of the complaint. Franchisee's response shall include the results of its investigation and, if the complaint is found to be true, what measures the Franchisee took to address said complaint and prevent future complaints on the same issue.

#### C. Regulation:

The Franchisee shall comply with all applicable, Federal, State and local laws, ordinances, rules and regulations, shall make all reports required by the State of California Vehicle Code, and shall follow all rules or regulations which the Police Department may prescribe governing the conduct of Franchisee's operations under the Franchise Agreement.

#### D. Cooperation:

Tow unit operators shall abide by the lawful decisions of all peace officers and law enforcement employees of the City of San Fernando and shall cooperate in removing and/or in impounding vehicles.

#### E. Supervision:

The Franchisee shall comply with all reasonable regulations imposed by the City on the Franchisee's performance pursuant to the Franchise Agreement. The Franchisee shall further make all records, equipment and storage facilities related to Franchisee's performance under the Franchise Agreement available for periodic inspection by the Chief of Police or his or her designee to determine if all are in compliance with the rules and regulations of the City.

#### F. Priority and Response Time:

The Franchisee shall furnish such services as requested by the Police Department and noted in the Franchise Agreement at any time during the day or night and shall:

1. Give priority to City calls when requested;
2. Maintain sufficient personnel and equipment to provide for a maximum response time of fifteen (15) minutes, except as otherwise provided herein;
3. Notify the Police Department upon receipt of request for tow when a tow unit cannot respond immediately and give an estimated time of arrival;
4. If the Franchisee is unable to respond within the maximum response time and/or there is a potential public safety issue determined by the Police Department at the site of the incident that requires immediate removal and/or relocation of a vehicle(s), then the Franchisee's identified subcontractor will be contacted by the Franchisee to immediately assist the Police Department and ensure the subject vehicle(s) removal and/or relocation; and
5. The Franchisee shall provide immediate response whenever requested to respond to the scene where a child is locked in a car or other emergency of such type.

#### G. Administration:

The Police Department shall administer the Franchise Agreement on behalf of the City and the Franchisee shall abide by the directions and decisions of Police Department personnel at the scene of a call.

#### H. Settlement of Disputes:

Should there be any dispute between the Franchisee and owner of the vehicle over charges made for services rendered under the Franchise Agreement, such dispute shall be decided by the Chief of Police or his or her designee and the Franchisee shall make no demands upon the owner of the vehicle for a sum in excess of the amount determined to be reasonable by the Chief of Police or his or her designee. The Chief of Police or his or her designee may hold an administrative hearing if any party to the dispute so requests.

#### I. City not Liable:

Neither the City nor the Police Department shall be responsible to the Franchisee for payment of towing, removal, or storage charges. The Franchisee shall look to the owner of the vehicle for payment of applicable fees.

#### J. Reports to be made to the City:

The Franchisee shall provide the Police Department on the fifteenth (15th) day of each month with a written list of all vehicles removed or impounded during the past month pursuant to the Franchise Agreement. This list shall include vehicle owner's name and address (if known), vehicle make, license and motor number, and Police DR Number. The Franchisee shall also provide at the same time, a list of all vehicles currently on the Franchisee's premises that were removed from a traffic accident site handled by the Police Department. This list shall also include vehicle license number, date of storage, reason for storage, and Police DR Number, if applicable. An explanation of each tow requiring an excess of one hour shall be provided. The report shall also contain a list of the tow unit operators that were employed by the Franchisee during any period of that reporting month, the list shall contain the tow unit operator's name, operator's license number, classification, and its expiration date.

Franchisee or his/her designee shall sign the monthly report.

Franchisee shall notify the Chief of Police or his or her designee in writing of any sale or disposal of a formerly stored vehicle or vehicle part to an individual known to the Franchisee designee or his employees as a City employee.

#### K. Insurance and Indemnity Requirements:

1. Insurance: The Franchisee shall produce and maintain for the duration of the Franchise Agreement the insurance as required in this section. Franchisee shall not commence work under this Agreement until proof of all required insurance has been provided to and accepted by the City. The Franchisee shall file with the Chief of Police a policy or duly authorized certificate of public liability insurance insuring the City of San Fernando, its officers, agents and employees, against liability. Franchisee shall maintain limits no less than:
  - a. Workers' Compensation Insurance: as required by the State of California, and Franchisee's liability insurance, with limits not less than \$1,000,000 each accident. The workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of the City for all work performed by the Franchisee under this Agreement.
  - b. Garage Liability Insurance: at least as broad as Insurance Services Office (ISO) occurrence Form CA 00 05 with Broadened Coverage - Garage Endorsement

(CA 25 14). Such insurance shall include coverage for liability arising out of garage operations with limits not less than \$1,000,000 each accident and \$2,000,000 in aggregate, and automobile liability coverage for owned, hired and non-owned automobiles with limits not less than \$1,000,000 each accident. The insurance shall also include Garagekeepers Liability coverage for each location the Franchisee may utilize to provide service under this contract with limits of not less than \$1,000,000 per location.

- c. As an alternative to the requirements in paragraph b above, Franchisee may provide a combination of Insurance Services Office (ISO) Commercial General Liability coverage (occurrence Form CG 00 01), including coverage for bodily injury, property damage, and personal and advertising injury with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations and contractual liability (including without limitations indemnity obligations under the Contract) with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate and Insurance Services Office (ISO) Form CA 00 01 covering Automobile Liability, code 1 (any auto, owned, hired and non-owned automobiles or other licensed vehicles) with limits of \$1,000,000 per accident for bodily injury and property damage. The insurance shall also include Garagekeepers Liability coverage for each location the Franchisee may utilize to ~~provide~~ service under this contract with limits of not less than \$1,000,000 per ~~location~~.
- d. On Hook Physical Damage Liability Insurance with limits not less than \$500,000 per vehicle.
- e. Deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers or (b) the Franchisee shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- f. Other insurance provisions: The policies are to contain, or be endorsed to contain, the following provisions:
  - 1. The Commercial General Liability policy shall be endorsed to provide that the City of San Fernando, its officers, officials, employees, and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Franchisee under the Franchise Agreement. Proof of this coverage must be in the form of an additional insured endorsement to the Franchisee's insurance using ISO CG 20 10 11 85 or its equivalent

language. If coverage is provided in the form of a Garage Liability Policy, such policy shall be endorsed to include equivalent additional insured status to the City of San Fernando, its officers, officials, employees and volunteers.

2. For any claims related to this project, the Franchisee's insurance coverage shall be primary insurance as respects the City of San Fernando, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Franchisee's insurance and shall not contribute with it.
  3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, reduced in coverage or in limits, or cancelled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of San Fernando.
- g. Subcontractors: Franchisee shall include all subcontractors as insured under its policies or require and verify that all subcontractors maintain insurance meeting all the requirements of this RFQ and the Franchise Agreement.
- h. Verification of Coverage
1. Franchisee shall furnish the City with original certificates and endorsements, including amendatory endorsements, effecting coverage required herein. All certificates and endorsements must be received and approved by the City of San Fernando before work commences under the Franchise Agreement. The City reserves the right to require complete, certified copies of all required insurance policies and endorsements required by these specifications at any time during the term of this contract. Neither the failure of the Franchisee to supply required proof of coverage, nor the failure of the City to approve same shall alter or invalidate the provisions of this contract.
  2. The Franchisee shall submit evidence of appropriate replacement or renewal coverage for all required insurance that expires or is cancelled during the term of the Contract. Such evidence shall be provided to the City no later than 15 calendar days prior to the expiration or termination of coverage. If operator fails to maintain the required insurance in full force and effect, all work under this Contract shall be discontinued immediately, and all payments due or that become due to Franchisee shall be withheld until City receives required evidence that coverage has been restored.

- i. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII.
- j. All policies required pursuant to this section shall be submitted to the San Fernando City Attorney for approval as to form.

2. Indemnification:

- a. Franchisee agrees to indemnify, defend and hold harmless the City, its elected officials, officers, agents and employees ("Indemnities"), at Franchisee's sole expense, from and against any and all loss, liability, penalties, forfeitures, claims, actions, suits or other legal proceedings of any kind asserted against the City, its elected officials, officers, agents, and employees arising out of the performance of Franchisee, its employees, representatives, agents, and sub operators under this agreement, excepting only such claims or actions which may arise out of sole or active negligence of the City, its elected officials, officers, agents and employees. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Franchisee, its employees, and/or authorized sub operators, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents, and employees based upon the work performed by the Franchisee, its employees, and/or authorized sub operators are specifically named or otherwise asserted to be liable. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Franchisee's proposal, which shall be of no force and effect.
- b. The Franchisee's obligation to defend, hold harmless, and indemnify shall not be excused because of the Franchisee's inability to evaluate liability or because the Franchisee evaluates liability and determines that the Franchisee is not liable to the claimant. The Franchisee must respond within thirty (30) days to the tender of a claim for defense and indemnity by the City, unless this time has been extended by the City. If the Franchisee fails to accept or reject a tender of defense and indemnity within thirty (30) days, in addition to any other remedy authorized by law, so much of the money due the Franchisee by virtue of the Franchise Agreement as shall reasonably be considered necessary by the City may be retained by the City until final disposition has been made or the claim or suit for damages, or until the Franchisee accepts or rejects the tender of defense, whichever occurs first.
- c. With respect to third party claims against the Franchisee, the Franchisee waives any and all rights of any type to express or implied indemnity against the Indemnities.

- d. **Separate Counsel:** The City may elect to have separate legal counsel from Franchisee at any time at its sole discretion, and in such case Franchisee will pay one-half (1/2) of all fees and costs and charges for such separate legal counsel.
- e. **Subcontractors:** The Franchisee shall require all subcontractors to enter into an Agreement containing the provisions set forth in Section K of this RFQ in which Agreement the subcontractor fully indemnifies the City in accordance with this RFQ and the Franchise Agreement.
- f. **Exception:** Notwithstanding Subsections K(2)(a)-(b) above, Franchisee's obligation to indemnify, hold harmless and defend the City, its officers and employees shall not extend to any loss, liability penalty, claim, damage, action or suit arising or resulting solely from acts or omissions constituting willful misconduct or sole negligence on the part of the City, its officers or employees.
- g. **Damage by Franchisee:** If Franchisee's employees or subcontractors cause any injury, damage or loss to City property, including by not limited to City streets or curbs, Franchisee shall reimburse City for City's cost of repairing such injury, damage or loss. Such reimbursement is not in derogation of any right of the City to be indemnified by Franchisee for any such injury, damage or loss. With the prior written approval of City, Franchisee may repair the damage at Franchisee's sole cost and expense.
- h. **Tort Claims Act:** This RFQ and the Franchise Agreement shall in no way act to abrogate or waive any immunities available to the City under the Tort Claims Act of the State of California.

#### L. Franchisee's Records, ETC. Open to Inspection:

All records, equipment, and storage facilities shall be open to periodic inspection by the Police Department personnel or its designated representative. Any deficiencies shall be corrected as soon as practicable upon request of the Police Department.

#### M. Impound Reports:

A Franchisee tow unit operator shall sign and complete the necessary portions of the impounding employee's Impound Report. The impounding employee shall retain the original copy of the Impound Report. Franchisee shall retain a copy of the Impound Report for two years. The garage's copy of the Impound Report shall be used to record the vehicle release information in the appropriate space provided in the Impound Report.



#### N. Notifications:

The Franchisee's employees while acting within the course of their employment shall cause the appropriate law enforcement agency to be notified without delay whenever they become aware of a possible crime or other activity requiring action by law enforcement personnel. The Franchisee shall notify the Police Department in writing on a weekly basis of the following:

1. All vehicles originally impounded by a public agency but that have remained in storage beyond seven calendar days.
2. All vehicles originally impounded with a criminalistics/evidentiary hold, but that have remained in storage with a hold beyond seven calendar days, Franchisee shall notify SFPD on a weekly basis of all vehicles sold during the preceding week in accordance with statutorily established lien procedures.

#### O. Storage:

Storage shall commence at the time the vehicle arrives at the Franchisee's storage facility. Charges for vehicle storage shall be based on a daily rate. The daily rate extends from midnight to midnight of the following day.

Exceptions:

1. When a release request is made within the first "hour of storage", the storage fee shall be waived.
2. Per SB 887 (1992, Lockyer), when a release request is made within 24 hours, only one days storage shall be charged regardless of the calendar date.
3. When a release request is made between 7 p.m., and 12 a.m., (midnight), one day's storage fee shall be waived providing such release occurs within the mandatory release hours (7 a.m., to 7 p.m.) of the following day.

#### P. Lien on Stored Vehicles:

The Police Department personnel who is requesting the impound shall be responsible for establishing that "probable cause" exists to impound the vehicle in question. When "probable cause" is lost prior to a vehicle being removed to a Franchisee facility, no lien shall be attached and no fee shall be charged for the field release of a vehicle to a properly interested person.

Q. Disputes and Injuries:

The Chief of Police or his or her designee has the authority to settle all disputes arising from actions by the Franchisee. The decision of the Chief of Police or his or her designee shall be binding on all parties involved. Inquiries pertaining to the conduct, practices, and regulation of the Franchisee may be referred to the City of San Fernando Police Department, 910 First Street, San Fernando, California, 91340; (818) 898-1267.

R. City Vehicles:

The Franchisee shall provide, at no cost to the City, routine roadside service including, but not limited to, towing service, to all vehicles owned by the City of San Fernando up to and including one (1) ton rated vehicles at the request of the Chief of Police Chief or his or her designee whenever such vehicles require such service within the City of San Fernando or within ~~five~~ (50) road miles of the corporate limits of the City.

S. Traffic Accident Scene Cleanup:

At the request of the Police Department, the Franchisee shall dispatch a tow unit to the scene of a traffic accident and shall remove all glass and debris deposited upon the roadway.

T. Fax Machine:

The Franchisee shall maintain a fax machine or similar transmittal device at all times during the term of the Franchise Agreement.

U. Toxic Materials:

City will not knowingly require the Franchisee to pick up, store or dispose of any toxic or hazardous materials, except for those normal fluids associated with motor vehicles.

V. Cost to City:

Unless otherwise provided in the Franchise Agreement, any towing and storage expenses for which the City is financially responsible pursuant to the Franchise Agreement, including towing or storage of city-owned vehicles, shall be billed to the City at no more than 50% of the rate authorized by the Franchise Agreement.

#### W. Collection of Fees:

The Franchisee shall collect all fees imposed by the City upon vehicles that the City causes to be towed, stored, or impounded. This money shall be paid to the City on a monthly basis.

#### X. Permits and Certificates:

The Franchisee shall secure and maintain any licenses, permits, or certificates required by Federal, State and local law. The Franchisee shall secure and maintain such City business license as required by San Fernando City Code. In addition, the Franchisee shall keep informed of and comply with the requirements of all Federal, State, county and municipal laws, ordinances, and regulations applicable to the work performed under the Franchise Agreement.

#### Y. Background Investigation and Fee Required:

Prior to the award of the Franchise Agreement, the Police Department shall conduct or have conducted a background investigation of the business, its principals, and its tow truck drivers. The cost associated with the fingerprinting process of the background investigation is the responsibility of the Franchisee. The Franchisee awarded the Franchise Agreement shall be responsible to notify the Police Department whenever a new driver is assigned to tow requests from the Police Department. All new tow drivers shall be subject to background investigation.

#### Z. Franchise Fees:

The Franchisee shall pay to the City on a quarterly basis the Franchise Fee authorized by City Council, pursuant to San Fernando City Code Section 90-911 and all resolutions authorized thereby. Pursuant to Resolution No. 7302, adopted by the City Council on March 30, 2009, the Franchise Fee in effect as of the date of this RFQ is \$45.00 per vehicle towed.

The Franchise Fee payment of \$45.00 per vehicle towed shall be paid on a quarterly basis and received no later than April 15, July 15, October 15, and January 15 of each year. Failure to make Franchise Fee and business license tax payments may be cause for termination of the Franchise Agreement.

## **Staffing Provisions (Sections A-D):**

### **A. Sufficient Personnel:**

The Franchisee shall have sufficient personnel on duty at all times to:

1. Receive calls from the Police Department communications center;
2. Dispatch tow units;
3. Provide security at all storage sites; and,
4. Provide such services as may be required under the Franchise Agreement

### **B. Dispatcher:**

A dispatcher shall be on duty in the Franchisee's office seven (7) days a week, twenty-four (24) hours a day, every day of the year. A dispatcher shall receive calls from Police Department and its communications center, dispatch tow units, provide security for stored vehicles, and perform such other tow related services as may be required by the Chief of Police or his or her designee. A dispatcher shall be responsible for releasing vehicles between the hours of 7 a.m. and 7 p.m., seven (7) days a week, every day of the year and may, at his or her discretion, release vehicles between the hours of 7 p.m. and 7 a.m. Any vehicle impounded in connection with a special event, as designated by the Chief of Police or his or her designee, shall be available for release for a minimum period of four (4) hours following the conclusion of the special event, regardless of the time of day the special event concludes. A dispatcher and/or other Franchisee employees providing service to the public shall wear a nametag/badge with their name and/or have their first name conspicuously imprinted on their uniform. The Franchisee shall be responsible to provide the nametag. This is required at the time of submittal to this RFQ.

### **C. Timekeeping and Delays:**

The Franchisee shall record the following times pertaining to law enforcement and City agency tow service request by means of a time clock:

1. The time that the request for tow service is received;

2. Time that a tow unit is assigned the call for service and given the location of the requested service;
3. The time that a tow unit arrives at the location of requested service; and,
4. The time that a tow unit returns to Franchisee Facility with the vehicle.

The Franchisee shall ensure that a sufficient number of tow units and tow unit operators are available at all times to meet the needs of all Police Department personnel, other law enforcement agencies, and City departments that rely upon it for tow service. Within ten (10) minutes of the receipt of a request for tow service from the Police Department or its communications center, an available, unassigned tow unit and operator shall be dispatched and shall immediately proceed to the location of the requested service. The Franchisee shall advise the communications center when a tow unit cannot be dispatched within ten (10) minutes and shall give the reason why the tow unit cannot be dispatched and an estimated time of dispatch. Once dispatched, a tow unit operator shall respond to an assigned call by the most direct and expeditious route.

**EXCEPTION:** Orders to remove abated vehicles or vehicle parts from private property shall be executed by the ordered Franchisee within forty-eight (48) hours of receiving such notification.

#### D. Operators:

The Franchisee shall employ no person as a tow unit operator until he or she possesses the appropriate class of California driver's license and medical certificate, if required, for the type of tow unit being operated. Tow unit operators shall wear a uniform approved by the Chief of Police or his or her designee whenever they are performing services in response to a call from the City of San Fernando. A nametag/badge identifying the operator by first name shall be worn on the operator's outer most shirt or jacket.

### **Towing Provisions (Sections A-C):**

#### A. Place to Which Vehicles Shall be Towed:

Any vehicle towed pursuant to the Franchise Agreement shall be taken to such place as the owner or driver of the vehicle directs. When impounded by the Police Department it shall be taken to the storage lot designated by the Police Department. If neither the owner nor the driver nor the Police Department specifies a destination, is unable to do so, or is not at the scene of removal, the Franchisee shall tow the vehicle to Franchisee's Primary Storage Facility. In no case

shall Franchisee use coercion or pressure of any kind upon the owner or driver of a vehicle to have the vehicle towed to Franchisee's own storage yard or garage.

**B. Evidence to be Safeguarded:**

The Franchisee shall take all reasonable precautions required by the Police Department to avoid damage to any evidence or impounded vehicles such as fingerprints or stains. Vehicles taken into custody that involve such evidence shall be stored in the Investigative Hold Area, as defined hereinafter, and shall be secured from access by unauthorized persons. Vehicles stored for prints shall be protected from dust and dirt or deterioration of evidence by the sun or other elements.

**C. Removal Charges:**

Vehicles shall be taken to any place the owner or driver of the vehicle directs, within ~~five~~ten road miles of the location of the vehicle, with the fee for such to be established in conjunction with the posted towing rates of the Franchisee. Charges for towing beyond ~~five~~ten miles shall be based on an hourly rate for time actually consumed. Removal charges commence at the time a tow unit actually proceeds to a call for service and terminate at the time the tow unit returns to the Primary Storage Facility. The first hour or fraction thereof shall be at the rate specified by the Chief of Police or his or her designee and at half of that hourly rate for each additional half hour or fraction thereof over the first hour.

**Storage Provisions (Sections A-K):**

The Franchisee shall provide a total storage capability of not less than 65 vehicles including five (5) vehicles within an enclosed investigative hold area. Based on future needs of the SFPD, the Franchisee shall ensure that they are able to expand total storage capability to 85 vehicles including the five (5) vehicles within an enclosed investigative hold area. The increased vehicle storage capacity can be addressed entirely on a Primary Storage Lot or through the use of Primary Storage Lot and a Secondary Storage Lot. This is required at the time of submittal to this RFQ.

**A. Primary Storage Lot:**

The Franchisee shall at all times provide and maintain a Primary Storage Facility with a minimum storage capacity of 65 vehicles including an investigative hold area for five (5) vehicles dedicated to the storage of vehicles from the Police Department pursuant to the Franchise Agreement. The Primary Storage Facility shall be no more than ~~five~~ten (10) miles

from the San Fernando Police Department's office building. This required at the time of submittal to this RFQ.

The storage lot, or Primary Storage Facility if more than one such lot is maintained, shall be:

1. Immediately adjacent to or contain office facilities.
2. Adequate in size to accommodate all:
  - a. "Hold" vehicles;
  - b. Late model vehicles;
  - c. Specially equipped vehicles; and
  - d. Vehicles to be released immediately to owners.
3. Entirely surfaced with either concrete or asphalt material.
4. Free of holes or areas that are decomposed or broken.
5. Clean and free of litter, debris, or weeds.
6. Include on-site lighting that provides easy visibility to all areas of the lot while eliminating spill over onto neighboring properties.
7. Sized and dimensioned to afford safe access to all vehicles.

**B. Investigative Hold Area Andand Vehicles:**

The Franchisee shall maintain an area at its Primary Storage Facility for vehicles held for criminalistics and/or evidentiary examinations, which has a minimum vehicle storage capacity of five (5) vehicles. This is required at the time of submittal of this RFQ. This Investigation Hold Area shall:

1. Have a fully enclosed structure and be capable of providing protection from the natural elements.
2. Be fenced and gated (so as to prohibit entry by unauthorized persons as prescribed by the Chief of Police or his or her designee) with remote access controlled by the Franchisee dispatcher.

3. All entries shall be documented to identify the vehicle seen, the person entering, and the date and time the person entered the Investigative Hold Area.
4. The Investigative Hold Area's storage capacity shall be capable of holding ten (10) vehicles at any one time.
5. The only persons authorized to enter an Investigative Hold Area are the Franchisee employees and concerned law enforcement employees.
6. Garage employees shall not remove property from vehicles being held for criminalistics and/or evidentiary purposes.
7. Vehicles stored in an Investigative Hold Area shall not be removed from the area until authorized by the responsible Police Department personnel/investigator.
8. Once an investigative hold has been released on a vehicle it shall be immediately removed from the Investigative Hold Area.
9. The date and time of removal and the removing employee's identity shall be recorded on the Franchisee records.

Vehicles being held for Vehicle Code (VC) 22651 (O) (No Current Registration); VC 22651 (P) (Unlicensed Driver); VC 22651 (i) Unpaid Parking Citations); or VC 10751 (Altered Identification Number) (hereafter referred to as "statutory holds") need not be stored in the Investigative Hold Area but shall be stored in the same manner as vehicles available for release, unless there is an additional hold for criminalistics or evidentiary examinations. Garage employees may remove unattached personal property for safekeeping when a vehicle is being held exclusively for statutory hold. Any statutorily held vehicle shall not be available for release until authorized by the concerned governmental agency employee or the Area Vehicle Coordinator.

### C. Secondary Storage Lots:

All Secondary Storage Facilities proposed by the Franchisee shall be inspected and approved by the Chief of Police or his or her designee prior to use. A Secondary Storage Facility is a designated location used by the Franchisee as a yard or lot for the temporary storage of impounded vehicles. All Secondary Storage Facilities shall be within ~~five (5)~~ ten (10) miles of Franchisee's Primary Storage Facility. All Secondary Storage Facilities must be fenced for maximum security and lighted during the hours of darkness to afford illumination of all stored vehicles. Secondary Storage Facilities shall only be used to store vehicles with appraised values under one thousand dollars (\$1000.00). A Secondary Storage Facility may be used for emergency temporary storage of vehicles with appraised values over one thousand dollars (\$1000.00) with the prior written approval of the Chief of Police or his or her designee, but in



such cases, an attendant must be on duty at the facility for security. The location where vehicles are stored within a Secondary Storage Facility shall be accurately recorded on the garage's impound records. This is required at the time of submittal of this RFQ.

#### D. Storage of Vehicles:

All vehicles towed or stored by the Franchisee under the Franchise Agreement shall be kept within the Primary or Secondary Storage Lot when under direct supervision. At no time shall such vehicles be parked or stored or left standing on any public street or alley. Undamaged vehicles shall be segregated from wrecked or junk vehicles and shall be kept in the primary lot. All vehicles shall be systematically parked and sufficiently separated to preclude the probability of damage. Unobstructed access shall be provided to all stored vehicles. Vehicles shall be parked and separated to preclude the possibility of damage. Security provisions shall be implemented at all Secondary Storage Facilities to prevent the loss or theft of personal property or vehicle parts. Secondary Storage Facilities shall provide safe access to all stored vehicles and shall be kept clean and free of litter, debris, and weeds. Lighting of such lots shall be adequate to ensure required security of stored vehicles and eliminate light spill over onto neighboring properties. The Franchisee shall provide security to all primary and secondary storage facilities sufficient to reasonably preclude theft or damage to stored vehicles and as hereinafter provided.

#### E. Enclosure of Storage Areas:

Unless otherwise provided by applicable city regulations, all outdoor areas used for storage shall be enclosed with a solid wall, chain link or wrought iron style fence at least six (6) feet in height, having a gate or door of adequate width and equivalent height. The fence shall be covered from public view. The bottom edge of any such fence or wall, including all gates or doors, shall be maintained in such a manner as to prevent unauthorized entry. All wall or fence enclosures shall be maintained in good condition throughout the term of the Franchise Agreement; any damage shall be repaired promptly within twenty-four (24) hours of notice of such damage. This is required at the time of submittal to this RFQ.

#### F. Office:

The office space at the Primary and Secondary Storage Facilities shall be neat in appearance, clean and painted. A waiting area shall be provided for customers with adequate restroom and other facilities for the customers' comfort. This is required at the time of submittal to this RFQ.

#### G. Responsibility for Vehicle, Accessories, and Personal Property:

The Franchisee shall be responsible for vehicles and accessories while in Franchisee's possession. The Franchisee shall also be responsible for personal property left in the vehicle at the time possession of that vehicle is taken. All property left in a vehicle should be listed on the California Highway Patrol 180 form. No articles shall be removed without first obtaining written authorization from a Police Department officer. Any articles removed for any reason shall be noted by the authorizing Police Department officer. The Franchisee shall maintain a record of the identity of all persons who have entered a stored vehicle for the purpose of accessing unattached personal property. The record shall also include the date of entry and a description of any property removed. Unattached personal property may be removed for safekeeping by garage employees, but only from available for release and statutorily held vehicles. When the Franchisee's personnel removes unattached personal property for safekeeping from a vehicle, the following shall occur:

1. Record a description of the removed property on the corresponding copy of a garage impound report.
2. Implement controls to inform Franchisee's office personnel responding to public inquiries that personal property has been removed from a vehicle.
3. Cause the property to be individually packaged and identified.
4. Provide a secure location for the storage of the property to preclude loss, theft or damage.
5. Inform properly interested persons that property has been removed and how they may obtain possession of that property.

#### H. Protection and Handling of Vehicles:

It is the responsibility of the Franchisee to protect all vehicles, vehicle parts and/or attached accessories impounded by peace officers or City law enforcement personnel until such time the vehicles have either been released to properly interested persons or have been disposed of through legal process.

Vehicle parts and/or attached accessories shall not be removed from an impounded vehicle with a criminalistics/evidentiary hold on the vehicle without the prior approval of the concerned law enforcement personnel. The Franchisee's garage employees from other impounded vehicles may remove vehicle parts and/or attached accessories for safekeeping. When the Franchisee's employee removes vehicle parts and/or attached accessories for safekeeping from a vehicle it shall:

1. Record a description of the removed vehicle parts and/or attached accessories on the corresponding copy of the garage impound report.

2. Implement controls to inform the Franchisee's office personnel responding to public inquiries that vehicle parts and/or attached accessories have been removed from a vehicle.
3. Cause the vehicle parts and/or attached accessories to be individually packaged and identified.
4. Provide a secure location for the storage of the vehicle parts and/or attached accessories to preclude loss, theft or damage.
5. Inform properly interested persons that parts and/or attached accessories have been removed and how they may obtain possession of that property.

The release of impounded vehicles that are available for release shall be the responsibility of the Franchisee. Criminalistics/evidentiary or statutorily held vehicles shall not be available for release until Police Department personnel has given written authorization to the Franchisee.

The Franchisee, at its Primary Storage Facility, shall prepare, maintain, and post in a conspicuous place, clearly visible to the public, a notice outlining procedures and the required documentation necessary for properly interested persons to obtain possession or remove unattached personal property from a stored vehicle and/or to view or photograph a stored vehicle within twenty-four (24) hours of making such a request.

Vehicle inventories, when conducted by Franchisee employees, shall only be conducted within the confines of a storage facility and in the presence of a witnessing employee.

#### I. Release of Vehicles:

A Franchisee dispatcher shall be responsible for releasing vehicles between the hours of 7 a.m. and 7 p.m., seven (7) days a week, every day of the year and may, at his or her discretion, release vehicles between the hours of 7 p.m. and 7 a.m. Any vehicle impounded in connection with a special event, as designated by the Chief of Police or his or her designee, shall be available for release for a minimum period of four (4) hours following the conclusion of the special event. For the purposes of this provision, "special event" shall include DUI checkpoints, parades, et cetera.

#### J. Regulation:

The Franchisee shall comply with all Federal, State and local laws, ordinances, rules and regulations and shall make all reports required by the State of California Vehicle Code and shall follow all reasonable rules or regulations that the SFPD may, from time to time, prescribe governing the conduct of the Franchisee's operations under the Franchise Agreement.

## K. Authorized Rates and Charges:

The Franchisee may submit to the Chief of Police a written request for a change of rates. All requests for rate adjustment shall set forth the Franchisee's current rate charges and the proposed charges. Verifiable profit or loss information may be required prior to any rate adjustment. Rates and charges shall not exceed those established by the City of Los Angeles Police Commission for its Official Police Tow Garages as such rates shall from time to time be amended and or what is allowed by State law. If the City of San Fernando, in its sole discretion, decides to amend the rates for towing and storage of vehicles to a different rate schedule than the one employed by the City of Los Angeles, it shall give the Franchisee written notice of its intention to adopt an amended schedule and negotiate with the Franchisee for a period of no less than 60 days before a new schedule is enacted.

Except as provided by the approved rate schedule, no additional charges shall be made for special equipment or service necessary to prepare vehicles for removal.

All bills shall be itemized.

## Vehicle and Equipment Provisions (Sections A-D):

### A. Tow Units Radio Equipment:

The Franchisee may equip tow units and facilities with radio equipment capable of receiving police calls, police frequency and/or local government frequencies. On those trucks that primarily operate after normal business hours, the Franchisee may also have transmitting capabilities on local government frequencies for emergency contact with the Police Department communications center, if approved by the COP or his or her designee.

### B. Dispatcher's Office Radio Communications:

The Franchisee dispatcher's office shall be equipped to receive police radio calls. Priority shall be given to calls from the Police Department or its communications center. In the event that multiple agency requests for services are received at the same proximate time, the Franchisee dispatcher shall assign response priority to the request of the most urgent nature based upon information the dispatcher has received from the agencies. The Franchisee tow units may be equipped to monitor police radio calls while acting within the course and scope of their designated responsibilities after obtaining a permit from the Chief of Police or his or her designee.

#### 1. Tow Trucks.

- a. The Franchisee shall have a minimum of two (2) tow trucks with a minimum 19,500 Gross Vehicle Weight (GVW) manufacturer rating with a minimum wheel lift capacity rated at a minimum 4,000 pounds. The main winch(es) shall be either mechanically or hydraulically driven and shall have a single or combined capacity of at least four (4) tons at bare drum or one (1) wrap of cable with a minimum of one hundred feet (100') of cable.

Each such tow truck shall be equipped with a snatch block, dollies, one (1) ton floor jack and J/T hook chain assemblies.

The Franchisee shall have and maintain a minimum of two (2) 19,500 – 26,000 GVW manufacturer rated car carrier. The main winch(es) shall be either mechanically or hydraulically driven and shall have a single or combined capacity of at least four (4) tons at bare drum or one (1) wrap of cable with a minimum of fifty feet (50') of cable.

- b. Official heavy-duty tow units will be requested by the Police Department or its communication center when the vehicle to be towed possesses one or more of the following: three or more axles; a gross weight, laden or un-laden, in excess of 10,000 pounds; or a combination of commercial trailers. The Franchisee may subcontract for heavy-duty tow services. The subcontractor shall meet the standards set forth in the Franchise Agreement.
- c. All trucks used in performing towing services under the Franchise Agreement shall conform to all requirements of the State of California Vehicle Code and shall comply with the following:
  - 1) Truck bodies shall be painted and kept clean and in good repair, free of dents;
  - 2) The cab interior shall be kept clean;
  - 3) The tow truck bed shall be kept clean and equipment shall be properly mounted and maintained;
  - 4) Tail lamps, stop lamps and turn signal lamps with electrical extension cord shall be operable and shall be used on all towed vehicles; and,
  - 5) Each tow vehicle shall carry the following equipment:
    - (a) State approved air tank or air transfer system
    - (b) Flashlight or portable light

- (c) Floor jack - 1-ton minimum capacity
- (d) Gasoline container – 2 ½ gallon minimum capacity
- (e) Lug wrench – 4-way and wrench for foreign cars
- (f) Water container – 3-gallon minimum capacity
- (g) Battery booster and cables
- (h) Axe
- (i) Sledge
- (j) Flares
- (k) Bolt cutters
- (l) Pry bar
- (m) 25 foot recovery chain
- (n) Trash can and absorbent.

This section, Vehicle & Equipment Provisions A-D, are required at the time of submittal to this RFQ.

#### C. Tow Truck Parking:

The Franchisee shall at all times provide sufficient off-street parking spaces for the parking and storage of vehicles and other equipment used in the performance of the Franchise Agreement.

#### D. TOW UNIT MARKINGS:

Each tow unit shall be marked as required by California Vehicle Section 27907. Lettering shall be at least two and one-half (2 ½) inches, but not in excess of four (4) inches in height. Tow units may be marked with an official seal of the City of San Fernando in a conspicuous place as reviewed and approved by the Chief of Police or his or her designee.

## Inquiries:

Specific questions shall be requested in writing and responses will be formulated and forwarded to all prospective vendors via email by the stated dates in the RFQ schedule. No phone questions will be accepted. All written questions regarding this RFQ should be directed to:

[Lt. Nichole Hanchett](#)[Cmdr CJ Chiasson](#), San Fernando  
Police Department-  
910 First Street  
San Fernando CA 91340-  
[nhanchett@sfcity.org](mailto:nhanchett@sfcity.org)  
[cjchiasson@sfcity.org](mailto:cjchiasson@sfcity.org)

## Evaluation of Qualifications:

Each proposal must provide detailed information sufficient to evaluate the Franchisee's capability regarding each of the following factors:

1. The ability, capacity, experience and skill to perform under the Franchise Agreement and to competently perform all of the services and tasks contemplated thereunder.
2. The physical facilities to perform under the terms and conditions of the Franchise Agreement and provide the service within the time specified without delay or interference.
3. The character and integrity of the proposer and its principals, including but not limited to any history of complaints of poor customer service, unethical or predatory business practices, discourteous service or criminal conduct.
4. The proposer's record of performance on current and previous contracts or services with the City, other municipalities, and/or public agencies.
5. Qualifications, resumes and references for similar work completed within five (5) years.
6. Knowledge of City codes and procedures.
7. The previous and existing compliance by the proposer with laws and ordinances relating to the towing and storage of vehicles.
8. The financial strength of the proposer to provide the level and scale of service called for under this RFQ, including written proof in the form of proposer's financial records that show to the satisfaction of the City that the proposer's has the financial resources and ability to perform the Franchise Agreement and provide the services requested.

9. Ability of the proposer to meet the City's requirements under this RFQ and the Franchise Agreement.
10. The quality, availability and adaptability of the proposer's physical facilities, staff, and equipment.
11. The degree to which the proposer's proposal deviates from or is otherwise unable to comply with the baseline requirements and conditions set forth under this RFQ.
12. Projected response time to calls for service.
13. The proposer's impound policies and practices and impound rates and the strategies the proposer proposes to put in place to facilitate the speedy and cost-effective return of vehicles to persons whose cars have been impounded so as to minimize the accrual of costly impound fees.
14. The proposer's proposed policies for training its tow truck drivers and impound yard personnel to provide courteous, honest and ethical services to persons whose cars have been impounded.

### **Bid Rejection:**

All SOQs will be reviewed to determine conformance with the RFQ requirements. Any SOQ that the City deems incomplete, conditional, or non-responsive to the RFQ requirements may be rejected. The City reserves the right to reject any and all SOQs.

### **Screening, Selection and Award:**

The screening and selection process shall be as follows:

1. Sealed SOQs will be opened and evaluated to determine compliance with Section 4, Required Qualifications of Consultant. SOQs meeting specified requirements will be considered responsive and will be included in the next phase of review.

Responsive SOQs will be evaluated by ~~City staff members~~ a panel of City staff members. Qualifications will be evaluated based on whether they meet the required qualifications or exceed them. Qualification points will be assigned as follows: 0 for not meeting qualifications, 1 for meeting qualifications, and 2 for exceeding qualifications. Following this review, city staff will conduct on-site visits to the prospective tow yard and office locations.

The City reserves the right to withdraw this RFQ at any time without prior notice. Further, the City reserves the right to modify the RFQ schedule described below. The City also makes no representations that any contract will be awarded to any firm responding to this RFQ. The City expressly reserves the right to reject any and all SOQs without indicating any reasons for such rejection(s), to waive any irregularity or informality in any SOQ or in the RFQ procedure



and to be the sole judge of responsiveness to this RFQ.

**Evaluation Criteria:**

After review for compliance with required qualifications, the City will evaluate SOQs based on the following criteria.

General Quality and Responsiveness of the SOQ

- Presentation, completeness, and thoroughness of the SOQ;
- Responsiveness to the terms, conditions, and items of performance; and
- Grasp of the scope and services to be performed

Qualifications and Experience of Firm and Key Personnel

- Qualification and experience of key personnel;
- Experience and past performance for similar scope and services; and
- Verification of references

Fee Proposal

- Each firm should provide a schedule of fees for related services for each of the next five years.

**Tentative Schedule:**

The City reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this RFQ process as follows:

<b>Date</b>	<b>Activity</b>
Thursday, <del>September 26, 2019</del> <u>January 30, 2025</u>	Issue Request for
Qualifications <del>Monday, October 21, 2019</del> <u>Friday, February 28, 2025</u>	
	SOQs Due to the City
Monday, <del>November 18, 2019</del> <u>April 7, 2025</u>	City Council Consideration of Contract Award

**Attachments:**

1. SFPD Tow Listing Application
2. Civil Litigation History
3. False Claims Act Certification Form

## ATTACHMENT 1 SFPD TOW LISTING APPLICATION

BUSINESS		
1. BUSINESS NAME AND MAILING ADDRESS	TELEPHONE NUMBER(S)	
	2. DAY	
	3. NIGHT	
4. BUSINESS ADDRESS IF DIFFERENT THAN ABOVE	5. AUTOMOBILE CLUB AFFILIATIONS	
6. DO YOU HAVE 24 HOURS A DAY SERVICE? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>	7. YEARS IN THE TOWING BUSINESS	
8. HAVE YOU OR ANYONE FINANCIALLY INVOLVED WITH YOUR COMPANY EVER BEEN CONVICTED OF A FELONY INVOLVING STOLEN OR EMBEZZLED VEHICLES, STOLEN PROPERTY, FRAUD RELATED TO THE TOWING BUSINESS, OR MORAL TURPITUDE? IF YES, PLEASE ATTACH A WRITTEN EXPLANATION <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
VEHICLE STORAGE		
9. PRIMARY STORAGE YARD (COMPLETE ADDRESS)	<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED	DISTANCE FROM SAN FERNANDO _____ MILES
10. SECONDARY STORAGE YARD (COMPLETE ADDRESS)	<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED	DISTANCE FROM SAN FERNANDO _____ MILES
11. IS STORAGE YARD FENCED (6'), LIGHTED? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
12. IS DISPATCHER ON DUTY 24 HOURS/DAY, SEVEN DAYS/WEEK, 365 DAYS/YEAR? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
13. IS THERE A SECURE INVESTIGATIVE HOLD AREA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
FINANCIAL INTEREST		
14. LEGAL OWNER (PERSON(S), FIRM, COMPANY, ASSOCIATION OR CORPORATION)		
15. DO YOU HAVE FINANCIAL INTEREST IN ANY OTHER TOW COMPANY WITHIN SAN FERNANDO? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
16. DOES ANY MEMBER OF YOUR FAMILY OPERATE ANOTHER TOW SERVICE IN SAN FERNANDO? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
17. DO YOU SHARE ANY FACILITIES WITH ANY OTHER LICENSED TOW COMPANY? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
18. IF THE ANSWER TO ANY OF THE ABOVE IS YES, PROVIDE NAME OF THE TOW COMPANY		
TOW TRUCKS		
<input type="checkbox"/> CLASS A (14,000 – 19,500 GVWR) <input type="checkbox"/> CLASS C (33,001 – 50,000 GVWR)	<input type="checkbox"/> CLASS B (19,501 – 33,000 GVWR) <input type="checkbox"/> CLASS D (OVER 50,001)	
19. IS AT LEAST ONE CLASS A TRUCK, EITHER A WHEEL LIFT OR A CAR CARRIER? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
SIGNATURE	PRINT OR TYPE NAME AND TITLE	DATE

911/26/492024

**ATTACHMENT 2  
CIVIL LITIGATION HISTORY/CIVIL LITIGATION CERTIFICATION FORM**

CITY OF SAN FERNANDO  
CITY HALL  
117 MACNEIL STREET  
SAN FERNANDO, CALIFORNIA 91340

**CIVIL LITIGATION HISTORY/ CIVIL LITIGATION CERTIFICATION  
(TOWING AND VEHICLE STORAGE SERVICES RFP)**

Proposer shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well.** For the five (5) years preceding the date of submittal of this Proposal, identify any civil litigation arising out of the performance of a procurement contract within the State of California in which any of the following was a named plaintiff or defendant in a lawsuit brought by or against the entity soliciting Proposals: the Proposer submitting the instant Proposal, including any person who is an officer of, or in a managing position with, or has an ownership interest in the entity submitting the Proposal. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (i) the name and court case identification number of each case, (ii) the jurisdiction in which it was filed, and (iii) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

CIVIL LITIGATION CERTIFICATION

**If the Proposer has no civil litigation history to report as described above, complete the following:**

I, \_\_\_\_\_, am the \_\_\_\_\_  
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of \_\_\_\_\_ (hereinafter,  
"Proposer") (Print Name of Proposing Entity)

In submitting a Proposal to the City of San Fernando for As-Needed Engineering Proposer Services, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has been involved in civil litigation as described, above.

**I declare under penalty of perjury that the foregoing is true and correct.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
(month and year) (city and state)

by \_\_\_\_\_  
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

**CIVIL LITIGATION HISTORY INFORMATION**

(1) Name of Case:

Court Case Identification Number:

(2) Jurisdiction in which case was filed:

(3) Outcome of the case:

(1) Name of Case:

Court Case Identification Number:

(2) Jurisdiction in which case was filed:

(3) Outcome of the case:

**DECLARATION**

I, \_\_\_\_\_, the \_\_\_\_\_  
(Print name of person responsible for submitting proposal) (Title with proposing entity)

of \_\_\_\_\_ (hereinafter, "Proposer")  
(Print Name of Proposing Entity)

Declare under penalty of perjury that the above information is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
(month and year) (city and state)

by: \_\_\_\_\_  
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

**END OF DOCUMENT**

**ATTACHMENT 3  
FALSE CLAIMS/FALSE CLAIMS ACT CERTIFICATION FORM**

CITY OF SAN FERNANDO  
CITY HALL  
117 MACNEIL STREET  
SAN FERNANDO, CALIFORNIA 91340

**FALSE CLAIMS/FALSE CLAIMS ACT CERTIFICATION**  
(TOWING AND VEHICLE STORAGE SERVICES RFP)

Proposer shall provide either the certification requested below or the information requested on the next page. **Failure to certify or provide the requested information may result in a determination that the Proposer is non-responsive and City may reject the proposal on this basis. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well.** "False Claims Act", as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq.

FALSE CLAIMS ACT CERTIFICATION

If the Proposer has no False Claims Act violations as described above, complete the following:

I, \_\_\_\_\_, am the \_\_\_\_\_  
(Print name of person responsible for submitting proposal) (Title with proposing entity)

of \_\_\_\_\_  
\_\_\_\_\_ (hereinafter, "Proposer").  
(Print Name of Proposing Entity)

In submitting a proposal to the City of San Fernando, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

**I declare under penalty of perjury that the foregoing is true and correct.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
(month and year) (city and state)

By \_\_\_\_\_  
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

**FALSE CLAIMS ACT VIOLATIONS INFORMATION**

(1) Date of Determination of Violation:

(2) Identity of tribunal or court and case name or number, if any:

(3) Government Contract or project involved:

(4) Government agency involved:

(5) Amount of fine imposed:

(6) Exculpatory Information:

**DECLARATION**

I, \_\_\_\_\_, the \_\_\_\_\_  
(Print name of person responsible for submitting proposal) (Title with proposing entity)

of \_\_\_\_\_ (hereinafter, "Proposer")  
(Print Name of Proposing Entity)

Declare under penalty of perjury that the above information is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
(month and year) (city and state)

By: \_\_\_\_\_  
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

**END OF DOCUMENT**



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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Erika Ramirez, Director of Community Development

**Date:** January 21, 2025

**Subject:** A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 12 Parcels and Adopting Mitigated Negative Declaration Addendum

### RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1728 (Attachment “A”) titled, “An Ordinance of the City Council of the City Of San Fernando, California amending Chapter 106 (Zoning) of the San Fernando Municipal Code to establish the Mixed Use Overlay Zone”; and
- c. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1730 (Attachment “B”) titled, “An Ordinance of the City Council of the City Of San Fernando, California amending the Official City Zoning Map of the City of San Fernando to add the Mixed Use Overlay to certain properties in the C-1 and C-2 Zone Districts; and adopting a California Environmental Quality Act Mitigated Negative Declaration Addendum”; and
- d. Continue to a date uncertain, the introduction for the first reading of Ordinance No. 1729 (Attachment “D”) titled “An Ordinance of the City Council of the City of San Fernando, California amending the Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 12 Parcels and adopting a California Environmental Quality Act Mitigated Negative Declaration Addendum”.

**A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 11 Parcels and Adopting Mitigated Negative Declaration Addendum**

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**BACKGROUND:**

1. On June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City’s housing needs.
2. In 2022, the State Legislature passed Assembly Bill (AB) 1398, which requires jurisdictions to implement actions in their Housing Plan and provides appropriate zoning for these housing opportunity sites no later than October 2024.
3. On September 9, 2024, staff prepared a presentation for the Planning and Preservation Commission and Community to facilitate a workshop discussion. The Planning and Preservation Commission discussed the Mixed Use Overlay/Specific Plan projects, providing their feedback for the ordinances.
4. On October 14, 2024, a public hearing was held before the Planning and Preservation Commission to consider and provide a recommendation to the City Council on the proposed Mixed Use Overlay ordinance and Specific Plan amendment. There were no public speakers.
5. On November 18, 2024, a public hearing was held before the City Council to consider a Mixed Use Overlay ordinance and Specific Plan amendment. There were two (2) business owner that provided public comments in opposition of proposed ordinance 1729, an amendment to Corridors Specific Plan (SP-5) Figure 4.1, that would, among other things, apply the Flex Use Overlay to properties along First Street to allow residential uses. The City Council directed staff to provide additional information and continued the public hearing to December 4, 2024.
6. On December 2, 2024, a public hearing was held before the City Council to consider a Mixed Use Overlay ordinance and Specific Plan amendment. The City Council directed staff to provide additional information and continued the public hearing to January 21, 2025.

**ANALYSIS:**

The Housing Element of the City's general plan serves as a comprehensive framework for addressing the housing needs of the community across all income levels, as set by the state of California. It outlines the City’s policies, goals, and programs to create, preserve, and improve housing opportunities and affordability. This element is crucial in meeting state-mandated

**A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 11 Parcels and Adopting Mitigated Negative Declaration Addendum**

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requirements, ensuring the provision of adequate land for residential development, and promoting fair housing practices. In the current Housing Element, the City considered potential development on suitable sites and identified how zoning and development standards on the sites will facilitate housing. From this inventory, the City identified commercial zoned sites and Specific Plan sites as “Opportunity Sites” for future housing development.

The City Council reviewed and provided feedback to the ordinances proposed by staff to implement the programs identified in the City’s certified Housing Element on November 18, 2024, and December 4, 2024. Based on the feedback from City Council and community stakeholders, staff revised the scope and applicability of the proposed Mixed-Use Overlay and the Specific Plan amendment. The proposed revisions are discussed below.

Mixed-Use Overlay.

A typical mixed-use overlay zone is designed to promote development that combines residential, commercial, and sometimes industrial uses within a designated area. These overlays typically allows for flexible zoning standards that encourage a blend of uses in close proximity, maximizing land use efficiency, reducing reliance on car travel, and supporting economic vitality and social interaction. By facilitating a mix of uses, these overlay zones are intended to help create lively neighborhoods, enhance urban design, and support sustainable development goals.

*Mixed-Use Overlay Zone*

The proposed Mixed-Use Overlay (MUO) would be applied on top of the existing commercial zone, thereby creating flexibility for existing commercial properties by allowing 100% commercial development, 100% residential development, or mixed-use development. Commercial properties can continue with their current uses without changes to existing permitted uses or requirements. Additionally, the MUO permits 100% residential developments with a density range of 20-35 dwelling units per acre (du/ac).

*Proposed Revisions to the Mixed Use Overlay Text*

Based on Council feedback and comments and text required by HCD, the final proposed zoning code text amendment includes the following edits:

- **Residential uses** shall occupy a minimum of 50% of the project’s total gross floor area.
- **Materials and Colors.**
  - The street-facing façade shall use at least two different façade materials and colors, each covering a minimum of 20 percent of the street-facing façade.

**A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 11 Parcels and Adopting Mitigated Negative Declaration Addendum**

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- All façade materials and colors, such as siding, window types, and architectural details, used on the street-facing façade shall be used on all other building façades.
- **Tree Requirements.** All new development projects shall provide a minimum one 15-gallon, native canopy tree within a street facing setback when feasible, in accordance with Division 4 of Article III. If a street facing setback cannot contain a tree, the tree shall be provided on other areas of the site.
- **Affordable Projects.** Housing development projects with 20% affordable units shall be processed ministerially<sup>1</sup> under the Zone Clearance, Streamlined Development process.
- **Studies Required.**
  - As part of the Zone Clearance, Site Plan Review or Conditional Use Permit submittal for residential development, the applicant shall submit a copy of a sewer and water capacity analysis prepared by a licensed engineer that shows that existing or proposed sewer and water infrastructure is adequate to support operations of the mixed use development.
  - As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a fiscal analysis that provides a detailed evaluation of the potential financial impacts on municipal services, including any projected increase in costs of providing municipal services like police, fire, public works, and code enforcement services.

Ordinance No. 1728 would approve amending the City’s zoning code to establish the MUO Zone as described above.

*Proposed Revisions to the Mixed Use Overlay Map*

As part of the 6th Cycle Housing Element update, cities were required to identify sites that could accommodate the development capacity needed to meet their Regional Housing Needs Allocation (RHNA) across all income levels. To support this, the City’s 2021-2029 Housing Element included applying the Mixed-Use Overlay (MUO) as a key action to achieve its housing goals (Goal 5.0, Policy 5.1). The MUO was originally proposed for 112 parcels, covering 37.95 acres, within the C-1 and C-2 zones to promote the redevelopment of commercial areas with residential uses.

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<sup>1</sup> A ministerial review means that a project is reviewed to make sure it meets all the basic rules and requirements (like zoning laws or building codes). This type of review is straightforward and does not involve judgement or “discretion” by City staff or officials. If the project follows all the rules, it gets approved without public hearings.

**A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 11 Parcels and Adopting Mitigated Negative Declaration Addendum**

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Following City Council direction on December 2, 2024, staff and the consultant team reviewed the parcels identified in the Housing Element and revised the proposed map to reduce the total number of parcels where the MUO would apply. In order to address Council's concerns of increased density in close proximity to low density residential areas, the proposed parcels along S. Brand Avenue (south of Hollister Street) were removed from the proposed zoning map amendment. Furthermore, the parcels owned by Los Angeles County near City Hall were excluded from the proposed zoning map amendment due to the low probability of residential development. This adjustment reduced the total number of parcels by 26, resulting in a revised proposal of 86 parcels, totaling 28.53 acres, in the C-1 and C-2 zones for the MUO. A map of the revised parcels is included as Exhibit "A" to Attachment "A".

Ordinance No. 1730 would approve amending the City's Official Zoning Map to add the MUO to those identified properties and adopt an addendum to the adopted Mitigated Negative Declaration (MND) in accordance with the California Environmental Quality Act (CEQA).

Property owners of C-1 or C-2 parcels not included in the 86 parcels identified through the Housing Element may in the future apply for the overlay to be added. This would require a Zoning Amendment application to be processed by the Planning Division, subject to review and recommendation from the Planning and Preservation Commission, and approval from the City Council.

*SP-5 Amendment*

A specific plan provides a tailored regulatory framework to guide development in a defined area, often with unique goals or vision, aligning with the City's General Plan. It includes detailed standards, policies, and design guidelines that address the unique characteristics and needs of the specific area. Specific plan can address land use, infrastructure, design, and community amenities, promoting cohesive and context-sensitive development while allowing for flexibility to adapt to changing conditions or objectives within the specific area.

The City's Corridors Specific Plan (SP-5) supports residential development and increases housing capacity through existing overlay districts. Parcels in the SP-5 were also identified as part of the 2021-2029 Housing Element Goal 5, Policy 5.1 to meet the City's RHNA of 1,795 units. To achieve RHNA, existing overlays were originally proposed for specific parcels in the SP-5. A map showing these parcel is included as Exhibit A of Attachment "D".

Due to concerns expressed during the public hearings regarding residential uses on First Street, staff has reached out to HCD to determine if these sites can be replaced with other sites within SP-5. In order, to continue the conversation with HCD to address community concerns and explore alternative sites within SP-5, staff requests the continuance of Ordinance 1729.

**A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 11 Parcels and Adopting Mitigated Negative Declaration Addendum**

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December 2, 2024 City Council Meeting.

At a public hearing on December 2, 2024, the proposed MUO and amendment to SP-5 were presented to the City Council. The City Council continued the public hearing to January 21, 2025, requesting staff to provide additional information. A presentation will be provided to Council at the January 21, 2025, to address the following:

- Information related to the environmental impacts as identified in the Mitigated Negative Declaration for the Housing Element;
- Re-evaluate properties to be included in the mixed-use overlay zone while meeting the RHNA requirements; and
- Research other cities that have filed lawsuits challenging their Regional Housing Needs Allocation (RHNA) allocation.

*Public Comments:*

Public comments were provided by business owners, expressing concerns about the amendment to SP-5 that proposes applying the Flex Use Overlay to properties along First Street. In addition, there was a comment in support of the amendments emailed to the City Council. The SP-5 amendment will be presented to the City Council at a later date for further consideration.

Next Steps.

If ordinances 1728 and 1730 are adopted, they will be submitted to HCD for review and approval.

If ordinance 1729 is continued to a date uncertain, staff will continue working with HCD to explore alternative sites within SP-5. The proposed amendment will be presented to the City Council for consideration at a later date.

Public Hearing Notice.

Public notice for November 18, 2024, was provided in accordance with San Fernando Municipal Code Section 106-72. The public hearing was continued to December 2, 2024, and then to January 21, 2025.

**A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; Adopt an Ordinance Amending the Zoning Map to Add the Mixed-Use Overlay to Certain Properties in the C-1 and C-2 Zone Districts and Adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum; and Continue to a Date Uncertain the adoption of an Ordinance Amending the San Fernando Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 11 Parcels and Adopting Mitigated Negative Declaration Addendum**

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**BUDGET IMPACT:**

The preparation of these ordinances was an enhancement approved by the City Council as part of the Fiscal Year 2024-2025 Adopted Budget.

**CONCLUSION:**

Staff recommends that the City Council conduct a Public Hearing; pending public testimony, to consider approving:

- a. Ordinance No. 1728 (Attachment “A”) amending Chapter 106 (Zoning) of the San Fernando Municipal Code to establish the MUO Zone;
- b. Ordinance No. 1730 (Attachment “B”) amending the City Zoning Map to add the MUO to designated properties in the C-1 and C-2 Zone Districts; and adopting an addendum to the previously approved MND; and
- c. Continue to a date uncertain, the introduction of Ordinance 1729 (Attachment “D”), amending the Corridors Specific Plan (SP-5) Figure 4.1 – City Land Use Districts and Overlays Map to Add the Downtown Residential Overlay and Flex Use Overlay to 12 Parcels and Adopting Mitigated Negative Declaration Addendum.

**ATTACHMENTS:**

- A. Ordinance No. 1728, including:  
Exhibit “A”: Proposed updates to San Fernando Municipal Code (SFMC) Chapter 106 (Zoning)
- B. Ordinance No. 1730, including:  
Exhibit “A”: Proposed City Zoning Map  
Exhibit “B”: List of Parcels
- C. Addendum to Mitigated Negative Declaration (SCH 2021120390) for the San Fernando Housing Element Update
- D. Ordinance No. 1729, including:  
Exhibit “A”: Proposed Figure 4.1 – City Land Use Districts and Overlays Map
- E. Response to Council Questions presented on December 2, 2024.

**ORDINANCE NO. 1728**  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,**  
**CALIFORNIA, AMENDING CHAPTER 106 (ZONING) OF THE SAN**  
**FERNANDO MUNICIPAL CODE TO ESTABLISH THE MIXED USE OVERLAY**  
**ZONE IN DESIGNATED AREAS OF THE CITY**

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

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

WHEREAS, on June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City's housing needs; and

WHEREAS, in the Housing Element, the City considered potential development on suitable sites and identified how zoning and development standards on the sites will facilitate housing. From this inventory, the City identified commercial zoned sites and Specific Plan sites as "Opportunity Sites" for future housing development; and

WHEREAS, in 2022, the State Legislature passed Assembly Bill 1398, which requires jurisdictions to implement actions in their Housing Plan which provides appropriate zoning for these housing opportunity sites no later than October 2024; and

WHEREAS, pursuant to San Fernando City Code Section 106-19(c), an official amendment to the zoning text may be adopted by the City Council only if the following findings of fact can be made in a positive manner: 1) the proposed amendment is consistent with the objectives, policies general land uses and programs of the City's General Plan; and 2) the adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare; and

WHEREAS, the Planning and Preservation Commission, as part of its regular meeting of October 14, 2024, conducted a duly noticed public hearing on the proposed code amendment, and all testimony was received and made part of the public record.

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

**SECTION 1.** Recitals. The above recitals are true and correct and incorporated herein by reference.



**SECTION 2.** Environmental Addendum Findings. This project is subject to an addendum under the California Environmental Quality Act (CEQA) Guidelines Section 15164, since it can be seen with certainty that potential amendments to the municipal code are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred.

**SECTION 3** Zoning Text Amendment Findings. Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

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

The proposed zoning text amendment (Exhibit "A") will establish the Mixed Use Overlay (MUO) Zone in designated areas of the city. The proposed amendment will satisfy Policy 5.1 of the San Fernando General Plan Housing Element. Policy 5.1 calls for the reduction and removal of government barriers, to reduce costs of housing production and facilitate ownership and rental opportunities for all residents. The proposed amendment will add residential uses to existing-residential uses and encourage investment and redevelopment in commercial areas with residential uses. The proposed amendment will preserve general land uses and allow flexibility in existing commercial properties.

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

The proposed zoning text amendment (Exhibit "A") will establish the MUO Mixed Use Overlay Zone to the zoning code. The MUO Mixed Overlay Zone will bring flexibility to existing commercial properties, allowing property owners and developers to add residential uses to their properties. The proposed amendment includes development standards that ensure compatibility with adjacent properties. Thus, the text amendment would not be detrimental to the public interest, health, safety, convenience or welfare because the proposed MUO Mixed Use Overlay Zone will encourage investment, redevelopment, and foster community interaction and create a walkable neighborhood, while ensuring compatibility.

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

**SECTION 5. Certification.** The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at its Regular Meeting held this \_\_\_\_ day of \_\_\_\_\_ 2025.

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1728 which was introduced on January 21, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the \_\_\_\_ day of \_\_\_\_\_, 2025 by the following vote of the City Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Julia Fritz, City Clerk

**EXHIBIT "A"****Proposed updates to San Fernando Municipal Code (SFMC) Chapter 106 (Zoning)****City of San Fernando Municipal Code, Chapter 106, Article II, Division 6.****Subdivision III. – MUO Mixed Use Overlay****Sec. 106-173. – Intent and purpose.**

The MUO mixed use overlay zone is established to provide development opportunities for integrated, complementary residential and commercial development on the same parcel or a contiguous group of parcels. The MUO zone may be applied as an additional zone classification to land zoned C-1 limited commercial zone or C-2 commercial zone.

**Sec. 106-174. – Uses permitted.**

- A. Property may be developed solely for residential uses at a density range of 20-35 units per acre.
- B. Property may be developed solely for uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district.
- C. Uses mandated by state law to be permitted in mixed use zone districts are permitted in the Mixed Use Overlay (Transitional and Supportive Housing, Low Barrier Navigation Centers and Accessory Dwelling Units).
- D. If property is developed with a mix of residential and non-residential uses within the same project area, the following are required:
  1. For the commercial component, property may be developed with uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district, except for the specific limitation identified in Section 106-673-(3)j.
  2. Commercial uses are required on the ground floor adjacent to arterial streets and at all corners adjacent to arterial streets.
  3. On corner parcels, the non-residential use shall turn (wrap around) the corner for a distance of at least 30-feet, or at least 50% of the building façade, whichever is less. The termination of use shall occur at an architectural break in the building.
  4. For buildings located within 20 feet of a public street, the non-residential component of a mixed-use project shall contain at least 60% pedestrian-oriented commercial uses intended to increase pedestrian activity on the adjacent streets. Other non-residential uses may be substituted for commercial uses, if authorized by a resolution of the Planning and Preservation Commission, provided, it can be demonstrated that such non-residential use will increase pedestrian activity on the adjacent streets and is not a prohibited use listed below.
  5. All commercial tenant spaces on the ground floor shall have a minimum depth of 30 feet.

6. Overall commercial floor area shall be a minimum of 25% of the project's total gross floor area.
7. Residential uses shall occupy a minimum of 50% of the project's total gross floor area.
8. The minimum residential density permitted is 20 units per acre.
9. The permitted residential component of the mixed-use project includes:
  - a. Multiple-family dwellings;
10. A live-work unit, defined as a dwelling unit that combines residential and commercial or office space within the same space, shall be considered a residential unit or development in the Mixed Use Overlay. A live-work unit or development must comply with all building code requirements which may require size, separation and use requirements and limitations.
11. The following uses and activities shall not be permitted within the Mixed Use Overlay zone when a mixed use project is proposed:
  - a. Vehicle maintenance or repair (e.g., body or mechanical work, including boats and recreational vehicles), vehicle detailing and painting, upholstery, or any similar use.
  - b. Storage of flammable liquids or hazardous materials beyond that normally associated with a residential use.
  - c. Manufacturing or industrial activities, including but not limited to welding, machining, or any open flame work.
  - d. Any activity or use, as determined by the responsible review authority to not be compatible with residential activities and/or to have the possibility of affecting the health or safety of live/work unit residents due to the potential for the use to create dust, glare, heat, noise, noxious gases, odor, smoke, traffic, vibration or other impacts, or would be hazardous because of materials, processes, products, or wastes.
12. After approval, a mixed-use building shall not be converted to entirely residential use.
13. A City-approved covenant shall be executed by the owner of each residential unit within a mixed use development for recording in the land records of Los Angeles County, and shall include statements that the occupant(s) understand(s) and accept(s) the person is living in a mixed use development, and that commercial activities are permitted pursuant to the regulations in the SFMC. If the project includes rental residential units, the project owner shall execute such covenant and a copy of the recorded covenant shall be provide to each new occupant of the rental units.

**Sec. 106-175. – Development standards.**

Any project developed pursuant to this division shall comply with the following, and any permit issued shall be subject to such provisions established as conditions of approval. Please note if residential uses are not proposed, only the Development Standards of the underlying zone district apply:

<b>TABLE: DEVELOPMENT STANDARDS – MIXED-USE OVERLAY (MUO)</b>				
District	MUO (100% Commercial)	MUO (100% Residential)	MUO Mixed-Use	Additional Regulations
Density (du/acre)	N/A	20-35	20-35	
Floor Area Ratio (FAR)	[1]	N/A	[1] [6]	
Yards/ setbacks (ft.)				
Front (min./max.)	[1]	5/10 [3][4]	0/15 [2][4]	
Street side (min./max.)	[1]	5/10 [3][4]	0/0 [2][4]	
Interior Side (min.)	[1]	5 [5]	0 [5]	
Rear	[1]	5 [5]	0 [5]	
Maximum height (ft.)	[1]	45 [7]	45 [7]	
Building site coverage (max. %)	[1]	80	80	
Open space standards (sq ft.)				Sec. 106-175 C.
Private (min.)	N/A	80	60	
Common (min.)	N/A	100	100	

[1] Follow the base zone district (Section C-1 & C-2) development standards.  
 [2] A 0-15-foot setback is allowed to accommodate pedestrian-oriented outdoor uses and amenities which the Director of Community Development determines are appropriate to an urban setting, such as outdoor patio dining areas, plazas and courtyards, fountains, public art, entry forecourts, and landscaping. [3] A reduced setback may be permitted if the ground floor is used for non-living areas such as manager’s office, gym, etc.  
 [4] A 15-foot setback is required when abutting single family residential uses to match front yard setback.  
 [5] A 10-foot setback is required if proposed or existing uses will abut existing or proposed non-residential uses.  
 [6] Applies to the non-residential components of the project only  
 [7] Certain Roof mounted structures may exceed height. See section Division 6, of Article V.

A. General Standards

1. Screening. When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
  - a. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
  - b. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
  
2. Security Barriers.
  - a. Any security barriers installed on the windows or the doors of the premises shall be installed only on the interior of the building and in compliance with all City Building, Zoning, and Fire Codes.
  - b. Security barriers shall meet the following criteria:
    - i. Only open grill design security systems located on the inside of the building shall be permitted on elevations visible from the street.
    - ii. Open grill design security systems shall be primarily transparent with not less than seventy-five percent (75%) visibility from the street.
    - iii. Solid roll-down security doors are prohibited unless part of a vehicle loading bay.
    - iv. Interior security gates shall be opened and fully retracted during the hours of operation.
  
- B. Building Standards
  - a. Façade modulation and articulation.
    - i. Building Length Articulation. At least one projection or recess shall be provided for every 50 horizontal feet of wall in one of the following manners:
      1. Projections or recesses for buildings 50 feet wide or less shall be exempted from the building length articulation requirement; projections or recesses for buildings greater than 50 feet in width but less than 100 feet in width shall be no less than 12 inches in depth; or projections or recesses for buildings 100 feet wide or wider shall be no less than 24 inches in depth.
      2. The depth and width of the projection or recess shall be proportionate to the overall mass of the building.
    - ii. Building Height Articulation. In order to maintain a human scale for multi-story buildings, the height of façades shall be broken into smaller increments as follows:

1. Ground Floor. A substantial horizontal articulation of the façade shall be applied at the top of the first story. This element shall be no less than 18 inches tall, and should project from the adjacent wall plane. It shall be designed as a cornice, belt course, or a similar architectural element which is appropriate to the style of the building.
2. Top Floor. Buildings or portions of buildings which are three stories in height or taller shall also provide articulation for the top story of the building. This may be accomplished by a color change, material change, a cornice/belt course at the bottom of the uppermost story, by stepping the uppermost story back, or similar measures.

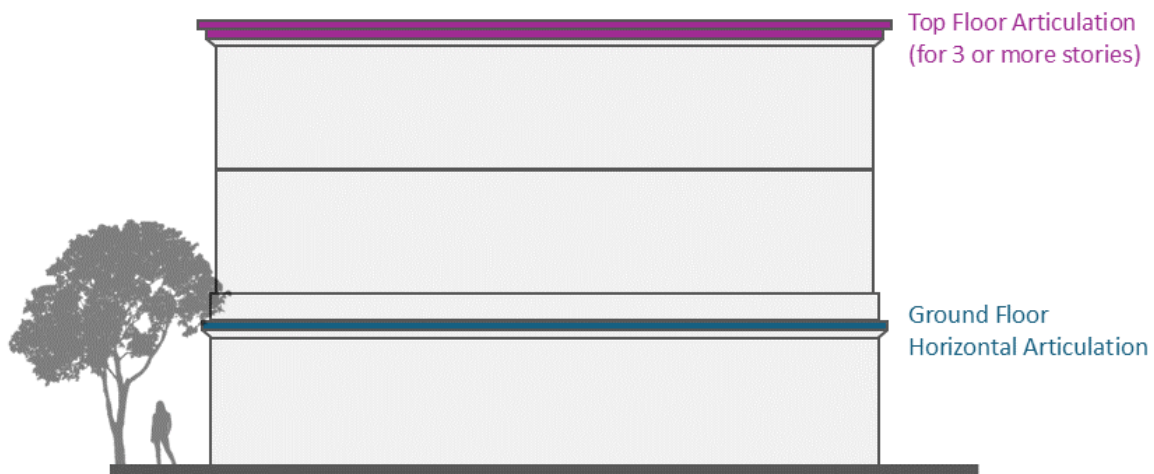


Figure. Building Height Articulation

- iii. Blank building facades shall be prohibited. Building facades without the use of windows or doors shall not span a continuous horizontal length greater than 20 feet across any story.





**Figure. Blank Façade**

- b. Materials and Colors.
  - i. The street-facing façade shall use at least two different façade materials and colors, each covering a minimum of 20 percent of the street-facing façade.
  - ii. All façade materials and colors, such as siding, window types, and architectural details, used on the street-facing façade shall be used on all other building façades.
- c. Transparency. Placement and orientation of doorways, windows, and landscape elements shall create strong, direct relationships with the street. Street-facing façades of all buildings shall incorporate windows and openings providing light to adjacent spaces, rooms, and uses.
  - i. Commercial ground-floor uses. Windows and openings facing streets shall constitute a minimum of 50% of street-facing building faces. Windows shall provide a clear and transparent view into ground floor-uses or shall display merchandise to reinforce a pedestrian scale. Film may be provided to protect from the sun or as required to satisfy State or local energy efficiency requirements as long as some level of transparency is maintained.
  - ii. Commercial upper-floor uses. Windows and openings facing streets shall constitute a minimum of 40% of street-facing building faces.
  - iii. Residential ground-floor uses. Windows and openings facing streets shall constitute a minimum of 30% of street-facing building faces.
  - iv. Residential upper-floor uses. Windows and openings facing streets shall constitute a minimum of 20% of street-facing building faces.
- C. Open Space Standards. Maintaining open space areas provides recreational opportunities, allows sunlight to enter into living spaces and provides a spacious and inviting feel. Open space requirements are as follows:
  - a. Private open space(s) attached to residential units shall be designed to avoid direct visibility into the interiors of adjacent units.
  - b. Any common open space shall measure at least 15 feet in length in any direction. A minimum of 25 percent of the total area of the common open space shall be landscaped.
  - c. The following regulations apply to required residential open space areas within all mixed-use zoned lots.
    - i. More than one open space area may be provided on a lot. The sum of square footages for all eligible open space areas on a lot shall comprise the total open space area for that lot.
    - ii. Required side or rear yard areas may be included in the calculated open space area but a required front yard area may not.
    - iii. All required open space shall be usable. Usable open space shall be improved to support residents' passive or active use. Such open space shall be located on the

- same parcel as the dwelling units for which it is required. The computation of such open space shall include no obstructions other than devices and structures designed to enhance its usability, such as swimming pools, changing facilities, fountains, planters, benches, and landscaping.
- iv. Open space areas shall have no parking, driveway or right-of-way encroachments.
  - v. Usable open space does not need to be located on the ground. Rooftop gardens and rooftop landscaping, including rooftops above parking structures, may be used to satisfy the open space requirement. Rooftop open space features and vertical projections such as sunshade and windscreen devices, open trellises, and landscaping shall not exceed 16-feet in height beyond the maximum permitted height.
- d. Landscaping. A landscaping plan for all common open areas shall be submitted with the other plans. Approval of the landscape element shall include approval of an acceptable watering system, and assurance of continued maintenance.
- a. All new development projects shall provide a minimum one 15-gallon, native canopy tree within a street facing setback when feasible, in accordance with Division 4 of article III. If a street facing setback cannot contain a tree, the tree shall be provided on other areas of the site.
  - b. The following standards shall apply to mixed use development with surface parking lots:
    - i. A minimum of 2 percent of parking lot area shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
    - ii. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way.
    - iii. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
    - iv. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
    - v. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development director that landscaping is not necessary to fulfill the purpose of this section.
- e. Fences, walls, and hedges.
- i. Whenever a mixed-use zoned lot shares a side or rear property line with a residentially zoned lot, and non-residential uses are located within 15 feet of that side or rear property line, a six-foot tall solid masonry wall shall be provided, along

or adjacent to all such side and rear lot lines. The wall shall conform to the height regulations applicable to front yard areas of the residentially zoned lot having the common lot line. A landscape buffer shall also be provided along the shared lot lines.

- ii. Roll down security gates or fencing may not be on the exterior of buildings.

#### D. Parking Standards

- a. Applicable Standards. The applicable standards and requirements, including number of minimum parking stalls, required in Division 3 of article V of this chapter shall apply, with the following additional standards in this subsection.
- b. Parking reduction in proximity to transit. Pursuant to Government Code § 65863.2, the required off-street vehicular parking may be waived for certain projects within one-half mile distance of public transit, as applicable.
- c. Parking reduction for mixed-use and residential projects. A reduction in off-street parking requirements may be granted pursuant to Division 3 of article V.
- d. Screening.
  - i. Screening. Any parking structure with at least one floor of parking at grade or above, and which contains primary property frontage along a primary street, shall incorporate wrapped residential uses or retail businesses with shopping windows viewable from the sidewalk along the ground floor, or two or more of the following features:
    - 1. Display or shopping windows;
    - 2. Landscape material (e.g., foundation plantings, vertical trellis with vines, planter boxes with cascading landscape material) that results in the parking structure being adequately screened from adjoining parcels;
    - 3. Architectural detailing and articulation that provides texture on the façade or structure openings and effectively integrates the parking structure into the basic building design.
  - ii. Surface parking. Surface parking shall be located on the interior side or rear of the site to the greatest extent practicable. Surface parking between the sidewalk and buildings shall be prohibited unless no alternatives are feasible.

#### E. Site Standards

- a. Access and circulation.
  - i. Building entrances.
    - 1. Street-facing primary entrances for non-residential uses shall be accessible to the public during business hours. Residential and non-residential entries shall be clearly defined features of front façades, and of a scale that is in proportion to the size of the building and number of units being accessed. Larger buildings shall have a more prominent building entrance, while maintaining a pedestrian scale.

2. When non-residential and residential uses are located in the same building, separate exterior pedestrian entrances, elevators and lobbies shall be provided for each use. The entrances for non-residential uses shall be designed to be visually distinct from the entrances for residential uses.

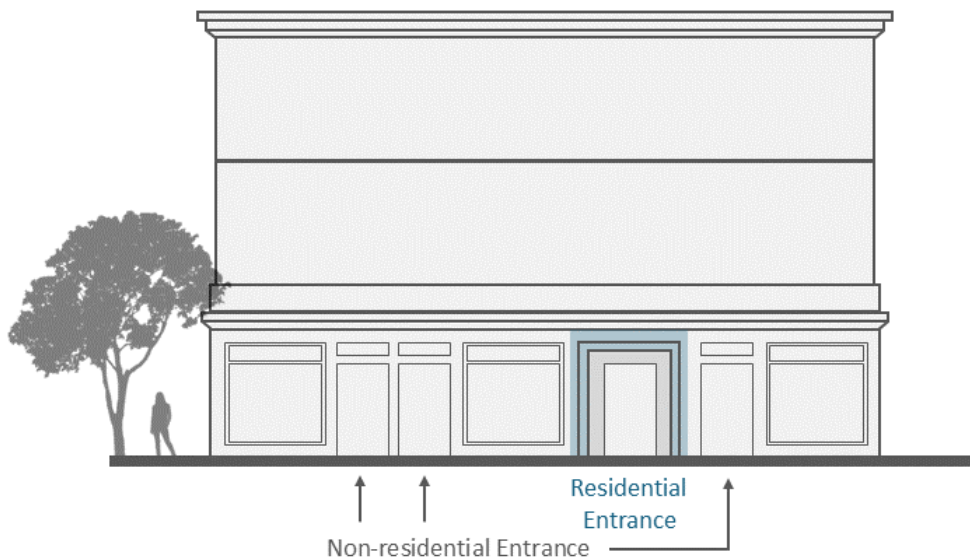


Figure. Building Entrances

- ii. Pedestrian access. Pedestrian access from the adjacent street public right-of-way shall be incorporated into all ground floor uses within the MUO zone.
- iii. Development projects shall promote walkability and connectivity to include design and orientation standards including:
  1. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas and pedestrian amenities.
  2. Lighting shall be incorporated along sidewalks or other pedestrian walkways to enhance the pedestrian environment and provide for public safety. Lighting shall be low mounted and downward casting in a manner that reduces light trespass onto adjacent properties.
  3. Connections between on-site walkways and the public sidewalk shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage. Such walkway shall be the shortest practical distance between the primary entry and sidewalk, generally no more than 125% of the straight-line distance.
- b. Exterior lighting. Lighting for non-residential uses shall be appropriately designed, located, and shielded to ensure that they do not negatively impact the residential uses in the development nor any adjacent residential uses. All exterior lighting shall be 90 degrees

- cutoff downlight. The rays of any such lighting shall be confined to the property. No spillover shall be permitted.
- c. Trash and Recycling. Recycling and refuse storage facilities for non-residential uses shall be separate from residential uses, clearly marked, located as far as possible from residential units and shall be completely screened from view from the residential portion of the development. Recycling and refuse storage facilities for non-residential uses shall be compatible in architectural design and details with the overall project. The location and design of trash enclosures shall mitigate nuisances from odors when residential uses might be impacted. Trash areas for food service and sales uses, when occupying the same building as residential uses, shall be refrigerated to control odor.
  - d. Signs. The applicable provisions for signs of *Division 5 - Signs* shall apply.
  - e. Loading and unloading. Where applicable, the covenants, conditions, and restrictions of a mixed-use development shall indicate the times when the loading and unloading of goods may occur on the street, provided that, in no event, shall loading or unloading take place after 10:00 p.m. or before 7:00 a.m. on any day of the week.
  - f. Uses restricted to indoor. All non-residential uses must be conducted wholly within an enclosed building. The following uses or businesses are exceptions to this rule:
    - i. Outdoor dining and food service in conjunction with a cafeteria, café, restaurant or similar establishment;
    - ii. Other sales and display areas as approved through a conditional use permit or similar discretionary permit; and
    - iii. Other uses as approved by the Planning and Preservation Commission through a Conditional Use Permit process.
  - g. Outdoor sale and display location. No outdoor sale or display area shall occupy any required parking spaces or required yard areas.

## Sec. 106-176. – Procedure

- A. Development of land in a MUO mixed use overlay zone for mixed use development shall be approved with a site plan review procedure, unless proposed non-residential uses require a conditional use permit. In that case, a conditional use permit is required. Housing development projects with 20% affordable units shall be processed ministerially under the Zone Clearance, Streamlined Development process.
- B. As part of the Zone Clearance, Site Plan Review or Conditional Use Permit submittal for residential development, the applicant shall submit a copy of a sewer and water capacity analysis prepared by a licensed engineer that shows that existing or proposed sewer and water infrastructure is adequate to support operations of the mixed use development.

- C. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a fiscal analysis that provides a detailed evaluation of the potential financial impacts on municipal services, including any projected increase in costs of providing municipal services like police, fire, and code enforcement services.

**ORDINANCE NO. 1730**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE ZONING MAP OF THE CITY OF SAN FERNANDO TO ADD THE MIXED USE OVERLAY TO CERTAIN PROPERTIES IN THE C-1 AND C-2 ZONE DISTRICTS**

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

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

WHEREAS, on June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City's housing needs; and

WHEREAS, in the Housing Element, the City considered potential development on suitable sites and identified how zoning and development standards on the sites will facilitate housing. From this inventory, the City identified commercial zoned sites and Specific Plan sites as "Opportunity Sites" for future housing development; and

WHEREAS, in 2022, the State Legislature passed Assembly Bill 1398, which requires jurisdictions to implement actions in their Housing Plan which provides appropriate zoning for these housing opportunity sites no later than October 2024; and

WHEREAS, pursuant to San Fernando City Code Section 106-20(c), an official amendment to the zoning map may be adopted by the City Council only if the following findings of fact can be made in a positive manner: 1) the proposed amendment is consistent with the objectives, policies general land uses and programs of the City's General Plan; and 2) the adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare; and

WHEREAS, the Planning and Preservation Commission, as part of its regular meeting of October 14, 2024, conducted a duly noticed public hearing on the proposed code amendment, and all testimony was received and made part of the public record.

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

**SECTION 1.** Recitals. The above recitals are true and correct and incorporated herein by reference.

**SECTION 2. Environmental Addendum Findings.** This project is subject to an addendum under the California Environmental Quality Act (CEQA) Guidelines Section 15164, since it can be seen with certainty that potential amendments to the municipal code are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred.

**SECTION 3 Zoning Map Amendment Findings.** Pursuant to San Fernando City Code Section 106-20 (Zoning Map Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

- a. The proposed map amendment, attached herein as Exhibit “A”, adding the overlay to the parcels identified in Exhibit “B”, is consistent with the objectives, policies, general land uses and programs of the City’s general plans.

The proposed map amendment will establish the MUO Mixed Use Overlay to certain properties in the C-1 and C-2 zone districts. The proposed amendment will satisfy Policy 5.1 of the San Fernando General Plan Housing Element. Policy 5.1 calls for the reduction and removal of government barriers, to reduce costs of housing production and facilitate ownership and rental opportunities for all residents. The proposed map amendment will allow residential uses in existing commercial properties, encouraging investment and development. The proposed map amendment will preserve the general land uses allow flexibility in existing commercial properties.

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

The proposed map amendment adds MUO Mixed Use Overlay to the existing Zoning map. These updates to the zoning map will increase residential development in C-1 and C-2 zone districts, increasing the housing capacity in those districts. The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare because the proposed map amendment encourages residential development, fostering community interaction.

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



**SECTION 5. Certification.** The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at its Regular Meeting held this \_\_\_\_ day of \_\_\_\_\_ 2025.

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No.1730 which was introduced on January 21, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the \_\_\_\_ day of \_\_\_\_\_, 2025 by the following vote of the City Council:

**AYES:**

**NOES:**

**ABSENT:**

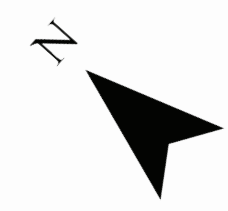
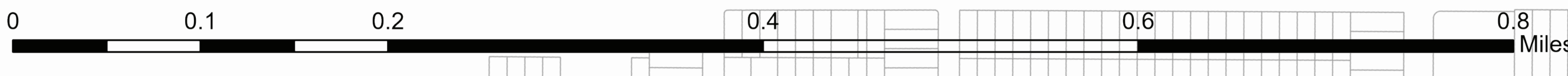
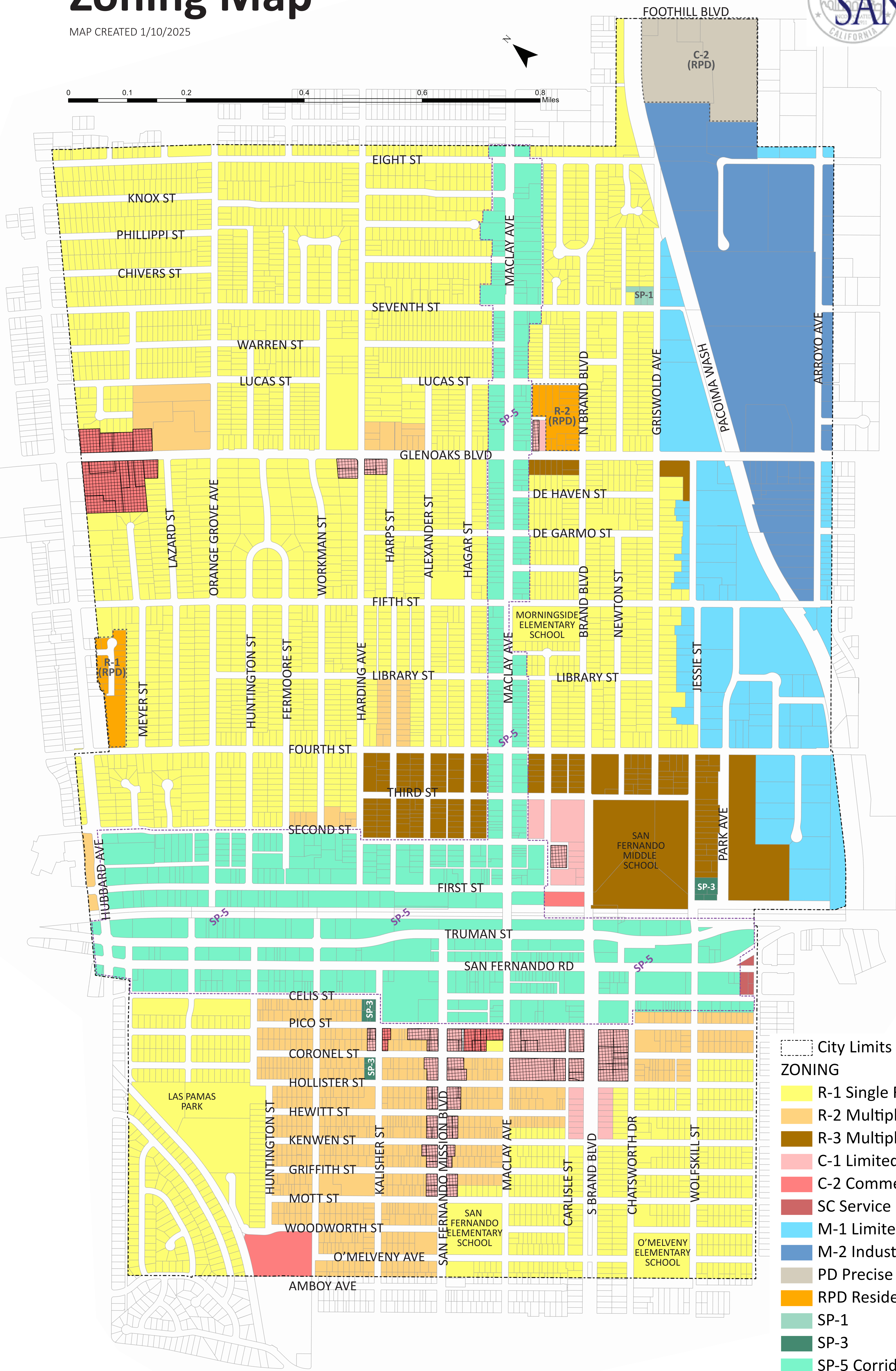
**ABSTAIN:**

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Julia Fritz, City Clerk

# Zoning Map

MAP CREATED 1/10/2025



- City Limits
- ZONING**
- R-1 Single Family Residential
- R-2 Multiple Family Dwelling
- R-3 Multiple Family
- C-1 Limited Commercial
- C-2 Commercial
- SC Service Commercial
- M-1 Limited Industrial
- M-2 Industrial
- PD Precise Development Overlay
- RPD Residential Planned Development Overlay
- SP-1
- SP-3
- SP-5 Corridors Specific Plan
- Mixed Use Overlay

**Assessor Parcel Numbers (APNs) of Properties**

2522-013-024	2521-026-009	2521-030-024
2515-016-016	2521-028-010	2522-013-802
2517-014-054	2521-028-027	2521-021-906
2517-013-014	2522-005-001	2521-027-011
2518-022-009	2522-013-011	2521-014-002
2517-019-006	2522-013-003	2521-030-030
2517-015-043	2522-013-012	2522-013-017
2517-015-030	2521-023-021	2521-028-011
2517-013-013	2521-026-010	2521-029-037
2518-025-800	2522-013-804	2521-036-019
2517-015-033	2521-030-026	2521-027-010
2517-015-034	2521-030-901	2522-005-003
2518-025-012	2521-021-027	2521-021-012
2518-025-025	2521-030-031	2521-035-009
2518-022-008	2521-024-024	2521-024-028
2521-021-905	2522-013-016	2522-005-006
2521-030-900	2521-030-037	2521-030-009
2521-030-039	2521-025-023	2522-013-019
2521-024-025	2521-021-032	2522-013-014
2521-025-022	2521-030-038	2517-015-032
2521-025-001	2521-023-002	2517-013-015
2521-036-001	2521-035-008	2517-015-042
2522-013-013	2521-014-001	
2521-027-008	2521-025-034	
2521-029-035	2522-005-002	
2521-030-027	2521-036-022	
2521-023-022	2522-006-002	
2521-023-001	2522-013-018	
2522-013-021	2521-021-026	
2522-013-015	2521-022-021	
2522-006-900	2519-003-901	
2521-027-009	2521-014-024	

**CITY OF SAN FERNANDO  
ADDENDUM TO A MITIGATED NEGATIVE DECLARATION PREPARED FOR ENVIRONMENTAL  
ASSESSMENT FOR SAN FERNANDO HOUSING ELEMENT UPDATE (SCH 2021120390)**

*Addendum prepared in accordance with Section 15164 of the California Environmental Quality Act (CEQA) Guidelines*

<p>The full Initial Study and Mitigated Negative Declaration SCH No. 2021120390 are on file at the City of San Fernando Community Development Department, located at 117 North MacNeil Street, San Fernando, California 91340 (818) 837-1227</p>	<p>ENVIRONMENTAL ASSESSMENT NUMBER:  _____</p>	<p>This addendum was not circulated for public review pursuant to Section 15164(c) of the CEQA Guidelines.</p>
<p>APPLICANT: City of San Fernando Community Development Department Attn. Erika Ramirez 117 North MacNeil Street San Fernando, California 91340</p>	<p>PROJECT LOCATION: The proposed zoning text amendment includes all of San Fernando’s incorporated lands (See Exhibit A - Vicinity Map), and the proposed rezone includes specific parcels (See Exhibit C).</p>	
<p><b>PROJECT DESCRIPTION (ORIGINAL):</b></p> <p>Overall, the proposed plan involves updates to the General Plan Housing and Safety Element as well as incorporation of new General Plan Environmental Justice policies. The 2021-2029 Housing Element is being driven by the following regulatory requirements:</p> <ul style="list-style-type: none"> <li>• The Housing Element Update would update the City’s Housing Element as part of the 6th Cycle Regional Housing Needs Allocation (RHNA) and per compliance with California Government Code Sections 65580 to 65589.11.</li> <li>• The Safety Element Update would update the City’s Safety Element to integrate climate adaptation and resiliency strategies into the General Plan per Senate Bill (SB) 379, which amended California Government Code Section 65302.</li> <li>• Update of the Housing and Safety elements would include the addition of Environmental Justice-related goals, policies, and objectives per SB 1000, which amended Government Code Section 65302.</li> </ul> <p>Therefore, the proposed plan entails the 2021-2029 Housing Element and updates to the Safety Element, as well as addition of new Environmental Justice policies within the Housing and Safety elements. The following extracts portions of the detailed description of the proposed plan that is related to the Addendum.</p> <p align="center"><u>Meeting Regional Housing Needs Assessment – Mixed Use Overlay</u></p> <p>As part of the 6th Cycle housing element update, cities are required to identify housing sites that provide the development capacity to accommodate build out of the City’s RHNA allocation at all income levels. The 2021-2029 Housing Element would introduce a new Zoning Code, Mixed Use Overlay, that would apply to Housing Opportunity Sites throughout San Fernando that are currently not zoned for residential uses. This includes commercially zoned properties where currently only retail or service establishments are allowed. The Mixed Use Overlay would allow for up to 35 dwelling units per acre, and would provide the possibility that the commercial uses could occur along with new residential uses, perhaps by repurposing large surface parking lots or by redeveloping existing structures to greater heights that would allow for residential units on the upper floors. These design decisions that would depend upon specific project design are not known at this time. As noted above, given that formal land use or zoning changes will not be adopted at this time, future land use and zoning changes would require separate environmental evaluation once specific sites to be rezoned are agreed upon within the 3-year period allowed by State law.</p> <p>The 2021-2029 Housing Element identifies 50 Housing Opportunity Sites, consisting of 135 parcels totaling 55.8 acres (See Exhibit B – Housing Opportunity Sites). These sites would accommodate for a total of <b>1,268</b> possible new dwelling</p>		

units on parcels currently zoned for lower density or not zoned for residential uses. By adding a Mixed-Use Overlay and adjusting specifics of the SP-5 zoning, dwelling units could be developed on sites that are not zoned for residential uses at this time.

**PROJECT DESCRIPTION (REVISED):**

For the environmental analysis, this addendum analyzes the change contemplated from the original Project. Since the time of the original environmental document was approved, the City has modified the Housing Opportunity Sites 1) remove 3 parcels totaling 0.4 acres from the Mixed-Use Overlay, 2) add 45 parcels totaling 13.8 acres to the Mixed-Use Overlay, and 3) remove 6 parcels totaling 4.2 acre within the SP-5 Work-Flex zoning from the rezoning list.. The Mixed-Use Overlay sites could accommodate a total of 688 dwelling units (realistic capacity assumption of 26 du/ac, per the Housing Element). This creates a capacity for **285** possible additional new dwelling units. (See Exhibit C – Revised Housing Opportunity Sites) compared to the original project. It should be noted that of the 45 additional parcels, 37 are developed, 6 are underutilized (i.e., paved parking), and 2 are vacant.

The revised Project would not have a significant impact. It may be determined that: (1) The revised Project does not significantly exceed the scope of *Environmental Assessment for San Fernando Housing Element Update*; (2) No substantial changes are proposed in the revised Project which require major revisions to the previous environmental finding due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; (3) No substantial changes will occur with respect to the circumstances under which the Project is undertaken; and, (4) No new information, which was not known and could not have been known, at the time the environmental finding for *Environmental Assessment for San Fernando Housing Element Update* was adopted, has become available. Analysis for this determination is detailed in the section below.

Therefore, the City of San Fernando has determined that an addendum to *Environmental Assessment for San Fernando Housing Element Update* is appropriate given that none of the conditions described in Section 15162 of the CEQA Guidelines calling for preparation of a subsequent negative declaration have occurred; and, new information added is only for the purposes of providing minor changes or additions, in accordance with Section 15164 of the CEQA Guidelines.

Section 15162 provides that when a negative declaration has been adopted for a project, no subsequent negative declaration shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in the light of the whole record, one or more of the following:

**FINDINGS PURSUANT TO SECTION 15162 OF THE CEQA GUIDELINES.**

- (1) *Substantial changes are proposed in the project which would require major revisions of the previous negative declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;*

**Finding (1):**

The revised project adds overlays to 45 parcels totaling 13.8 acres, which could accommodate 285 possible additional new dwelling units, compared to the original project. This is not a substantial change and would not create new significant environmental effects as discussed below. It is also assessed that the revised project would not cause a substantial increase in the severity of previously identified significant effects, as demonstrated in **Table 1**.

**Table 1: Assessment of New Significant Effects**

CEQA Impact Area	New Significant Effects (compared with the original project)
<b>Aesthetics</b>	<i>No Impact.</i> The 2021-2029 Housing Element would facilitate increased density to accommodate the RHNA allocation. Development of the original and revised Housing Opportunity Sites are located along corridors within infill areas of the city, which is largely built out. The Project, as revised, would implement the MND’s mitigation measures, including Corridors Specific Plan design guidelines, lighting standards, and tree standards for mixed-use development, which would mitigate development aesthetics and light and

		glare to a less than significant level. Thus, there are no new significant impacts.
	<b>Agriculture/ Forestry Resources</b>	<i>No Impact.</i> The project is not located within areas zoned for agricultural or forestry uses and does not contain agricultural or forestry resources. Since these conditions remain the same, the revised Project would not result in additional or new impacts.
	<b>Air Quality</b>	<p><i>Less than Significant Impact.</i> Because the 2021-2029 Housing Element is a policy document and does not directly implement any development projects, it does not generate air quality impacts in and of itself. Furthermore, while the City identifies the Opportunity Sites and will encourage development of these sites to meet RHNA, there is no guarantee that market conditions or other factors will support full buildout since most of the sites are already developed. 37 out of 45 of the additional parcels proposed by the revised project are fully developed and 6 of the parcels are currently used as paved parking.</p> <p>According to the MND, potential population growth would exceed the Southern California Association of Governments (SCAG) population estimates for the 2030 planning horizon by up to 10 percent. The revised project would increase that number by up to 2 percent. However, the AQMD is currently being updated and will be brought into alignment with ongoing updates to SCAG population projections. This means that the measures used to reduce air quality impacts would also be updated.</p> <p>Additionally, goals and policies in the 2021-2029 Housing Element would apply to infill development associated on the Housing Opportunity Sites and would be required to adhere to local and regional ordinances and guidelines designed to reduce mobile and stationary sources of pollutants. This would reduce impacts to less than significant. As such, the revised Project would not result in substantial impacts.</p>
	<b>Biological Resources</b>	<p><i>No Impact.</i> The 2021-2029 Housing Element facilitates the development of new housing and infrastructure and would consist mostly of infill development and redevelopment on the Housing Opportunity Sites that are already developed with urbanized uses or located adjacent to existing development. Because San Fernando is largely built out, there is a very low likelihood that habitat for listed species would occur within San Fernando.</p> <p>The Project, as revised, would implement the MND’s mitigation measures, including pre-construction biological surveys, nesting bird protection, and mature tree preservation, which would mitigate potential impacts on biological resources to a less than significant level. Since these conditions remain the same, the revised Project would not result in additional or new impacts.</p>
	<b>Cultural Resources</b>	<p><i>Less than Significant Impact.</i> In addition to the two (2) Housing Opportunity Sites from the original project, the revised project does not add property listed as potentially historic resources. As such, the revised Project would not result in substantial impacts.</p> <p>In addition, the Project, as revised, would implement the MND’s mitigation measure to mitigate hidden or buried resources that may exist on site.</p>
	<b>Energy</b>	<i>Less than Significant Impact.</i> Energy use remains typical of residential use and the revised Project would comply with energy conservation requirements as stated in the MND. The additional parcels of the revised project are mostly previously developed areas already served by energy

		<p>providers. While the overall energy consumption of the revised project could increase compared to the original project since it proposes more dwelling units, the energy per unit that is consumed is expected to decrease. This is because redevelopment of these sites could increase energy efficiency due to compliance with energy conservation requirements that were established recently. As such, the revised Project would not result in substantial impacts.</p>
	<b>Geology/ Soils</b>	<p><i>No Impact.</i> Development projects proposed on the Housing Opportunity Sites would be subject to the City’s General Plan goals and policies listed below and the provisions in Article II, Section 18-31 of the San Fernando Municipal Code (SFMC), which reduce seismic impacts. The Safety Element, which is also part of the project, also contains policies that protect the community from damage from earthquakes and geologic hazards. In addition, additional parcels of the revised project are infill sites that have been previously developed and/or is surrounded by urbanized uses. Since all site conditions remain the same, the revised Project would not result in additional or new impacts.</p>
	<b>Greenhouse Gas Emissions</b>	<p><i>No Impact.</i> The project, original and as revised, promotes infill development in high-quality transit corridors and increased use of alternative transportation (e.g., cycling and walking) because it proposes mixed-use development. In addition, as mentioned in the MND, increased density leads to fewer vehicle trips because people do not need to travel as far for services or work, and they may choose public or active transportation options. Additionally, future development would be required to comply with building code, CalGreen, and regulations to ensure that impacts are less than significant. Since all site conditions remain the same, the revised Project would not result in additional or new impacts.</p>
	<b>Hazards/ Hazardous Materials</b>	<p><i>No Impact.</i> Since the revised Project proposes similar use and operations as the original Project (i.e., residential development), it is anticipated that the use, transport, and disposal of hazardous materials would be similar, and thus would not be the type or quantity that would pose a significant hazard to the public. In addition, the Project, as revised, would implement the MND’s mitigation measure to mitigate land that may be contaminated with hazardous materials. Since all site conditions and proposed operations remain the same, the revised Project would not result in additional or new impacts.</p>
	<b>Hydrology/ Water Quality</b>	<p><i>Less than Significant Impact.</i> The revised Project could result in the increased residential capacity of 285 residential units, which would increase water demand compared to the original Project. However, while the revised Project could increase the rate or amount of surface runoff, future development would be subject to compliance with NPDES, General Plan policies, and SFMC Section 34-104, which includes runoff control measures. Additionally, since most parcels are developed, redevelopment would result in improved drainage and recharge possibilities consistent with City requirements. In addition, as regulated in Section 706-176 of the Zoning Code text amendment, future applications proposing residential development within the Mixed Use Overlay are required to submit a copy of water capacity analysis to show that water infrastructure is adequate to support operations of the proposed development. As such, the revised Project would not result in substantial impacts.</p>
	<b>Land Use/ Planning</b>	<p><i>No Impact.</i> The Project is considered “infill” since parcels are in an urban neighborhood surrounded by existing developments, roadways, and utility lines. No physical division would occur. Since site conditions and the</p>



	proposed use and operations remain the same, the revised Project would not result in additional or new impacts.
<b>Mineral Resources</b>	<i>No Impact.</i> The Project is not located in an area designated for mineral resource preservation or recovery. Since site conditions remain the same, the revised Project would not result in additional or new impacts.
<b>Noise</b>	<i>Less than Significant Impact.</i> As discussed in the MND, future development projects of the Housing Opportunity Sites would be subject to development plan review to determine potential concerns related to noise based on site-specific locations and development design. These developments would also be subject to compliance with the General Plan Noise Element and SFMC. Since these conditions remain the same, the revised Project would not result in additional or new impacts.
<b>Population and Housing</b>	<p><i>Less than Significant Impact.</i> The revised Project proposes a potential additional capacity of 285 dwelling units, which could increase city population by 1,120 based on an average household size of 3.93. As mentioned earlier, this would bring an increase of 12 percent (10 percent from the original project and an additional 2 percent from the revised project) population beyond what was estimated by SCAG.</p> <p>However, as SCAG sets the RHNA allocation, it anticipates these exceedances regionally and will update its forecasts to better reflect the current State housing allocations for southern California. Furthermore, while the City identifies the Housing Opportunity Sites and will encourage development of these sites to meet RHNA, there is no guarantee that market conditions or other factors will support full buildout. This is especially true since 37 of the 45 additional parcels proposed in the revised Project are currently fully developed.</p> <p>As such, the revised Project would not result in a significant amount of unplanned growth and would have a less than significant impact.</p>
<b>Public Services</b>	<i>Less than Significant Impact.</i> The revised Project is expected to increase the capacity for residential units and population, thereby increasing the demand for public services. Consequently, future development resulting from Project implementation would be conditioned to pay development impact fees and/or dedicate park land as regulated in the Code. Since the revised Project is not expected to result in a significant amount of unplanned growth, the revised Project would result in a less than significant impact.
<b>Recreation</b>	<i>Less than Significant Impact.</i> The revised Project is expected to increase capacity for residential units and population, thereby increasing the demand for park and recreation facilities. Future development resulting from Project implementation would be conditioned to pay development impact fees and dedicate open space as regulated in the Code. As such, the revised Project would result in a less than significant impact.
<b>Transportation</b>	<i>No Impact.</i> As discussed in the MND, the potential housing sites identified in the 2021-2029 Housing Element would largely accommodate infill development that tends to reduce VMT, because it places residential development close to commercial and office uses and produces opportunities to travel by foot or bicycle instead of automobile. This still holds true for the additional parcels proposed in the revised Project. As such, future development is likely to reduce VMT compared to regional averages, due to residential uses being developed close to commercial, office, and other uses. Since the general location of the revised Project and the transit

		<p>conditions remain the same, the revised Project would not result in additional or new impacts.</p>
	<p><b>Tribal Cultural Resources</b></p>	<p><i>No Impact.</i> As discussed in the MND, effects on tribal cultural resources can only be determined once a specific project has been proposed, because the effects depend highly on the individual project site conditions and the characteristics of the proposed activity. The potential for these to occur on a specific site would be determined during project-specific CEQA analysis during the tribal consultation process. The Project, as revised, would implement the MND’s mitigation measures to utilize a Native American Construction Monitor if resources are identified during future tribal consultation efforts and to evaluate unanticipated discoveries of tribal consultation resources. Since these conditions remain the same, the revised Project would not result in additional or new impacts.</p>
	<p><b>Utilities and Service Systems</b></p>	<p><i>Less than Significant Impact.</i> The revised Project would increase residential units, increasing the demand for utilities and services systems.</p> <p><u>Wastewater:</u> Any improvements and connections for future development would be reviewed by both the city and Los Angeles County Sanitation District. The potential increase of 6,103 persons (4,983 persons from the original Project and an additional 1,120 person from the revised Project) would result in an increase in wastewater of 552,322 gallons per day. This is approximately 0.1 percent of the capacity of the San Fernando Hyperion Treatment system. As such, the Project, as revised, would have a less than significant impact on the city’s wastewater system. In addition, as regulated in Section 706-176 of the Zoning Code text amendment, future applications proposing residential development within the Mixed Use Overlay are required to submit a copy of sewer capacity analysis to show that sewer infrastructure is adequate to support operations of the proposed development.</p> <p><u>Stormwater:</u> The Housing Element facilitates development of residential units within urban infill areas of San Fernando that are already developed or vacant and surrounded by development. As mentioned above, future development would be required to comply with NPDES requirements, BMPs designed to capture and retain stormwater on-site, and the SFMC Chapter 34 Article III – <i>Stormwater and Urban Runoff Pollution Control Low Impact Development Requirements</i>. Future development would be reviewed by the city to ensure that stormwater and drainage is managed properly on-site. As such, impacts to stormwater would be less than significant.</p> <p><u>Water:</u> The City’s 2020 Urban Water Management Plan (UWMP) determined that by 2030, which is the full buildout year of the Housing Element, water supply (4,199 acre-feet per year (AFY)) is expected to exceed 2030 demand (2,960 AFY) by 1,239 AFY. The potential increase of 6,103 persons would result in an increase in water demand of 552,322 gallons per day (assuming same use rate for wastewater and water), or 618.7 AFY. This would cause water demand to increase to 3,578.7 AFY, which is below predicted 2030 in the 2020 UWMP. As such, impacts to water supply would be less than significant. In addition, as regulated in Section 706-176 of the Zoning Code text amendment, future applications proposing residential development within the Mixed Use Overlay are required to submit a copy of water capacity analysis to show that water infrastructure is adequate to support operations of the proposed development.</p>

		<p><u>Solid waste</u>: The Project, as revised, is expected to increase solid waste by 6,720 pounds per day (6.0 pounds/resident/day), or 3.36 tons per day. This is approximately 0.036 percent of Sunshine Canyon Landfill daily allowable throughput (9,432 tons). This would not bring the landfill to capacity, and thus, the Project, as revised, would have a less than significant impact on solid waste generation.</p>
	<p><b>Wildfire</b></p>	<p><i>No Impact</i>. The City and surroundings are urban and built-up lands, not within a wildland, which precludes the risk of wildfire. The City is also not within a Fire Hazard Severity Zones (FHSZ) as designated by the California Department of Forestry and Fire Protection (CAL FIRE). In addition, the revised Project would not impair access to the existing roadway network and development would be conditioned to the Building and Fire Code so that they would not exacerbate fire risks. Since site conditions remain the same, the revised Project would not result in additional or new impacts.</p>
<p>(2) <i>Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or,</i></p>		
<p><i>Finding (2):</i></p>	<p>The Initial Study (IS) and Mitigated Negative Declaration (MND) that was prepared for the original project was adopted in 2022. Since then, there have been no substantial changes to the circumstances under which the Project is undertaken that have occurred.</p>	
<p>(3) <i>New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous Negative Declaration was adopted, shows any of the following: (A) The project will have one or more significant effects not discussed in the previous negative declaration; (B) Significant effects previously examined will be substantially more severe than shown in the previous negative declaration; (C) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project; and, (D) Mitigation measures or alternatives which are considerably different from those analyzed in the previous negative declaration, would substantially reduce one or more significant effects on the environment.</i></p>		
<p><i>Finding (3):</i></p>	<p>All significant effects were discussed in the original MND and impacts that are more severe than the original MND are discussed in Finding 1. In addition, mitigation measures of the previous MND remain feasible and effective. As such, there is no new information of substantial information that would cause a significant effect.</p>	
<p>ADDENDUM PREPARED BY: Bonique Emerson, AICP, VP of Planning</p>		<p>SUBMITTED BY:  _____</p>
<p>DATE: January 13, 2025</p>		<p>CITY OF SAN FERNANDO COMMUNITY DEVELOPMENT DEPARTMENT</p>

Exhibit A – Vicinity Map

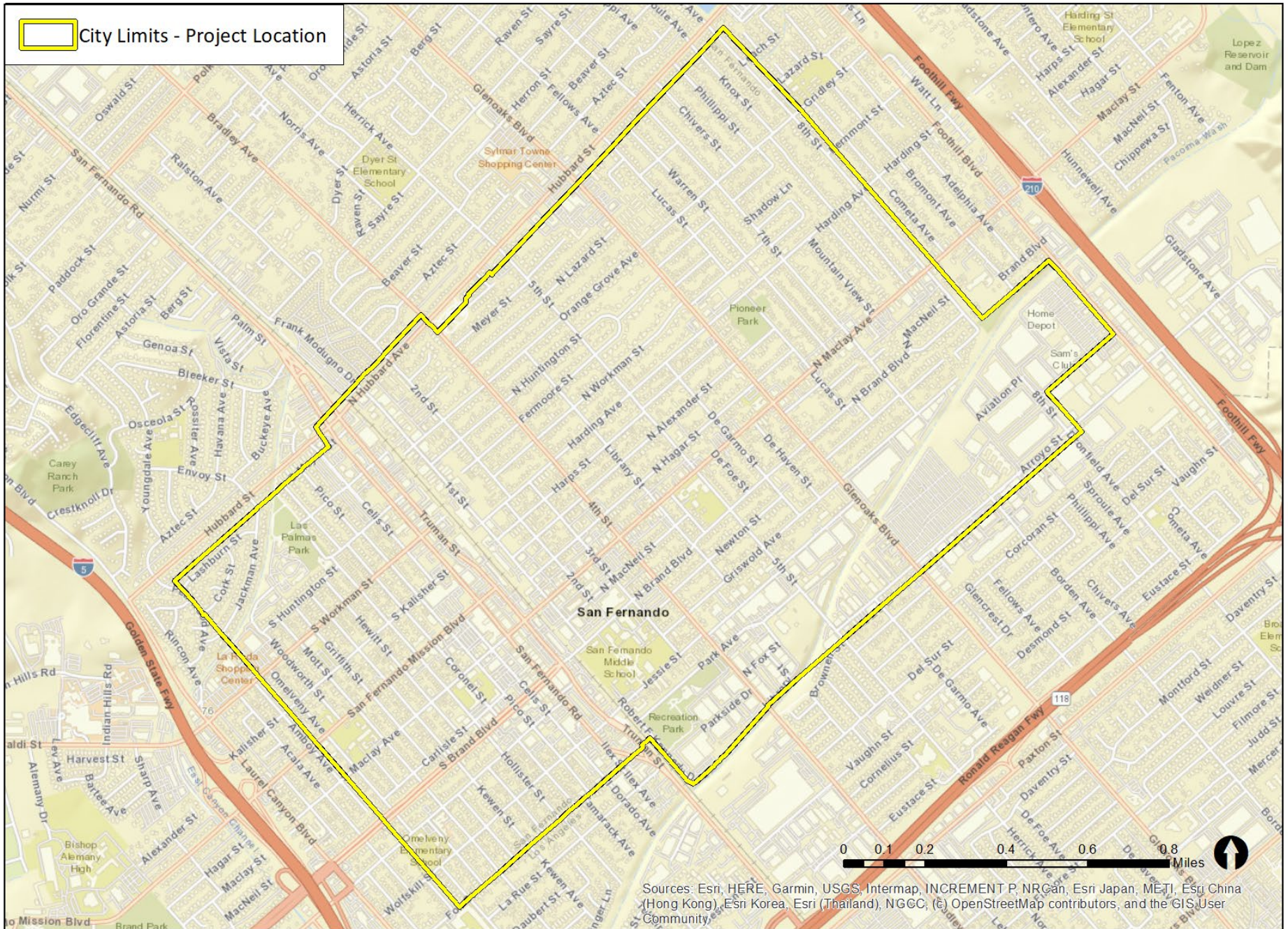
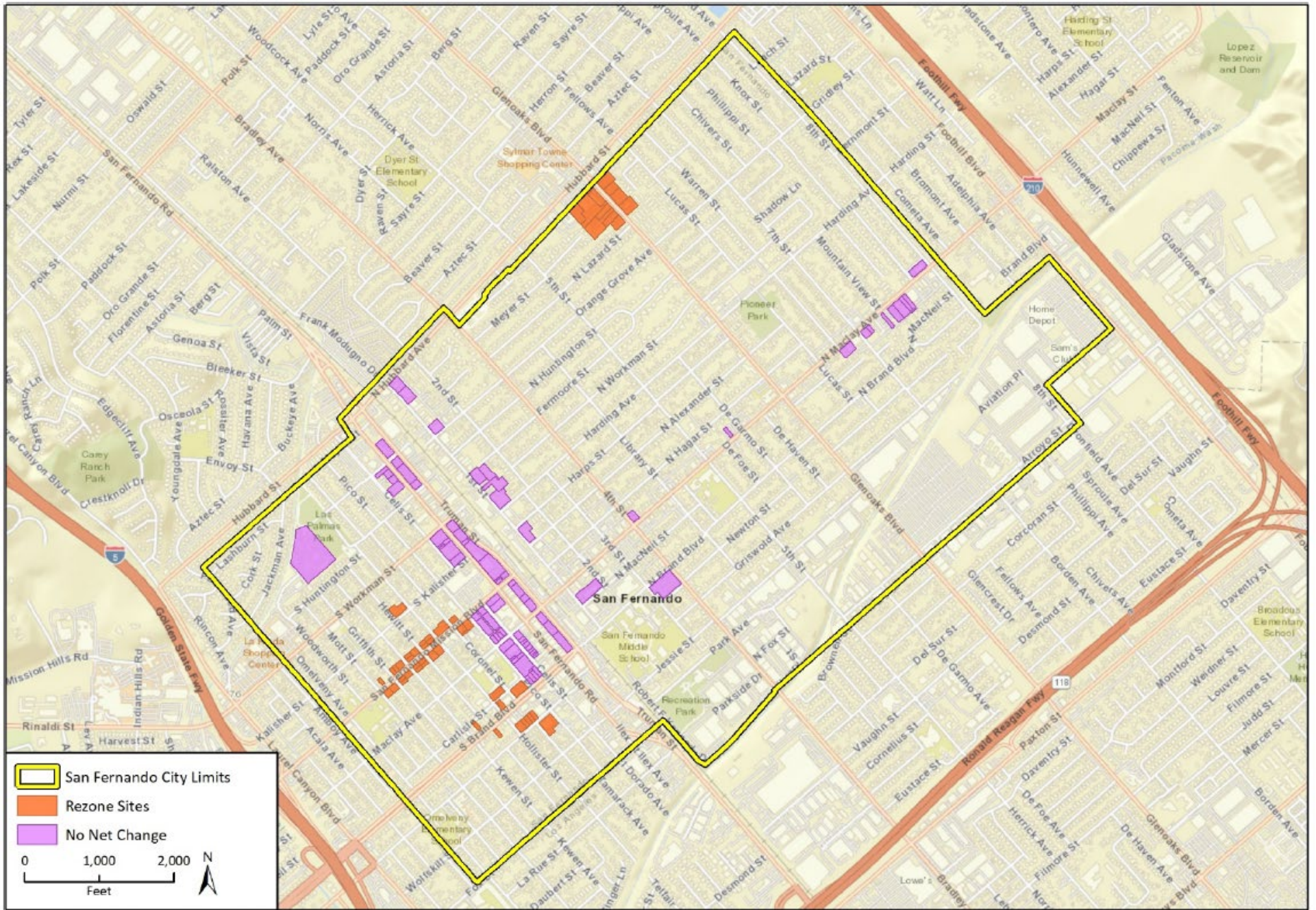


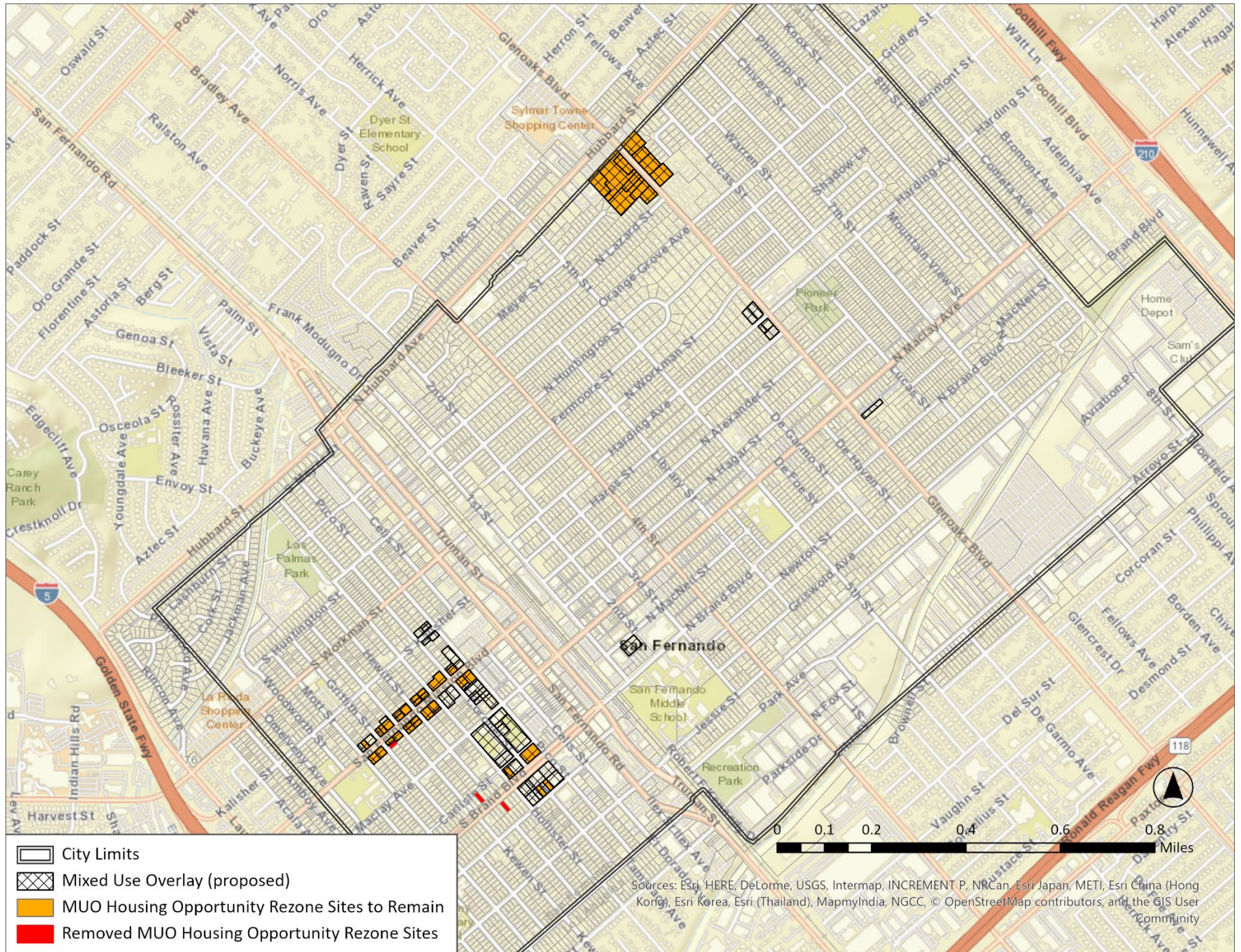
Exhibit B – Housing Opportunity Sites



Imagery provided by ESRI and their licensors © 2021.  
Additional data provided by Los Angeles County, 2021.

Fig 3 Housing Rezone Sites

Exhibit C – Revised Housing Opportunity Sites



**ORDINANCE NO. 1729**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE SAN FERNANDO CORRIDORS SPECIFIC PLAN (SP-5) FIGURE 4.1. – CITY LAND USE DISTRICTS AND OVERLAYS MAP TO ADD THE DOWNTOWN RESIDENTIAL OVERLAY TO ONE PARCEL (APN 2519-002-009) AND FLEX USE OVERLAY TO 11 PARCELS (APNS 2520-019-016, 2520-002-0015, 2520,002-016, 2520-002-023, 2520-011-006, 2520-011-045, 2520-011-043, 2520-011-042, 2520-011-041, 2520-011-044, 2520-007-019)**

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

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

WHEREAS, in December 20, 2017, the City Council adopted Ordinance No. 1671 adopting the San Fernando Corridors Specific Plan (SP-5) with the purpose of transforming Truman Street, San Fernando Road, Maclay Avenue, and First Street into attractive, livable, and economically vibrant districts; and

WHEREAS, in June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City's housing needs; and

WHEREAS, in the Housing Element, the City considered potential development on suitable sites and identified how zoning and development standards on the sites will facilitate housing. From this inventory, the City identified commercial zoned sites and Specific Plan sites as "Opportunity Sites" for future housing development; and

WHEREAS, in 2022 the State Legislature passed AB 1398, which requires jurisdictions to implement actions in their Housing Plan which provides appropriate zoning for these housing opportunity sites no later than October 2024; and

WHEREAS, pursuant to San Fernando City Code Section 106-20(c), an official amendment to the zoning map may be adopted by the City Council only if the following findings of fact can be made in a positive manner: 1) the proposed amendment is consistent with the objectives, policies general land uses and programs of the City's General Plan; and 2) the adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare; and

WHEREAS, the Planning and Preservation Commission, as part of its regular meeting of October 14, 2024, conducted a duly noticed public hearing on the proposed code amendment, and all testimony was received and made part of the public record.

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

**SECTION 1.** Recitals. The above recitals are true and correct and incorporated herein by reference.

**SECTION 2.** Environmental Addendum Findings. This project is subject to an addendum under the California Environmental Quality Act (CEQA) Guidelines Section 15164, since it can be seen with certainty that potential amendments to the municipal code are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred.

**SECTION 3.** Zoning Map Amendment Findings. Pursuant to San Fernando City Code Section 106-20 (Zoning Map Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

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

The proposed map amendment will allow for increased residential density in the SP-5 Area to increase housing capacity. The proposed map amendment will satisfy Policy 5.1 of the San Fernando General Plan Housing Element. Policy 5.1 calls for the reduction and removal of government barriers, to reduce costs of housing production and facilitate ownership and rental opportunities for all residents. The proposed map amendment will increase residential capacity allowing for more ownership and rental opportunities for all residents.

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

The proposed map amendment adds existing overlay districts to specific properties in the Specific Plan area. These updates to the San Fernando Corridors Specific Plan (SP-5) map will increase housing capacity in the district, allowing for more homeowners and renters to move into SP-5. The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare because the proposed map amendment encourages residential development, fostering community interaction.

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



**SECTION 5.** Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at its Regular Meeting held this \_\_\_\_ day of \_\_\_\_\_ 2025.

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1729 which was introduced on \_\_\_\_\_, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the following vote of the City Council:

**AYES:**

**NOES:**

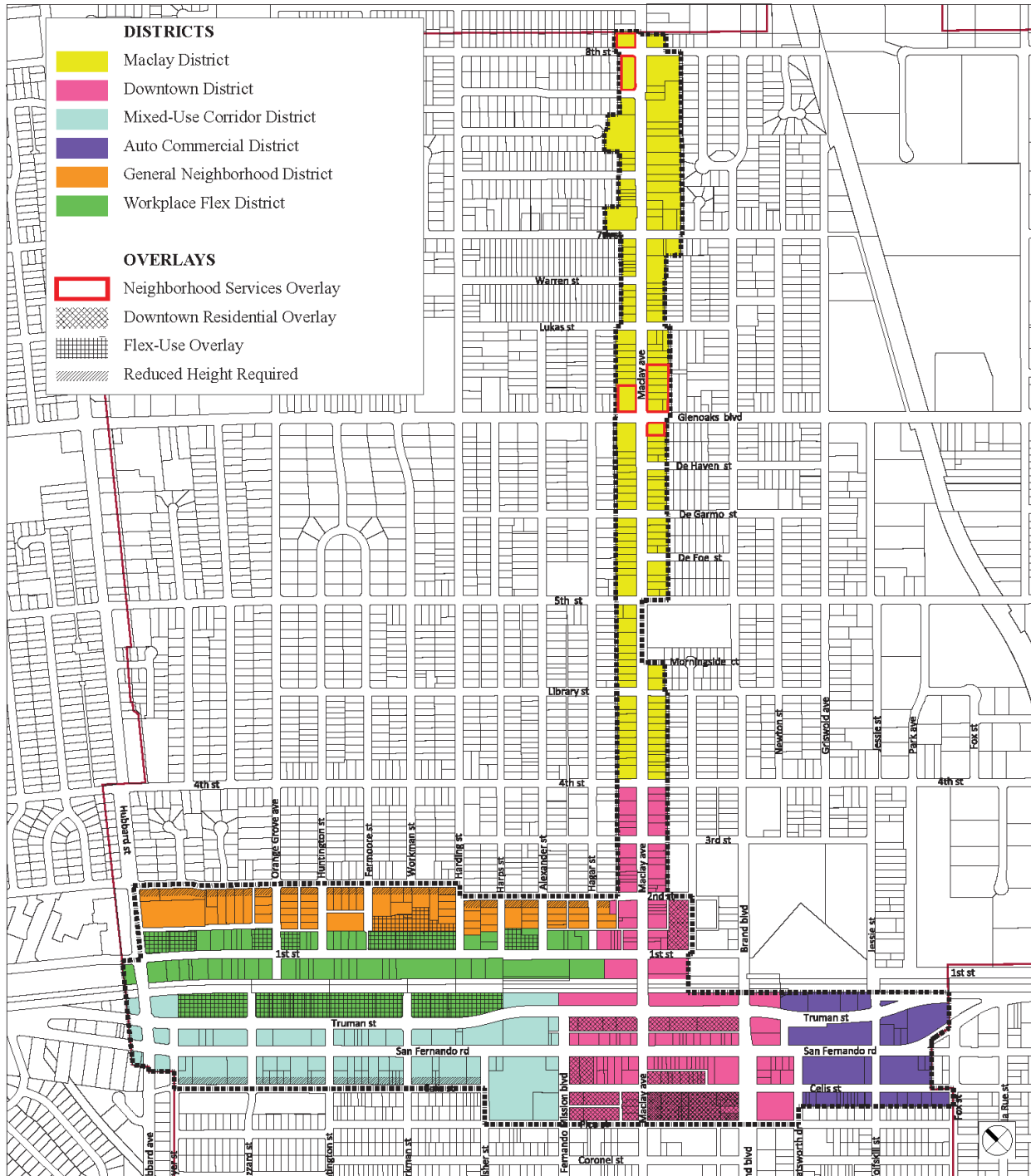
**ABSENT:**

**ABSTAIN:**

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Julia Fritz, City Clerk

PROPOSED CITY LAND USE DISTRICTS AND OVERLAYS MAP



Specific Plan Overlay

APN	GP/Zoning
2520-019-016	SP-5 - WF
2520-002-015	SP-5 - WF
2520-002-016	SP-5 - WF
2520-002-023	SP-5 - WF
2520-011-006	SP-5 - WF
2520-011-045	SP-5 - WF
2520-011-043	SP-5 - WF
2520-011-042	SP-5 - GN
2520-011-041	SP-5 - GN
2520-011-044	SP-5 - WF
2519-002-900	SP-5 - D
2520-007-020	SP-5 - WF

Response to Council Questions Provided on December 2, 2024.

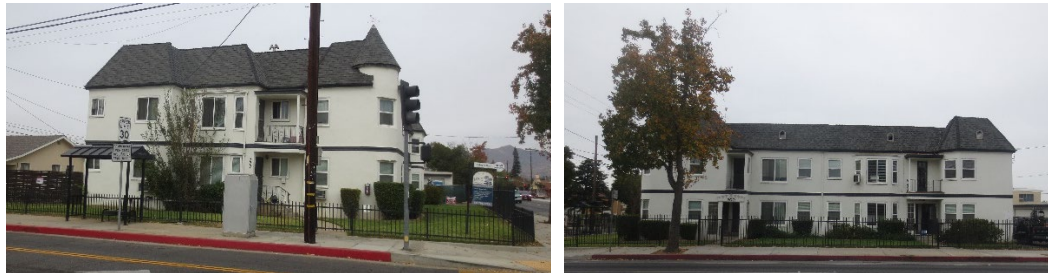
**Question #1:** *What does the dwelling units per acre mean in terms of number of units or number of additional people?*

**Reply:** The number of units depends on the size of the property. For example, a 0.3 vacant property at the northwest corner of Chatsworth Drive and Hollister Street, proposed for the Mixed Use Overlay, allows 20 to 35 dwelling units per acre (du/ac). This means this property could accommodate 6 to 11 dwelling units total ( $0.3 \times 20 = 6$  minimum units and  $0.3 \times 35 = 10.5$  maximum units).

The number of people added depends on unit size and bedrooms. Larger units with 2–3 bedrooms might house more people per unit but fewer total units. For this property, development could add an estimated 12 to 20 residents.

**Question #2:** *Are there existing developments that are similar in size to what is being proposed?*

**Reply:** An example, of a 6 to 10 unit development on a 0.3 acre of land as described in Question No. 1, is located at 777 N. Brand Avenue. It has eight (8) one-bedroom apartment units and the property is 0.29 acres.



A comparable example of a larger multi-family development, similar to the proposed 35 du/ac is located at 1075-1101 N. Maclay Avenue. This 1.3-acre property contains 37 units at maximum density of 37 du/ac. The units are arranged in clusters of multiple buildings behind each other, with only one building visible from the street on either side of the driveway.



**Question #3:** *Can a tree requirement be added?*

**Reply:** Yes, the proposed MUO ordinance included a Landscape requirements section, which has been revised to include planting of new trees and additional landscape area along the public right-of-way. These standards will also be included in the upcoming zoning code update. The surface parking lot standards listed below are current requirements in SP-5.

- All new development projects shall provide a minimum one (1) 15-gallon, native canopy tree within a street facing setback on the private property when feasible, in accordance with Division 4 of Article III. If a street facing setback cannot contain a tree, the tree shall be provided on other areas of the site. (This language was crafted based on a recommendation from the Planning and Preservation Commission)
- The following standards shall apply to mixed use development with surface parking lots (non-underground parking lots):
  - A minimum of two (2) percent of parking lot area shall be landscaped and shall be arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
  - A minimum five (5)-foot landscape buffer strip shall be provided between a parking lot and public right-of-way.
  - Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
  - The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
  - All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the Community Development Director that landscaping is not necessary to fulfill the purpose of this section.

**Question #4:** *Can material requirements be added?*

**Reply:** Yes, the proposed MUO ordinance included a Building Standards section, which has been revised to include the following façade requirements.

Materials and Colors.

- The street-facing façade shall use at least two different façade materials and colors, each covering a minimum of 20 percent of the street-facing façade.
- All façade materials and colors, such as siding, window types, and architectural details, used on the street-facing façade shall be used on all other building façades.

**ATTACHMENT "E"**

**Question #5:** *What is the current density for the property at the corner of Macneil Street and 3<sup>rd</sup> Street? If there is already residential, how many additional units will be possible?*

**Reply:** The property at 215 Macneil Street is a church and an elderly day care center, with possibly one residential unit for the priest. The proposed MUO would allow 20-35 du/ac. Since the property is approximately 1.14 acres, it could have a maximum of 39 units, potentially 38 more than it currently has.

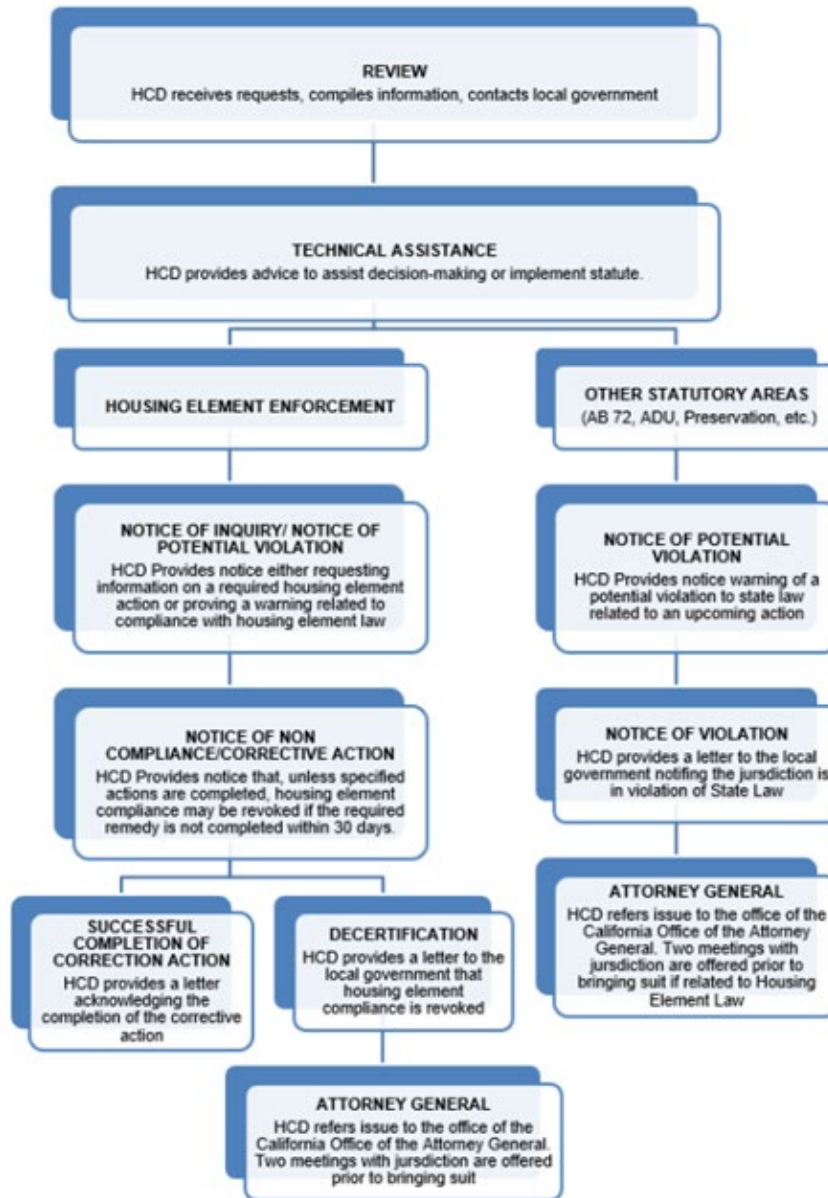
**Question #6:** *Would applying the MUO infringe on the rights of current commercial uses or properties?*

**Reply:** No, the proposed MUO does not replace the current C-1 or C-2 zoning. Existing commercial use can remain and expand. The proposed MUO would allow existing commercial properties to be redeveloped as 100% residential, 100% commercial, or a mix of both (mixed-use). The proposed MUO regulations include the following requirements to ensure commercial and residential uses can coexist:

- After approval, a mixed-use building shall not be converted to entirely residential use.
- A City-approved covenant shall be executed by the owner of each residential unit within a mixed use development for recording in the land records of Los Angeles County, and shall include statements that the occupant(s) understand(s) and accept(s) the person is living in a mixed use development, and that commercial activities are permitted pursuant to the regulations in the SFMC. If the project includes rental residential units, the project owner shall execute such covenant and a copy of the recorded covenant shall be provide to each new occupant of the rental units.

**Question #7:** *What happens if the MUO is not approved?*

**Reply:** HCD has an established enforcement process to evaluate a City's compliance with state housing laws. The process is illustrated by the flow chart below.



If HCD determines that a city is not complying with housing element laws—either through inaction or improper actions—it can revoke the city's certification of its Housing Element. This loss of certification can lead to certain consequences, such as withheld funding and the removal of local control over housing and land use decisions. Key impacts include:

1. **Loss or delay of state and federal funding:** For example, the City could lose access to Senate Bill (SB) 1 funding, which brought in approximately \$600,000 last year for road maintenance and repair and other transportation-related projects.
2. **Legal action:** The California Attorney General (OAG) can intervene, with fines starting at \$10,000 per month and additional attorney costs under SB 1037 to enforce the adoption of housing element revisions, among other statutes.



**ATTACHMENT "E"**

3. **Court penalties:** Courts can imposed fines, mandated approval of certain housing projects, or require rezoning of land within the City.
4. **Loss of City's control:** A court-appointed agent could take over housing compliance efforts, including land use decisions and building permit approvals.
5. **Shortened Housing Element cycle:** The City could be moved from an 8-year to a 4-year housing element update cycle.
6. **"Builder's remedy" applications:** CA Government Code Section 65589.5(d)(5), known as the "builder's remedy" allows developers to bypass local zoning rules to build housing projects. However, as of 2024, this law excludes sites that share a property line with heavy industrial uses, such as steel manufacturing, oil refining, or mining, and other similar industrial uses.

**Question #8:** *Can each parcel be shown individually with the size of the parcel and number of possible units?*

**Reply:** Yes. Aerial views of each property with the acreage and the maximum number of residential units was included as Attachment "F" in the December 2, 2024.

**Question #9:** *If not approving the MUO, how can the entire city be opened up to more density than just the areas in the MUO?*

**Reply:** If the City fails to implement the Housing Element programs needed to meet its RHNA allocation, the state may revoke certification of the 2021-2029 Housing Element. This would put the City out of compliance with State Housing Law and subject to various penalties, including the "builder's remedy," which could have significant impacts on the community.

The builder's remedy, a provision of California's Housing Accountability Act, allows developers to bypass local zoning rules, such as limits on building height or density, in cities without a compliant Housing Element. This means the city cannot deny certain housing projects, even if they exceed local zoning or general plan requirements.

Projects eligible under the builder's remedy include:

- Residential developments
- Residential mixed-use developments
- Emergency, transitional, or supportive housing

For developments with over 10 units, the builder's remedy requires either:

- 20% of units reserved for lower-income households (earning 50-80% of area median income, or \$110,950 for a household of four), or

**ATTACHMENT “E”**

- 100% of units reserved for moderate-income households (earning 80-120% of area median income, or \$117,850 for a household of four).

**Question #10:** *Can we reduce the City’s RHNA if the City demonstrates the infrastructure or City’s services cannot handle the additional residential units?*

**Reply:** No, the appeal period for the current 2021-2029 planning cycle ended in January 2021. The 7<sup>th</sup> Cycle RHNA projections are expected to be released in 2026, and the City will remain actively engaged with SCAG to ensure participation in the allocation process.

In 2019, SCAG received its 6<sup>th</sup> Cycle RHNA of approximately 1.3 million housing units from HCD. SCAG submitted a letter of objection, proposing an alternative calculation method for RHNA. In response, HCD lowered the allocation by slightly more than 2,900 units, leaving the total essentially unchanged.

SCAG assigned the City of San Fernando a final RHNA allocation of 1,795. In 2020, the City appealed this allocation, citing concerns such as job-housing balance, sewer and water infrastructure limitations, and availability of land. Ultimately, the appeal was denied. Correspondences between SCAG and the City regarding this appeal was included for reference as Attachment “E” to the December 2, 2024.

In addition to the appeal, the City has submitted letters opposing various state legislation proposals that would increase density and supporting of legislation that would maintain local control over land use matters. These letters are also included in Attachment “E”.

To address infrastructure concerns as the City grows, the proposed MUO ordinance has been revised to include the following procedural requirements.

- As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a sewer and water capacity analysis prepared by a licensed engineer that shows that existing or proposed sewer and water infrastructure is adequate to support operations of the mixed use development.
- As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a fiscal analysis that provides a detailed evaluation of the potential financial impacts on municipal services, including any projected increase in costs of providing municipal services like police, fire, and code enforcement services.

**Question #11:** *What specific examples are there of the state taking enforcement action and what are some examples of cities being successful in pushing back against the state?*

**Reply:** HCD hosts an Accountability and Enforcement webpage ([hcd.ca.gov/planning-and-community-development/accountability-and-enforcement](https://hcd.ca.gov/planning-and-community-development/accountability-and-enforcement)) featuring the Housing Accountability Dashboard, which provides a comprehensive overview of actions taken by its Housing Accountability Unit (HAU) since January 2020. Updated weekly, the dashboard includes:

- Technical assistance and enforcement letters issued by HCD

- Legal actions and outcomes
- Stipulated judgments and settlement agreements with various cities
- Guidelines for requesting technical assistance
- Details on the enforcement process
- Relevant Government Code sections that expand, clarify, or strengthen HCD’s authority

HCD has filed lawsuits against several cities for noncompliance with housing laws, including:

- **Anaheim** for requiring and then denying a permit for transitional housing for women with mental health disabilities who recently experienced homelessness.
- **Huntington Beach** for failing to adopt a housing element.
- **Elk Grove** for denying a supportive housing project.
- **La Cañada Flintridge** for rejecting 80 mixed-income housing units in a “builder’s remedy” project.
- **Norwalk** for adopting a moratorium on supportive housing, transitional housing, single-room housing, and emergency shelters.

Courts ruled in favor of HCD in all cases, except for Norwalk, which is still pending. More details are available on the dashboard.

Additionally, a group of charter cities—including Whittier, Redondo Beach, Carson, Torrance, and Del Mar—sued the state over SB 9, arguing it was unconstitutional. SB 9 allows up to four units per single-family lot. A judge ruled that SB 9 cannot override charter cities' zoning authority because it doesn't mandate low-income housing. The state has declared it's intend to appeal.

*December 2, 2024 Public Comments:*

Public comments were provided by business owners, expressing concerns about the amendment to SP-5 that proposes applying the Flex Use Overlay to properties along First Street. The application of the Flex Use Overlay would allow for residential uses. Staff will review these properties and conduct further analysis in response to the comments, as well as to City Council’s questions related to the proposed SP-5 amendment. The matter of the SP-5 amendment will be presented to the Council at a later date for further consideration

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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** January 21, 2025

**Subject:** Discussion and Consideration to Adopt a Resolution Ratifying the Declaration of a Local Emergency Due to the Impacts of the January 2025 Wind Storm and Critical Fire Events, Receive a Presentation Related to the City of San Fernando’s Response Efforts, and Provide Direction Regarding Additional Actions

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8361 (Attachment “A”) ratifying San Fernando Executive Order No. 2025-01-08 (Attachment “B”) declaring a local emergency due to the January 2025 Wind Storm and Critical Fire Events;
- b. Receive a presentation from staff regarding efforts to respond to the January 2025 Wind Storm and Critical Fire Events; and
- c. Provide additional direction to staff, as appropriate.

### BACKGROUND:

- 1. On January 7, 2025, the Chair of the Los Angeles County Board of Supervisors issued a proclamation declaring the existence of a local emergency due to the January 2025 Windstorm and Critical Fire Events impacting Los Angeles County and requesting the State of California to declare a State of Emergency (Attachment “C”).
- 2. On January 7, 2025, Governor Gavin Newsom proclaimed a State of Emergency to exist within two counties in the state including Los Angeles County in accordance with the California Emergency Services Act, and directed all State of California Departments to coordinate services and assist with respect to the emergency response and recovery efforts due to the High Wind Storms (Attachment “D”).
- 3. On January 7, 2025, the City Manager, acting in his capacity as Director of Emergency Services, initiated a low-level activation of the City’s Emergency Operations Center, to monitor the Hurst Fire in Sylmar while the City experienced high winds and power outages.

**Discussion and Consideration to Adopt a Resolution Ratifying the Declaration of a Local Emergency Due to the Impacts of the January 2025 Wind Storm and Critical Fire Events, Receive a Presentation Related to the City of San Fernando's Response Efforts, and Provide Direction Regarding Additional Actions**

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4. On January 8, 2025, the City Manager, acting in his capacity as Director of Emergency Services, issued Executive Order No. 2025-01-08 declaring a local emergency due to the impacts of the January 2025 Wind Storm and Critical Fire Events on the City of San Fernando.

**ANALYSIS:**

During wind storm and wildfire events, emergency operations focus on public safety, infrastructure protection, and rapid response to evolving threats. These efforts include activating the city's Emergency Operations Center (EOC) to coordinate resources and communication, deploying Public Works crews to address fallen trees, remove debris, and report downed power lines. Enhancing Public Safety patrols to mitigate fire risks by monitoring high-risk areas and supporting evacuation efforts, if needed. Public messaging is also critical to inform residents about safety measures, road closures, utility outages, and evacuation orders. First responders, public works teams, and utility providers collaborate to address immediate hazards, restore services, and protect critical infrastructure. Post-event efforts include prioritizing damage assessment, community support, and cleanup to ensure a swift recovery.

In response to the January 2025 Wind Storm and Critical Fire Events, the City of San Fernando has engaged in the following actions:

Local Impacts: The direct impacts of the January 2025 Wind Storm and Critical Fire Events on the City of San Fernando began in the evening on Monday, January 7, 2025, with extremely high winds that caused fallen trees/limbs that blocked streets and sidewalks, traffic signal knock downs, a power outage impacting a large portion of the City, and damage to a number private properties, primarily roof damage. Although most of the impacts were within the first two (2) days, impacts from continued high winds throughout the following seven (7) days were addressed by staff. Below is a summary of activities:

- *Fallen trees/limbs:* 72 removed
- *Traffic Signal/Electrical/Signs:* Responded to 14 incidents. All signals were up and running by Wednesday, January 9, 2025.
- *Storm Related Dispatch Calls:* 46 calls received and cleared.
- *Property Damage:* 44 structures observed (primarily roof damage)
- *Power Outage:* Power outage in the Northeast portion of the City in the area of Glenoaks Blvd./Harding Ave. reported around 10:45 p.m. on Tuesday, January 7, 2025 and restored by Southern California Edison at approximately 5:00 p.m. on Wednesday, January 8, 2025.



**Discussion and Consideration to Adopt a Resolution Ratifying the Declaration of a Local Emergency Due to the Impacts of the January 2025 Wind Storm and Critical Fire Events, Receive a Presentation Related to the City of San Fernando's Response Efforts, and Provide Direction Regarding Additional Actions**

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Mutual Aid: Mutual aid is a system of cooperation and support between public safety agencies to share resources, personnel, and expertise during emergencies, large-scale incidents, or situations exceeding the capacity of a single agency. San Fernando is part of Disaster Management Area C ("Area C"), which is a joint powers agency in Los Angeles County that coordinates disaster management efforts. It includes the cities of Alhambra, Burbank, Glendale, La Cañada Flintridge, Monterey Park, Pasadena, San Fernando, San Gabriel, San Marino, South Pasadena, and the County of Los Angeles.

Due to the overwhelming need for assistance with evacuating residents, protecting evacuated areas, and backfilling regular patrol duties in the Altadena/Pasadena area resulting from the devastating Eaton Fires, San Fernando Police Department (SFPD) responded to the Area C Mutual Aid Call Out by providing two (2) Officers starting on January 7, 2025. On January 11, 2025, SFPD began sending five (5) Officers and one (1) Dispatch Officer as the Pasadena community was in dire need of assistance to receive and log the overwhelming number of 9-1-1 and non-emergency calls. On January 13, 2025, the Area C Mutual Aid Call Out was cancelled and all SFPD Officers were released.

Throughout the Area C Mutual Aid Call Out, the Police Chief ensured that San Fernando had adequate staffing to meet the local safety needs before providing resources.

Local Emergency Services: Despite the significant public safety, particularly fire safety, resources being diverted to the multiple wild fires through Los Angeles County, local emergency services continued to be available and provided by SFPD and Los Angeles Fire Department (LAFD). As previously mentioned, although SFPD provided Mutual Aid resources to Pasadena, the Police Chief ensured that there were sufficient SFPD officers available to meet the City's needs first, before sending any officers to Pasadena. LAFD also had local resources and continued to respond to vehicle/structure fires and medical calls as normal. During a large-scale regional emergency, some low-priority and non-emergency calls may take a little longer than normal to respond to, but they will continue to be addressed.

Community Relief Centers: To support impacted residents during the power outage, the City opened two (2) Community Relief Centers at Recreation Park and Las Palmas Park. Those centers opened early at 8 a.m. on January 8, 2025 and stayed open through 11 p.m. Although power was restored at approximately 5 p.m. on January 8, 2025, the Community Relief Centers were open from 9 a.m. through 9 p.m. on Thursday, January 9, 2025, and Friday, January 10, 2025. At the Community Relief Centers, residents had the ability to:

- Charge any electronic devices.
- Access the internet through laptops and tablets.
- Use the restroom.
- Get water and other light snacks.
- Relax comfortably.
- Have access to games and other past times.

**Discussion and Consideration to Adopt a Resolution Ratifying the Declaration of a Local Emergency Due to the Impacts of the January 2025 Wind Storm and Critical Fire Events, Receive a Presentation Related to the City of San Fernando’s Response Efforts, and Provide Direction Regarding Additional Actions**

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Since there were not mandated evacuations or large scale property destruction in San Fernando, the City did not have full services available at our Community Relief Centers (e.g. showers, cots and blankets, hot meals, overnight security, etc.). In the event of an evacuation or large scale property destruction, the City has a partnership with Red Cross and would request resources through Area C Mutual Aid to assist with operating an evacuation center during a major event. A full-service evacuation center was provided at Richie Valens Park in Pacoima for those in need of full services.

Public Safety Power Shutoff (PSPS): Most of the San Fernando and San Gabriel Valleys have been under a PSPS alert since January 7, 2025, when high winds and dangerous fire conditions began. During a PSPS alert, Southern California Edison (SCE) has the authority to shut off power to decrease risk of dangerous wildfires. Over the past few years SCE has been working to upgrade their electric grid and reduce the number of customers whose power is impacted during a PSPS event, but customers may still lose power temporarily as a precaution to avoid additional threats to life and property. SCE provides notice to impacted customers through email and text alerts. For the latest updates, outage map, and availability of community resources, visit [sce.com/psps](https://www.sce.com/psps).

Community Engagement: Throughout the declared emergency, information and “best practices” for wind event preparation was provided to the community through the City’s official social media, email listservs, website, and voicemail/text alerts (when appropriate). Metrics regarding engagement through those mediums is provided below:

- Social Media
  - Instagram (City and SFPD) Posts (8) and Stories (45):
    - Reach<sup>1</sup> – City 82,898; SFPD 15,530
    - Shares<sup>2</sup> – City 561; SFPD 30
  - Facebook (City and SFPD) Posts (8) and Stories (45):
    - Reach – City 111,382; SFPD 13,543
    - Shares – City 704; SFPD 0
- Email Listserv (via constant contact)
  - Community Update emails – 3
  - Engagement – 7,279 accounts; 53% open rate
- Voicemail/Text Alerts (AlertSF system)
  - 1 alert re: availability of Community Relief Center
- Website
  - Information was posted and updated daily to the city’s homepage.

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<sup>1</sup> “Reach” refers to the total number of unique users who see a post or content, measuring how far it spreads across an audience.

<sup>2</sup> “Shares” refer to the number of times users repost or distribute a piece of content to their own networks, helping expand its visibility and reach.

**Discussion and Consideration to Adopt a Resolution Ratifying the Declaration of a Local Emergency Due to the Impacts of the January 2025 Wind Storm and Critical Fire Events, Receive a Presentation Related to the City of San Fernando's Response Efforts, and Provide Direction Regarding Additional Actions**

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Daily status reports that included critical response and community information were provided to all City Councilmembers, as well as the offices of the following elected representatives: United States Congresswoman Luz Rivas, State Senator Caroline Menjivar, State Assemblymember Celeste Rodriguez, and Los Angeles County Supervisor Lindsey Horvath.

Community members interested in receiving San Fernando specific information are encouraged to sign up for all e-notifications, social media, and alerts: [www.sfcity.org/e-notification](http://www.sfcity.org/e-notification)

Community Support: On Friday, starting at 2:30 p.m., staff made space available in the Las Palmas Park gymnasium for a local non-profit, Ignite the Light of Hope, to distribute blankets, water, diapers, dry goods, and various clothing items to community members in need. Ignite the Light of Hope primarily used their own volunteers to distribute the donations, with City part-time staff providing some logistical support. The donation distribution was promoted on social media and an estimated 200+ families, comprising of 1,100+ individuals, were served through this effort.

**BUDGET IMPACT:**

The budget impact of an emergency response by a local city typically includes significant, unplanned expenses related to personnel overtime, equipment usage, emergency supplies, and contracted services for tasks like debris removal or infrastructure repairs. Additional costs may arise from operating shelters, temporary command centers, and addressing post-emergency recovery needs such as restoring utilities and public facilities. As part of the City's Comprehensive Financial Policies, a portion of the City's General Fund Reserve is designated as Contingency Funds to be used for specific circumstances to cover operations during a State or Federally declared state of emergency. Expenditures directly related to the response effort for the January 2025 Wind Storm and Critical Fire Event are being tracked and coded so they can be recorded against the committed emergency fund balance. An update on expenditures related to the emergency response will be provided during the Mid-Year Financial Update, tentatively scheduled for February 18, 2025.

Ratifying the declaration a local emergency may make additional federal and state emergency funds available to support the City's current response efforts. Staff will submit reimbursement claims to California Office of Emergency Services to restore the committed emergency response fund balance.

**Discussion and Consideration to Adopt a Resolution Ratifying the Declaration of a Local Emergency Due to the Impacts of the January 2025 Wind Storm and Critical Fire Events, Receive a Presentation Related to the City of San Fernando's Response Efforts, and Provide Direction Regarding Additional Actions**  
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**CONCLUSION:**

Staff recommends that the City Council adopt Resolution No. 8361 ratifying the declaration of local emergency for the January 2025 Wind Storm and Critical Fire Events, receive a presentation regarding the City's efforts to respond to the state of emergency, and provide direction, as appropriate.

**ATTACHMENTS:**

- A. Resolution No. 8361
- B. City Manager/Director of Emergency Services Executive Order No. 2025-01-08
- C. Los Angeles County Board of Supervisors Proclamation of a State of Emergency
- D. California Proclamation of a State of Emergency

**RESOLUTION NO. 8361**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO CALIFORNIA, RATIFYING THE CITY MANAGER/ DIRECTOR OF EMERGENCY SERVICES PROCLAMATION OF THE EXISTENCE OF A DISASTER OR EMERGENCY WITHIN THE CITY OF SAN FERNANDO DUE TO THE JANUARY 2025 WIND STORM AND CRITICAL FIRE EVENTS**

**WHEREAS**, on January 7, 2025, there exist conditions of disaster or of extreme peril to the safety of persons and property on the basis of the winter storm resulting in sustained high winds and extremely dry conditions in Los Angeles County, and the City of San Fernando, which are or likely to be beyond the control of the service, personnel, equipment, and facilities of the City, and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, the mobilization of local resources, and the ability to coordinate interagency response, accelerate procurement of vital supplies, and use of mutual aid, will be critical to successfully responding to the emergency for the High Wind Storms; and

**WHEREAS**, on January 7, 2025, Governor Gavin Newsom proclaimed a State of Emergency to exist within two counties in the state including Los Angeles County in accordance with the California Emergency Services Act, and directed all State of California Departments to coordinate services and assist with respect to the emergency response and recovery efforts due to the High Wind Storms; and

**WHEREAS**, on January 7, 2025, the County of Los Angeles Board of Supervisors proclaimed the existence of a Local Emergency due to the High Wind Storms; and

**WHEREAS**, Government Code section 38791 authorizes cities to appoint a chief executive who, during periods of great public calamity such as extraordinary fire, flood, storm, epidemic, earthquake, sabotage or enemy attack, shall have complete authority over the city and the right to exercise all police power vested in the City by the Constitution and general laws; and

**WHEREAS**, San Fernando Municipal Code section 26-63 empowers the City Manager, as Director of Emergency Services, to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session; and

**WHEREAS**, San Fernando Municipal Code, Section 26-63 specifically authorizes the Director of Emergency Services to exercise all powers conferred by any lawful authority, including, but not limited to, those set forth in Gov. Code. section 38791; and

**WHEREAS**, strict compliance with certain Municipal Code and other City regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the storm damage which issue cannot be timely addressed absent a declaration of emergency; and

**WHEREAS**, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to the storm damage, the City may require additional assistance in the future, and proclamation of local emergency allows additional resources to flow to the City in a timely manner; and

**WHEREAS**, per Government Code section 8634 provides in relevant part:

*“During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property,... Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice..”;*  
and

**WHEREAS**, per Government Code section 8630, a declaration of a local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the City Council; and

**WHEREAS**, on January 8, 2025, out of an abundance of caution to protect the health, safety, and welfare of the community, the City Manager of the City of San Fernando, as Director of Emergency Services, proclaimed a local emergency due to the High Wind Storms; and

**WHEREAS**, the proclamation found that a local emergency exists throughout the City of San Fernando and shall be deemed to continue to exist for a period of not more than 7 days unless the City Council takes action to ratify or terminates the proclamation of local emergency; and

**WHEREAS**, after consideration of all facts reasonably available presently for review and all items, the City Council now desires to ratify the existence of a state of local emergency to make additional resources available to address the impacts of the High Wind Storm.

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

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by this reference.

**SECTION 2.** That conditions of extreme peril to the safety of persons and property have arisen within the City of San Fernando, caused by the effects of winter storm damage.

**SECTION 3.** That the aforementioned conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency by the City, as the means to resolve the conditions of extreme peril will probably exceed the capability of the City.

**SECTION 4.** That the City Council does hereby ratify and confirm the January 8, 2025, Proclamation of the Existence of a Local Emergency due to the January 2025 High Wind Storm and Critical Fire Events by the City Manager of the City of San Fernando, as Director of Emergency Services, and a local emergency is hereby proclaimed to exist within the City of San Fernando.

**SECTION 5.** That during the existence of the local emergency, the powers, functions, and duties of the Director of Emergency Services of this City shall be those prescribed by State Law, San Fernando Municipal Code Section 26-63 including but not limited to powers and duties enumerated at Sections 26.62 and 26.63, and ordinances and resolutions of this City, and approved plans of the City in order to mitigate the effects of the local emergency. In addition to the powers, functions, and duties already prescribed above, the Council desires to make clear the powers, functions, and duties include:

(a) As necessary for the public health, life, and property, entering into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from civil unrest. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, as well as any City procurement or related policy, are suspended to the extent reasonably necessary to address the effects of the January 2025 High Wind Storm and Critical Fire Events.

(b) The Director of Emergency Services is expressly authorized at his or her discretion to invoke force majeure on any City agreements or obligations, to the extent reasonably necessary to address the effects of the January 2025 High Wind Storm and Critical Fire Events damage.

(c) The Director of Emergency Services is expressly authorized to make and approve an order for the payment of money for any City obligations, as necessary, without the approval or ratification of City Council, and outside of a regular or adjourned regular meeting.

**SECTION 6.** That during the existence of the local emergency, and along with all State and County resources, all City emergency response resources, vehicles, and services shall be given first priority from shopkeepers and businesses located within the City, including, but not limited to, water, fuel, and gasoline.

**SECTION 7.** That the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

**SECTION 8.** If this declaration of local emergency extends for more than the duration of the Countywide emergency, City Staff are directed to thereafter return this item for Council review of the need for continuing the local emergency at least once every 60 days until the City Council terminates the local emergency.

**SECTION 9.** A copy of this Proclamation shall be forwarded to the Governor of California with the request that the Governor proclaim the existence of a State of Emergency throughout the City of San Fernando.

**SECTION 10.** A copy of this Proclamation shall be forwarded to the Los Angeles County Operational Area Coordinator for transmission to California Emergency Management Agency, and a copy of this Proclamation shall be forwarded to the State Director of the Office of Emergency Services to qualify for reimbursement from the Federal Emergency Management Agency and any other state and federal relief as may be available to reimburse the City for any expenses it incurs in addressing this emergency.

**SECTION 11.** The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions. This Resolution shall take effect immediately and shall be published and promulgated in a widespread manner as is reasonably feasible under the conditions prevailing during this local emergency.

**PASSED, APPROVED AND ADOPTED** this 21st day of January 2025.

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk



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

I, Julia Fritz, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution, being Resolution No. 8361 was passed and approved by the City Council of the City of San Fernando, at a regular meeting of said Council held on January 21, 2025, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Julia Fritz, City Clerk



## **CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES**

### **EXECUTIVE ORDER NO. 2025-01-08**

**(A PROCLAMATION OF THE EXISTENCE OF A DISASTER OR EMERGENCY  
WITHIN THE CITY OF SAN FERNANDO DUE TO STORM DAMAGE)**

Issue Date: January 8, 2025

#### **1. Findings and Intent.**

- a. On January 7, 2025, there exist conditions of disaster or of extreme peril to the safety of persons and property on the basis of the winter storm resulting in sustained high winds and extremely dry conditions in Los Angeles County, and the City of San Fernando, which are or likely to be beyond the control of the service, personnel, equipment, and facilities of the City, and require the combined forces of other political subdivisions to combat.
- b. The mobilization of local resources, and the ability to coordinate interagency response, accelerate procurement of vital supplies, and use of mutual aid, will be critical to successfully responding to the emergency for the High Wind Storms.
- c. On January 7, 2025, Governor Gavin Newsom proclaimed a State of Emergency to exist within two counties in the state including Los Angeles County in accordance with the California Emergency Services Act, and directed all State of California Departments to coordinate services and assist with respect to the emergency response and recovery efforts due to the High Wind Storms.
- d. On January 7, 2025, the County of Los Angeles Board of Supervisors proclaimed the existence of a Local Emergency due to the High Wind Storms.
- e. Government Code section 38791 authorizes cities to appoint a chief executive who, during periods of great public calamity such as extraordinary fire, flood, storm, epidemic, earthquake, sabotage or enemy attack, shall have complete authority over the city and the right to exercise all police power vested in the City by the Constitution and general laws.
- f. San Fernando Municipal Code section 26-63 empowers the City Manager, as Director of Emergency Services, to proclaim the existence or threatened existence of a disaster or an emergency and the City Council is not in session.

## **CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES**

### **EXECUTIVE ORDER NO. 2025-01-08**

#### **A Proclamation of the Existence of a Disaster or Emergency Within the City of San Fernando Due to Storm Damage**

**Issue Date: January 8, 2025**

**Page 2 of 3**

- g. San Fernando Municipal Code, Section 26-63 specifically authorizes the Director of Emergency Services to exercise all powers conferred by any lawful authority, including, but not limited to, those set forth in Gov. Code. section 38791 et. seq.
- h. Strict compliance with certain Municipal Code and other City regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the storm damage which issue cannot be timely addressed absent a declaration of emergency.
- i. The mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to the storm damage, the City may require additional assistance in the future, and proclamation of local emergency allows additional resources to flow to the City in a timely manner.
- j. Government Code Section 8634 provides in relevant part:  
  
*“During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property,..... Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice..”*; and
- k. Per Government Code section 8630 a declaration of a local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the City Council.
- l. On January 8, 2025, out of an abundance of caution to protect the health, safety, and welfare of the community, the City Manager of the City of San Fernando, as Director of Emergency Services, proclaimed a local emergency due to the High Wind Storms.
- m. The proclamation found that a local emergency exists throughout the City of San Fernando and shall be deemed to continue to exist for a period of not more than 7 days unless the City Council takes action to ratify or terminates the proclamation of local emergency.

**CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES**

**EXECUTIVE ORDER NO. 2025-01-08**

**A Proclamation of the Existence of a Disaster or Emergency**

**Within the City of San Fernando Due to Storm Damage**

**Issue Date: January 8, 2025**

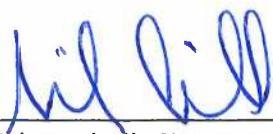
**Page 3 of 3**

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED** by the City Manager of the City of San Fernando, as Director of Emergency Services:

1. That a local emergency exists throughout the City of San Fernando, and shall be deemed to continue to exist for a period of not more than seven (7) days until the City Council takes action to ratify or terminate the proclamation of local emergency; and
2. **IT IS FURTHER PROCLAIMED AND ORDERED** that a copy of this proclamation be forwarded to the Governor of California with the request that the Governor proclaim the existence of a State of Emergency throughout the City of San Fernando; and
3. **IT IS FURTHER PROCLAIMED AND ORDERED** that a copy of this proclamation be forwarded to the Los Angeles County Operational Area Coordinator for transmission to the California Emergency Management Agency, and a copy of this Proclamation shall be forwarded to the State Director of the Office of Emergency Services to qualify for reimbursement from the Federal Emergency Management Agency and any other state and federal relief as may be available to reimburse the City for any expenses it incurs in addressing this emergency; and
4. **IT IS FURTHER PROCLAIMED AND ORDERED** that this proclamation and its contents be published in a widespread manner as is reasonably feasible under the conditions prevailing during this local emergency; and
5. **IT IS FURTHER PROCLAIMED AND ORDERED** that this proclamation of a local emergency shall take effect immediately as of the date and time set forth below; and
6. The City manager shall report to the City Council on the status of the Local Emergency declared herein at the earliest possible opportunity as provided under Section 26-63(a)(1) of the San Fernando Municipal Code.

ISSUED:

Date: January 8, 2025



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Nick Kimball, City Manager  
Director of Emergency Services  
City of San Fernando

**PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY FOR THE JANUARY 2025 WINDSTORM AND CRITICAL FIRE EVENTS BY THE CHAIR OF THE LOS ANGELES COUNTY BOARD OF SUPERVISORS AND REQUEST FOR A STATE PROCLAMATION**

**WHEREAS**, Chapter 2.68 of the Los Angeles County Code provides that the Chair of the Los Angeles County Board of Supervisors (Chair) may proclaim the existence of a local emergency, pursuant to Government Code section 8558(c), when the Los Angeles County Board of Supervisors (Board) is not in session; and

**WHEREAS**, a "local emergency," is defined in Government Code section 8558(c)(1), in pertinent part, as follows: "[l]ocal emergency' means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county . . . caused by conditions such as air pollution, fire, flood, storm, epidemic, riot, drought, cyberterrorism, sudden and severe energy shortage, deenergization event . . . plant or animal infestation or disease . . . or an earthquake, or other conditions . . . which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat . . ."; and

**WHEREAS**, the January 2025 Windstorm and Critical Fire Events have simultaneously impacted areas throughout the County of Los Angeles (County). The January 2025 Windstorm and Critical Fire Events have included sustained winds and dangerous gusts of over 80 mph, wind-driven and destructive fires, widespread damage to infrastructure, structures, and roads, and caused power outages, downed trees, road closures, rockslides, and significant debris. The January 2025 Windstorm and Critical Fire Events have necessitated evacuations of County residents, led to major road closures and power disruption, and required multiple human and pet sheltering operations. The January 2025 Windstorm and the Critical Fire Events pose a threat to residential structures, businesses, and critical infrastructures in several areas throughout the County. Coordination, collaboration, and the combined forces of different jurisdictions are imperatively needed to effectively respond to and recover from these and other likely related events; and

**WHEREAS**, as of January 7, 2025, conditions of disaster or of extreme peril to the safety of persons and property exist as a result of the January 2025 Windstorm and Critical Fire Events in the County, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County, and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, the mobilization of local resources, and the ability to coordinate interagency response, accelerate procurement of vital supplies, and use mutual aid, will be critical to successfully responding to the January 2025 Windstorm and Critical Fire Events in the County; and

**WHEREAS**, these conditions warrant and necessitate that the County proclaim the existence of a local emergency.

**NOW, THEREFORE**, the Chair finds that as a result of the January 2025 Windstorm and Critical Fire Events, conditions of disaster or of extreme peril to the safety of persons and property exist in the County, within the meaning of Government Code section 8558(c)(1), and such conditions are or will likely be beyond the control of the services, personnel, equipment, and facilities of the County, and require the combined forces of other political subdivisions to combat; and

**IT IS HEREBY ORDERED AND PROCLAIMED** by the Chair that a local emergency exists for the January 2025 Windstorm and Critical Fire Events in the County, and that the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the Board; and

**IT IS FURTHER ORDERED AND PROCLAIMED** that, during the existence of said local emergency, the powers, functions, and duties of the emergency organization of the County shall be those prescribed by State law, by ordinances, and resolutions of the County; and

**IT IS FURTHER ORDERED AND PROCLAIMED** that a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services (Director) requesting that the Director find it acceptable in accordance with State law; that the Governor of the State of California (Governor), pursuant to the Emergency Service Act, issue a proclamation declaring an emergency in Los Angeles County; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and federal resources and any other appropriate federal disaster relief programs.

Date: January 7, 2025

  
 \_\_\_\_\_  
 Chair, Los Angeles County Board of Supervisors

## EXECUTIVE DEPARTMENT STATE OF CALIFORNIA

### PROCLAMATION OF A STATE OF EMERGENCY

**WHEREAS** on January 7, 2025, the Palisades Fire ignited in Los Angeles County, burning over 1,200 acres as of the time this Proclamation is issued; and

**WHEREAS** high winds, low humidity, and dry conditions have increased the intensity and spread of the Palisades Fire, causing imminent threat to life with Red Flag warnings in effect in Los Angeles and Ventura Counties and widespread dangerous windstorm conditions with damaging wind gusts of 50 to 80 mph forecasted; and

**WHEREAS** the Palisades Fire and windstorm conditions threaten structures, homes, and critical infrastructure, including power lines and water tanks, and have prompted evacuation orders and warnings and impacted the access route to the Palisades Highlands community; and

**WHEREAS** in response to a request from the Governor's Office of Emergency Services, the Federal Emergency Management Agency approved a Fire Management Assistant Grant to assist with the mitigation, management, and control of the Palisades Fire on January 7, 2025; and

**WHEREAS** under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exist due to impacts of the Palisades Fire and windstorm conditions in Los Angeles and Ventura Counties; and

**WHEREAS** under the provisions of Government Code section 8558(b), I find that the conditions caused by the Palisades Fire and windstorm conditions, by reason of their magnitude, are beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to appropriately respond; and

**WHEREAS** under the provisions of Government Code section 8625(c), I find that local authorities are inadequate to cope with the magnitude of the damage caused by the Palisades Fire and windstorm conditions; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Proclamation would prevent, hinder, or delay the mitigation of the effects of the Palisades Fire and windstorm conditions.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Los Angeles and Ventura Counties due to the Palisades Fire and windstorm conditions.

**IT IS HEREBY ORDERED THAT:**

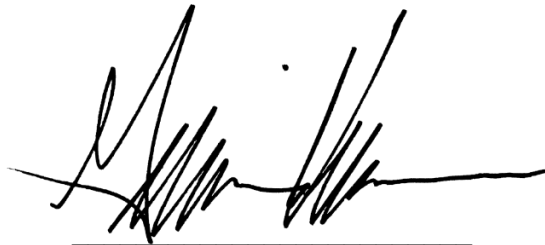
1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all residents are to obey the direction of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide assistance to local governments, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of this emergency. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of this emergency.
4. The California National Guard may be mobilized under Military and Veterans Code section 146 to support disaster response and relief efforts, as directed by the Office of Emergency Services, and to coordinate with all relevant state agencies and state and local emergency responders and law enforcement within the impacted areas. Sections 147 and 188 of the Military and Veterans Code are applicable during the period of participation in this mission, exempting the California Military Department from applicable procurement rules for specified emergency purchases, and those rules are hereby suspended.
5. Adequate state staffing during this emergency is necessary for all state agencies and departments with an assigned response and/or recovery role. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. All other restrictions must be adhered to for retired annuitants. The Director of the California Department of Human Resources must be notified of any individual employed in state government pursuant to these suspensions. The suspension of statutes identified in this Paragraph shall also apply to local governments, as applicable, to ensure adequate staffing to appropriately respond to this emergency in Los Angeles and Ventura Counties. Local governmental agencies shall notify the California Public Employees' Retirement System of any individual employed by an agency pursuant to this Paragraph.

6. The limitation for the period of employment for State Personnel Board emergency appointments, as provided in Government Code section 19888.1, is suspended for positions required for emergency response and/or recovery operations related to this emergency in Los Angeles and Ventura Counties. The requirements and period of employment for such appointments will be determined by the Office of Emergency Services, but shall not extend beyond the termination date of the State of Emergency.

**I FURTHER DIRECT** that as soon as hereafter possible, this Proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Proclamation.

This Proclamation is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 7th day of January 2025.



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GAVIN NEWSOM  
Governor of California

**ATTEST:**

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SHIRLEY WEBER, PH.D.  
Secretary of State





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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Wendell Johnson, Director of Public Works

**Date:** January 21, 2025

**Subject:** Discussion and Consideration Regarding Options for the Downtown Mall Area Trash Enclosure Improvements

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Review and discuss options for the Downtown Mall area trash enclosure improvements; and
- b. Provide staff direction as to which option to pursue.

**BACKGROUND:**

1. On December 7, 2020, then Vice Mayor Hector A. Pacheco placed an item on the agenda related to citywide maintenance standards and trash services. After discussion, City Council directed staff to draft a report for the City Council’s consideration to use Measure W funds toward a capital improvement project to construct new trash enclosures and other waste management improvements in the Downtown Mall area.
2. On January 19, 2021, staff provided information on waste management improvements in the Downtown Mall area as part of Agenda Item No. 7 – Presentation and Discussion Regarding Solid Waste Franchise Services. Staff indicated that the City was working to engage a consultant to assist with developing recommendations to improve the waste management system in the Downtown Mall area.
3. In March 2021, American Trash Management (ATM) was awarded a professional service agreement to provide engineering and design services for the San Fernando Mall Trash Management Project (Contract No. 2138). ATM was engaged to develop a framework of a trash plan for the downtown business district; analyze waste, recycling and compost needs of downtown merchants; provide a list of possible equipment needs; and develop a related cost analysis.

## **Discussion and Consideration Regarding Options for the Downtown Mall Area Trash Enclosure Improvements**

Page 2 of 6

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4. In August 2021, staff received preliminary information from ATM and met with individual Councilmembers to provide updates. The information provided by ATM included a number of possible solutions, ranging from enclosing the existing enclosures; to replacing the existing enclosures with large compactors; to implementing a full-service porter system that would pick up trash daily from each individual mall merchant and take it to an off-site transfer station, which would allow the removal of all city-owned trash enclosures downtown. These solutions had a wide range of costs that exceeded the available Measure W funding at the time. Additional direction was given to refine the solutions and cost analysis.
5. In 2022, the City embarked on the Downtown Master Plan process to serve as a critical and important guide for future actions concerning change in Downtown San Fernando. This process had a significant community engagement component and staff recommended incorporating the preliminary information provided by ATM into the Downtown Master Plan process due to the potential significant impact on businesses and property owners in the Downtown Mall area.
6. On April 2, 2024, then Mayor Celeste Rodriguez placed an item on the agenda to repair and enhance trash enclosures to support community beautification. After discussion, the City Council directed staff to move forward with using Measure W funds to repair trash enclosures and return to the City Council with a project design and cost estimates.
7. On October 7, 2024, staff presented to the City Council recommendations for improving the trash enclosures within the Downtown Mall area. The City Council directed staff to bring back options and costs related to enhancing and retrofitting the existing trash enclosures. During this time, staff also engaged with the San Fernando Mall Association's Safe and Clean Committee, gathering input through presentations and a Zoom meeting.

### **ANALYSIS:**

Trash enclosures play a critical role in maintaining the aesthetics, public health, and environmental quality of urban areas. As the City moves forward with the Downtown Master Plan and Beautification efforts, it is essential to prioritize the cleanliness and upkeep of the downtown area to create an inviting environment for residents and visitors, ultimately boosting the local economy.

The San Fernando Mall is a two-block area along San Fernando Road bracketed by San Fernando Mission Boulevard on the northwest and Brand Boulevard on the southeast. There are approximately 100 businesses along these blocks, mostly small retailers and service outlets, including multiple food operations. Interspersed unevenly, in terms of size and spacing, are 10 city-owned trash enclosures located in public parking lots and alleys. Some of the enclosures are

## **Discussion and Consideration Regarding Options for the Downtown Mall Area Trash Enclosure Improvements**

Page 3 of 6

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not sized correctly for the required dumpsters, not fully enclosed, and have no way to discourage illegal dumping.

Currently, there five (5) trash enclosures located in the two (2) alleys north of San Fernando Road, all of which are in a state of disrepair. Each enclosure consists of three (3) brick walls and contains one (1) to three (3) trash bins. Many of these bins are shared by multiple stores, and their lids are frequently left unlocked or open. Additionally, due to the lack of gates or doors on the enclosures, unauthorized individuals (the public) have access to the bins. This unrestricted access has led to consistent overfilling of the bins, illegal dumping, illegal use by the public, scavenging from the public, and unsanitary conditions in and around the enclosures. These unsanitary condition can lead to storm water pollution that can jeopardizing public health.

Staff has analyzed methods to alleviate the trash enclosure issue within the Downtown Mall area and developed three (3) proposed options. The three (3) proposed options and associated costs are as follows: (See Attachment "A" for visual reference).

### **Option One: Alley Modifications for Private Trash Enclosures**

Modify the alley north of San Fernando Road (from Brand Boulevard to San Fernando Mission Boulevard) to provide additional space for businesses to create and maintain their own trash enclosures.

- Estimated Total Project Cost: \$376,000
  - Brand Blvd. to Maclay Ave.: \$215,000
  - Maclay Ave. to San Fernando Mission Blvd.: \$161,000
- Key Features:
  - Business owners would be responsible for constructing, maintaining, and cleaning their private trash enclosures, adhering to established standards.
  - Allows for customized enclosures per property owner, but may not fully address the visibility of trash in public areas.
- Individual property owners would be responsible for building, maintaining and cleaning their own private trash enclosure (Built to an established standard.)

### **Option Two: Renovation of Existing Trash Enclosures**

Renovate existing trash enclosures to improve functionality and aesthetics. This is proposed to be completed in two phases. Phase 1 is renovation three (3) of the five (5) existing trash enclosures. Phase 2 is demolition of the remaining two (2) small trash enclosures: 1) corner of Brand Blvd. and 2) corner of San Fernando Mission Blvd.

- Estimated Total Project Cost: \$180,000

## Discussion and Consideration Regarding Options for the Downtown Mall Area Trash Enclosure Improvements

Page 4 of 6

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- Phase One: Renovation of three (3) enclosures
  - Estimated Cost: \$50,000 per enclosure, totaling \$150,000
- Phase Two: Demolition of the two remaining enclosures.
  - Estimated Cost: \$30,000
- Key Features:
  - Renovations include adding roofs, doors, and side panels to fully enclose and secure the bins.
  - Improved design will reduce illegal dumping, unauthorized access, and unsanitary conditions while enhancing visual appeal.
  - Two remaining enclosures in City Lot No. 4 necessary to accommodate additional organic waste containers required by SB 1383 due to the number of restaurant uses adjacent to Lot 4.

### **Option Three: Demolition and Construction of New Centralized Enclosures**

Demolish all five (5) existing trash enclosures and construct two (2) larger, centralized enclosures—one per block—to accommodate all trash containers in the area.

- Estimated Total Project Cost: \$375,000
  - Demolition: \$100,000
  - Engineering and Design: \$75,000
  - Enclosure and slab-on-grade (2) enclosures: \$100,000 per enclosure, totaling \$200,000
- Key Feature:
  - Centralized enclosures will consolidate trash management, reduce the number of visible trash areas, and improve public access to clean, organized spaces.
  - May require removal of a number of spaces in City Lot Nos. 4 and 5.

### **Design Considerations**

The proposed trash enclosure designs aim to balance functionality and aesthetics, ensuring they meet the needs of the San Fernando Mall area while blending with the downtown environment. The designs address the following:

- **Improve Functionality:** Fully enclosed structures with roofs, doors, and side panels will prevent unauthorized access, deter illegal dumping, and minimize unsanitary conditions caused by exposed trash.

## Discussion and Consideration Regarding Options for the Downtown Mall Area Trash Enclosure Improvements

Page 5 of 6

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- **Enhance Aesthetics:** The enclosures will reflect the architectural character of the area by incorporating Spanish, Mediterranean, and Hacienda-style elements. Design features such as stucco walls, wood beams, and rustic details will preserve the historic charm of San Fernando.
- **Ease of Maintenance:** While a clay tile roof aligns with the Hacienda's architectural style, it presents challenges in terms of durability and maintenance. Clay tiles are prone to breakage and require specialized care, making alternative roofing materials worth considering to ensure longevity and cost-effectiveness.
- **Promote Environmental Stewardship:** Secure and enclosed designs will help prevent litter and storm water pollution, supporting a cleaner and healthier urban environment.

By addressing practical concerns, aesthetic goals, and maintenance challenges, these designs aim to create durable, visually appealing, and sustainable solutions that enhance the downtown area.

### Mall Association Engagement

Efforts to address the condition and management of trash enclosures in the San Fernando Mall area have been shared with the Mall Association to gather their input and feedback. The timeline for engagement includes the following:

- **September 18, 2024** – A presentation detailing the proposed project and options was emailed to the President of the Mall Association Board to solicit feedback from the Board.
- **October 9, 2024** – A Zoom meeting was held with the Mall's Safe and Clean Committee to present the project and gather input on the proposed solutions.
- **January 7, 2025** – An updated presentation, including design concepts and detailed options, was shared with the Safe and Clean Committee for further feedback.

The Mall Association's Safe and Clean Committee provided the following recommendations based on the information presented:

#### 1. **Remove Alley Modification Option**

- The Mall Association expressed concerns that modifying the alley (Option One) would not sufficiently address the visibility of trash or improve the aesthetics of the downtown area.

#### 2. **Centralized Trash Enclosure Concept**

- The Mall Association recommended constructing one central trash enclosure per block to house all trash containers, including those currently located on private properties (e.g., Firestone, Chipotle, and Wingstop lots).

## **Discussion and Consideration Regarding Options for the Downtown Mall Area Trash Enclosure Improvements**

Page 6 of 6

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If the City Council is interested in pursuing the Mall Association's recommendation for centralized trash enclosures, staff will need to conduct additional research. This research would include:

- Estimating the cost of designing and constructing the centralized enclosures.
- Evaluating the feasibility and costs of including private property owners along Truman Street in the centralized trash management plan. If private property owners are given access to the City owned enclosures, staff recommends that private owners pay their prorated share of the construction cost.

### Project Timing.

The completion timeline for trash enclosure improvements will vary based on the approved option, ranging from 9 to 18 months. This timeframe includes:

- Conducting the Request for Proposal (RFP) process to identify qualified vendors.
- Completing necessary design work, permitting, and construction phases.

### **BUDGET IMPACT:**

Per the City Engineer's cost analysis, the estimated cost to modify the alleyways is \$376,000; to retrofit three (3) trash enclosures is \$180,000; and to construct new trash enclosures is \$375,000.

The Fiscal Year 2023-2024 Capital Improvement Project Budget includes \$415,000 in Measure W (Fund 023), which was set aside to explore alternative trash management programs in the Downtown Mall Area, including but not limited to onsite compactors, offsite compactors, porter systems, etc. funding for this project to cover the cost associated with the retrofitting of the trash enclosures or construction of new trash enclosures. However because the scope of the project has deviated from the original Measure W Work Plan submittal, the Department will require approval of the new scope before proceeding with Measure W expenditure

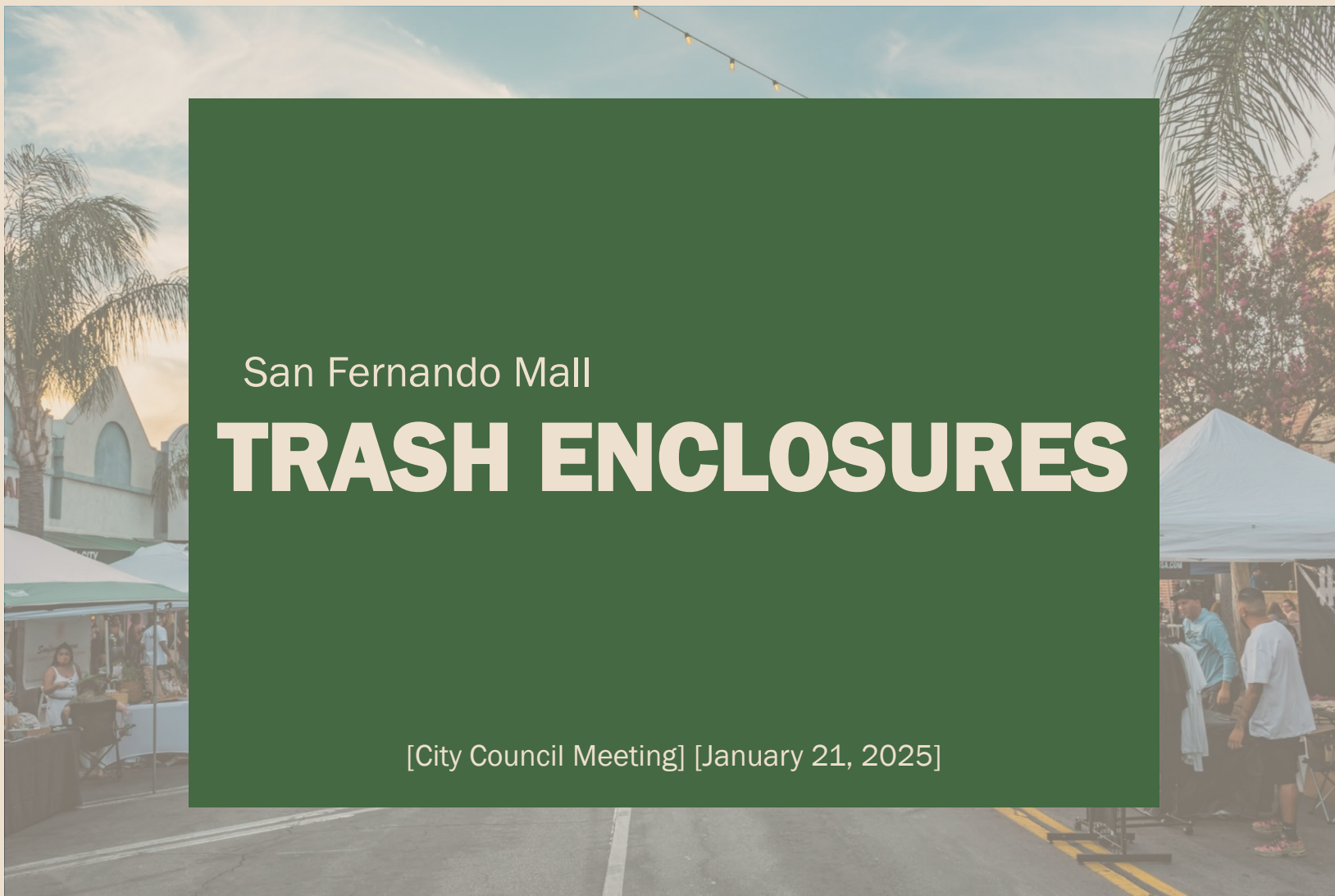
### **CONCLUSION:**

It is recommended that the City Council discuss and provide direction on which option to pursue.

### **ATTACHMENT:**

A. San Fernando Mall Trash Enclosures PowerPoint Presentation





# AGENDA OVERVIEW

01 Objectives and Funding

02 Locations of Enclosures

03 Enclosure Pictures

04 Suggested Possible Options

- ❖ Modification of Alleyway
- ❖ Retrofitting of 3 Enclosures
- ❖ Demo and Construction of 2 New Enclosures



## OBJECTIVES & FUNDING

### MEASURE W

- City Council approved using Measure W\* funding in April of 2024 to address the conditions of the trash enclosures in the short term.
- City will continue discussions for long term solutions.

\*SCWP, also known as Measure W, is restricted countywide tax funds that must be used to capture and treat storm water. This includes projects to divert trash from the storm water system.

# LOCATIONS

Truman St.

SF Mission Blvd.

S Maclay Ave.

Alley 1 | Public Parking Lot 5

Truman St.

S Maclay Ave.

S Brand Blvd.

Alley 2 | Public Parking Lot 4



## PICTURES | ALLEY 1

### PUBLIC PARKING LOT 5



ENCLOSURE 1

H: 6' W: 11'6" D: 6'5"



ENCLOSURE 2

H: 6' W: 23' D: 17'4"

# PICTURES | ALLEY 2

## PUBLIC PARKING LOT 4



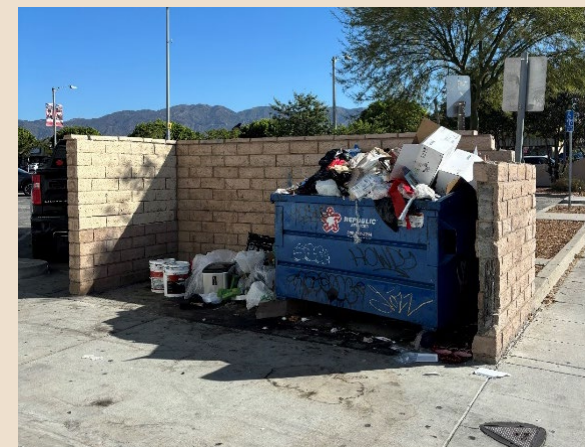
ENCLOSURE 1

H: 6' W:11' D: 6'8"



ENCLOSURE 2

H: 6' W: 19'4" D: 14'8"



ENCLOSURE 3

H: 6' W: 16' D: 6'

# PROPOSED OPTIONS

1. Modification of alleyway
2. Retrofitting trash enclosures
3. Demolition and construction of new trash enclosures



## Option 1 **MODIFICATION OF ALLEYWAY**

- Plans and Design
- Preliminary cost estimate
- Examples from other cities



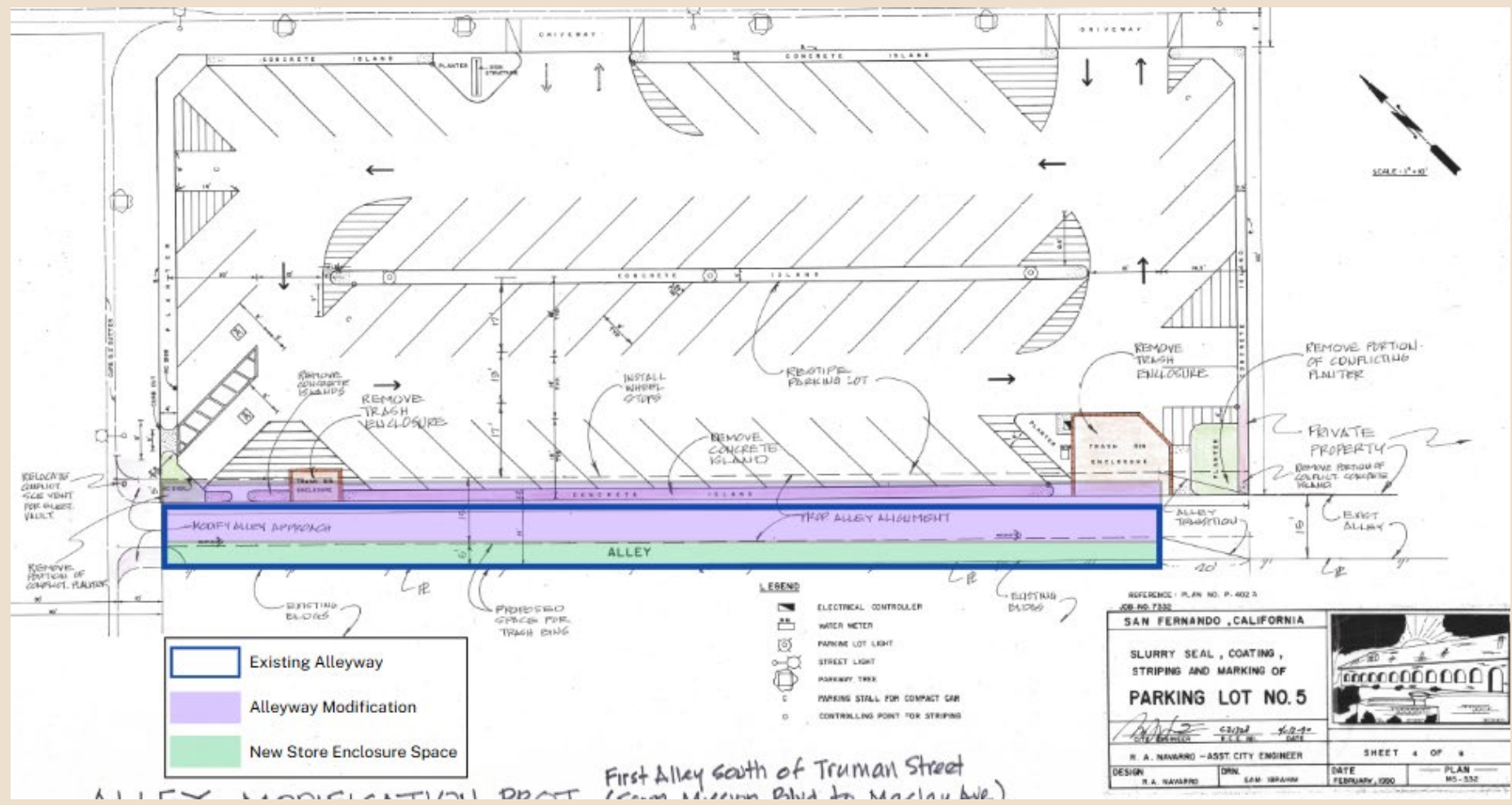


## PROJECT SCOPE

- Demo all existing trash enclosures
- Shift alleyway to allocate 5 feet of space from back of buildings for store's trash enclosures
  - Demo planters
  - Remove concrete islands
  - Install wheel stops
  - Restripe parking lot

# PLANS AND DESIGN

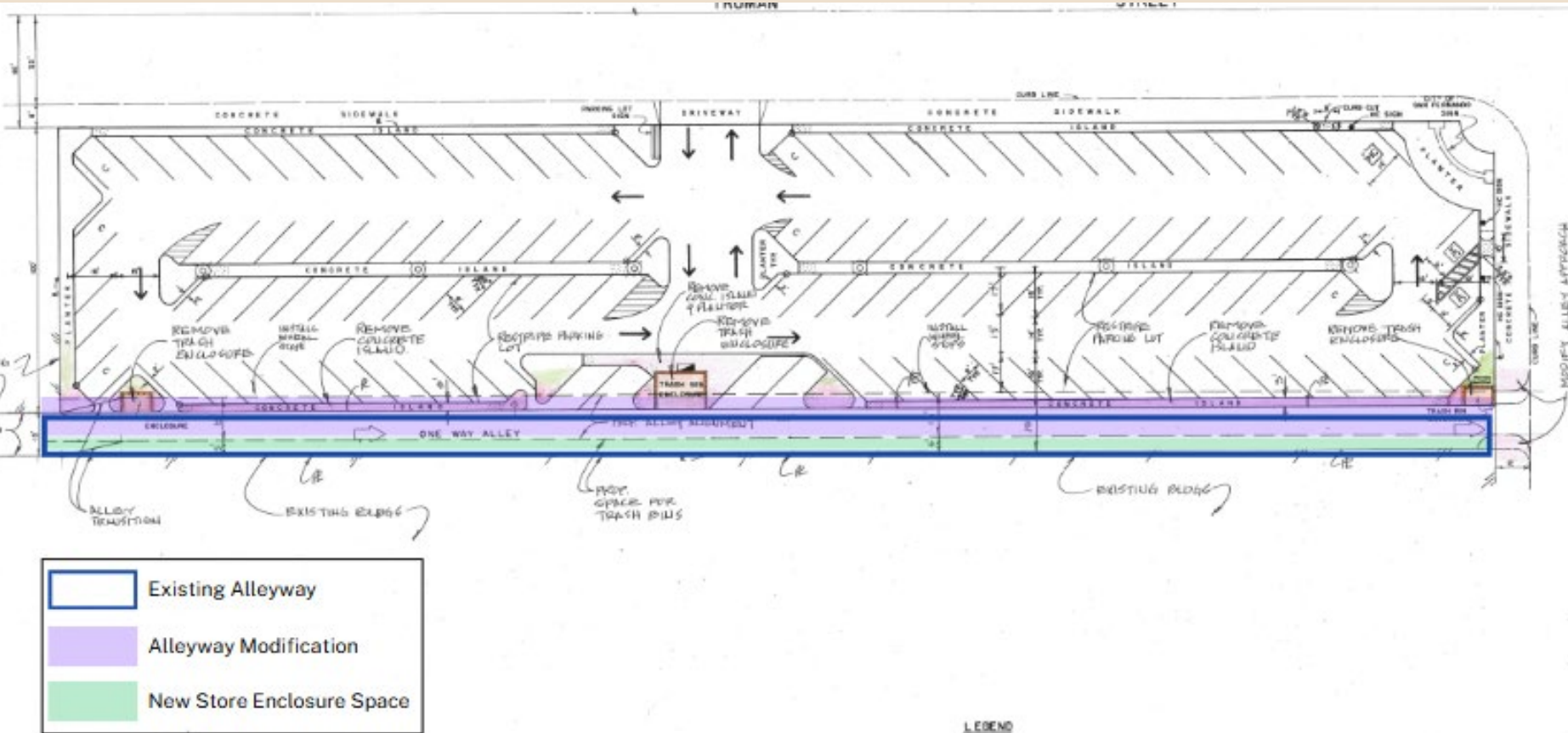
## Parking Lot 5



First Alley south of Truman Street  
 (from Mission Blvd to MacLay Ave.)

## PLANS AND DESIGN

### Parking Lot 4





## PRELIMINARY COST ESTIMATE

- **Estimated Total Project Cost: \$376,000**
  - Brand Blvd. to Maclay Ave.: \$215,000
  - Maclay Ave. to San Fernando Mission Blvd.: \$161,000
- Per the Measure W guidelines, eligibility would have to be determined.

# EXAMPLES FROM OTHER CITIES

- We found examples from several surrounding cities who place the responsibility of maintaining trash enclosures on the businesses who use trash services



CITY OF BURBANK

**City of Burbank Municipal Code:**  
*Garbage/recycle storage areas shall be located [...] within a trash enclosure that is located within a parking lot adjacent to the rear facade or interior side facade. If the lot abuts an alley, the garbage/recycle storage **area** shall be accessible from the alley.*



CITY OF SANTA MONICA

**City of Santa Monica Municipal Code:**  
*On parcels where refuse and recyclable materials are [...] collected adjacent to an alley or other public right-of-way, the refuse and recyclable materials shall be screened from public view on at least 3 sides by a solid opaque impact-resistant wall [...]. The gate shall be maintained in working order and shall remain closed*



## Option 2 **RETROFITTING ENCLOSURES**

- Locations
- Examples of retrofitted enclosures
- Preliminary cost estimate



## PROJECT SCOPE

- Phase 1: Retrofit the three of five enclosures (Enclosures on corner of Brand and San Fernando Mission will be demolished)
  - Retrofitting = keeping existing brick walls. Modifying enclosures to add gates, roofs, and siding

# LOCATIONS

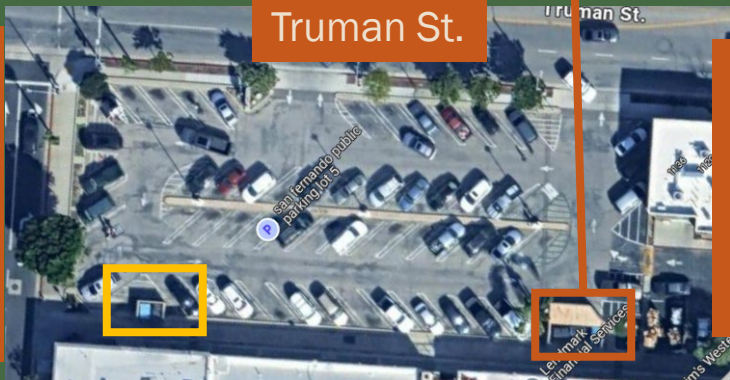


Truman St.

Truman St.

SF Mission Blvd.

S Maclay Ave.



Alley 1 | Public Parking Lot 5

\*Enclosure demoed in phase 2

January 21, 2025

Truman St.

S Maclay Ave.

S Brand Blvd.



Alley 2 | Public Parking Lot 4

\*Enclosure demoed in phase 2





# RETROFITTED ENCLOSURES



METAL DOORS | WOOD ROOF  
US ENCLOSURES



METAL DOORS | METAL ROOF  
US ENCLOSURES

Access will be restricted to customers with active trash accounts with Republic Services.

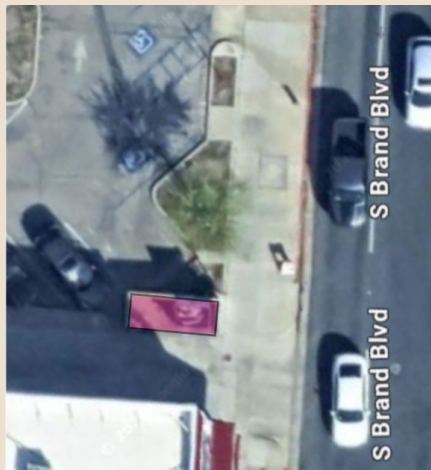
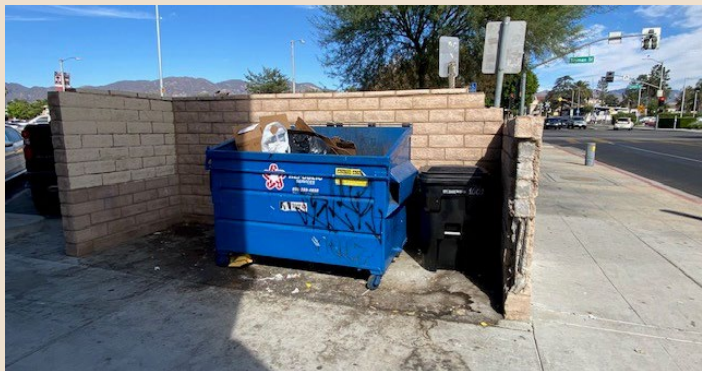
**Phase 2:**  
**DEMOLITION OF**  
**ENCLOSURES**

- Pictures of Brand & San Fernando  
Mission Enclosure and Project Scope
- Preliminary Cost Estimate and Sketch



# SAN FERNANDO

## DEMO BRAND & SAN FERNANDO MISSION ENCLOSURES

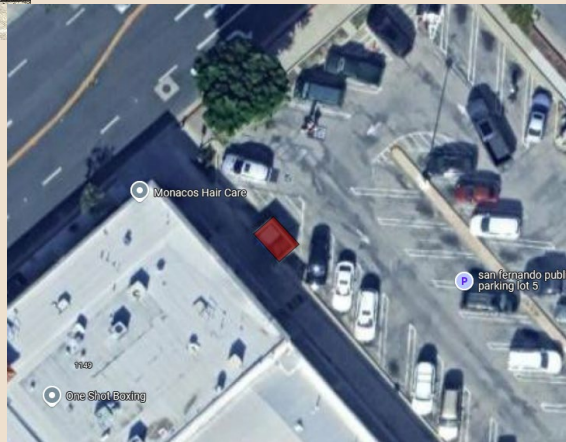


### Project Scope:

- Demo reinforced block wall, foundation and concrete slab
- Construct curb
- Remove wood structure inside Enclosure 2, Alley 2
- Planter construction: bark mulch, plant tree



## DEMO BRAND & SAN FERNANDO MISSION ENCLOSURES



### Project Scope:

- Demo reinforced block wall, foundation and concrete slab
- Construct curb
- Remove wood structure inside Enclosure 2, Alley 2
- Planter construction: bark mulch, plant tree

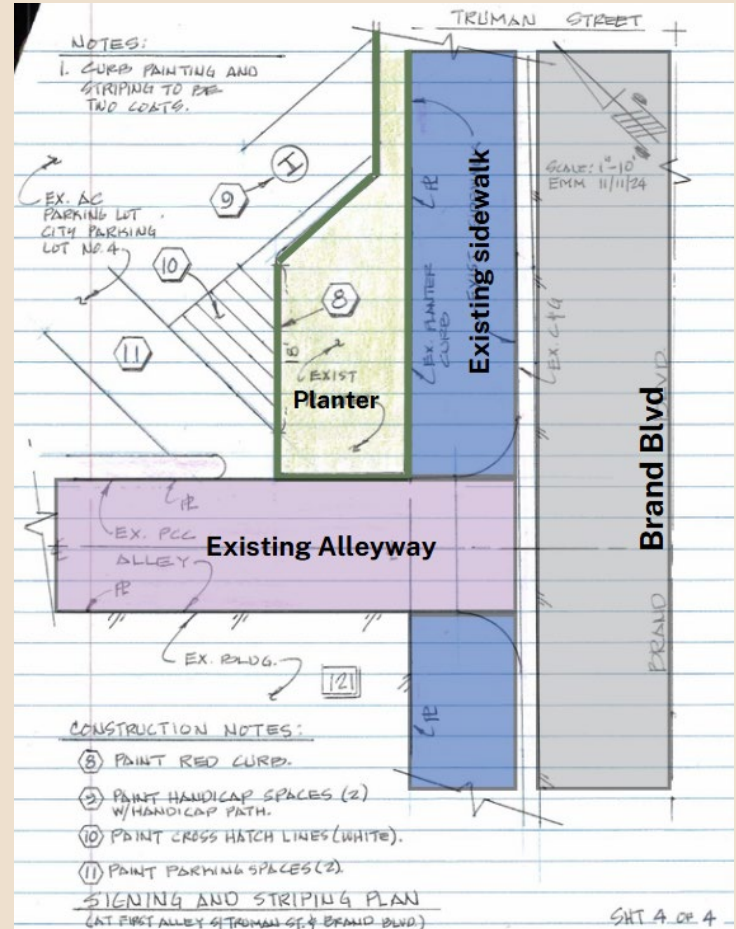


## DEMO BRAND & SAN FERNANDO MISSION ENCLOSURES

### Preliminary Cost Estimate

~ \$15,000 per enclosure = \$30,000

- This includes demolition and landscaping work





# PRELIMINARY COST ESTIMATE

- Renovating 3 Enclosures
  - Estimated Cost: \$50,000 per enclosure
- Demo 2 Enclosures: \$15,000 per enclosure
- **Estimated Total Project Cost: \$180,000**



**Option 3**  
**DEMO AND**  
**CONSTRUCTION**  
**OF NEW TRASH**  
**ENCLOSURES**

- Examples of new enclosures
- Preliminary cost estimate



## PROJECT SCOPE

- Demolish all enclosures
- Construct Two Centralized Enclosures.
  1. Mid-block between Brand and Maclay
  2. Mid-block between Maclay and San Fernando Mission





## NEW ENCLOSURES



MAIN CHANCE ESTATES

WOODGRAIN TEXTURED PVC AND EXTRUDED  
ALUMINUM  
CITY SCAPES



BRICK WALLS, TIN ROOF, AND  
ALUMINUM DOOR AND SIDING  
US ENCLOSURES

Access will be restricted to customers with active trash accounts with Republic Services.



# PRELIMINARY COST ESTIMATE

- Demo five (5) Enclosures: \$100,000
  - Engineering/Design: \$75,000
  - Enclosures & Concrete Slabs: \$200,000
- Estimated Total Project Cost: \$375,000**

# NEXT STEPS

- Timeline to complete trash enclosure improvements will range from nine (9) to eighteen (18) months

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Joel Fajardo

**Date:** January 21, 2025

**Subject:** Discussion on Emergency Preparedness and the Recent Los Angeles County Fires

**RECOMMENDATION:**

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

**BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the January 21, 2025, City Council Meeting.

**BUDGET IMPACT:**

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

**ATTACHMENT:**

A. Request to Agendize an Item for City Council Discussion/Consideration

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL  
 DISCUSSION/CONSIDERATION**

**CITY COUNCILMEMBER INFORMATION**

<b>NAME</b> Joel Fajardo	<b>TITLE</b> Councilmember
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**ITEM INFORMATION**

**SUBJECT** *Title of the item you are requesting to be agendized.*  
 Discussion on Emergency Preparedness and the Recent Los Angeles County Fires

<b>PRIORITIES</b> <i>Is this included in the current FY priorities?</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>BUDGET</b> <i>Is this a budgeted item?</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FISCAL IMPACT</b> <i>Is there a fiscal impact? If yes, indicate amount.</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    \$
---	---	--

**BACKGROUND/ANALYSIS** *Provide the reason you are requesting this item be agendized.*  
 This item is to discuss the recent fires across Los Angeles County, evaluate response efforts, and address the City of San Fernando's current emergency preparedness measures. The discussion will provide an opportunity to identify potential areas for improvement in local readiness and coordination with regional agencies for any and all emergencies.

Please note: Mayor Mendoza also expressed support for this agenda item for City Council discussion.

**ATTACHMENTS** *Do you have any attachments to include?*  
 Yes     No

**RECOMMENDATION** *Indicate the direction you are recommending.*  
 It is recommended that the City Council:

- (1) Receive and file this report; and
- (2) Provide direction to staff on potential updates to the City's emergency preparedness plans and any related actions in response to the recent fires.





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# AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** January 21, 2025

**Subject:** Consideration to Appoint a Parks, Wellness and Recreation Commissioner

**RECOMMENDATION:**

I have requested to place on the agenda (Attachment "A") for the City Council to approve Christian Garcia (Exhibit "A" to Attachment "A") be appointed as my representative to the Parks, Wellness and Recreation Commission.

**BACKGROUND/ANALYSIS:**

1. Pursuant to the City’s Code (Attachment "B"), each Councilmember may appoint one (1) 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 December 9, 2024, Councilmember Patty Lopez was sworn in to the City of San Fernando City Council to serve the full four-year term as a Member of the City Council.
3. On December 23, 2024, the City Clerk posted an Unscheduled Vacancy Notice (Attachment "C"), pursuant to Government Code Section 54974 that states: *"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."*
4. On December 23, 2024, Christian Garcia submitted an application (Exhibit "A" to Attachment "A") seeking consideration as my representative to be appointed to the Parks, Wellness and Recreation Commission to fill the unscheduled vacancy.

**Consideration to Appoint a Parks, Wellness and Recreation Commissioner**

Page 2 of 2

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**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 Christian Garcia be appointed as my representative to the Parks, Wellness and Recreation Commission to fill the Commissioner 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. Unscheduled Vacancy Notice

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL  
DISCUSSION/CONSIDERATION**

**CITY COUNCILMEMBER INFORMATION**

NAME Christian Garcia	TITLE COMMISSIONER
--------------------------	-----------------------

**ITEM INFORMATION**

SUBJECT *Title of the item you are requesting to be agendized.*  
**PARKS, WELLNESS & RECREATION COMMISSION**

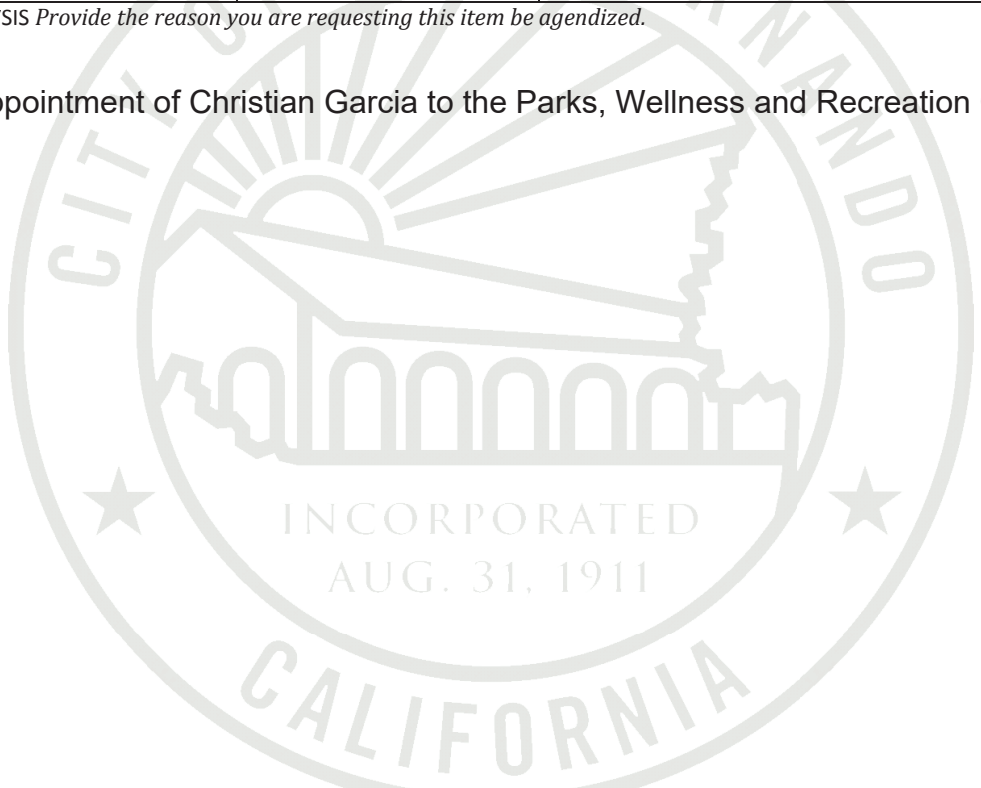
<b>PRIORITIES</b> <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>BUDGET</b> <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FISCAL IMPACT</b> <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    \$
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**BACKGROUND/ANALYSIS** *Provide the reason you are requesting this item be agendized.*

Recommend appointment of Christian Garcia to the Parks, Wellness and Recreation Commission.

Thank you

Patty Lopez



**ATTACHMENTS** *Do you have any attachments to include?*

Yes     No

**RECOMMENDATION** *Indicate the direction you are recommending.*

I would appreciate having your support for this nomination.

## 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 <b>Christian Garcia</b>		PHONE NO.
RESIDENCE ADDRESS	CITY & STATE <b>, CA</b>	ZIP CODE <b>91340</b>
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 <b>Cyber Systems Operations</b>	
BUSINESS ADDRESS <b>CA, United States</b>	CITY & STATE <b>Moreno Valley, CA</b>	ZIP CODE <b>92518</b>
BUSINESS PHONE		
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <b>Warren St, San Fernando, CA 91340</b>		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name and nature of the business</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

### MEMBER COMMITMENT

**I am willing to fulfill all requirements of a City Commissioner, including but not limited to:**

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

**I agree to all requirements mentioned above and have provided all correct and truthful information in this application.**

APPLICANT SIGNATURE <i>Christian Garcia</i>	DATE <b>12/23/2024</b>
--	---------------------------

**COMMISSION APPLICATION CHOICE(S)** *Please indicate which Commission you are interested in*

**EDUCATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Education Commission?*

**PARKS, WELLNESS, AND RECREATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?*

- To advise City Council on matters relating to the development and maintenance of public parks and recreation programs.
- To attend monthly meetings with fellow appointed commissioners and discuss agenda items pertaining to this commission.
- To represent the views, wants, desires of residents relating to parks and recreation needs.
- To work with City Staff on parks, wellness, recreation matters and developments.
- To enlist and encourage community engagement as it relates to this commission.

**PLANNING AND PRESERVATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Planning and Preservation Commission?*

**TRANSPORTATION AND SAFETY COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Transportation and Safety Commission?*

**PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION**

# Christian Garcia

San Fernando CA, 91340

**OBJECTIVE** Seeking to be appointed as a Commissioner for the Parks, Wellness, and Recreation Commission

## SKILLS

- ❖ Excellent customer service skills
- ❖ Effective communication skills
- ❖ Analytical and critical thinking skills
- ❖ Detailed oriented and problem solver
- ❖ Strong interpersonal skills
- ❖ Leadership skills
- ❖ Strong organizational skills
- ❖ Ability to work in teams

## EXPERIENCE

United States Department of Defense (USAF)      Moreno Valley, California      Present  
**Cyber Systems Operations, Staff Sergeant**

Threat analysis: Identifying and analyzing emerging cyber threats, vulnerabilities, and malicious activity

Security assessments: Performing regular vulnerability scans and penetration testing to identify weaknesses in systems and networks

Cyber Warfare: Perform missions, disrupting activities of criminal enterprises, provide intel for strategic deployment of cyber attacks

Manages a team of Sergeants/Senior Airman

Finance Consulting      Los Angeles, California      12    Years  
**Audit Manager**

Oversee Financial Audits

Conduct on-location or remote audits regarding financial activity of firms, banks, hedge funds.

Works with third parties to review compliance and/or policies as it pertains to books and records within their financial activity practices

## EDUCATION

Bachelor of Science in Business Administration



**City Code Pertaining to All Commissions**

**PARKS, WELLNESS AND RECREATION COMMISSION**

**Sec. 54-56. Created.**

There is created and established a recreation and community services commission in and for the city, which shall be known as the "parks, wellness and recreation commission." All references in this Code to the "recreation and community services" commission shall be to the parks, wellness and recreation commission.

(Ord. No. 1586, § 4, 3-16-2009)

**Sec. 54-57. Composition and appointment of members.**

The parks, wellness and recreation commission shall consist of five members, each with full participation and voting rights. Each member shall be appointed by a different appointing councilperson, with such appointment to be ratified by the city council. Such members of the parks, wellness and recreation commission shall be registered voters and city residents.

(Ord. No. 1586, § 4, 3-16-2009)

**Sec. 54-58. Officers.**

The members shall organize the parks, wellness and recreation commission and shall select 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.

(Ord. No. 1586, § 4, 3-16-2009)

**Sec. 54-59. Compensation of members.**

The council shall fix the amount of compensation, if any, to be paid to the members of the parks, wellness and recreation commission.

(Ord. No. 1586, § 4, 3-16-2009)

**Sec. 54-60. Meetings generally.**

Members of the parks, wellness and recreation commission shall meet at such time and place as may be fixed by resolution.

(Ord. No. 1586, § 4, 3-16-2009)

**Sec. 54-61. Quorum.**

Three members of the parks, wellness and recreation commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

## City Code Pertaining to All Commissions

(Ord. No. 1586, § 4, 3-16-2009)

### Sec. 54-62. Absence from meetings.

(a) Absence from three consecutive regular meetings of the parks, wellness and recreation commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by 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. 1586, § 4, 3-16-2009)

### Sec. 54-63. Powers and duties generally.

The powers and duties of the parks, wellness and recreation commission shall be:

(1) Initiating studies, investigations and surveys and making recommendations to the city council relative to the creation, operation, maintenance, management and control of the community recreation programs of parks, playgrounds and indoor and outdoor recreational activities.

(2) Subject to the prior approval of the city council, adopting by resolution, rules and regulations not inconsistent with this code and city ordinances, for the maintenance, improvement, use and operation of the parks, playgrounds, bathing facilities, recreation centers and other similar facilities of the city. A complete file of such rules and regulations shall be maintained in both the city clerk's office and that of the director of recreation and community services, with resolutions in the customary form and numbered numerically.

(3) Participate in the development of a master plan for all parks and playgrounds owned and operated by the city and, upon approval of the plans by the city council, working consistently toward the achievement of the plan and for the improvement of the plan as originally approved.

(4) Initiating studies, investigations and surveys and making recommendations to the city council relative to health, wellness and fitness, including such activities and programs created and/or maintained for the same by the director of recreation and community services.

(5) Upon request of the city council, making other investigations, reports and recommendations upon subjects or other matters referred to it by the city council.

(Ord. No. 1586, § 4, 3-16-2009)

## **City Code Pertaining to All Commissions**

### **Sec. 54-64. Powers and duties concerning city-owned historic resources.**

The following sites and improvements are declared by the city council to be historic resources. The parks, wellness, and recreation commission shall have responsibility for programming the maintenance, improvement, use and operation of these city-owned historic resources, subject to approval by the city council:

(1) The Lopez Adobe site including the Lopez Adobe and the Lopez-Villegas House at the southwesterly corner of the intersection of South Maclay Avenue and Pico Street.

(2) Such other historic resources as the council shall from time to time select and add to this section by amendment.

(Ord. No. 1586, § 4, 3-16-2009)

### **Sec. 54-65. Rules and regulations.**

Subject to the approval of the city council, the parks, wellness and recreation commission may make and alter such rules and regulations for its organization and procedures as are consistent with this article and other sections of this Code and city ordinances and with state laws.

(Ord. No. 1586, § 4, 3-16-2009)

### **Sec. 54-66. Reports and records.**

The parks, wellness and recreation 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)

### **Sec. 54-67. Incurring financial liability.**

Neither the parks, wellness and recreation commission nor any person connected with the commission shall incur any financial liability in the name of the city.

# THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR  
MARY MENDOZA

VICE MAYOR  
MARY SOLORIO

COUNCILMEMBER  
JOEL FAJARDO

COUNCILMEMBER  
VICTORIA GARCIA

COUNCILMEMBER  
PATTY LOPEZ

## UNSCHEDULED VACANCY NOTICE

### City of San Fernando Parks, Wellness, and Recreation Commission

The San Fernando City Council is now accepting applications for appointment to the San Fernando Parks, Wellness, and Recreation Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment through December 2025 and shall continue in the position until replaced by the appointing City Councilmember or until the member resigns.

Applicants must be at least 18 years old and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Parks, Wellness, and Recreation, and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The Parks, Wellness, and Recreation Commission consists of five (5) Commission members. During the Commission's annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one (1) year or until successors are chosen.

**Monthly Meetings are held on the second Thursday, beginning at 6:30 p.m. in the City Hall Council Chambers, at 117 Macneil Street, San Fernando, California 91340.**

Applications will be accepted from December 23, 2024, until the vacancy is filled. For additional information, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org).

Dated this 23<sup>rd</sup> day of December, 2024  
City of San Fernando, California

\_\_\_\_\_  
Julia Fritz, CMC  
City Clerk

cc: Councilmember Patty Lopez  
Julio Salcedo, Director of Recreation and Community Services

CITY CLERK  
DEPARTMENT

117 MACNEIL STREET  
SAN FERNANDO  
CALIFORNIA  
91340

(818) 898-1204

WWW.SFCITY.ORG



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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** January 21, 2025

**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 Mario Lua (Exhibit "A" to Attachment "A") 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 (1) 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 December 9, 2024, Councilmember Patty Lopez was sworn in to the City of San Fernando City Council to serve the full four-year term as a Member of the City Council.
3. On December 10, 2024, Mario Lua submitted an application (Exhibit "A" to Attachment "A") seeking consideration as my representative to be appointed to the Planning and Preservation Commission to fill the unscheduled vacancy.
4. On December 23, 2024, the City Clerk posted an Unscheduled Vacancy Notice (Attachment "C"), pursuant to Government Code Section 54974 that states: *"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."*

**Consideration to Appoint a Planning and Preservation Commissioner**

Page 2 of 2

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**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 Mario Lua be appointed as my representative to the Planning and Preservation Commission to fill the Commissioner 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. Unscheduled Vacancy Notice



## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME Mario Lua	TITLE COMMISSIONER
-------------------	-----------------------

### ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*  
**PLANNING & PRESERVATION COMMISSION**

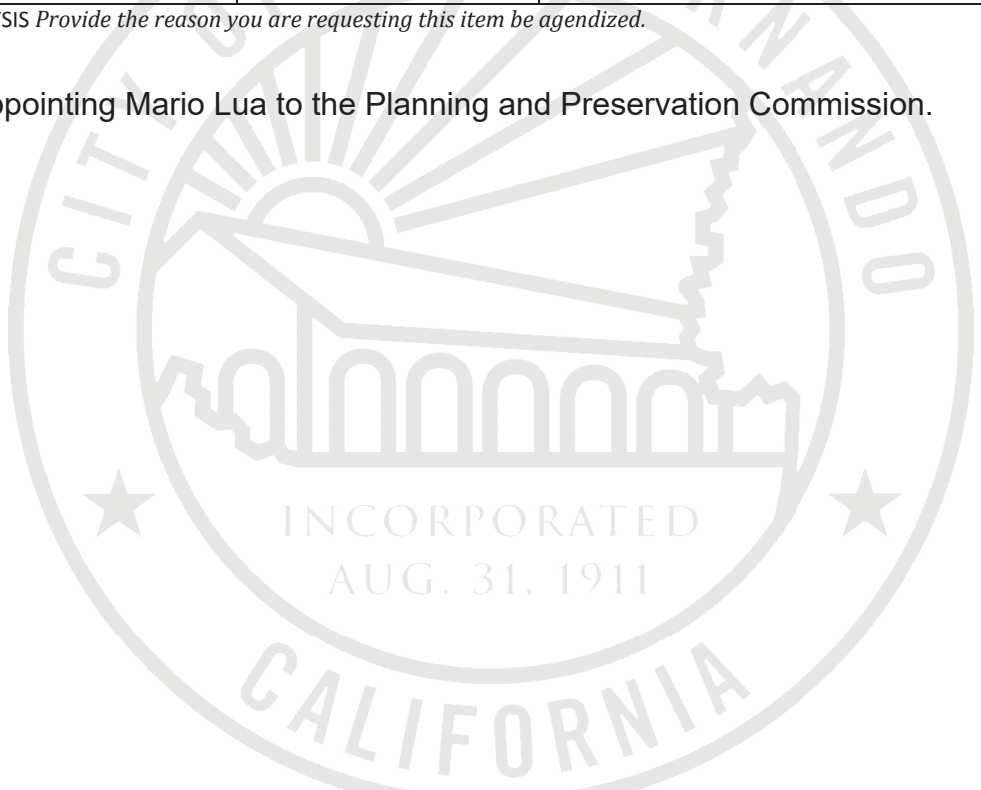
<b>PRIORITIES</b> <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>BUDGET</b> <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FISCAL IMPACT</b> <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    \$
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BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Recommend appointing Mario Lua to the Planning and Preservation Commission.

Thank you.

Patty Lopez



ATTACHMENTS *Do you have any attachments to include?*

Yes     No

RECOMMENDATION *Indicate the direction you are recommending.*

I would appreciate having your support for this nomination.

**APPLICATION TO SERVE ON A CITY COMMISSION**

CLEAR FORM

*This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.*

**APPLICANT INFORMATION**

NAME <b>Mario Lua</b>	PHONE NO.
--------------------------	-----------

RESIDENCE ADDRESS	CITY & STATE <b>SAN FERNANDO</b>	ZIP CODE <b>91340</b>
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MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE
--	--------------	----------

EMAIL ADDRESS *Business or personal to be used for Commission activity*

EMPLOYER	POSITION <b>Chief Architectural Designer</b>
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BUSINESS ADDRESS	CITY & STATE <b>Santa Clarita, Ca</b>	ZIP CODE <b>91355</b>
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BUSINESS PHONE

ARE YOU RELATED TO THE NOMINATING COUNCILMEMBER?  
 YES     NO    IF YES, HOW ARE YOU RELATED? **AUNT IN LAW**

DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? *If yes, please list the address(es)*  
 YES     NO

**SAN FERNANDO, CA. 91340**

DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? *If yes, please state the name, nature of the business, and business license number*  
 YES     NO

**LUA'S DRAFTING & DESIGN LLC.  
 ARCHITECTURAL & STRUCTURAL DRAFTING AND DESIGN SERVICES**

**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 <b>12/10/2024</b>
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**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:*

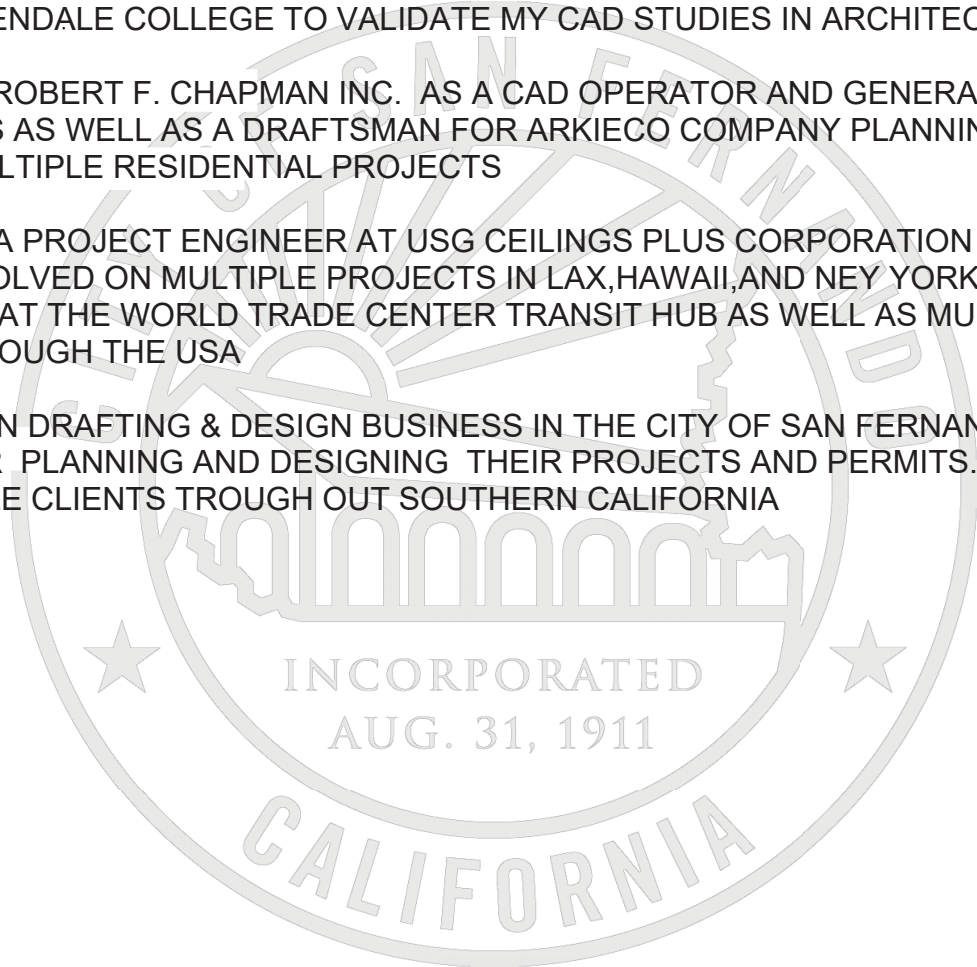
\*STUDIED ARCHITECTURE IN MEXICO AT THE CENTRO UNIVERSITARIO DON VASCO (UNAM) IN THE CITY OF URUJAPAN MICHOACAN

\*WENT TO GLENDALE COLLEGE TO VALIDATE MY CAD STUDIES IN ARCHITECTURE

\*WORKED AT ROBERT F. CHAPMAN INC. AS A CAD OPERATOR AND GENERAL MANAGER FOR 19 YEARS AS WELL AS A DRAFTSMAN FOR ARKIECO COMPANY PLANNING AND DRAFTING MULTIPLE RESIDENTIAL PROJECTS

\*WORKED AS A PROJECT ENGINEER AT USG CEILINGS PLUS CORPORATION FOR 7 YEARS AND WAS INVOLVED ON MULTIPLE PROJECTS IN LAX, HAWAII, AND NEW YORK ON THE TRANSIT HUB AT THE WORLD TRADE CENTER TRANSIT HUB AS WELL AS MULTIPLE PROJECTS THROUGH THE USA

\*HAVE MY OWN DRAFTING & DESIGN BUSINESS IN THE CITY OF SAN FERNANDO AND HELP HOME OWNER PLANNING AND DESIGNING THEIR PROJECTS AND PERMITS. ALSO WORK WITH MULTIPLE CLIENTS THROUGHOUT SOUTHERN CALIFORNIA



## **CITY CODE PERTAINING TO ALL COMMISSIONS**

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### **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**

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### **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**

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### **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**

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- (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

# THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR  
MARY MENDOZA

VICE MAYOR  
MARY SOLORIO

COUNCILMEMBER  
JOEL FAJARDO

COUNCILMEMBER  
VICTORIA GARCIA

COUNCILMEMBER  
PATTY LOPEZ

## UNSCHEDULED VACANCY NOTICE

### City of San Fernando Planning and Preservation Commission

The San Fernando City Council is now accepting applications for appointment to the San Fernando Planning and Preservation Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment through December 2025 and shall continue in the position until replaced by the appointing City Councilmember or until the member resigns.

Applicants must be at least 18 years old and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Planning and Preservation, and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The Planning and Preservation Commission consists of five (5) Commission members. During the Commission's annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one (1) year or until successors are chosen.

**Monthly Meetings are held on the second Monday, beginning at 5:30 p.m. in the City Hall Council Chambers, at 117 Macneil Street, San Fernando, California 91340.**

Applications will be accepted from December 23, 2024, until the vacancy is filled. For additional information, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org).

Dated this 23<sup>rd</sup> day of December, 2024  
City of San Fernando, California

\_\_\_\_\_  
Julia Fritz, CMC  
City Clerk

cc: Councilmember Patty Lopez  
Erika Ramirez, Director of Community Development

CITY CLERK  
DEPARTMENT

117 MACNEIL STREET  
SAN FERNANDO  
CALIFORNIA  
91340

(818) 898-1204

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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** January 21, 2025

**Subject:** Consideration to Appoint a Transportation and Public Safety Commissioner

### RECOMMENDATION:

I have requested to place on the agenda (Attachment "A") for the City Council to approve Ricardo Benitez (Exhibit "A" to Attachment "A") be appointed as my representative to the Transportation and Public Safety Commission.

### BACKGROUND/ANALYSIS:

1. Pursuant to the City's Code (Attachment "B"), each Councilmember may appoint one (1) 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 December 9, 2024, Councilmember Patty Lopez was sworn in to the City of San Fernando City Council to serve the full four-year term as a Member of the City Council.
3. On December 23, 2024, the City Clerk posted an Unscheduled Vacancy Notice (Attachment "C"), pursuant to Government Code Section 54974 that states: *"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."*
4. On January 13, 2025, Ricardo Benitez submitted an application (Exhibit "A" to Attachment "A") seeking consideration as my representative to be appointed to the Transportation and Public Safety Commission to fill the unscheduled vacancy.

**Consideration to Appoint a Transportation and Public Safety Commissioner**

Page 2 of 2

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**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 Ricardo Benitez be appointed as my representative to the Transportation and Public Safety Commission to fill the Commissioner 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. Unscheduled Vacancy Notice

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL  
DISCUSSION/CONSIDERATION**

**CITY COUNCILMEMBER INFORMATION**

NAME Ricardo Benitez	TITLE COMMISSIONER
-------------------------	-----------------------

**ITEM INFORMATION**

SUBJECT *Title of the item you are requesting to be agendized.*  
**TRANSPORTATION AND PUBLIC SAFETY COMMISSION**

<b>PRIORITIES</b> <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>BUDGET</b> <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FISCAL IMPACT</b> <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    \$
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**BACKGROUND/ANALYSIS** *Provide the reason you are requesting this item be agendized.*

Recommend appointing Ricardo Benitez to the Transportation and Public Safety Commission.

Thank you.

Patty Lopez

**ATTACHMENTS** *Do you have any attachments to include?*

Yes     No

**RECOMMENDATION** *Indicate the direction you are recommending.*

I would appreciate having your support for this nomination.

Patty Lopez

### 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 <u>Ricardo Benitez</u>		PHONE NO
RESIDENCE ADDRESS	CITY & STATE <u>San Fernando</u>	ZIP CODE <u>91340</u>
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE

EMAIL ADDRESS *Business or personal to be used for Commission activity*

EMPLOYER <u>Self Employee</u>	POSITION <u>owner Plumbing &amp; Electrical</u>
BUSINESS ADDRESS	CITY & STATE <u>Sylmar, CA</u>
	ZIP CODE <u>91342</u>

BUSINESS PHONE  
818 792-7395

ARE YOU RELATED TO THE NOMINATING COUNCILMEMBER?  
 YES  NO IF YES, HOW ARE YOU RELATED? \_\_\_\_\_

DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? *If yes, please list the address(es)*  
 YES  NO


DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? *If yes, please state the name, nature of the business, and business license number*  
 YES  NO San Fernando Business  
License No. 02106864

#### 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 <u>12/20/2024</u>
--	---------------------------

**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 \_\_\_\_\_

CITY OF SAN FERNANDO  
RECEIVED  
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CITY CLERK DEPARTMENT

*Please provide your background and related experience information below:*

*[Faint, illegible handwriting is visible in this section, likely bleed-through from the reverse side of the page.]*

Ricardo Benitez  
San Fernando, CA 91340  
Phone:

Email: [add email address]

### Professional Summary

Community leader and business owner with over 35 years of experience in economic development, transportation management, and public safety advocacy in the San Fernando Valley. As a resident for more than 40 years, I have dedicated my career to working closely with local government, the private sector, and the community to promote sustainable and inclusive development.

### Professional Experience

Business Owner  
City of San Fernando, California

Successfully operated a licensed local business for 35 years.  
Generated employment opportunities and contributed to local economic growth.  
Former Employee of the California State Assembly  
(2014-2016)

Managed transportation and maintenance for District 39 in collaboration with Caltrans.  
Oversaw key infrastructure projects and coordinated public maintenance initiatives.  
Member of the Sylmar Neighborhood Council  
(Last 7 years)

Actively participated in community planning, infrastructure improvements, and public safety initiatives.  
Former Member of the Sylmar Chamber of Commerce

Promoted business growth and strengthened relationships between businesses and the local community.

Police Training and Collaboration  
San Fernando Police Department Training (2024)

Completed training focused on public safety strategies and community collaboration.

### Key Achievements

Candidate for California State Senate and Assembly: Secured over 40,000 votes during campaigns, demonstrating commitment to transportation and public safety issues.

Military and Law Enforcement Family: Father of four children, two serving as police officers, one a graduate of the U.S. Army, and another from the U.S. Air Force.

Community Education: Children attended Los Angeles Unified School District (LAUSD), deepening ties to the region.

### Skills and Core Competencies

Transportation management and public infrastructure oversight.



**Sustainable community development and maintenance.**

**Public safety strategies in collaboration with local authorities.**

**Legislative and public policy experience.**

**I am committed to leveraging my experience and leadership to enhance the safety and transportation systems of San Fernando, strengthening our communities while preserving the values of our city.**

**References available upon request.**

## Ricardo Benitez: Biography

Ricardo Benitez is a distinguished Salvadoran American community leader and entrepreneur with over 35 years of experience in economic development, transportation management, and public safety advocacy. Having resided in the San Fernando Valley for more than four decades, Ricardo has consistently demonstrated a steadfast commitment to fostering sustainable growth and improving the quality of life for the local community.

As a long-standing business owner in San Fernando, Ricardo has successfully operated a licensed enterprise for over 35 years, creating employment opportunities and contributing significantly to the city's economic development. His leadership and vision have established him as a trusted figure in the local business community.

In public service, Ricardo's expertise was evident during his tenure as an employee of the California State Assembly from 2014 to 2016. He worked closely with Caltrans to manage transportation and maintenance initiatives for District 39, overseeing key infrastructure projects and coordinating public maintenance efforts. This role highlighted his ability to collaborate with government agencies to address critical regional needs.

Ricardo has also been deeply involved in community initiatives through his membership in the Sylmar Neighborhood Council over the past seven years. In this capacity, he has played a vital role in community planning, infrastructure enhancements, and public safety projects. Additionally, his time as a member of the Sylmar Chamber of Commerce underscores his dedication to promoting business growth and fostering strong ties between local businesses and residents.

In 2024, Ricardo completed specialized training with the San Fernando Police Department, focusing on public safety strategies and community collaboration. His ongoing commitment to public safety is further reinforced by his personal connection to law enforcement, as two of his four children serve as police officers, while the others have graduated from the U.S. Army and the U.S. Air Force.

With expertise in transportation management, sustainable development, and public safety, Ricardo Benitez remains dedicated to advancing the prosperity and well-being of San Fernando while preserving its values and traditions.

### Contact Information:

Address: San Fernando, CA 91340  
Phone:  
Email:

## Ricardo Benitez: Biografía

Ricardo Benitez es un distinguido líder comunitario y empresario salvadoreño-estadounidense con más de 35 años de experiencia en desarrollo económico, gestión de transporte y promoción de la seguridad pública. Residente del Valle de San Fernando por más de cuatro décadas, Ricardo ha demostrado un firme compromiso con el crecimiento sostenible y la mejora de la calidad de vida de su comunidad.

Como empresario en San Fernando, Ricardo ha operado exitosamente un negocio con licencia durante más de 35 años, generando oportunidades de empleo y contribuyendo significativamente al desarrollo económico de la región. Su liderazgo y visión lo han consolidado como una figura respetada en la comunidad empresarial local.

En el ámbito del servicio público, Ricardo destacó durante su tiempo como empleado de la Asamblea Estatal de California entre 2014 y 2016. Trabajó estrechamente con Caltrans para gestionar proyectos de transporte y mantenimiento en el Distrito 39, supervisando mejoras clave en infraestructura y coordinando iniciativas públicas. Este rol demostró su capacidad para colaborar con agencias gubernamentales y abordar necesidades críticas de la región.

Ricardo también ha estado profundamente involucrado en iniciativas comunitarias como miembro del Consejo Vecinal de Sylmar durante los últimos siete años. En este espacio, ha jugado un papel fundamental en la planificación comunitaria, las mejoras de infraestructura y los proyectos de seguridad pública. Además, su tiempo como miembro de la Cámara de Comercio de Sylmar refleja su dedicación a promover el crecimiento empresarial y fortalecer los lazos entre negocios y residentes locales.

En 2024, Ricardo completó un entrenamiento especializado con el Departamento de Policía de San Fernando, enfocándose en estrategias de seguridad pública y colaboración comunitaria. Su compromiso con la seguridad pública se refuerza con su vínculo personal con las fuerzas del orden, ya que dos de sus cuatro hijos son oficiales de policía, mientras que los otros han servido en el Ejército y la Fuerza Aérea de los Estados Unidos.

Con experiencia en gestión de transporte, desarrollo sostenible y estrategias de seguridad pública, Ricardo Benitez continúa trabajando por el bienestar y la prosperidad de San Fernando, preservando los valores y tradiciones de su ciudad.

### Información de Contacto:

Dirección: [Redacted], San Fernando, CA 91340

Teléfono: [Redacted]

Correo Electrónico: [Redacted]

- CODE  
 Chapter 90 - TRAFFIC AND VEHICLES  
 ARTICLE II. - ADMINISTRATION AND ENFORCEMENT  
 DIVISION 2. TRANSPORTATION AND PUBLIC SAFETY COMMISSION

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*DIVISION 2. TRANSPORTATION AND PUBLIC SAFETY COMMISSION<sup>1</sup>*

**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 and clearinghouse for advisory action to the city council. The commission shall have no authority or jurisdiction to make, recommend, or approve any action with regard to public safety personnel actions or investigations.

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<sup>1</sup>Editor's note(s)—Ord. No. 1709, § 3, adopted April 18, 2022, amended the title of Div. 2 from "Transportation and Safety Commission" to "Transportation and Public Safety Commission," as set out herein.

Cross reference(s)—Boards, commissions, committees, agencies and authorities, § 2-401 et seq.

(Code 1957, § 13.26; Ord. No. 1709 , §§ 2, 4, 4-18-2022)

**Sec. 90-73. Meetings generally.**

The members of the transportation and public safety commission shall meet 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.

(Code 1957, § 13.26.1; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-74. Absences from meetings.**

- (a) Absence from three consecutive regular meetings of the transportation and public safety 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.

(Code 1957, § 13.26.2; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-75. Compensation.**

Each of the members of the transportation and public safety commission shall receive compensation as the city council shall, from time to time, determine and fix by resolution.

(Code 1957, § 13.26.3; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-76. Removal of members.**

Members of the transportation and public safety commission shall be removed from office as provided in sections 2-35 and 90-74 of this Code.

(Code 1957, § 13.26.4; Ord. No. 1709 , § 2, 4-18-2022)

**Secs. 90-77—90-100. Reserved.**

*DIVISION 3. POLICE DEPARTMENT'S POWERS AND DUTIES<sup>2</sup>*

**Subdivision I. In General**

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<sup>2</sup>Cross reference(s)—Departments, § 2-301 et seq.

**Sec. 90-101. Enforcement of city traffic laws.**

It shall be the duty of the officers of the police department or such officers as are designed by the chief of police to enforce all street traffic laws of the city and all of the state vehicle laws applicable to street traffic in the city.

(Code 1957, § 13.27)

State law reference(s)—Similar provisions, Vehicle Code § 1 et seq.

**Sec. 90-102. Direction of traffic.**

Officers of the police department or such officers as are assigned by the chief of police are authorized to direct all traffic by voice, hand or other signal in conformance with traffic laws. If a fire or other emergency occurs or to expedite traffic or to safeguard pedestrians, officers of the police department may direct traffic as conditions may require, notwithstanding the provisions of the traffic laws.

(Code 1957, § 13.28)

**Sec. 90-103. Assistance by fire department at fires.**

Officers of the fire department, when at the scene of a fire or when in the course of their duties they are protecting the personnel or equipment of the fire department, may direct or assist the police in directing traffic.

(Code 1957, § 13.29)

State law reference(s)—Obedience to firefighters required, Vehicle Code § 2801.

**Secs. 90-104—90-125. Reserved.**

**Subdivision II. Traffic Division**

**Sec. 90-126. Established.**

There is established in the police department a traffic division to be under the control of an officer or police appointed by and directly responsible to the chief of police.

(Code 1957, § 13.18)

**Sec. 90-127. Duties generally.**

It shall be the duty of the traffic division, with such aid as may be rendered by other members of the police department, to:

- (1) Enforce the city's street traffic regulations and all of the state vehicle laws applicable to street traffic in the city;
- (2) Make arrests for traffic violations;
- (3) Investigate traffic accidents;

- (4) Cooperate with the city traffic engineer and other city officers in the administration of the traffic laws and in developing ways and means to improve traffic conditions; and
- (5) Carry out those duties specially imposed upon such division by this chapter and the city traffic ordinances.

(Code 1957, § 13.19)

**Sec. 90-128. Accident studies.**

Whenever the accidents at any particular location become numerous, the traffic division shall cooperate with the city traffic engineer in conducting studies of such accidents and in determining remedial measures.

(Code 1957, § 13.20)

State law reference(s)—Accidents generally, Vehicle Code §§ 2407, 2408, 20001—20016.

**Sec. 90-129. Accident reports.**

The traffic division shall maintain a suitable system of filing traffic accident reports. Accident reports or cards referring to them shall be filed alphabetically by location. Such reports shall be available for the use and information of the city traffic engineer.

(Code 1957, § 13.21)

State law reference(s)—Accident reports generally, Vehicle Code §§ 2407, 20008—20015.

**Sec. 90-130. Annual traffic report.**

The traffic division shall annually prepare a traffic report which shall be filed with the city council. Such a report shall contain information on traffic matters in the city as follows:

- (1) The number of traffic accidents, the number of persons killed, the number of persons injured and other pertinent traffic accident data.
- (2) The number of traffic accidents investigated and other pertinent data on the safety activities of the police.
- (3) The plans and recommendations of the division for future traffic safety activities.

(Code 1957, § 13.22)

**Secs. 90-131—90-155. Reserved.**

# THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR  
MARY MENDOZA

VICE MAYOR  
MARY SOLORIO

COUNCILMEMBER  
JOEL FAJARDO

COUNCILMEMBER  
VICTORIA GARCIA

COUNCILMEMBER  
PATTY LOPEZ

## UNSCHEDULED VACANCY NOTICE

### City of San Fernando Transportation and Public Safety Commission

The San Fernando City Council is now accepting applications for appointment to the San Fernando Transportation and Public Safety Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment through December 2025 and shall continue in the position until replaced by the appointing City Councilmember or until the member resigns.

Applicants must be at least 18 years old and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Transportation and Public Safety, and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The Transportation and Public Safety Commission consists of five (5) Commission members. During the Commission's annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one (1) year or until successors are chosen.

**Monthly Meetings are held on the first Thursday, beginning at 6:00 p.m. in the City Hall Council Chambers, at 117 Macneil Street, San Fernando, California 91340.**

Applications will be accepted from December 23, 2024, until the vacancy is filled. For additional information, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org).

Dated this 23<sup>rd</sup> day of December, 2024  
City of San Fernando, California

\_\_\_\_\_  
Julia Fritz, CMC  
City Clerk

cc: Councilmember Patty Lopez  
Wendell Johnson, Director of Public Works  
Fabian Valdez, Chief of Police

CITY CLERK  
DEPARTMENT

117 MACNEIL STREET  
SAN FERNANDO  
CALIFORNIA  
91340

(818) 898-1204

WWW.SFCITY.ORG





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# AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** January 21, 2025

**Subject:** Discussion and Consideration to Co-Sponsor a Public Forum on Immigration Enforcement

**RECOMMENDATION:**

I have placed this on the agenda for discussion (Attachment “A”) to recommend that the City Council:

- a. Approve Co-Sponsorship of an Immigration Informational Forum that would provide information and resources to the community; and
- b. Approve the use of the City seal on the printed material and social media; pursuant to City Council Ordinance No. 1724 (Attachment “B”).

**BACKGROUND/ANALYSIS:**

See Attachment “A” that was submitted to request to agendize this item for the January 21, 2025, City Council Meeting.

**BUDGET IMPACT:**

The City’s sponsorship will be limited to in-kind use of social media outlets for marketing purposes and posting the event on the City website.

Costs related to staff support and participation on the event will be determined based on City Council direction.

**ATTACHMENTS:**

- A. Request to Agendize an Item for City Council Discussion/Consideration
- B. Ordinance No. 1724

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL  
DISCUSSION/CONSIDERATION**

**CITY COUNCILMEMBER INFORMATION**

NAME Patty Lopez	TITLE Council Member
---------------------	-------------------------

**ITEM INFORMATION**

SUBJECT *Title of the item you are requesting to be agendized.*  
Request City Council to co-sponsor a public forum on immigration enforcement

<b>PRIORITIES</b> <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>BUDGET</b> <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FISCAL IMPACT</b> <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    \$
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**BACKGROUND/ANALYSIS** *Provide the reason you are requesting this item be agendized.*

**Request for Support and Sponsorship for Immigration Informational Forum**

I am organizing an informational forum on immigration to be held on February 7, 2025, from 6 PM to 9 PM at the City Council chambers. This event is in response to recent rumors about immigration raids in our city and the Valley area, which have caused fear and concern within our community. The forum will feature immigration lawyers, local organizations, and representatives, including Senator Menjivar and our Police Chief, who will provide verified information to help address these concerns.

I am seeking support from the City Council to sponsor this event and ensure its success in reaching and assisting as many community members as possible. Your support would be invaluable in helping us provide accurate information and resources to those who need it most.

Please let me know the necessary steps to formally schedule this event and any further assistance required.

Thank you for your consideration and support.

**ATTACHMENTS** *Do you have any attachments to include?*

Yes     No

**RECOMMENDATION** *Indicate the direction you are recommending.*

I would appreciate having your support for this nomination.

**ORDINANCE NO. 1724**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS**

**WHEREAS**, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

**WHEREAS**, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

**WHEREAS**, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

**WHEREAS**, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

**WHEREAS**, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

**SECTION 1.** The recitals above are true and correct and incorporated herein by reference.

**SECTION 2.** Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

*Sec. 1-14. Reserved*

**SECTION 3.** Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. *Custody and Use of the City Seal and City Logos and Insignias*

(a) Definitions.

*“City Seal” means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1 7/8 inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words “City of San Fernando, California, Incorporated Aug. 31, 1911.” The City Seal is depicted in color and in monochrome as follows:*



*“City Logo” means an illustrative logo depicting the City Seal in monochrome with the words “The City of San Fernando” overlay on top and with the letters “D” and “O” in the word “Fernando” interlocking.*



*“City Insignia” means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.*

(b) Use of City Seal, City Logo and City Insignia.

- (1) *The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.*
- (2) *The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.*

- (3) *In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.*
- (4) *The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.*
- (5) *The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.*

(c) *Prohibited Uses of City Seal, City Logo and City Insignia.*

- (1) *It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.*
- (2) *No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.*
- (3) *Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.*

(d) Penalties.

*Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding \$1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.*

**SECTION 4.** CEQA. The City Council has determined that the proposed Ordinance is not a “project” as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

**SECTION 5.** Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

**SECTION 6.** Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.


**SECTION 7.** Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**SECTION 8.** Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

**SECTION 9.** Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.




**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at a regular meeting held on the 2<sup>nd</sup> day of April, 2024.

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

**ATTEST:**

  
\_\_\_\_\_  
Julia Fritz, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Richard Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2<sup>nd</sup> day of April, 2024 by the following vote of the City Council:

**AYES:** Solorio, Fajardo, Mendoza, Rodriguez - 4

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16<sup>th</sup> day of April, 2024.

  
\_\_\_\_\_  
Julia Fritz, City Clerk



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Victoria Garcia

**Date:** January 21, 2025

**Subject:** Discussion and Consideration to Update Veterans' Credit in Personnel Rules

**RECOMMENDATION:**

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

**BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the January 21, 2025, City Council Meeting.

**BUDGET IMPACT:**

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

**ATTACHMENTS:**

- A. Request to Agendize an Item for City Council Discussion/Consideration

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL  
DISCUSSION/CONSIDERATION**

**CITY COUNCILMEMBER INFORMATION**

NAME Victoria Garcia	TITLE Councilmember
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**ITEM INFORMATION**

SUBJECT *Title of the item you are requesting to be agendized.*

Update to Veterans' Credit in Personnel Rules

<b>PRIORITIES</b> <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>BUDGET</b> <i>Is this a budgeted item?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>FISCAL IMPACT</b> <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    \$
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BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Our Personnel Rules currently limit the veterans' credit to only those who have served in World War I (1917-1918) through the Vietnam War (1964-1973). The exact language reads:

"SECTION 9 - VETERANS' CREDIT: In the examinations, other than promotional examinations, to establish eligibility lists for appointment to positions of employment in the classified service, excluding all department head positions, veterans with ninety (90) days or more of service during the period of World War 1, from April 6, 1917 through November 11, 1918; during the period of Work War II, from December 7, 1941 through August 14, 1945; during the period of the Korean War. from June 27, 1950 through January 31, 1955; and during the period of the Vietnam War, from January 1, 1964 through August 15, 1973, who become eligible for certification from eligible list by obtaining the passing mark established for the examination shall be allowed an additional credit of five (5) points, provided that disabled veterans shall be allowed a credit of ten (10) points which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order on the basis of the percentages attained by them in examinations after such credit of five points, or ten points in the case of disabled veterans, shall have been added."

This is outdated language that appears to have not been updated in decades. I understand that due to this language, the City does not apply the veterans' credit at all. By simply striking the language that names the wars, this policy will be immediately updated and applicable.

ATTACHMENTS *Do you have any attachments to include?*

Yes     No

RECOMMENDATION *Indicate the direction you are recommending.*

I recommend that the City Council strike the following language from Section 9 - Veterans' Credit of the Personnel Rules:

"during the period of World War I, from April 6, 1917 through November 11, 1918; during the period of World War II, from December 7, 1941 through August 14, 1945; during the period of the Korean War, from June 27, 1950 through January 31, 1955; and during the period of the Vietnam War, from January 1, 1964 through August 15, 1973,"