



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, FEBRUARY 3, 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)  
San Fernando Public Employees’ Association (SEIU, Local 721)  
San Fernando Police Officers Association

## SAN FERNANDO CITY COUNCIL

Special and Regular Meeting Notice and Agenda – February 3, 2025

Page 2 of 7

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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: Alexander Garcia vs City of San Fernando  
Case Number: 22STCV15175

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**

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.

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## **SAN FERNANDO CITY COUNCIL**

**Special and Regular Meeting Notice and Agenda – February 3, 2025**

Page 3 of 7

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### **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 ON CALIFORNIA PROPOSITION 36 BY LOS ANGELES COUNTY DISTRICT ATTORNEY NATHAN J. HOCHMAN
- B. RECOGNITION TO LOS ANGELES MISSION COLLEGE CELEBRATING 50 YEARS OF SERVICE
- C. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO EL BANDOLERO MEAT MARKET IN RECOGNITION OF THEIR CONTRIBUTIONS TO THE CITY
- D. PRESENTATION OF CERTIFICATES OF APPRECIATION TO DON CARLITOS RESTAURANT IN RECOGNITION OF THEIR CONTRIBUTIONS TO THE CITY
- E. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO QUE RICOS TACOS 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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## **SAN FERNANDO CITY COUNCIL**

**Special and Regular Meeting Notice and Agenda – February 3, 2025**

Page 4 of 7

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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. February 2, 2009 – Regular Meeting
- b. December 10, 2010 – Regular Meeting
- c. December 2, 2024 – Regular Meeting

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

Recommend that the City Council adopt Resolution No. 25-021 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.

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## **SAN FERNANDO CITY COUNCIL**

**Special and Regular Meeting Notice and Agenda – February 3, 2025**

Page 5 of 7

---

**4) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE NATIONAL ENDOWMENT FOR THE ARTS TO SUPPORT THE MARIACHI MASTER APPRENTICE PROGRAM**

Recommend that the City Council authorize the preparation and submittal of a grant application to the National Endowment for the Arts in the amount of \$57,000 to support the Mariachi Master Apprentice Program.

**5) CONSIDERATION TO APPROVE THE 2025 LEGISLATIVE PLATFORM AND LEGISLATIVE APPROPRIATION REQUESTS**

Recommend that the City Council:

- a. Review and approve the 2025 Legislative Platform;
- b. Review and approve the 2025 Legislative Appropriation Requests; and
- c. Authorize the City Manager to take certain related actions as provided Legislative Advocacy Policy and submit appropriation requests on behalf of the City.

**6) CONSIDERATION TO ADOPT RESOLUTIONS APPROVING TITLE CHANGES FOR THE POSITIONS OF DIRECTOR OF ADMINISTRATIVE SERVICES, HUMAN RESOURCES & RISK MANAGER, HUMAN RESOURCES TECHNICIAN, AND HUMAN RESOURCES ASSISTANT**

Recommend that the City Council:

- a. Adopt Resolution No. 8362 approving the job specifications for Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant;
- b. Adopt Resolution No. 8363 amending the Fiscal Year 2024-2025 Salary Resolution to reflect the revised position titles for the Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant; and
- c. Authorize the City Manager, or designee, to make non-substantive corrections and execute all related documents.

### **ADMINISTRATIVE REPORTS**

**7) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1728 AMENDING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH THE MIXED USE OVERLAY ZONE; AND ORDINANCE NO. 1730 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**

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## **SAN FERNANDO CITY COUNCIL**

**Special and Regular Meeting Notice and Agenda – February 3, 2025**

Page 6 of 7

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Recommend that the City Council:

- a. Adopt Ordinance No. 1728 that was introduced for first reading at the City Council meeting of January 21, 2025, in title only, and waive all further reading, “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”;
- b. Adopt Ordinance No. 1730 that was introduced for first reading at the City Council meeting of January 21, 2025, in title only, and waive all further reading, “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
- c. Provide staff direction, as necessary.

**8) RECEIVE AND FILE A PRESENTATION ON 2024 CITY CRIME STATISTICS, POLICE DEPARTMENT ACTIVITY AND OPERATIONS, ENHANCED POLICE PATROLLING EFFORTS, AND SENATE BILL 54, THE “CALIFORNIA VALUES ACT”**

Recommend that the City Council receive and file a Presentation on the 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”.

**9) RECEIVE AND FILE AN UPDATE ON COMMUNITY ENGAGEMENT EFFORTS RELATED TO ENCAMPMENT ENFORCEMENT AND STREET OUTREACH SERVICES**

Recommend that the City Council receive and file an update on the community engagement efforts related to encampment enforcement and street outreach services.

**10) CONSIDERATION TO APPOINT AN EDUCATION COMMISSIONER**

This item was agendized by Councilmember Patty Lopez.

**11) DISCUSSION AND CONSIDERATION TO UPDATE VETERANS’ CREDIT IN PERSONNEL RULES**

This item was agendized by Councilmember Victoria Garcia.

## SAN FERNANDO CITY COUNCIL

Special and Regular Meeting Notice and Agenda – February 3, 2025

Page 7 of 7

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### 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 18, 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: \_\_\_\_\_

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*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.*

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# PRESENTATIONS

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Honors



## CELEBRATING 50 YEARS OF EXCELLENCE

The San Fernando City Council is proud to honor Los Angeles Mission College for half a century of dedication to education, community service, and academic excellence.

From your humble beginnings in San Fernando, where the first campus laid the foundation for countless dreams, you have grown into a beacon of learning and opportunity. As you celebrate this remarkable milestone, we extend our heartfelt congratulations and look forward to the continued impact you will have on our community and beyond.

*August 22, 2024*



  
CELESTE T. RODRIGUEZ  
MAYOR

  
MARY MENDOZA  
VICE MAYOR

  
JOEL FAJARDO  
COUNCILMEMBER

  
VICTORIA GARCIA  
COUNCILMEMBER

  
MARY SOLORIO  
COUNCILMEMBER



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# **Regular Meeting San Fernando City Council**

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**February 2, 2009 – 6:00 P.M.  
REGULAR 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 6:34 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)

**PLEDGE OF ALLEGIANCE** Mayor Veres

**INVOCATION** Mayor Veres

**APPROVAL OF AGENDA**

Motion by Councilmember De La Torre, seconded by Councilmember Hernández, to approve the agenda. By consensus, the motion carried.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Lisa Aisenman  
Richard Arroyo  
Juana Cuiriz

**CONSENT CALENDAR**

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

- 1) APPROVAL OF MINUTES OF JANUARY 26, 2009 – SPECIAL MEETING

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

**Page 2**

- 2) APPROVAL OF WARRANT REGISTER NO. 09-021
- 3) INVESTMENT POLICY
- 4) RESOLUTION AUTHORIZING THE CITY TREASURER AND DEPUTY CITY TREASURER TO INVEST SURPLUS FUNDS
- 5) DESTRUCTION OF RECORDS – POLICE DEPARTMENT
- 6) MEMORANDUM OF AGREEMENT FOR THE ADMINISTRATION AND COST SHARING OF THE COORDINATED MONITORING PLAN FOR THE LOS ANGELES RIVERS TRIBUTARIES METALS TMDL

The motion carried, unanimously.

**CONTINUED BUSINESS**

- 7) APPROVAL OF AN ALL WAY STOP AT THE INTERSECTION OF HUNTINGTON AND FERMOORE STREETS

By consensus, the City Council directed staff to obtain more community input through the Transportation and Safety Commission and return to a future City Council meeting.

**CONTINUED PUBLIC HEARING**

- 8) SAN FERNANDO 2008-2014 HOUSING ELEMENT AND ASSOCIATED ENVIRONMENTAL IMPACT ASSESSMENT

Mayor Veres opened the public hearing. The staff report was presented to the City Council.

Mayor Veres opened the public comment period.

The following provided general public comments:

Henry Romero  
Sharon Aisenman  
Leslie Aisenman

Mayor Veres closed public comments.

By consensus, the City Council directed staff to obtain additional community input in order to provide a more detailed analysis on the housing needs in the community. The public hearing was continued to a City Council meeting in April 2009.



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

**Page 3**

**CITY COUNCIL ITEMS**

9) SPEED LIMIT ON MACLAY AVENUE

Councilmember Maribel De La Torre presented the staff report.

By consensus, the City Council directed staff to return to a future City Council meeting with a public hearing to amend the San Fernando Municipal Code, changing the speed limit on Maclay Avenue, from Truman to Fourth Street to twenty-five (25) miles per hour.

10) DISCUSSION REGARDING FORECLOSURES IN SAN FERNANDO

Mayor Pro Tem Brenda Esqueda presented the staff report. No action taken.

**GENERAL COUNCIL COMMENTS**

Councilmember De La Torre had no updates to report.

Councilmember Hernández had no updates to report.

Mayor Pro Tem Esqueda had no updates to report.

Mayor Veres commented on the Committee meetings he attended.

**STAFF COMMUNICATIONS**

City staff commented on Assembly Bill 1389 compliance needs and provided proposed dates for the upcoming City Council Budget Study Sessions.

**ADJOURNMENT (9:13 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 March 2, 2009 regular 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 February 3, 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**

**DECEMBER 6, 2010 – 6:00 P.M.  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Mario F. Hernández called the meeting to order at 6:08 p.m.

Present:

Council: Mayor Mario F. Hernández, Mayor Pro Tem Brenda Esqueda, Councilmembers Ernesto Rubio Hernández (arrived at 6:20 p.m.), Maribel De La Torre and Steven Veres

Staff: Interim City Administrator Al Hernández, City Attorney Michael Estrada, and City Clerk Elena G. Chávez

Absent: None

**PLEDGE OF ALLEGIANCE** Mayor M. Hernández

**APPROVAL OF AGENDA**

Motion by Councilmember Veres, seconded by Mayor Pro Tem Esqueda, to approve the agenda. By consensus, the motion carried.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Fred Olivas questioned the use of City funds that were slated for the Senior Center.

The following spoke about concerns with the senior meal program:

Isabel Bustamente  
Avilia Montez  
Nicholas Garcia  
Remelia Avila Ramires

**SAN FERNANDO CITY COUNCIL**

**MINUTES – December 6, 2010**

**Page 2**

Lydia Guerrero  
Julia Martine  
David  
Louis  
Female speaker

John Blue read a statement regarding negative communications with Mayor Pro Tem Esqueda, and concerns about the city's budget.

Jose Chavez (donated speaker time to John Blue)

Julie Cuellar extended thanks to Mayor Pro Tem Esqueda and the Police Department for their work in the community.

**CONSENT CALENDAR**

Mayor Hernandez pulled Item Nos. 2 and 5 for discussion.

Motion by Mayor Pro Tem Esqueda to approve the Consent Calendar excluding Item Nos. 1 and 5:

- 1) APPROVAL OF MINUTES OF:
  - a) OCTOBER 5, 2009 – REGULAR MEETING
  - b) NOVEMBER 2, 2009 – REGULAR MEETING
  - c) NOVEMBER 1, 2010 – REGULAR MEETING
  - d) NOVEMBER 8, 2010 – SPECIAL (JOINT PWR COMMISSION) MEETING
  - e) NOVEMBER 15, 2010 – REGULAR MEETING
  - f) NOVEMBER 18, 2010 – SPECIAL MEETING
- 3) FINANCIAL STATEMENT – SEPTEMBER 2010
- 4) BUSINESS LICENSE PERMIT RENEWALS FOR CALENDAR YEAR 2011
- 6) SECOND READING, ADOPTION OF ORDINANCE NO. 1601 AMENDING SUBSECTION (B) OF SECTION 2-837 OF SUBDIVISION III OF DIVISION 6 OF ARTICLE VI OF CHAPTER 2 OF THE SAN FERNANDO CITY CODE REGARDING CONTRACTS FOR CONSULTANTS OR SPECIAL SERVICES PAID FOR BY THIRD PARTIES
- 7) SECOND READING, ADOPTION OF ORDINANCE NO. 1602 AMENDING ARTICLE I OF CHAPTER 78 OF THE SAN FERNANDO CITY CODE REGARDING OWNER-INITIATED MERGER OF PARCELS

**SAN FERNANDO CITY COUNCIL**

**MINUTES – December 6, 2010**

**Page 3**

- 8) AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE CITY AND ALFONSO HERNÁNDEZ FOR THE POSITION OF INTERIM CITY ADMINISTRATOR

The motion carried, unanimously.

- 5) AWARD OF CONTRACT FOR PARK AVENUE UNDERGROUND UTILITIES PROJECT

Motion by Mayor Pro Tem Esqueda, seconded by Councilmember De La Torre to accept the lowest responsive bid in the amount of \$329,301.25 from Richard Lopez Construction for construction of these improvements; authorize the City Administrator to execute a Construction Contract with Richard Lopez Construction; and authorize the City Administrator to approve a contingency amount not to exceed 15% of contract amount. The motion carried by the following vote:

ROLL CALL

AYES:	E. Hernandez, De La Torre, Veres, Esqueda - 4
NAYES:	M. Hernandez – 1
ABSENT:	None
ABSTAIN:	None

- 2) APPROVAL OF WARRANT REGISTER NO. 10-121

Motion by Mayor Hernandez, seconded by Councilmember De La Torre to approve Warrant Register No. 10-121. The motion carried, unanimously.

**PUBLIC HEARING**

- 9) ESTIMATED ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR FISCAL YEAR 2011-2012

Mayor Hernandez opened the public hearing.

Staff provided a presentation and responded to Councilmember questions.

Mayor Hernandez opened public comments.

The following provided general comments:

John Blue

Mayor Hernandez closed the public hearing.

**SAN FERNANDO CITY COUNCIL**

**MINUTES – December 6, 2010**

**Page 4**

Motion by Councilmember De La Torre to adopt a Resolution approving intended allocations of CDBG funds for programs and projects in Fiscal Year 2011-2012; direct staff to submit documentation conveying the City Council's Resolution to the Los Angeles County Community Development Commission for approval; and authorize the City Administrator to approve subsequent minor program modifications and/or funding changes that do not exceed 10% of approved total project funding. There being no opposition, the motion carried, unanimously.

Mayor Hernandez re-opened the Redevelopment Agency to consider the following matter as a joint item of the Redevelopment Agency and the City Council:

10) CONFLICT-OF-INTEREST CODE UPDATE

Mayor Hernandez opened the public hearing.

Staff provided a presentation and responded to Councilmember questions.

Mayor Hernandez opened public comments. There being none, the public hearing was closed.

Motion by Member De La Torre, seconded by Member E. Hernandez to adopt Redevelopment Agency Resolution No. 1090 amending the Conflict-of-Interest Code. The motion carried, unanimously.

Motion by Councilmember De La Torre, seconded by Councilmember E. Hernandez to adopt City Council Resolution No. 7408 amending the Conflict-of-Interest Code. The motion carried, unanimously.

Mayor Hernandez closed the public hearing and adjourned the Redevelopment Agency meeting to the City Council regular meeting.

**CONTINUED BUSINESS**

11) SKATE PLAZA DESIGN UPDATE

Motion by Councilmember De La Torre to table the item for a future meeting. There being no opposition, the motion carried, unanimously.

12) SENIOR NUTRITION PROGRAM UPDATE

Motion by Councilmember De La Torre to direct staff to:

- a. Work with Senior Board Members to identify seniors who would voluntarily transport other seniors to senior meal sites;



**SAN FERNANDO CITY COUNCIL**

**MINUTES – December 6, 2010**

**Page 5**

- b. Amend the CDBG allocation to fund the shortfall of meals for this current fiscal year and incorporate any required changes to the CDBG Budget and construction plan;
- c. Collaborate with Mission City Hospital to seek additional long term grant funding and have the Budget and Finance Committee review the grant application no later than December 30, 2010;
- d. Request that the County allocate additional funding based on need and develop a long-term solution; and
- e. Solicit meals and/or donations from local restaurants toward the Senior Nutrition Program.

There being no opposition, the motion carried, unanimously.

**NEW BUSINESS**

13) SPEEDWAY FIRE (DBA SAN FERNANDO FIRE AND RESCUE)

Motion by Mayor M. Hernandez, seconded by Mayor Pro Tem Esqueda to receive and file the Speedway Fire (DBA San Fernando Fire and Rescue) proposal; and direct staff to compare and evaluate this proposal with the current Los Angeles City Fire Department contract and report their findings at the first City Council meeting of February 2011. The motion carries, unanimously.

14) CITY COUNCIL COMMENT LETTER ON PROPOSED CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE (TCAC) REGULATION CHANGES FOR 2011

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Esqueda, to authorize the City Administrator to submit a letter on behalf of the City Council that comments on the proposed TCAC regulation changes for 2011, which includes the proposed elimination of TCAC set-aside funding for small development projects such as the proposed affordable housing development project at 1422 San Fernando Road. The motion carried, unanimously.

**STANDING COMMITTEE UPDATES**

No. 1 Budget, Personnel and Finance (BPF)

Chair Mario F. Hernández had no updates to report.

No. 2 Housing, Community & Economic Development and Parking (HCEP)

Chair Maribel De La Torre

No. 3 Natural Resources, Infrastructure, Water, Energy and Waste Management (NRIW)

Chair Steven Veres

**SAN FERNANDO CITY COUNCIL**

**MINUTES – December 6, 2010**

**Page 6**

No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)  
Chair Ernesto Rubio Hernández noted having a meeting Transportation Commission meeting.

No. 5 Education, Parks, Arts, Health and Aging (EPAH)  
Chair Brenda Esqueda had no updates to report.

**GENERAL COUNCIL COMMENTS**

Councilmember De La Torre commented that staff be educated on applicable city business in order to accurately respond to the public.

Councilmember Veres thanked staff for their work with the tree lighting ceremony.

Councilmember E. Hernandez thanked staff for their work with the tree lighting ceremony.

Mayor Pro Tem Esqueda thanked staff for their work with the tree lighting ceremony.

Mayor M. Hernandez thanked staff for their work with the tree lighting ceremony.

**STAFF COMMUNICATION**

Staff reported that there will be an event on December 16 at Recreation Park regarding a presentation for low-cost auto insurance and from December 27 through January 7, the community will be offered free Christmas tree disposal service.

**ADJOURNMENT (9:02 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 December 6, 2010 meeting as approved by the San Fernando City Council.

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

The current sitting members of the City Council approved the minutes as to form only during the meeting of February 3, 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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**CITY OF SAN FERNANDO  
CITY COUNCIL**

**MINUTES  
SPECIAL MEETING – 5:30 P.M.  
REGULAR MEETING – 6:00 P.M.  
MONDAY, DECEMBER 2, 2024**

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

**CALL TO ORDER/ROLL CALL – SPECIAL MEETING    5:30 P.M. (CLOSED SESSION)**

Vice Mayor Mary Mendoza called the Special Meeting to order at 5:31 p.m.

Present:

Council: Vice Mayor Mary Mendoza and Councilmembers Joel Fajardo, Mary Solorio and Victoria Garcia

Staff: City Manager Nick Kimball, City Attorney Richard Padilla

Absent: Mayor (Vacant)

**APPROVAL OF AGENDA**

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve the agenda. The motion carried, unanimously.

**PUBLIC STATEMENTS**    None

**RECESS TO CLOSED SESSION (5:32 P.M.)**

By consensus, Councilmembers recessed to Closed Session.

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) AND 54956.9(E)(1) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

Two (2) Matters

**SAN FERNANDO CITY COUNCIL**

**MINUTES –Special and Regular Meeting December 2, 2024**

Page 2 of 7

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

City Attorney Padilla stated no reportable action as a result of the Closed Session meeting of December 2, 2024 at 5:30 p.m.

**ADJOURNMENT (6:10 p.m.)**

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

**CALL TO ORDER/ROLL CALL – REGULAR MEETING**                      **6:00 P.M. (OPEN SESSION)**

Vice Mayor Mary Mendoza called the regular meeting to order at 6:11 p.m.

Present: Council: Vice Mayor Mary Mendoza and Councilmembers Joel Fajardo, Mary Solorio and Victoria Garcia

Staff: City Manager Nick Kimball, Deputy City Manager/Economic Development Kanika Kith, City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Finance Erica Melton, Director of Community Development Erika Ramirez, Director of Public Works Wendell Johnson, Director of Recreation and Community Services Julio Salcedo and City Clerk Julia Fritz

Absent: Mayor (Vacant)

**TELECONFERENCING REQUESTS/DISCLOSURE**                      None

**PLEDGE OF ALLEGIANCE**

California Cadet Corps 205<sup>th</sup> Battalion

**APPROVAL OF AGENDA**

Motion by Councilmember Solorio, seconded by Councilmember Fajardo to approve the agenda, as amended to table Agenda Item No. 15 to a date uncertain. The motion carried, unanimously.

**PRESENTATIONS**

- A. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO HEAVENLY PANCAKES FOR THEIR SUPPORT OF THE TIP-A-COP FUNDRAISER ON NOVEMBER 5, 2024
- B. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO PLANNING AND PRESERVATION COMMISSIONER SYLVIA BALLIN FOR HER SERVICE TO THE CITY OF SAN FERNANDO AND TO THE COMMUNITY BY VICE MAYOR MARY MENDOZA

**SAN FERNANDO CITY COUNCIL**

**MINUTES –Special and Regular Meeting December 2, 2024**

Page 3 of 7

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- C. PRESENTATION OF CERTIFICATES OF RECOGNITION FOR NOVEMBER 2024 NATIONAL VETERANS AND FAMILIES MONTH
  - D. INTRODUCTION OF EMPLOYEES

**PUBLIC STATEMENTS**

Irene Sandlow commented on freedom of speech and the Constitution of the United States.

Isaac Urena commented on incidents regarding neighbor disputes.

Ricardo Benitez spoke about the recent DUI checkpoint held by the Police Department and thanked them for their work.

Miguel Montanez commented on concerns regarding Agenda Item Nos. 12 and 15.

**CONSENT CALENDAR**

Councilmember Garcia pulled Agenda Item Nos. 3 and 7 for discussion.

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve the Consent Calendar excluding Item Nos. 3 and 7:

- 1. CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. November 18, 2024 – Regular Meeting
- 2. CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 4. CONSIDERATION TO APPROVE CALENDAR YEAR 2025 BUSINESS PERMITS FOR CERTAIN BUSINESS ACTIVITIES AS REQUIRED BY THE CITY CODE
- 5. CONSIDERATION TO ACCEPT THE NATIONAL ENDOWMENT FOR THE ARTS AND THE CALIFORNIA ARTS COUNCIL GRANT FUNDS FOR THE MARIACHI MASTER APPRENTICE PROGRAM AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS
- 6. CONSIDERATION TO AWARD A CONTRACT WITH THE LANGUAGE PROS FOR LANGUAGE SERVICES
- 8. CONSIDERATION TO ADOPT A RESOLUTION AMENDING FISCAL YEAR 2024-2025 SALARY PLAN TO IMPLEMENT CHANGES IN THE MINIMUM WAGE FOR PART-TIME EMPLOYEES AND COST OF LIVING ADJUSTMENTS RELATED TO THE SAN FERNANDO MANAGEMENT GROUP ASSOCIATION MEMORANDUM OF UNDERSTANDING
- 9. CONSIDERATION TO PURCHASE A 2024 CATERPILLAR 420 BACKHOE LOADER AND ACCESSORIES OR SIMILAR BACKHOE AND ACCESSORIES FROM QUINN UNDER THE CALIFORNIA COOPERATIVE PURCHASING CONTRACT SOURCEWELL FROM CATERPILLAR/QUINN SOURCEWELL # 011723-CAT

**SAN FERNANDO CITY COUNCIL**

**MINUTES –Special and Regular Meeting December 2, 2024**

Page 4 of 7

---

The motion carried, unanimously.

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

The City Council received and filed the report and directed staff to bring back to a future meeting with options for the placement of City Hall exterior signage and suggested that the City Manager evaluate tiles with and without paint and consider changes, if needed.

7. CONSIDERATION TO APPROVE A FIRST AMENDMENT TO FRANCHISE AGREEMENT NO. 1937 WITH BLACK & WHITE GARAGE, INC., DBA BLACK & WHITE TOWING, INC. TO EXTEND THE AGREEMENT FOR A PERIOD NOT-TO-EXCEED SIX MONTHS

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to approve a First Amendment to the Franchise Agreement with Black & White Garage, Inc., dba Black & White Towing, Inc. (Contract No. 1937(a)) to extend the agreement for a period not to exceed six months, from December 12, 2024 to June 12, 2024; and directed staff to return to a future meeting with additional information with options to potentially broaden scope of criteria (i.e. Increase distance and response time) to the RFQ for City Council consideration. The motion carried, unanimously.

Item heard out of order

13. CONSIDERATION TO APPOINT A PLANNING AND PRESERVATION COMMISSIONER

Vice Mayor Mendoza presented the staff report and responded to Councilmember questions.

Motion by Vice Mayor Mendoza, seconded by Councilmember Fajardo to appoint Flor Sanchez to the Planning and Preservation Commission. The motion carried, unanimously.

**PUBLIC HEARING**

Vice Mayor Mendoza noted that the project is near her residence and that she would be recusing herself from Agenda Item No. 10 and left the dais at 7:37 p.m.

10. 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



**SAN FERNANDO CITY COUNCIL**

**MINUTES –Special and Regular Meeting December 2, 2024**

Page 5 of 7

---

Councilmember Fajardo opened the public hearing.

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

Councilmember Fajardo moved to open the public comments:

The following speakers submitted comments in opposition:

Brent Bell  
Bob Williamson  
Rob Reeves  
Alf Knudsen

A written public comment was received by the following individual in support:

Angel Zobel-Rodriguez

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to close the public hearing. The motion carried, unanimously.

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to continue the public hearing to the second regular meeting in January 2025 and directed staff to return with additional information to include: a) the environmental impacts in the Mitigated Negative Declaration for the Housing Element; b) re-evaluate properties to be included in the mixed use overlay zone; and c) research if other cities filed lawsuits disputing their Regional Housing Needs Allocation (RHNA) allocation. The motion carried, unanimously.

The public hearing was closed.

The City Council recessed the meeting at 8:49 p.m. and reconvened at 9:10 p.m. with all Councilmembers present, including Mayor Mendoza.

**ADMINISTRATIVE REPORTS**

11. DISCUSSION AND CONSIDERATION TO APPOINT A CITY COUNCIL LIAISON TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

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

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to reappoint Sylvia Ballin to serve as the City Council liaison to the Greater Los Angeles County Vector Control District for a two-year term beginning January 6, 2025. The motion carried, unanimously.

**SAN FERNANDO CITY COUNCIL**

**MINUTES –Special and Regular Meeting December 2, 2024**

Page 6 of 7

---

12. DISCUSSION AND CONSIDERATION REGARDING PROPOSED CHANGES TO THE “APPLICATION TO SERVE ON A CITY COMMISSION“

Councilmember Fajardo requested to table the item to a date uncertain.

14. DISCUSSION AND CONSIDERATION REGARDING ENHANCING POLICE PATROLLING EFFORTS

Councilmember Solorio presented the staff report. Chief Valdez spoke about the current police patrolling efforts and improvements being made.

The City Council directed staff to return to a future meeting in February 2025 with additional information on the following: a) identify potential efficiencies in the Police Department that could enhance patrol management; b) public safety/patrolling priorities; c) explore collaborations with Los Angeles Unified School District; d) identify additional grant funding opportunities; and e) analysis on the volume of calls originating from Shadow Lane and 7<sup>th</sup> Street.

15. DISCUSSION AND CONSIDERATION REGARDING A "SANCTUARY CITY STATUS" FOR THE CITY OF SAN FERNANDO

Councilmember Solorio requested to table the item to a date uncertain.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

City Clerk Fritz reported that the Los Angeles County Registrar-Recorder's Office is working on certifying the results of the November 5, 2024, General Election. She requested that the City Council hold a special meeting on December 9, 2024, to swear in newly elected Councilmembers and conduct the annual reorganization for the selection of a Mayor and Vice Mayor and mentioned the City’s upcoming Employee Holiday Luncheon, scheduled for December 17, 2024.

Director of Recreation and Community Services Salcedo spoke about the upcoming Tree Lighting event and winter programming activities.

Director of Public Works Johnson commented on the City Hall painting renovation project and the recently replaced blinds in the Council Chambers. He also mentioned the parking permit public meeting, during which community members shared comments regarding parking challenges in the city and noted that the facilities assessment will begin on December 5, 2024.

Director of Community Development Ramirez commented on an upcoming Climate Action Resiliency Walkshop event and noted the next meeting of the Planning and Preservation Commission will be on January 13, 2025.

Director of Finance Melton encouraged residents to sign up for payment arrangement plans for past-due water bills and noted that assistance will be offered on the last Saturday of the month, with the office open to assist in setting up payment arrangement plans.

**SAN FERNANDO CITY COUNCIL**

**MINUTES –Special and Regular Meeting December 2, 2024**

Page 7 of 7

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Police Chief Valdez mentioned that he met with the local senior group at Las Palmas Park and discussed general police enforcement activities.

City Manager Kimball noted that there will not be a second regular Council meeting in December, except for the special meeting on December 9, 2024. He also commented on City Hall’s holiday hours and thanked staff for their work during his recent absence.

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

Councilmember Fajardo had no updates to report.

Councilmember Solorio had no updates to report.

Councilmember Garcia thanked staff for their work and encouraged them to prioritize their health and well-being. She also commented on the recent gas outages in the community and suggested posting information on the City’s website about resources for those affected by the outages. Additionally, she expressed interest in raising funds for the Veterans Banner Program and the Women’s Suffrage Mural.

Vice Mayor Mendoza mentioned she would be placing an item on the agenda regarding a Veteran’s Banner Program Ad Hoc committee and suggested that Councilmember Garcia serve on the committee with her. She also reminded Councilmembers to contribute, if interested, towards transportation to attend the Inspirarte Latino show on December 15, 2024 in Inglewood, California, where the Senior Music Class was invited to perform and noted the event would highlight music instructor Violeta Quintero, who was honored for her contributions in empowering students to achieve their dreams as musicians.

**ADJOURNMENT (10:20 p.m.)**

Vice Mayor Mendoza adjourned the meeting to the special meeting of December 9, 2024.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the December 2, 2024, Regular meeting and approved by the San Fernando City Council at the meeting of February 3, 2025.

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Julia Fritz, CMC  
City Clerk

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** February 3, 2025

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

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 25-021 (Attachment “A”) approving the Warrant Register.

**BACKGROUND:**

For each City Council meeting the Finance Department prepares a Warrant Register for Council approval. The Register includes all recommended payments for the City. Checks, other than 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. 25-021, including:
  - Exhibit A: Payment Demands/Voucher List

**RESOLUTION NO. 25-021**

**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. 25-021**

**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 3<sup>rd</sup> day of February 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. 25-021, 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 3<sup>rd</sup> day of February, 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 February, 2025.

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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
238999	2/3/2025	894847 99 CLEANERS	D142564 (M)		DRY CLEANING SERVICES 004-2380	99.00
			D142992 (M)		DRY CLEANING SERVICES 004-2380	69.00
					<b>Total :</b>	<b>168.00</b>
239000	2/3/2025	887695 AL'S KUBOTA TRACTOR	293839		VEHICLE MAINT-PK1173 041-320-0390-4400	153.24
					<b>Total :</b>	<b>153.24</b>
239001	2/3/2025	100188 ANDY GUMP INC.	INV1204181	13298	PORTABLE TOILET SERVICES 070-384-0000-4260	336.34
			INV1204182	13298	PORTABLE TOILET SERVICES 043-390-0000-4260	336.49
					<b>Total :</b>	<b>672.83</b>
239002	2/3/2025	889942 ATHENS SERVICES	18527111	13275	STREET SWEEPING SERVICES-JAN 20 011-311-0000-4260	17,443.40
					<b>Total :</b>	<b>17,443.40</b>
239003	2/3/2025	893013 AYSON, LEILANI	JAN 2025	13209	INCLUSIVE ZUMBA INSTRUCTOR 017-420-1337-4260	332.50
					<b>Total :</b>	<b>332.50</b>
239004	2/3/2025	893954 BADGER, TAMARAH	2024		(12) YOGA CLASSES-2024 001-225-0000-4360	720.00
					<b>Total :</b>	<b>720.00</b>
239005	2/3/2025	890546 BARAJAS, CRYSTAL	JULY 2024	13380	MMAP INSTRUCTOR 109-424-3614-4260	1,680.00
					<b>Total :</b>	<b>1,680.00</b>
239006	2/3/2025	892784 BARAJAS, MARIA BERENICE	JAN 2025	13210	TOTAL BODY CONDITIONING CLASS IN 017-420-1337-4260	882.00
					<b>Total :</b>	<b>882.00</b>
239007	2/3/2025	893591 BIOMEDICAL WASTE DISPOSAL	147800		BIOMEDICAL WASTE PICK-UP & DISPO	

Page: 1

vchlist  
01/28/2025 2:08:55PM

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

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239007	2/3/2025	893591 BIOMEDICAL WASTE DISPOSAL	(Continued)		001-222-0000-4260	110.00
					<b>Total :</b>	<b>110.00</b>
239008	2/3/2025	890254 BMI	56794393		ANNUAL MUSIC LICENSE 004-2385	441.53
					<b>Total :</b>	<b>441.53</b>
239009	2/3/2025	888800 BUSINESS CARD	010825		(2) RGSTR-2025 LEGAL UPDATES IN C	
			010825-1		001-140-0000-4370 OFFICE SUPPLIES	60.00
			010825-2		001-107-0305-4300 028-155-0000-4300	13.60
			010925-1		(2) EXTERNAL STORAGE DRIVES 001-135-0000-4300	190.04
			010925-2		OFFICE SUPPLIES 028-155-0000-4300	18.87
			010925-3		OFFICE SUPPLIES 028-155-0000-4300	590.37
			011025-1		001-107-0305-4300 BINGO GAME BALLS	549.13
			011025-2		004-2382 DRY ERASE STAND	14.31
			011325		001-422-0000-4300 WEBINAR - PROFESSIONAL DEVELOPI	154.34
			011325		001-130-0000-4370 AIRFARE-FINANCIAL SUSTAINABILITY (	149.00
			011525		001-422-0000-4360 2000 CREDITS-AI CHECKER WEBSITE	293.96
			011525-1		001-135-0000-4300 COFFEE CUPS - CC MTGS	155.40
			011525-2		001-115-0000-4300 COMPUTER MONITOR	70.54
			012125		028-155-0000-4300 MULTI-SPORTS EQUIPMENT	110.24

Page: 2

vchlist  
01/28/2025 2:08:55PM

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

Page: 3

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239009	2/3/2025	888800 BUSINESS CARD	(Continued)			
			012225-1		001-423-0000-4300 TWO-WAY RADIOS FOR SPECIAL EVEN	509.60
			012225-2		001-422-0000-4300 PHOTO PRINTER FOR SPECIAL EVENT	359.06
			012225-3		001-422-0000-4300 STORAGE BAGS FOR HOLIDAY ITEMS	241.45
			012324		004-2380 DINNER FOR CC MTG ON 1/21/25	61.72
			012325		001-101-0000-4300 ITEMS FOR LP PARK EVENTS	156.12
					001-422-0000-4300	185.20
					<b>Total :</b>	<b>4,066.91</b>
239010	2/3/2025	888800 BUSINESS CARD	010825		LODGING-SLI TRAINING ON 01/05-01/01	
			011025-1		001-225-0000-4360 HOTEL PARKING-SLI TRAINING ON	189.28
			011025-2		001-225-0000-4360 LODGING-SLI TRAINING ON 01/05-01/01	36.00
			011325		001-225-0000-4360 LODGING-EVOC TRAINING ON 01/05-01/05	572.10
			011525		001-225-0000-4360 LODGING REFUNDSLI TRAINING ON	836.22
			012025		001-225-0000-4360 LODGING-CRIMINAL INVESTIGATION C	-189.28
					001-224-0000-4360	635.08
					<b>Total :</b>	<b>2,079.40</b>
239011	2/3/2025	100464 C.A.P.E.	14330		PARKING PASS - CONFERENCE ON 03/01/25	
					001-222-0000-4360	75.00
					<b>Total :</b>	<b>75.00</b>
239012	2/3/2025	887264 CALPERS	100000017807714		SSA 218 ANNUAL ADMIN FEE	
					001-190-0000-4450	270.00
					<b>Total :</b>	<b>270.00</b>
239013	2/3/2025	892465 CANON SOLUTIONS AMERICA, INC.	6010473080		FY 2024-2025 CANON MAINTENANCE &	

Page: 3

vchlist  
01/28/2025 2:08:55PM

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

Page: 4

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239013	2/3/2025	892465 CANON SOLUTIONS AMERICA, INC.	(Continued)			
			6010489658	13211	001-135-0000-4260 FY 2024-2025 CANON MAINTENANCE &	7.81
			6010587971	13211	001-135-0000-4260 FY 2024-2025 CANON MAINTENANCE &	394.81
				13211	001-135-0000-4260	1,675.98
					<b>Total :</b>	<b>2,078.60</b>
239014	2/3/2025	894010 CHARTER COMMUNICATIONS	187701601010125		PW OPS CABLE SRV-01/05-02/04	
			187701701010125		043-390-0000-4260 CITY HALL CABLE SRVS-01/05-02/04	140.12
			187701801010725		001-190-0000-4220 INTERNET SERVICES-01/10-02/09	191.43
			187701901011425		001-190-0000-4220 PD CABLE SRV - 01/10-02/09	1,399.00
			187702001010725		001-222-0000-4260 PD 5G INTERNET SRVS-01/10-02/09	237.07
					010-225-3698-4500	2,600.00
					<b>Total :</b>	<b>4,567.62</b>
239015	2/3/2025	103818 CITY OF LOS ANGELES	20241378936		IX-UNIT SANITATION PERMIT FEES	
					070-384-0000-4330	528.25
					<b>Total :</b>	<b>528.25</b>
239016	2/3/2025	103029 CITY OF SAN FERNANDO	6986-7019		REIMB. TO WORKERS COMP ACCT	
					006-1038	21,302.65
					<b>Total :</b>	<b>21,302.65</b>
239017	2/3/2025	892480 CLEAN ENERGY	CEW12714933		EMERGENCY & MAINT. REPAIRS FOR 1	
			CEW12734936A	13352	074-320-0000-4260	399.00
				13352	074-320-0000-4260	300.55
					<b>Total :</b>	<b>699.55</b>
239018	2/3/2025	894776 CLIMATE RESOLVE	INV-0316		CARP II GRANT PARTNERS	
			INV-0322	13189	110-150-0578-4270 CARP II GRANT PARTNERS	3,552.31

Page: 4

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01/28/2025 2:08:55PM

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

Page: 5

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239018	2/3/2025	894776 CLIMATE RESOLVE	(Continued)			
			INV-0336	13189	110-150-0578-4270	5,525.51
			INV-0357	13189	CARP II GRANT PARTNERS 110-150-0578-4270	4,130.21
			INV-0369	13189	CARP II GRANT PARTNERS 110-150-0578-4270	7,607.08
				13189	CARP II GRANT PARTNERS 110-150-0578-4270	5,273.44
					<b>Total :</b>	<b>26,088.55</b>
239019	2/3/2025	892687 CORE & MAIN LP	W046791		WATER SERVICE & FIRE HYDRANT SUJ 070-385-0700-4600	7,489.11
			W067833	13256	WATER SERVICE & FIRE HYDRANT SUJ 070-385-0700-4600	4,394.58
			W235072	13256	SUPPLIES RETURNED-WATER SERVIC 070-385-0700-4600	-1,333.59
					<b>Total :</b>	<b>10,550.10</b>
239020	2/3/2025	102003 COUNTY OF LOS ANGELES	RE-PW-24081300039		SAN FERNANDO REGIONAL PARK INFI 070-381-0000-4270	693.00
					<b>Total :</b>	<b>693.00</b>
239021	2/3/2025	887475 DATA BUSINESS SYSTEMS, INC	9310		W2'S & 1099'S 001-130-0000-4300	446.88
					<b>Total :</b>	<b>446.88</b>
239022	2/3/2025	894863 DIXON RESOURCES UNLIMITED	4444	13290	RESIDENTIAL PARKING PERMIT IMPL 001-310-0000-4270	2,360.00
					<b>Total :</b>	<b>2,360.00</b>
239023	2/3/2025	894082 ELIAS, LILIA LETICIA	FEB 2025		SENIOR DANCE CLEAN UP SERVICE- C 004-2380	208.00
					<b>Total :</b>	<b>208.00</b>
239024	2/3/2025	890401 ENVIROGEN TECHNOLOGIES INC	0015737-IN 0063515-CM	13361	DEC-MAINT. REPAIR, PARTS, LABOR & 070-384-0857-4260 TAX CREDIT FOR MONTHS APR-JUNE'	10,676.25

Page: 5

vchlist  
01/28/2025 2:08:55PM

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

Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239024	2/3/2025	890401 ENVIROGEN TECHNOLOGIES INC	(Continued)			
					070-384-0857-4260	-184.38
					<b>Total :</b>	<b>10,491.87</b>
239025	2/3/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800072184	13226	FULL-SERVICE ENVIRONMENTAL CITY 070-384-0000-4260	4,895.00
					<b>Total :</b>	<b>4,895.00</b>
239026	2/3/2025	888565 FERNANDENO TATAVIAM	RESILENT SF #1 RESILENT SF #3 RESILENT SF #4	13191 13191 13191	CARP II GRANT PARTNERS 110-150-0578-4270 CARP II GRANT PARTNERS 110-150-0578-4270 CARP II GRANT PARTNERS 110-150-0578-4270	318.14 222.72 234.62
					<b>Total :</b>	<b>775.48</b>
239027	2/3/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598 209-150-5250-081292 209-151-4941-102990 209-151-4942-041191 209-151-4943-081292 818-361-0901-051499 818-361-2385-012309 818-361-2472-031415 818-361-3958-091407 818-361-7825-120512		PAC 50 TO SHERIFFS 001-222-0000-4220 RADIO REPEATER 001-222-0000-4220 POLICE PAGING 001-222-0000-4220 CITY YARD AUTO DEALER 070-384-0000-4220 RADIO REPEATER 001-222-0000-4220 SEWER FLOW MONITORING LINE 072-360-0000-4220 MTA & CREDIT CARD PHONE LINES 007-440-0441-4220 001-190-0000-4220 PW PHONE LINES 070-384-0000-4220 CNG STATION 074-320-0000-4220 RUDY ORTEGA PARK IRRIG SYSTEM 001-420-0000-4220	541.74 43.23 53.51 57.40 43.23 90.55 74.94 149.87 714.40 72.33 90.86

Page: 6

vchlist  
01/28/2025 2:08:55PM

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

Page: 7

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239027	2/3/2025	892198 FRONTIER COMMUNICATIONS	(Continued) 818-365-0007-060223		EOC PHONE LINES 001-222-0000-4220	457.87
			818-365-0026-071223		PD NON EMERGENCY PHONE LINE 001-222-0000-4220	453.07
			818-831-5002-052096		PD SPECIAL ACTIVITIES PHONE LINE 001-222-0000-4220	69.89
			818-837-7174-052096		PD SPECIAL ACTIVITIES PHONE LINE 001-222-0000-4220	45.67
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	46.97
			818-898-7385-033105		LP PARK FAX LINE 001-420-0000-4220	49.85
					<b>Total :</b>	<b>3,055.38</b>
239028	2/3/2025	893953 GALE, PAUL JOHN	JAN 2025	13231	SHOTOKAN KARATE CLASSES 017-420-1326-4260	157.50
					<b>Total :</b>	<b>157.50</b>
239029	2/3/2025	894351 GARCIA, VICTORIA	2025 ELECTION		CANDIDATE'S STATEMENT-OVRPYMNT 001-3920-0000	157.66
					<b>Total :</b>	<b>157.66</b>
239030	2/3/2025	894774 GREAT WESTERN RECREATION	2410142	13271	REC PARK TOT LOT RUBBER FLOORIN 017-420-0000-4500	2,196.00
					<b>Total :</b>	<b>2,196.00</b>
239031	2/3/2025	890594 HEALTH AND HUMAN RESOURCE	E0337239		EAP-FEB 2025 001-133-0000-4260	302.90
					<b>Total :</b>	<b>302.90</b>
239032	2/3/2025	101640 INTERNATIONAL INSTITUTE OF	ID #32122		ANNUAL MEMBERSHIP FEE 001-115-0000-4380	235.00
					<b>Total :</b>	<b>235.00</b>
239033	2/3/2025	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-57	12145	UPPER RESERVOIR REPL CONSTR. M 121-385-0716-4600	600.00

Page: 7

vchlist  
01/28/2025 2:08:55PM

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

Page: 8

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239033	2/3/2025	892118 892118 JOHN ROBINSON CONSULTING, INC.	(Continued)			<b>Total : 600.00</b>
239034	2/3/2025	101971 L.A. MUNICIPAL SERVICES	494-750-1000		WATER-12900 DRONFIELD 070-384-0000-4210	134.86
			500-750-1000		ELECTRIC-13655 FOOTHILL 070-384-0000-4210	104.50
			757-750-1000		WATER-14060 SAYRE 070-384-0000-4210	19.26
			993-750-1000		WATER-13003 BORDEN 070-384-0000-4210	1,456.51
					<b>Total :</b>	<b>1,715.13</b>
239035	2/3/2025	894443 LAGUNA, EDUARDO	REIMB.		MILEAGE REIMB-REC LEADER TRAININ 001-420-0000-4390	50.92
					<b>Total :</b>	<b>50.92</b>
239036	2/3/2025	101848 LANGUAGE LINE SERVICES	11485921		INTERPRETATION SERVICES 001-222-0000-4260	12.22
					<b>Total :</b>	<b>12.22</b>
239037	2/3/2025	894319 LENCHITAS TORTILLERIA	FEB 2025		TAMALES-SENIOR CLUB DANCE ON 0: 004-2380	255.00
					<b>Total :</b>	<b>255.00</b>
239038	2/3/2025	101920 LIEBERT CASSIDY WHITMORE	280936		LEGAL SERVICES 001-112-0000-4270	60,649.20
			280991		LEGAL SERVICES 001-112-0000-4270	1,411.00
			281008		LEGAL SERVICES 001-112-0000-4270	2,494.00
			281021		LEGAL SERVICES 001-112-0000-4270	86.00
			281022		LEGAL SERVICES 001-112-0000-4270	72.00
			282920		LEGAL SERVICES 001-112-0000-4270	1,462.00
			282922		LEGAL SERVICES	

Page: 8

vchlist  
01/28/2025 2:08:55PM

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

Page: 9

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239038	2/3/2025	101920 LIEBERT CASSIDY WHITMORE	(Continued)			
			282923		001-112-0000-4270 LEGAL SERVICES	20,149.20
			282924		001-112-0000-4270 LEGAL SERVICES	403.00
					001-112-0000-4270	864.00
					<b>Total :</b>	<b>87,590.40</b>
239039	2/3/2025	893292 LOCAL GOVERNMENT	630	13386	SENATE BILL 90 STATE MANDATED CO 001-130-0000-4270	1,750.00
					<b>Total :</b>	<b>1,750.00</b>
239040	2/3/2025	891080 LOPEZ, PATTY	2025 ELECTION		CANDIDATE'S STATEMENT-OVRPYMNT 001-3920-0000	157.66
					<b>Total :</b>	<b>157.66</b>
239041	2/3/2025	102075 MAG-TROL ASSOCIATES, INC.	I250763		FUSES - ARROYO BOOSTER 070-384-0000-4300	195.21
					<b>Total :</b>	<b>195.21</b>
239042	2/3/2025	888254 MCCALLA COMPANY	150765		CLEANING WIPES 001-222-0000-4300	341.55
					<b>Total :</b>	<b>341.55</b>
239043	2/3/2025	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	39.11
					<b>Total :</b>	<b>39.11</b>
239044	2/3/2025	893200 MCKESSON MEDICAL-SURGICAL	23105983		MEDICAL SUPPLIES 001-225-0000-4350	160.91
			23106129		MEDICAL SUPPLIES 001-225-0000-4350	15.80
			23118963		MEDICAL SUPPLIES 001-225-0000-4350	20.96
			23118964		MEDICAL SUPPLIES 001-225-0000-4350	83.85
			23127069		MEDICAL SUPPLIES	

Page: 9

vchlist  
01/28/2025 2:08:55PM

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

Page: 10

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239044	2/3/2025	893200 MCKESSON MEDICAL-SURGICAL	(Continued)			
					001-225-0000-4350	98.94
					<b>Total :</b>	<b>380.46</b>
239045	2/3/2025	894951 MORALES, SAMANTHA S.	REIMB.		MILEAGE REIMB-REC LEADER TRAININ 001-420-0000-4390	51.59
					<b>Total :</b>	<b>51.59</b>
239046	2/3/2025	893050 MORALES-RODRIGUEZ, CRISTAL	JULY 2024	13382	MMAP INSTRUCTOR 109-424-3614-4260	1,560.00
					<b>Total :</b>	<b>1,560.00</b>
239047	2/3/2025	894949 MURIETTA POLICE OFFICERS ASSOC	011325		K9 TRAILS ENTRANCE FEE 001-225-0000-4270	120.00
					<b>Total :</b>	<b>120.00</b>
239048	2/3/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4270	153.73
					<b>Total :</b>	<b>153.73</b>
239049	2/3/2025	102292 MUSCO SPORTS LIGHTING, LLC	434589		ANNUAL LIGHTING FEES @ REC & LP I 001-423-0000-4260	950.00
					<b>Total :</b>	<b>950.00</b>
239050	2/3/2025	102325 NAPA AUTO PARTS	185633		TORCH WRENCH ADAPTOR 070-383-0000-4340	244.74
					<b>Total :</b>	<b>244.74</b>
239051	2/3/2025	102423 OCCU-MED, INC.	0125901		VARIOUS PHYSICALS 001-133-0000-4260	1,161.00
			1224901		VARIOUS PHYSICALS 001-133-0000-4260	1,465.00
					<b>Total :</b>	<b>2,626.00</b>
239052	2/3/2025	893151 OCCUPATIONAL HEALTH CENTERS	85608942		PHYSICAL 001-133-0000-4260	104.00
					<b>Total :</b>	<b>104.00</b>

Page: 10

vchlist  
01/28/2025 2:08:55PM

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

Page: 11

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239053	2/3/2025	894100 ODP BUSINESS SOLUTIONS , LLC	400236836001		HP TONER	
			401215988001		070-381-0000-4300 BREAK ROOM SUPPLIES	303.51
					070-381-0000-4300	163.27
			401228552001		043-390-0000-4300 OFFICE SUPPLIES	163.27
					070-381-0000-4300	57.18
			401395620001		OFFICE SUPPLIES	
					001-222-0000-4300	252.09
			402577486001		OFFICE SUPPLIES	
					001-420-0000-4300	138.91
			403088246001		COPY PAPER & OFFICE SUPPLIES	
					001-222-0000-4300	251.13
			404133218001		OFFICE SUPPLIES	
					001-133-0000-4300	60.58
			404404585001		OFFICE SUPPLIES	
					001-133-0000-4300	16.75
			404407331002		OFFICE SUPPLIES	
					001-133-0000-4300	41.35
			404407332001		OFFICE SUPPLIES	
					001-133-0000-4300	13.11
			404511114001		OFFICE SUPPLIES	
					001-222-0000-4300	158.63
			405386412001		OFFICE SUPPLIES	
					001-222-0000-4300	69.52
			405600641001		BREAK ROOM SUPPLIES	
					001-222-0000-4300	159.56
			406001575001		OFFICE SUPPLIES	
					001-420-0000-4300	30.53
			406409268001		OFFICE SUPPLIES	
					001-133-0000-4300	60.42
			406432066001		OFFICE SUPPLIES	
					001-133-0000-4300	109.14
					<b>Total :</b>	<b>2,048.95</b>
239054	2/3/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-206786		VEHICLE MAINT-PW4493	
					041-320-0311-4400	50.95

Page: 11

vchlist  
01/28/2025 2:08:55PM

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

Page: 12

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239054	2/3/2025	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued)			
			4605-207579		VEHICLE MAINT-EL0510	
					041-320-0370-4400	203.95
			4605-207580		WIPER BLADES FOR CITY FLEET	
					041-1215	50.70
					<b>Total :</b>	<b>305.60</b>
239055	2/3/2025	893665 PASCO DOORS	101967		LP PARK LOBBY DOOR REPAIR	
					043-390-0000-4330	539.00
					<b>Total :</b>	<b>539.00</b>
239056	2/3/2025	102688 PROFESSIONAL PRINTING CENTERS	23035		PRE-PRINTED FORMS	
				13274	070-382-0000-4300	82.14
				13274	072-360-0000-4300	82.13
					<b>Total :</b>	<b>164.27</b>
239057	2/3/2025	102738 QUINTERO ESCAMILLA, VIOLETA	DEC 2024-2		SENIOR MUSIC CLASS INSTRUCTOR	
				13217	017-420-1323-4260	200.00
			JAN 2025		SENIOR MUSIC CLASS INSTRUCTOR	
				13217	017-420-1323-4260	676.00
					<b>Total :</b>	<b>876.00</b>
239058	2/3/2025	888921 REGISTRAR-RECORDER/COUNTY CLER	25-3048		NOV 5, 2024 GENERAL ELECTION CAN	
					001-116-0000-4260	2,569.36
					<b>Total :</b>	<b>2,569.36</b>
239059	2/3/2025	894408 RINCON CONSULTANTS INC	61012		CLIMATE ACTION & RESILIENCE PLAN	
				13199	110-150-0578-4270	3,020.00
			61734		CLIMATE ACTION & RESILIENCE PLAN	
				13199	110-150-0578-4270	9,823.75
			62090		ON-CALL PLANNING SERVICES-LANDS	
				13181	001-150-0000-4270	5,618.00
			62368		ON-CALL PLANNING SERVICES	
				13181	001-150-0000-4270	4,354.75
			62454		CLIMATE ACTION & RESILIENCE PLAN	
				13199	110-150-0578-4270	19,050.00
					<b>Total :</b>	<b>41,866.50</b>

Page: 12

vchlist  
01/28/2025 2:08:55PM

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

Page: 13

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239060	2/3/2025	894628 RIVAS, SEAN MICHAEL	2025 ELECTION		CANDIDATE'S STATEMENT-OVRPYMNT 001-3920-0000	157.66 <b>Total : 157.66</b>
239061	2/3/2025	103050 SAN FERNANDO PET HOSPITAL	217300		K9 VET SERVICES 001-225-0000-4270	267.91 <b>Total : 267.91</b>
239062	2/3/2025	103057 SAN FERNANDO VALLEY SUN	12972		PUBLIC NOTICES 001-150-0000-4230	487.00 <b>Total : 487.00</b>
239063	2/3/2025	891331 SESAC	10616099		ANNUAL MUSIC LICENSE 001-424-0000-4260	610.00 <b>Total : 610.00</b>
239064	2/3/2025	894311 SPECTRUMVOIP	508619		CITYWIDE LONG DISTANCE VOIP-FEB 001-190-0000-4220	228.32 <b>Total : 228.32</b>
239065	2/3/2025	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU: 781653			FINGERPRINTING-NOV 2024 001-133-0000-4270	32.00 <b>Total : 32.00</b>
239066	2/3/2025	894649 STERLING ADMINISTRATION	827939 832478		FSA FUNDING CONTRIBUTION 004-2365 ADMINISTRATIVE FEE: DEC 2024 001-133-0000-4260	506.64 55.00 <b>Total : 561.64</b>
239067	2/3/2025	894950 STRICKLER, JASON	2025 ELECTION		CANDIDATE'S STATEMENT-OVRPYMNT 001-3920-0000	157.66 <b>Total : 157.66</b>
239068	2/3/2025	890898 TETRA MECHANICAL SERVICE INC	11237	13304	ROUTINE MAINT. & EMERG. A/C REPAII 043-390-0000-4260	665.00 <b>Total : 665.00</b>

Page: 13

vchlist  
01/28/2025 2:08:55PM

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

Page: 14

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239069	2/3/2025	103205 THE GAS COMPANY	084-220-3249		GAS-505 S HUNTINGTON 043-390-0000-4210	382.90 <b>Total : 382.90</b>
239070	2/3/2025	894052 THE LANGUAGE PROS, INC.	1882 1901 1903 1907	13383 13219 13383 13383	LANGUAGE SERVICES 001-101-0000-4270 INTERPRETATION AND TRANSLATION : 001-101-0000-4270 LANGUAGE SERVICES 001-101-0000-4270 LANGUAGE SERVICES 001-101-0000-4270	1,147.05 221.97 1,658.97 450.00 <b>Total : 3,477.99</b>
239071	2/3/2025	103413 TRANS UNION LLC	01503378		CREDIT CHECK SERVICES 001-222-0000-4260	90.00 <b>Total : 90.00</b>
239072	2/3/2025	894271 TT TECHNOLOGIES INC.	0259040		BORE TOOL REPAIR 070-383-0000-4260	951.00 <b>Total : 951.00</b>
239073	2/3/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_01/09-02/08/25	13324	CLOUD BASED FLOW MONITORING - S 072-360-0000-4260	770.00 <b>Total : 770.00</b>
239074	2/3/2025	894909 VALLEY BACKFLOW INC.	20196	13357	BACKFLOW TESTING/REPAIRS 070-383-0000-4260	480.00 <b>Total : 480.00</b>
239075	2/3/2025	889644 VERIZON BUSINESS	8114815 8114816 8114817 8114818		CITY HALL LONG DISTANCE 001-190-0000-4220 CITY YARD LONG DISTANCE 070-384-0000-4220 POLICE LONG DISTANCE 001-222-0000-4220 PD LONG DISTANCE	57.70 17.31 28.84 <b>Total : 103.85</b>

Page: 14



vchlist  
01/28/2025 2:08:55PM

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

Page: 15

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239075	2/3/2025	889644 VERIZON BUSINESS	(Continued)			
			8114819		001-222-0000-4220 CITY YARD LONG DISTANCE	65.03
			8114820		070-384-0000-4220 PARKS LONG DISTANCE	11.54
			8115325		001-420-0000-4220 PW LONG DISTANCE	17.60
			8115336		001-310-0000-4220 CITY HALL LONG DISTANCE	5.77
					001-190-0000-4220	63.47
					<b>Total :</b>	<b>267.26</b>
239076	2/3/2025	103603 VULCAN MATERIALS COMPANY	2567550	13296	UTILITY TRENCH AND POTHOLE REPA 070-383-0000-4310	2,580.47
					<b>Total :</b>	<b>2,580.47</b>
239077	2/3/2025	888390 WEST COAST ARBORISTS, INC.	223655	13368	ANNUAL CITY-WIDE TREE TRIMMING 011-311-0000-4260	33,000.00
			223854	13368	ANNUAL CITY-WIDE TREE TRIMMING 011-311-0000-4260	16,520.00
					<b>Total :</b>	<b>49,520.00</b>
239078	2/3/2025	103673 WESTERN WATER WORKS SUPPLY CO.	1264570-00	13269	WATER SERVICE, FIRE HYDRANT MATI 070-383-0000-4310	10,403.84
					<b>Total :</b>	<b>10,403.84</b>
239079	2/3/2025	891531 WILLDAN ENGINEERING	00340232	13318	NPDES CONSULTING SERVICES 023-311-0000-4270	8,539.21
					<b>Total :</b>	<b>8,539.21</b>
239080	2/3/2025	894164 YUNEX LLC	5610002877	13384	ON-CALL TRAFFIC SIGNAL MAINT. SER 001-370-0301-4300	500.25
			5610002878	13384	ON-CALL TRAFFIC SIGNAL MAINT. SER 001-370-0301-4300	500.25
			5610003396	13384	ON-CALL TRAFFIC SIGNAL MAINT. SER 001-371-0564-4300	6,777.74
			5610003397		ON-CALL TRAFFIC SIGNAL MAINT. SER	

Page: 15

vchlist  
01/28/2025 2:08:55PM

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

Page: 16

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239080	2/3/2025	894164 YUNEX LLC	(Continued)			
			5610003398	13384	001-371-0564-4300 ON-CALL TRAFFIC SIGNAL MAINT. SER	667.00
				13384	001-371-0564-4300	837.00
					<b>Total :</b>	<b>9,282.24</b>
239081	2/3/2025	894695 ZETROC ELECTRIC LLC	1162	13147	GENERATOR INSTALLATION AT LP & RI 121-390-3648-4260	41,500.00
					<b>Total :</b>	<b>41,500.00</b>
<b>83 Vouchers for bank code : bank3</b>						<b>Bank total : 399,564.30</b>
<b>83 Vouchers in this report</b>						<b>Total vouchers : 399,564.30</b>

Voucher Registers are not final until approved by Council.

Page: 16

**SPECIAL CHECK**

**EXHIBIT "A"**  
**RES. NO. 25-021**

vchlist  
 01/02/2025 9:26:03AM

Voucher List  
 CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238837	1/2/2025	103648 CITY OF SAN FERNANDO	PR 01/03/25		REIMB FOR PAYROLL W/E 12/27/24	
					001-1003	571,230.76
					007-1003	2,312.70
					010-1003	608.66
					017-1003	6,367.21
					027-1003	2,408.19
					028-1003	1,111.95
					029-1003	4,414.89
					041-1003	7,247.50
					043-1003	24,741.31
					070-1003	57,895.96
					072-1003	20,503.65
					074-1003	1,118.55
					094-1003	1,112.01
					110-1003	6,783.05
					<b>Total :</b>	<b>707,856.39</b>

1 Vouchers for bank code : bank3

**Bank total : 707,856.39**

1 Vouchers in this report

**Total vouchers : 707,856.39**

Voucher Registers are not final until approved by Council.

Page: 1

**SPECIAL CHECKS**

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Voucher List  
 CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
238838	1/2/2025	891860 CARL WARREN & COMPANY	20718-20811		REIMB. TO ITF ACCT (LIABILITY CLAIM: 006-1037	57,295.38	
					<b>Total :</b>	<b>57,295.38</b>	
238839	1/2/2025	101822 L.A.D.W.P.	123124		CONSTRUCTION METER RENTAL-1365 070-384-0000-4330	693.00	
					<b>Total :</b>	<b>693.00</b>	
238840	1/2/2025	101822 L.A.D.W.P.	123124-DEP		DEP-CONSTRUCTION MTR RENTAL-13 070-384-0000-4330	200.00	
					<b>Total :</b>	<b>200.00</b>	
<b>3 Vouchers for bank code :</b>					bank3	<b>Bank total :</b>	<b>58,188.38</b>
<b>3 Vouchers in this report</b>						<b>Total vouchers :</b>	<b>58,188.38</b>

Voucher Registers are not final until approved by Council.

**SPECIAL CHECKS**

**EXHIBIT "A"**  
**RES. NO. 25-021**

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Voucher List  
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238843	1/7/2025	102519 P.E.R.S.	JAN 2025		HEALTH INS BENEFITS-JAN 2025 001-1160	209,711.06
					<b>Total :</b>	<b>209,711.06</b>
238844	1/7/2025	893115 P.E.R.S. CITY RETIREMENT	100000017733097		EMPL CONTRIB VARIANCE-12/14-12/27 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	230.95 173.21 2,482.72
					<b>Total :</b>	<b>2,886.88</b>
238845	1/7/2025	893115 P.E.R.S. CITY RETIREMENT	100000017733080		EMPL CONTRIB VARIANCE-11/30-12/13 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	218.88 164.17 2,353.04
					<b>Total :</b>	<b>2,736.09</b>
<b>3 Vouchers for bank code : bank3</b>						<b>Bank total : 215,334.03</b>
<b>3 Vouchers in this report</b>						<b>Total vouchers : 215,334.03</b>

Voucher Registers are not final until approved by Council.

Page: 1

**SPECIAL CHECKS**

**EXHIBIT "A"**  
**RES. NO. 25-021**

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Voucher List  
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238989	1/16/2025	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - JAN 2025 001-1160	2,572.26 <b>Total : 2,572.26</b>
238990	1/16/2025	103648 CITY OF SAN FERNANDO	PR 1/17/25		REIMB FOR PAYROLL W/E 1/10/25 001-1003 007-1003 017-1003 027-1003 028-1003 029-1003 041-1003 043-1003 070-1003 072-1003 074-1003 094-1003 110-1003	589,122.28 1,873.86 2,384.82 2,837.13 1,094.05 4,219.97 6,679.75 26,021.08 60,118.91 19,253.71 1,118.52 1,094.08 8,931.87 <b>Total : 724,750.03</b>
238991	1/16/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DELTA INS BENEFITS - JAN 2025 001-1160	55.80 <b>Total : 55.80</b>
238992	1/16/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DELTA INS BENEFITS - JAN 2025 001-1160	12,632.94 <b>Total : 12,632.94</b>
238993	1/16/2025	103054 SAN FERNANDO POLICE	DEMAND		SFPOA /STDLTD INS BENEFITS - JAN 2 001-1160	2,400.00 <b>Total : 2,400.00</b>
238994	1/16/2025	887627 STANDARD INSURANCE	DEMAND		LIFE/AD&D INS BENEFITS - JAN 2025 001-1160	2,786.58 <b>Total : 2,786.58</b>

Page: 1

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Voucher List  
CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6		Vouchers for bank code : bank3				<b>Bank total : 745,197.61</b>
6		Vouchers in this report				<b>Total vouchers : 745,197.61</b>

Voucher Registers are not final until approved by Council.

Page: 2

**SPECIAL CHECKS**

**EXHIBIT "A"  
RES. NO. 25-021**

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Voucher List  
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238995	1/15/2025	890893 CITY OF SAN FERNANDO	52-0155-00		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	59.04
			52-2335-00		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	55.94
			54-1830-00		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	55.94
<b>Total :</b>						<b>170.92</b>
238996	1/15/2025	891531 WILLDAN ENGINEERING	00339453A		ON-CALL ENGINEERING SERVICES 070-385-0000-4600	3,369.75
			00339453B	13379	ON-CALL ENGINEERING SERVICES 001-310-0000-4270	26,180.75
				13379	024-371-0510-4600	3,270.00
				13379	012-311-0562-4600	6,193.75
				13379	024-311-0000-4600	1,587.25
			00339576B		ON-CALL ENGINEERING SERVICES 001-310-0000-4270	30,971.00
				13379	012-311-0562-4600	5,618.00
				13379	024-311-0000-4600	2,322.00
				13379	024-371-0510-4600	1,380.25
			00339697B		ON-CALL ENGINEERING SERVICES 001-310-0000-4270	8,567.00
				13379	012-311-0562-4600	21,526.00
				13379	024-311-0000-4600	2,533.00
				13379	024-371-0510-4600	1,745.00
			00339699		ON-CALL ENGINEERING SERVICES 001-310-0000-4270	8,478.75
			00339843B		ON-CALL ENGINEERING SERVICES 001-310-0000-4270	7,758.00
				13379	024-371-0510-4600	102.00
				13379	012-311-0562-4600	15,307.00
				13379	024-311-0000-4600	2,890.00
				13379	072-360-0000-4270	3,625.00
				13379	024-371-0510-4600	1,189.00
			00339844		ON-CALL ENGINEERING SERVICES 070-381-0000-4270	3,680.00
				13379		

Page: 1

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Voucher List  
CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238996	1/15/2025	891531 WILLDAN ENGINEERING	(Continued) 00420462		ON-CALL ENGINEERING SERVICES 010-311-0567-4600	5,299.00
			00420627	13379	ON-CALL ENGINEERING SERVICES 010-311-0567-4600	12,908.50
			00420746	13379	ON-CALL ENGINEERING SERVICES 010-311-0567-4600	5,528.50
			00420920	13379	ON-CALL ENGINEERING SERVICES 010-311-0567-4600	4,755.00
			00421077	13379	ON-CALL ENGINEERING SERVICES 010-311-0567-4600	2,912.00
<b>Total :</b>						<b>189,696.50</b>

2 Vouchers for bank code : bank3

**Bank total : 189,867.42**

2 Vouchers in this report

**Total vouchers : 189,867.42**

Voucher Registers are not final until approved by Council.

Page: 2

**SPECIAL CHECKS**

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Voucher List  
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
238997	1/23/2025	103255 STATE BOARD OF EQUALIZATION	58-101099		VENDOR USE FUEL TAX RETURN-2024 074-320-0000-4457	9,628.00	
<b>Total :</b>						<b>9,628.00</b>	
238998	1/23/2025	891825 UNITED STATES TREASURY	JULY-SEPT 2024		EXCISE TAX QRTLTY PYMNT-09/30/24 074-320-0000-4457	5,790.46	
			OCT-DEC 2024		EXCISE TAX QRTLTY PYMNT-12/31/24 074-320-0000-4457	2,930.99	
<b>Total :</b>						<b>8,721.45</b>	
<b>2 Vouchers for bank code :</b>		bank3				<b>Bank total :</b>	<b>18,349.45</b>
<b>2 Vouchers in this report</b>						<b>Total vouchers :</b>	<b>18,349.45</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:** February 3, 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).

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

Page 2 of 36

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To date, the following actions have been completed:

- Multimodal Statistically Significant Survey (December 2023 through March 2024)
- City Council Ad Hoc Meeting No. 1 (March 11, 2024)
- Community Advisory Committee Meeting No. 1 (April 11, 2024)
- Community Outreach Event No. 1 “Walkshop” (April 27, 2024)
- General Online Survey (April 27, 2024 through May 29, 2024)
- Existing Conditions Analysis (July 2024)
- 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.
- **Contract extension from December 31, 2024 to December 31, 2025.**

*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.

*Staff Project Lead:* Kanika Kith

### **Title: East San Fernando Valley Light Rail Transit Project**

*Description:* The East San Fernando Valley Light Rail Transit Project (ESFVLR) (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.

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

Page 3 of 36

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To date, the following actions have been completed:

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

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

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

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

*Tentative Completion Date:* N/A

*Staff Project Lead:* Nick Kimball

### **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 defer graffiti and beautify a building wall with landscape.

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

Page 4 of 36

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*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.

*Staff Project Lead:* Kanika Kith

### **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. **The goal for the development of the new website is to depart from department-specific webpages and create more service-oriented categories that will make the website more user friendly for the public.**

*Status:* Phase 1 – Mobile Application, has been completed. Phase 2 – Website redesign, is in the content population stage. In 2024, Staff 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 and will be taking the lead on the project moving forward. This project has been identified as a priority and staff will re-engage Granicus to move forward with design and content migration considerations.**

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

*Tentative Completion Date:* **Summer 2025 launch of redesigned website.**

*Staff Project Lead:* Will Pettener

**Title: Records Retention Policy Update (Moved to Completed Items in Attachment “C”)**

### **Community Development Department.**

**Title: New Position – Planning Manager (Moved to Completed Items in Attachment “C”)**

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

Page 5 of 36

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### **Title: Homeless Action Plan Implementation and Management**

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

- In FY 2021-2022, the 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:

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

Page 6 of 36

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- 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. **A presentation will be provided to the City Council on February 3, 2025.**
- 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.

*Staff Project Lead:* Kenya Marquez

**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 **March** 2025, host workshops in **April** 2025; and conduct walking surveys beginning in **May** 2025.

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

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

*Staff Project Lead:* Fernando Miranda

### **Title: Graffiti Program (with Public Works and Police Department)**

*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.



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

Page 7 of 36

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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.

To continue streamlining and enhancing graffiti removal efforts on public and private property, the City is in the process of developing standard operating procedures and a "Graffiti Abatement Policy" that will be brought before the City Council for their consideration.

*Next City Council Action:* Discussion item requesting the approval of a Graffiti Abatement Policy is tentatively scheduled for February 18, 2025.

*Tentative Completion Date:* N/A

*Staff Project Lead:* Will Pettener

### **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 (now Governor's Office for Land Use and Climate Innovation) 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.

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

Page 8 of 36

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### *Status:*

- **CARP Phase 1:** Completed and presented to City Council in February 2024 with data collection, a GHG Emissions Inventory, and a Vulnerability Assessment.
- **CARP Phase 2:** Ongoing, focusing on identifying strategies and actions to mitigate climate change through GHG emission reductions in the most cost-effective manner and include strategies for climate adaptation and resilience. Extensive community engagement, led by Pacoima Beautiful, Fernandéño 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 Workshop scheduled for December 7, 2024 was rescheduled **February 22, 2025, 10 am – 1 pm**. Website description **and social media accounts have been updated**. **The second Planning 101 workshop is tentatively scheduled for March 8, 2025.**

**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

**Staff Project Lead:** Planning Manager/ Marina Khrustaleva

### **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.

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

Page 9 of 36

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*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.

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.

On January 21, 2025, a public hearing was held before the City Council to consider a Mixed Use Overlay ordinance and Specific Plan amendment. The City Council voted 4-1 to approve Ordinance No. 1728, a Zone Text Amendment to amend the San Fernando Municipal Code to establish a Mixed Use Zone Overlay; approve Ordinance 1730, a Zoning Map to Add the Overlay to Certain Properties, and to continue Ordinance No. 1729, a Specific Plan Amendment to a date uncertain. City Council also directed staff to revise recitals in Ordinance No. 1728 and Ordinance No. 1730 as well as a finding in Ordinance No. 1728.

*Next City Council Action:* A second reading is scheduled for February 3, 2025, to adopt ordinances.

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

*Staff Project Lead:* Erika Ramirez

### **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.

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

Page 10 of 36

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On January 27, 2025, a public hearing was held before the Planning and Preservation Commission to consider repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code. The Commission voted 4-0 to approve Resolution No. 2025-01, recommending the City Council adopt an ordinance repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code.

*Next City Council Action:* A public hearing is tentatively scheduled for **March 3, 2025**, to introduce an ordinance for first reading.

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

*Staff Project Lead:* Erika Ramirez / Planning Manager

### **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.

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.

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

Page 11 of 36

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*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 **March 3, 2025. This date was set to align with the fully executed MOU between SCAG and the City.**

*Tentative Completion Date:* June 30, 2026

*Staff Project Lead:* Erika Ramirez /Planning Manager

### **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, which was presented to Planning and Preservation Commission at the Special Meeting on January 27, 2025.**

**On January 27, 2025, a public hearing was held before the Planning and Preservation Commission to consider repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code. This included the landscape ordinance. The Commission voted 4-0 to approve Resolution No. 2025-01, recommending the City Council adopt an ordinance repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code.**

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

Page 12 of 36

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*Next City Council Action:* A public hearing is tentatively scheduled for **March 3, 2025**, to introduce ordinance for first reading.

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

*Staff Project Lead:* Erika Ramirez / Planning Manager

### **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, **which was presented to Planning and Preservation Commission at the Special Meeting on January 27, 2025.**

**On January 27, 2025, a public hearing was held before the Planning and Preservation Commission to consider repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code. This included the outdoor dining ordinance on private property. The Commission voted 4-0 to approve Resolution No. 2025-01, recommending the City Council adopt an ordinance repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code.**

*Next City Council Action:* A public hearing is tentatively scheduled **March 3, 2025**, to introduce an ordinance for first reading.

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

*Staff Project Lead:* Erika Ramirez / Planning Manager

## **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

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

Page 13 of 36

---

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. **On January 6, 2025, the City Council approved a Professional Services Agreement with Craftwater for design services.**

### Carlisle Street Green Alley Project Tentative Timeline

#### Milestones

- Concept Deadline
- Design 60%
- Design 100%
- Advertise
- Recommend Award of Construction Contract
- Construction
- Notice of Completion
- Project Closeout

#### Tentative Date

2/28/2025  
5/29/2025  
8/29/2025  
9/1/2025-9/26/2025  
10/13/2025  
11/3/2025-5/1/2026  
5/18/2026  
June 2026

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

*Tentative Completion Date:* June 2026

*Staff Project Lead:* Patsy Orozco

#### **Title: Calles Verdes Project**

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



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

Page 14 of 36

---

*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

*Staff Project Lead:* Patsy Orozco

### **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 present recommendations to the 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

*Staff Project Lead:* Patsy Orozco / Willdan

### **Title: Pioneer Park Playground Renovation Project**

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

*Status:* **On January 23, 2025, the Contractor completed the project.**

*Next City Council Action:* The Notice of Completion will be presented to the City Council on February 18, 2025. **A grand opening is scheduled for February 8, 2025.**



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

Page 15 of 36

---

*Tentative Completion Date:* Project was completed on January 23, 2025.

*Staff Project Lead:* Patsy Orozco

### **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 Fernandeno 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 Fernandeno Tataviam Band of Mission Indians was approved by City Council on October 21, 2024.

Prior to preparing a Request for Proposals for Design Engineering Services, staff will meet internally to discuss improvements needed at Cindy Montañez Natural Park and the Pacoima Wash Bikeway.

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

*Tentative Completion Date:* On-going

*Staff Project Lead:* Patsy Orozco / Willdan

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

Page 16 of 36

---

### **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
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, Alfar Communications Construction, Inc. is waiting for the delivery of the last project traffic signal pole, to be placed at Hubbard Ave./First Street, northeast corner. Coordination with SCE is underway to de-energize electrical lines near the proposed traffic signal pole replacement. The contractor is also waiting for the delivery of the street name signs for the project intersections. Contractor is scheduling work to replace deficient electrical conduit on Maclay Ave., east side, south of Truman Street.

*Next City Council Action:* Project Construction Acceptance, tentatively scheduled for April 2025

*Tentative Completion Date:* March 28, 2025

*Staff Project Lead:* Manuel Fabian / Willdan

### **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

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

Page 17 of 36

---

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 **February 2025**.

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

*Tentative Completion Date:* April 2025

*Staff Project Lead:* Manuel Fabian / Willdan

### **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) has completed striping and pavement markings throughout the City as part of the City's Citywide Street Striping project.** The work involved restriping crosswalks, stop bars and pavement legends (i.e., STOP, Railroad Crossing) and restrictive curbing (red, yellow, green, blue and white). **The City requested additional work from the County including the painting curb marking, additional crosswalk improvements, and signage upgrades (Glenoaks Blvd., Brand Blvd., Fifth St. and Celis St.) Work is scheduled to be completed in the spring of 2025. Work started on August 5, 2024.**

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

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

*Staff Project Lead:* Manuel Fabian

### **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. **The City has obtained the services of the Los Angeles County Public Works Department (LACPWD) to**

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

Page 18 of 36

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manufacture and install the signs. Installation will begin in late February. 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:* Wayfinding and trolley signs have been manufactured. Installation by LACPWD to begin in February 2025.

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

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

*Staff Project Lead:* Manuel Fabian /Willdan

### **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.

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

*Tentative Completion Date:* Start of construction planned for March 2025 with completion in May 2025.

*Staff Project Lead:* Manuel Fabian / Willdan

### **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.

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

Page 19 of 36

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*Status:* Construction is 95% complete. In order to address current safety concerns and vandalism, additional bollards will be installed at the bikeway entry points, additional striping will be placed, and concrete curbs will be constructed at the base of the solar lights.

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

*Tentative Completion Date:* January 2025

*Staff Project Lead:* Patsy Orozco

### **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 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 January 14, 2025, City staff and Dixon Resources Unlimited conducted an Enforcement Workshop with Code and Traffic Enforcement personnel to gather feedback.

The community-wide parking survey will close on January 31, 2025, marking the start of the second phase of Community Engagement. On February 19 and 20, 2025, City staff and Dixon Resources Unlimited will host community meetings to present draft Residential Permit Parking (RPP) recommendations and collect additional input to finalize the recommendations for City Council consideration.

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

Page 20 of 36

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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

*Staff Project Lead:* Isabella Tapia

### **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.

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

Page 21 of 36

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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.

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

*Tentative Completion Date:* June 2025

*Staff Project Lead:* Rodrigo Mora

### **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.**

*Staff Project Lead:* Manuel Fabian / Willdan

### **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:* **Spring 2025**

*Staff Project Lead:* Manuel Fabian

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

Page 22 of 36

---

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

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

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

*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, tentatively scheduled for March 2025.

*Tentative Completion Date:* **June 30, 2025.**

*Staff Project Lead:* Rodrigo Mora

**Title: Civic Center Beautification (Painting) Project (Moved to Completed Items in Attachment "C")**

### **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



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

Page 23 of 36

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

A “Comprehensive Tree Preservation Policy” is being drafted by staff to formalize the tree removal process for all City-owned trees. This policy will align with the UFMP’s recommendations to establish standard operating procedures and defined criteria for removal, notifications, and appeals.

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

*Tentative Completion Date:* January 2025

*Staff Project Lead:* Will Pettener

### **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. On January 21, 2025, City staff presented trash enclosure renovation options to the City Council. The City Council approved retrofitting three (3) enclosures and demolishing two (2) enclosures. The enclosures to be demolished are Enclosure 1 in Public Parking Lot 5 and Enclosure 3 in Public Parking Lot 4. The enclosures to be retrofitted are Enclosure 2 in Public Parking Lot 5 and Enclosures 1 and 2 in Public Parking Lot 4.

City staff will prepare design renderings and initiate the RFP process.

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

*Tentative Completion Date:* Pending City Council direction, planned construction completion date is summer 2025.

*Staff Project Lead:* Isabella Tapia

### **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.

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

Page 24 of 36

---

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

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

*Next City Council Action:* No City Council action anticipated.

*Tentative Completion Date:* Ongoing.

*Staff Project Lead:* Rodrigo Mora

### **Title: Sidewalk Condition Assessment**

*Description:* This project aims to identify and mitigate sidewalk trip hazards, ensuring pedestrian safety, American with Disabilities Act (ADA) compliance, and long-term infrastructure sustainability.

*Status:* City Council awarded a Professional Services Agreement with Precision Concrete Cutting for a citywide sidewalk assessment and mitigation plan, which includes repairs, where appropriate. Precision is actively assessing sidewalks in Tree Trimming Zone F, currently working on Lashburn Street from Pearwood Avenue to Cork Street. Precision will continue in this area through the week, completing data collection for Grid F. Once finished, Precision will provide a comprehensive Sidewalk Assessment Report and Repair Quotation. The City will then determine repair priorities, and upon approval, Precision will proceed with saw-cutting repairs.

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

*Tentative Completion Date:* December 2025

*Staff Project Lead:* Patsy Orozco

### **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

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

Page 25 of 36

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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.

*Staff Project Lead:* Richard Padilla / Wendell Johnson

### **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

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

Page 26 of 36

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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. **Spring 2025, approval of Public Works Vehicles**

*Tentative Completion Date:* Ongoing program.

*Staff Project Lead:* Rodrigo Mora

### **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
- 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**

*Staff Project Lead:* Manuel Fabian

### **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

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

Page 27 of 36

---

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 XIII D 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 City Council meeting, the 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 (1) 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 or sooner. On January 21, 2025, the City Council approved a contract with Robert D Niehaus, Inc. for the Water and Sewer Rate Study.

*Staff Project Lead:* Victor Meza

**Title:** Recreation Park Rehabilitation

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

Page 28 of 36

---

*Description: The sod installed as part of the San Fernando Regional Park Infiltration Project did not establish successfully. Staff will be preparing a Request for Proposal (RFP) to procure a consultant for replacement of the sod at Recreation Park.*

*Status: In planning stage*

*Next City Council Action: Award of Contract for Design in March 2025*

*Tentative Completion Date: TBD*

*Staff Project Lead: Manuel Fabian*

### **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.

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

Page 29 of 36

---

*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.

*Staff Project Lead:* CJ Chiasson

### **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 – (Moved to Completed Items in Attachment “C”)**

*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 at this time due to security concerns by IT. IT is working with the vendor to resolve these issues.**

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

Page 30 of 36

---

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

eSubpoena – No additional City Council action required.

*Tentative Completion Date:* Handheld Ticket Writers, February 2025; eSubpoena, February 2025

*Staff Project Lead:* Sylvia Ortega

### **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.



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

Page 31 of 36

---

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 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 Saturday, December 7, 2024, SFPD staff participated in the Tree Lighting event. Officers interacted with the community and provided additional security.**

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.

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

Page 32 of 36

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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.

On Thursday, January 9, 2025, an SFPD officer conducted a Traffic Enforcement Detail throughout the City resulting in one (1) misdemeanor arrest, 10 traffic citations, and two (2) parking citations.

On Friday, January 10, 2025, SFPD conducted a Crime Suppression Detail focused on surveillance and patrol of high-crime areas within the City. Two (2) CRM's and five (5) traffic stops were conducted.

On Saturday, January 11, 2025, SFPD conducted a Parking Enforcement Detail. During this detail, 45 parking citations were issued.

On Saturday, January 18, 2025, SFPD conducted a Parking Enforcement Detail. During this detail, 39 parking citations were issued and two (2) vehicles were impounded.

On Friday, January 20, 2025, SFPD conducted a Crime Suppression Detail focused on surveillance and patrol of high-crime areas within the City resulting in one (1) felony arrest from a FLOCK hit, one (1) impound, and one (1) CRM.

On Friday, January 24, 2025, an SFPD officer conducted a Traffic Enforcement Detail throughout the City resulting in one (1) misdemeanor arrest, 10 traffic citations, three (3) parking citations, and two (2) CRMs.

One (1) additional bicycle patrol detail and one (1) parking enforcement detail are pending.

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

*Tentative Completion Date:* January 2025

*Staff Project Lead:* Sylvia Ortega

### **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:* Currently 32 sworn police officer positions are filled, with two (2) officers in various stages of field training and one (1) Police Recruit currently attending the Rio Hondo Police Academy.

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

Page 33 of 36

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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 have completed the recruiting and testing process. Selection and promotions will be forthcoming.

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

*Staff Project Lead:* CJ Chiasson

### **Title: Mental Health Clinician Program**

*Description:* This program will provide comprehensive mental health services to address crises related to mental health disorders, substance abuse, and homelessness. The initiative includes staffing mental health professionals who will accompany officers to provide specialized assistance in handling mental health crises, and enhancing overall public safety efforts.

The City's partnership with Hope the Mission includes a 10-month contract to provide these services, with a total program budget of \$512,165. This funding covers clinician services, homeless outreach, marketing, and transportation costs.

*Status:* On December 4, 2023, the City Council accepted Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) Grant funds in the amount of \$757,583 for a Mental Health Clinician Program. On October 21, 2024, the City Council approved a contract with Hope the Mission (HTM) for de-escalation training for officers, crisis intervention support during calls for service, case follow-up, and community engagement to raise awareness of mental health resources. The Department has worked with Hope the Mission to solidify partnership protocols. Training on protocols will begin the week of February 3, 2025.

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

*Tentative Completion Date:* September 29, 2025

*Staff Project Lead:* Jen Spatig

**Title:** UASI EOC 2023

*Description:* Additional information will be provided as part of the next update on February 18, 2025.

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

Page 34 of 36

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*Status:*

*Next City Council Action:*

*Tentative Completion Date:*

*Staff Project Lead: CJ Chiasson*

**Recreation & Community Services.**

No updates provided.

**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.

*Staff Project Lead: Art Ziyalov*

**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.

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

Page 35 of 36

---

*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 21, 2025**.

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

*Staff Project Lead:* Erica Melton

**Title: American Rescue Plan Act (ARPA) Allocations (Moved to Completed Items in Attachment "C")**

### **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

*Staff Project Lead:* Art Ziyalov

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

Page 36 of 36

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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:**

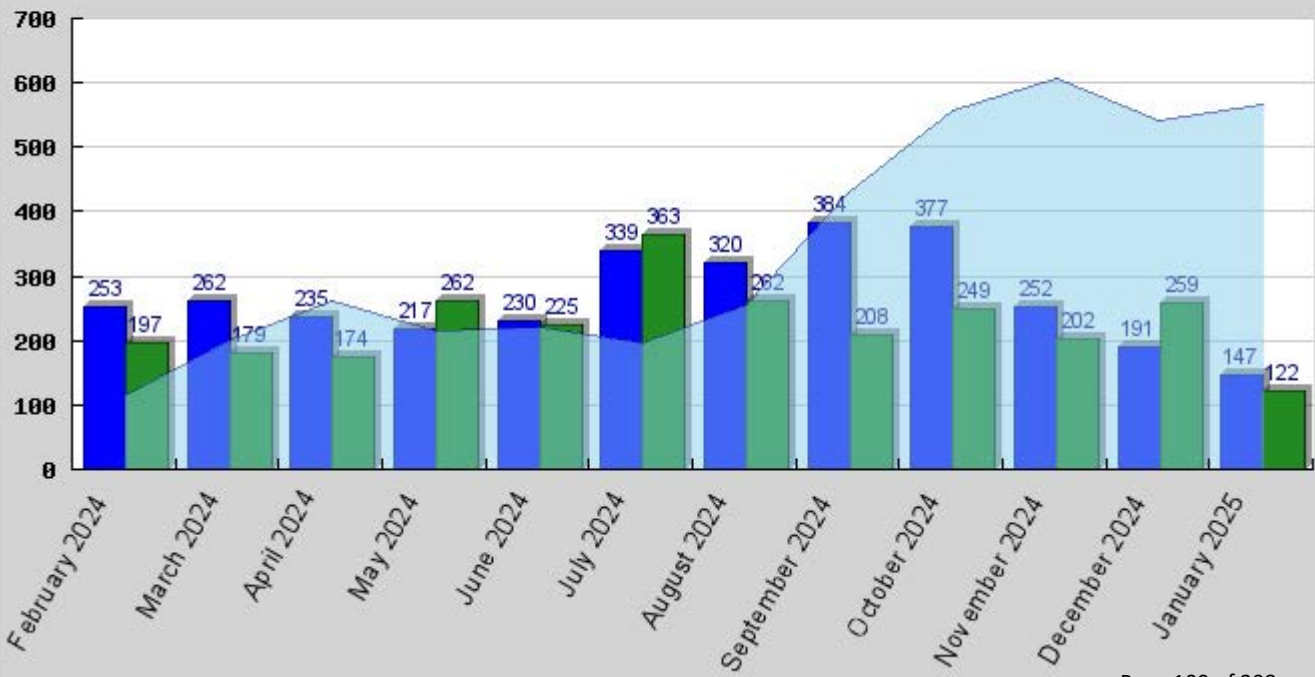
- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Completed Items
- D. Expiring Contracts

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	3	140
Homelessness Outreach	20	16	10	14	8	21	12	17	37	8	9	11	183
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>14</b>	<b>323</b>
<b>Police</b>													
Abandoned Vehicle	12	3	6	3	3	6	13	10	9	7	3	1	76
<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>1</b>	<b>76</b>
<b>Public Works</b>													
Bus Stop/Shelter Maintenance	0	0	0	0	0	0	0	3	0	0	0	1	4
City Trees	0	4	2	5	3	9	8	14	12	6	19	9	91
Graffiti and Sign Posting on P	66	50	56	60	52	82	95	93	70	39	27	31	721
Graffiti on Private Property	53	68	59	42	56	54	49	61	89	55	49	28	663
Illegal Dumping and Litter	64	49	69	60	55	99	90	98	86	71	47	41	829
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	1	13
Street Lighting	12	14	5	7	15	15	12	18	9	24	12	14	157
Street Repair	11	38	5	4	9	8	6	11	5	6	7	1	111
Street Signage	1	0	3	2	4	17	7	2	4	3	2	2	47
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>132</b>	<b>2808</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>147</b>	<b>3207</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	753,988	96,013	-
6	In Progress	Homeless Outreach Services	300,000	300,000	145,974	154,026	-
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	52,574	95,626	-
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	12,450	33,459	-
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>\$ 3,252,197</b>	<b>\$ 2,566,142</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

*Completion Date:* Completed in September 2024

**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:* On January 21, 2025, the City Council adopted Resolution No. 8359 approving updates to the Records Retention and Destruction Policy.

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

*Completion Date:* January 2025

*Staff Project Lead:* Julia Fritz

## **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

*Completion Date:* Completed in June 2024

### **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.

*Completion Date:* June 2025

### **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.

**Staff Project Lead:** Erika Ramirez

## **Finance.**

### **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.

**Staff Project Lead:** Erica Melton

## **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.

### **Title: Law Enforcement Technology Improvements**

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

*Next City Council Action:* Flock ALPR Camera System – No additional City Council action required.

*Completion Date:* Flock ALPR Camera System - Installation Completed September 2024

## **Public Works Department.**

### **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

*Staff Project Lead:* Manuel Fabian

**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.

*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.

*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.

*Completion Date:* Completed October 7, 2024

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
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(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		
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
1937(a)	12/2/2024	6/12/2025	Black & White Towing, Inc.	First Amendment for Vehicle Towing and Secure Storage Services	Per Fee Schedule	-	CC	PD	Not Applicable	
2336	1/21/2025	6/25/2025	Robert D. Niehaus Inc.	Water and Sewer Rate Utility Study	\$59,440.00	-	CC	PW	RFP	
2057(b)	6/9/2023	6/30/2025	Joe Mar Polygraph & Investigation Services, Inc.	Second Amendment for Polygraph Services	\$2,500.00	-	Admin	PD		

2189	7/1/2020	6/30/2025	State of California Department of Parks and Recreation	Grant Contract for Las Palmas Revitalization Project (Contract No C9803056 & Project No SW-19-066)	\$4,234,980.00	-	CC	RCS		
2056(d)	1/3/2024	6/30/2025	Arroyo Background Investigations	Fourth Amendment for POST Background Investigation for Sworn and Civilian Applicants	\$15,000/FY	add'l 3 yrs	Admin	PD		
2238(a)	4/2/2024	6/30/2025	State of California Department of Parks and Recreation	Amendment No. 1 for Grant Contract for San Fernando Family Hike and Wildlife/Environment (Project Number HL-19-015, Contract No C9781009) (Extending term)	\$26,486.00	Yes	Admin	RCS		
2256	7/1/2024	6/30/2025	Canon Usa	Yearly Maintenance Agreement for 5 SFPD Copiers	\$4,560.00	-	Admin	CLK		Filed with Contract No. 2134
2262	7/1/2024	6/30/2025	Liebert Cassidy Whitmore	Special Services Agreement for FY 2024-2025 Employment Relations Consortium	\$4,425.00	-	CC	PER		
2195(a)	7/1/2024	6/30/2025	A&M Catering	First Amendment for Catering Services for Las Palmas Senior Dinner Dances (extending term)	\$50,000.00	No	Admin	RCS		
2267	7/1/2024	6/30/2025	Department of California Highway Patrol (CHP)	Grant Agreement for the Cannabis Tax Fund Grant Program to Support Traffic Enforcement Details	\$103,412.20	-	CC	PD		
2274	7/2/2024	6/30/2025	Juan Perez Montelongo (JP818Sports)	Basketball Referee and Scorekeeping Services	\$12,500.00	-	Admin	RCS		
2275	7/2/2024	6/30/2025	Juan L. Mora	Baseball Instruction, Consultant and Umpire Services	\$24,000.00	-	Admin	RCS		
2188(a)	8/27/2024	6/30/2025	Tetra Mechanical	First Amendment for HVAC Service and Repair for All City Owned Buildings (Extending term)	\$24,900.00	-	Admin	PW		
2084(b)	8/30/2024	6/30/2025	Major Metropolitan Security	Second Amendment fo Security Alarm Services at all Building (Extending Term)	\$8,164.00	-	Admin	PW		
2293	7/1/2024	6/30/2025	Alcoholic Beverage Control (ABC)	Alcohol Policing Partnership Program	\$60,000.00	-	CC	PD		

2102(b)	10/10/2024	6/30/2025	Duke's Root Control Inc.	Second Amendment for Sewer root foaming of connections between City sewer mains and easements	\$17,566.82	-	Admin	PW		
2315	10/29/2024	6/30/2025	Dickerson McCulloch & Associates, LLC	Investigative Services	\$20,000.00	-	Admin	PER		
2125(a)	11/25/2024	6/30/2025	Brite Star/XMASPROS	First Amendment for Installation of holiday decorations on Maclay Street (Extending term)	\$13,440.00	-	Admin	PW	Extending Term	
1903(b)	1/9/2025	6/30/2025	Omnigo Software Information Technologies, LLC	Second Amendment for Hosted services of CAD, RMS, Mobile and Auto-tagging	\$28,034.06	NA	Admin	PD	Extending Term & Increasing Comp	
2337	1/21/2025	6/30/2025	HR Dynamics & Performance Management, Inc.	San Fernando Leadership Academy Organization Development and Facilitation	\$20,450.00	-	Admin	FIN	RFQ	
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
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		
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		LOCATE ELECTRONIC COPY
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	\$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		
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, Fernandeno-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/ C D		
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		
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 (LA HMIS) 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

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
**By:** Julio Salcedo, Director of Recreation and Community Service  
Maria Calleros, Executive Assistant

**Date:** February 3, 2025

**Subject:** Consideration to Authorize Submittal of a Grant Application to the National Endowment for the Arts to Support the Mariachi Master Apprentice Program

### RECOMMENDATION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the National Endowment for the Arts (NEA) in the amount of \$57,000 to support the Mariachi Master Apprentice Program (MMAP).

### BACKGROUND:

1. Since 2001, the City has received grant funds annually from both the National Endowment for the Arts (NEA) and the California Arts Council (CAC) to support the City's MMAP. As a recipient of several awards at both the state and national level, MMAP continues to reflect a positive image on the City.
2. In December 2024, the NEA announced the Call for Proposals for the Fiscal Year (FY) 2026-2027 Grants for Arts Projects Program (Attachment "A").
3. In early December 2024, the application package became available on Grants.gov. Phase one of the application process is due on February 13, 2025, which is used to verify that the City is qualified to apply for NEA funding. The application portal will be open from February 19, 2025 to February 26, 2025, at which time staff will be able to submit the grant application.

### ANALYSIS:

#### Mariachi Master Apprentice Program (MMAP).

MMAP connects Grammy award-winning mariachi masters with young music students to preserve the mariachi music genre. Mariachi Los Camperos provides instruction on traditional mariachi instruments: violins, guitars, guitarrones, vihuelas, trumpets, and folk harp. The students and instructors experience exemplary artworks at international mariachi conferences

**Consideration to Authorize Submittal of a Grant Application to the National Endowment for the Arts to Support the Mariachi Master Apprentice Program**

Page 2 of 3

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and workshops throughout California and the southwest United States. This experience allows students to observe, study, and perform with the most prestigious mariachi ensembles and represent the City as cultural arts ambassadors.

The curriculum ingrains an empowering sense of self-confidence, pride, and identity while providing an outlet for cultural expression in celebration of Mexican heritage. MMAP specific arts/music education outcomes include: 1) development, reinforcement, and application of student instrumental technique; 2) development, strengthening, and application of student musicianship skills; 3) enhancement of student solo and chorus singing skills; 4) performance of traditional and popular mariachi music before the public and with other professional ensembles; and 5) development and fostering of student professionalism and performance etiquette. These outcomes are in accordance with the California Department of Education Music Standards.

National Endowment for the Arts (NEA) Grants for Arts Project.

The NEA “Grants for Arts Projects” is the principal grants program for organizations based in the United States. The arts are a powerful and important part of what unites us and celebrate our differences while connecting us through shared experiences. Through project-based funding, the program supports public engagement with, and access to, various forms of art across the nation, the creation of art, learning the arts at all stages of life, and the integration of the arts into the fabric of community life. As a Local Arts Agency, our “Folk and Traditional Arts” subprogram is rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice.

The City was awarded a Grants for Arts Projects in the amount of \$50,000 for FY 2024-2025 that will run through September 30, 2025. This grant generally ranges from \$10,000 to \$100,000 and support the creation of art that meets the highest standards of excellence, public engagement with diverse and excellent art, lifelong learning in the arts, and the strengthening of communities through the arts. The San Fernando MMAP project generally receives an average of \$40,000 to \$50,000 per year in NEA funding and has received over \$1 million since the program's inception. Grant funds pay for artist instructor fees, travel to conferences, and project support.

**BUDGET IMPACT:**

The Grants for Arts Projects Program is a reimbursement grant and requires the Recreation and Community Services Department to enter into an agreement with NEA 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 will all grant requirements and appropriation of sufficient funds.

**Consideration to Authorize Submittal of a Grant Application to the National Endowment for the Arts to Support the Mariachi Master Apprentice Program**

Page 3 of 3

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The grant disbursement timeline for the Grants for Arts Projects Program will be for the FY 2026-2027 (Grant Activity Period October 1, 2026 – September 30, 2027). There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the submittal of this grant application and there is no need to appropriate funds at this time. This is the initial step in approving funding from the National Endowment for the Arts. 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 staff to prepare and submit a grant application to the National Endowment for the Arts.

**ATTACHMENT:**

- A. NEA Grant for Arts Projects: Application Calendar



# GRANTS FOR ARTS PROJECTS: Application Calendar

## Grant Program Summary

The NEA is committed to supporting arts projects for the benefit of all Americans. Grants for Arts Projects (GAP) provides funding for public engagement with the arts and arts education, for the integration of the arts with strategies promoting the health and well-being of people and communities, and for the improvement of overall capacity and capabilities within the arts sector. We welcome applications from first-time and returning applicants; from organizations serving rural, urban, suburban, and tribal communities of all sizes; and from organizations with small, medium, or large operating budgets. We fund arts projects in the following disciplines: Artist Communities, Arts Education, Dance, Design, Film & Media Arts, Folk & Traditional Arts, Literary Arts, Local Arts Agencies, Museums, Music, Musical Theater, Opera, Presenting & Multidisciplinary Works, Theater, and Visual Arts.

## Important Dates

Applications are accepted during two funding cycles each year.

Step	February Cycle (GAP 1)
Grant Program Details and Application Instructions Published	December 2024
Part 1 Application Package Available on Grants.gov	Early December 2024
<b>Part 1 Grants.gov Submission deadline</b>	<b>February 13, 2025 11:59 pm ET</b>
<b>Part 2 NEA Applicant Portal Opens to applicants</b>	<b>February 19, 2025 9:00 am ET</b>
<b>Part 2 NEA Applicant Portal Submission deadline</b>	<b>February 26, 2025 11:59 pm ET</b>
Notification of recommended funding or rejection	Early to mid November 2025
Earliest project start date	January 1, 2026



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** February 3, 2025

**Subject:** Consideration to Approve the 2025 Legislative Platform and Legislative Appropriation Requests

### RECOMMENDATION:

It is recommended that the City Council:

- a. Review and approve the 2025 Legislative Platform (Attachment "A");
- b. Review and approve the 2025 Legislative Appropriation Requests (Attachment "B"); and
- c. Authorize the City Manager to take certain related actions as provided Legislative Advocacy Policy and submit appropriation requests on behalf of the City.

### BACKGROUND:

1. On February 21, 2023, the City Council adopted Resolution No. 8213 (Attachment "C") approving the Legislative Advocacy Policy (Exhibit "A" to Attachment "C") and 2023 Legislative Platform (Exhibit "B" to Attachment "C").
2. On February 20, 2024, the City Council approved the 2024 Legislative Platform and 2024 Legislative Appropriation Requests.
3. In the 2024 calendar year, the City distributed 12 advocacy letters and 10 letters of support to various stakeholders regarding funding appropriations (Attachment "D") in accordance with the adopted Legislative Policy, Platform and Appropriation Requests.

### ANALYSIS:

A Legislative Advocacy Policy establishes guidelines and standards for utilizing resources to provide an organization's position on proposed legislation to Federal, State, and Local elected officials. An accompanying Legislative Platform identifies an organization's broad advocacy positions on contemporary issues and legislation. A Legislative Platform is short-term in nature, typically speaks to current issues, and is supported by a majority of the governing body.

**Consideration to Approve the 2025 Legislative Platform and Legislative Appropriation Requests**

Page 2 of 3

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The Legislative Advocacy Policy approved by the City Council in 2023 formalized the procedure for engaging in legislative advocacy by permitting City staff to write letters in support of, or opposition to, proposed legislation without presenting every item to City Council at a regular City Council meeting. As a result, the City has been able to quickly respond to legislative developments impacting the City as long as the position aligns with an element of the City Council-approved Legislative Platform. The Policy leaves room for the City Council to weigh in if the City Manager is unsure whether or not a proposed bill aligns with an established position on the Legislative Platform.

The following table illustrates the number of legislative advocacy letters written in the last five (5) years.

	2020	2021	2022	2023	2024
<b>Legislative Advocacy Letters Written</b>	4	6	5	13	12
<b>Letters of Support for Funding Provided</b>	0	4	5	12	10
<b>Total</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>25</b>	<b>22</b>

The City previously reported all advocacy letter submissions through the “Quarterly Look Ahead Report.” In the absence of that report, the City will document all advocacy letters written in 2025 through the City Enhancements Report, provided at each City Council meeting. A summary of all legislative advocacy letters written in 2024 is included as Attachment “D”.

The positions included in the proposed 2025 Legislative Platform are aligned with the City’s Strategic Goals and are informed by the League of California Cities legislative and advocacy priorities, positions that the City has taken, positions that neighboring cities have taken in recent years, and legislative priorities of other local government advocacy organizations. The common theme for all positions outlined in the platform continues to be a focus on the need to preserve local funding and local authority.

The proposed 2025 Legislative Platform does not include any substantial changes from the City Council approved 2024 Platform, as priorities outlined by the League of California Cities and neighboring cities continued to align with the City’s existing priorities. All revisions made to the Platform are redlined in Attachment “A”.

Legislative Appropriation Requests.

Federal and state legislative appropriation requests serve to secure financial support for City programs and initiatives while building partnerships with other federal and state government entities. By engaging in the appropriations process, the City raises awareness about priorities, provides the opportunity to collaborate with federal and state policymakers, and reduces the tax burden to local businesses and residents by leveraging outside funding sources to pay for critical infrastructure and priorities.

## **Consideration to Approve the 2025 Legislative Platform and Legislative Appropriation Requests**

Page 3 of 3

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The proposed legislative appropriation requests for 2025 (Attachment “B”) focus on funding for priorities identified by the City Council that have a substantial cost and would create a significant burden on taxpayers to fully fund from local taxes. Appropriation requests are tailored for each legislative representative based on their role as committee members and prior history with supporting policies.

In the 2025 Appropriation Requests list, the City has proposed four (4) high priority and four (4) medium priority projects. High priority items are those typically directed to the City's elected officials at the State and/or Federal level. These projects include key functions that have more targeted uses directly related to San Fernando’s unique needs. Medium priority projects are typically related to common grant opportunities made widely available at the State and/or Federal levels. The City will seek support from San Fernando’s State and Federal elected officials to promote grant or funding applications on initiatives related to these projects.

City staff will continue to coordinate with legislative representatives to better understand their roles within each committee as well as their history for supporting state and federal policies that align with the City’s priorities.

### **BUDGET IMPACT:**

There is no budget impact associated with approving the 2025 Legislative Platform and legislative appropriation requests as they are included in the Fiscal Year 2024-2025 City Manager’s Office Work Plan. In the event the City is awarded any grants or additional funding, 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 approve the 2025 Legislative Platform in order to streamline the process by which the City Council and City staff take positions on proposed federal, state, and local legislation and approve the 2025 legislative appropriation requests to submit to federal and state elected officials.

### **ATTACHMENTS:**

- A. Proposed 2025 Legislative Platform
- B. Proposed 2025 Legislative Appropriation Requests
- C. Resolution No. 8213, including:
  - Exhibit “A”: Legislative Advocacy Policy
  - Exhibit “B”: 2023 Legislative Platform
- D. Summary of 2024 Legislative Advocacy Letters Written



# City of San Fernando

## 2025 Legislative Platform

*In accordance with City Council Legislative Advocacy Policy No. CC-02212023*  
*Revised February 2025*

### **Guiding Principles**

#### **1. Preserve Local Funding**

The City supports the protection of existing state and local funding sources and the legal authority to raise and collect revenue for the City of San Fernando. Such areas include the protection of state-shared revenues, assets of the former redevelopment agency, development impact fees, and the ability to collect compensation for the use of the public right-of-way or City-owned facilities. The City opposes any new mandates that are unfunded and/or inadequately funded.

At the federal level, the City supports the preservation and enhancement of federal assistance to local governments. This includes increasing federal funding for domestic discretionary programs that support residents in San Fernando.

#### **2. Preserve Local Authority**

The City supports local decision-making authority and opposes preemption of local control. Cities are voluntarily created by the residents of a community to provide local self-government and to make decisions at a local level to best meet the needs of the community. Each community has unique needs and characteristics that are best met by policies set by its local governing body. The City supports efforts that help municipalities maintain local control for reasonable development standards of land use regulation for housing, including accessory dwelling units and single family-zoned properties.

At the Federal level, the City opposes efforts to limit the ability of local governments to address matters such as the imposition of taxes and fees, enforcement of zoning and land use regulations, or the ability to ensure the safety of our residents.

## City Strategic Goals and Legislative Platform

The City of San Fernando's 2022-2026 Strategic Goals help frame the City's Legislative Platform, as follows:

### 1. Focus On Community First

- a. *Public Safety*
- b. *Libraries, Parks, and Open Space*
- c. *Public Health and Food Security*

### 2. Cultivating A Stronger Local Economy

- a. *Economic Development and Workforce Development*

### 3. Preserve Beautiful Homes And Neighborhoods

- a. *Housing and Homelessness Prevention*

### 4. Strengthen Climate Resilience And Environmental Justice

- a. *Environmental Sustainability, Climate Resilience and Environmental Justice*

### 5. Enhance Public Transportation To Move San Fernando

- a. *Transportation and Infrastructure Investment*

### 6. Build Resilient And Reliable Infrastructure

- a. *Capital Improvements and Infrastructure*

### 7. Forge Financial Strength And Stability

- a. *Budget and Municipal Finance*

### 8. Emergency Preparedness: Supporting The Community

- a. *Emergencies and Natural Disasters*

## 1. Focus On Community First

### ***Public Safety***

The safety of San Fernando residents is the City's highest priority. The City will track and take positions on federal and state legislation that impacts law enforcement, disaster preparedness training and safety.

### *The City Supports:*

1. Legislation and funding to improve the safety, security, and quality of life for all San Fernando residents, businesses and visitors.
2. Reasonable criminal justice reform measures that are inclusive of concerns from prosecutors, victims' rights groups, and law enforcement agencies and do not hinder law enforcement's ability to protect the community.
3. Legislation that helps reduce recidivism, help rehabilitate recidivist offenders, and expand funding for these efforts.
4. Legislation that leverages the latest technology to prevent and resolve crimes, such as the ability to use live view cameras, automatic license plate recognition, and DNA testing.
5. Legislation that provides local jurisdictions greater flexibility to set enforceable speed limits.

6. Legislation and funding to reduce and prevent gun violence, crimes, drug use, and gang violence.
7. Legislation that promotes public outreach and intervention programs that specifically divert juveniles from the criminal justice system.
8. Legislation that would increase federal resources for law enforcement recruiting efforts, training particularly, as it relates to de-escalation and proportional use of force, and maintenance of body-worn camera programs.
9. Legislation that prevents and reduces crime by assisting and providing supportive services for individuals in need, and holding those accountable for crimes committed.
10. Legislation that ensures public safety through the assistance and rehabilitation of individuals challenged with mental illness and/or substance abuse, and resources for these efforts to increase awareness, public education, and training opportunities.

### ***Libraries, Parks, and Open Space***

The seven San Fernando park facilities and one Los Angeles County-operated Public Library are crucial aspects of the community. They allow residents to learn, connect, and play, while strengthening the bonds among residents. The City will track and take positions on legislation in order to maintain and enhance the quality of parks, open spaces, and the public library.

#### ***The City Supports:***

1. Legislation that provides funding for rehabilitation, development, and capital improvements of local parks, libraries, and community facilities.
2. Legislation that preserves and protects open space.
3. Legislation and funding that aim to support the development and maintenance of parks and green space.
4. Legislation and administrative actions that protect the ability for a local government to preserve open space in and around a local government's jurisdiction.
5. Full funding of the state's obligation to support local public libraries pursuant to existing formulas established in the state's education code.
6. Full funding of the San Fernando Library by Los Angeles County that provides access and service commensurate with other Los Angeles County libraries.

### ***Public Health and Food Security***

With the creation of the Healthy San Fernando initiative in 2014, the City revamped its efforts to support the health of its residents. ~~The successful "100 Citizens Outdoor Adult & Senior Fitness Program" facilitated conversations about healthy eating, and offered spinning, yoga, and pilates classes, among other programming, for community members.~~ City will also continue to seek support for youth and elderly programming to complement existing initiatives, such as Recreation and Community Services' Summer and Winter Camps, the San Fernando After School Teen Program, and the Elderly Nutrition Program. The City will support efforts to improve the health and food security of residents, increased funding in public health institutions and organizations supporting food security, and more equitable access to the health care system.

#### ***The City Supports:***

1. Legislation that creates options and opportunities for access to affordable healthcare.

2. Legislation that protects the rights of diverse populations, the LGBTQ+ community, and of women (including reproductive rights), to support improved health outcomes.
3. Legislation that helps foster independence, well-being, and access to resources for older adults.
4. Legislation which provides state and federal funding opportunities to increase access to childcare for the community.
5. Legislation to improve funding for, and access to, programs and services for mental and behavioral health.
6. Legislation that aims to identify and resolve the effects of institutional racism that drive health inequities in the population.
7. Legislation to improve health coverage in a comprehensive manner provided adequate funding and cost controls are in place.
8. Legislation and local funding opportunities to increase access to subsidized and free meal programs for at-risk adults and youth.

## 2. Cultivating a Stronger Local Economy

### *Economic Development and Workforce Development*

San Fernando's downtown business corridor and rich cultural history provide a strong foundation for sustained economic development and prosperity. Through the Business and Community Resource Center, the City is in the position to support efforts to bring in more businesses, create more jobs, and strengthen our local economy. The City will track and take positions on federal and state legislation that impacts our workforce and business community.

### *The City Supports:*

1. Legislation that would provide State or Federal aid and assistance to support local small businesses, including grants, low-interest loans, and technical assistance programs.
2. Legislation that would provide local officials more discretion in the use of State and Federal funds for economic development purposes.
3. Legislation that would eliminate the matching dollar requirements for economic development state grants.
4. Legislation that enacts and expands state tax incentives that assist City economic development and community revitalization efforts.
5. Legislation that would increase opportunities for environmentally beneficial jobs.
6. Legislation that supports streamlining regulations and reduces barriers to entrepreneurship, fostering a business-friendly environment.
7. Legislation that encourages initiatives to attract investment in key sectors such as technology, renewable energy, and tourism, promoting economic diversification and job creation.
8. Legislation that would increase funding, or create new funding sources, for local economic development, such as tax increment financing, community development block grants, business improvement districts, and tax credits.

9. Legislation that promotes equitable funding for K-12 education, including resources for high-needs schools and support for career and technical education programs.
10. Legislation that support initiatives that expand access to higher education, workforce training, and apprenticeship opportunities, preparing residents for jobs in emerging industries.
11. Legislation that promote partnerships between local schools, businesses, and community organizations to strengthen educational outcomes and workforce readiness.

### 3. Preserving Beautiful Homes and Neighborhoods

#### *Housing and Homelessness Prevention*

The City of San Fernando has taken measures to preserve the safety and beauty of our residential areas, create housing opportunities for low-income residents, and established efforts to address and prevent homelessness. As the City continues to develop home rehabilitation programs, maintaining property standards, historic homes, and local control of planning and zoning will further strengthen San Fernando's charm and growth. The City will track and take positions on legislation that impacts local control of housing, planning, and zoning.

#### *The City Supports:*

1. Legislation and programs that provide funding and housing assistance programs at all income levels, including extremely-low and very-low income households.
2. Legislation and programs that assist the public and private sectors in funding workforce housing.
3. Legislation to streamline historic preservation regulations and procedures for the designation of properties as historic resources.
4. Legislation that protects property ownership and prioritizes small property owners over institutional investors.
5. Legislation that provides support services and housing services to seniors and disabled residents.
6. Legislation that changes the current State Density Bonus law to restore local control.
7. Legislation that provides additional resources for the development of affordable housing programs and/or expand code enforcement programs to protect existing housing stock.
8. Changes to state law that recognizes the production and protection of all housing types in the City for the State's RHNA purposes.
9. Legislation and grant opportunities that preserve or increase funding for the Community Development Block Grant (CDBG) program and HOME Investment Partnerships Program.
10. Legislation that authorizes funding to assist local agencies in the development of affordable housing.
11. Legislation increases the protection of tenants' rights.
12. Legislation, regulatory, or administrative efforts that provide additional authority or funding for municipalities to address homeless issues within their communities.
13. Legislation that supports homeless outreach, prevention programs, mental health crisis care, and other efforts to address the root causes of homelessness.



14. Legislation that provides direct funding to cities to implement local strategies.

*The City Opposes:*

1. Legislation and regulations that preempt local governments' land use authority.
2. Legislation that removes local control, allows for irresponsible housing development in San Fernando, and interferes with protection of residential neighborhoods.
3. Legislation that reduces administrative fees for housing assistance to non-income earning clients (e.g. seniors and the disabled).
4. Legislation that creates inefficient processes or other obstacles to the provision of homeless services, as well as any new legislation that would abridge or limit local regulatory mechanisms designed to increase affordable housing production (e.g., inclusionary housing programs).
5. Legislation that proposes to convert the Regional Housing Need Assessment (RHNA) from a planning process to a production standard.
6. Legislation that seeks to circumvent local control and local circumstances when addressing homelessness.

## 4. Strengthen Climate Resilience and Environmental Justice

### ***Environmental Sustainability, Climate Resilience and Environmental Justice***

With the development of the *San Fernando Park Infiltration Project*, the *Calles Verdes* and *Carlisle Green Alley* storm water capture projects, the *Pacoima Wash Bike Path*, and a Citywide goal to increase tree canopy coverage by 33% by 2027, San Fernando is actively engaged in ensuring the community is resilient in the face of climate change. The City will track and take positions on federal and state proposed legislation that impacts these projects as well as those that affect their climate resilience and environmental justice goals.

*The City Supports:*

1. Legislation that supports efforts or provides funding to reduce greenhouse gas emissions, improve air quality, and mitigate the impacts of climate change, including investments in renewable energy and sustainable transportation.
2. Legislation that provides funding for electrification initiatives and the associated infrastructure (i.e. electric charging stations).
3. Legislation, regulatory proposals, or grant opportunities for local governments that provide funding for developing or enhancing alternative fueling stations for vehicles.
4. Financial incentives for renewable energy, such as the Clean Renewable Energy Bond (CREB) program.
5. Changes to the Water Infrastructure Finance and Innovation Act (WIFIA) program to provide assistance toward 100% of the cost of a project. In addition, the City is supportive of the WIFIA program for local and regional water supply projects that help protect against drought related shortages or supply interruptions.

6. Legislation that would provide resources to address severe western drought conditions, supports safe drinking water, and increases funding for non-potable water infrastructure and storage.
7. Funding to implement local strategies will help create more resilient forests, improve wildfire mitigation, and help provide communities with clean, reliable water.
8. Legislation aimed at reducing disposable products and packaging, including product and disposal bans for environmentally problematic materials. Legislation that does not overly burden municipalities with data capture, reporting, and enforcement, which does include reasonable phase out periods is ideal.
9. Legislation that would reform Proposition 218 and enhance the ability of public water agencies to finance storm water and recycled water infrastructure, provide flexibility for the establishment of conservation-based tiered rate structures, prevent cost shifts from one customer group to another, and allow public agencies - at their discretion, to implement lifeline water rates for low-income households.
10. Legislation and regulation that promotes responsible groundwater and surface water management.

*The City Opposes:*

1. Green House Gas (GHG) emissions reduction legislation that adds financial risk, creates regulatory uncertainty, impacts participation in the Cap and Trade Program, penalizes early voluntary action, or reduces the allocation of Low Carbon Fuel Standard credits.
2. RPS or GHG reduction targets that adversely impacts electric reliability, including any prohibitions on using natural gas-fired generation as necessary to mitigate electric transmission and distribution system constraints. Targets must be practical so that utilities are able to protect both ratepayer funds and public safety while encouraging environmental protection.
3. Air quality legislation that restricts the land use authority of cities.
4. Legislation that would preempt local land use authority over solid waste facilities, would restrict the ability of a city to issue a land use permit for a solid waste facility or would restrict the ability of a city to condition such facilities through conditional use permit process.

## **5. Enhance Public Transportation to Move San Fernando**

### ***Transportation and Infrastructure Investment***

With the East San Fernando Valley Regional Light Rail and Metrolink track expansion projects on the horizon, public transportation options for San Fernando residents will continue to increase over the next decade. The San Fernando Trolley and Mission City Transit currently provide free/affordable services for residents and visitors to move around the City, and the Trails Network is in place to diversify residents modes of transportation to meet intersecting climate and transportation goals. The City will track and take positions on legislation that impact these projects, while also ensuring that all transportation projects do not negatively affect the daily lives of San Fernando residents.

*The City Supports:*

1. Legislation that increases affordable public transit.
2. Legislation that provides incentives for the development of local transportation corridors.
3. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining transportation service program funds for employee benefits or for specific Metropolitan Transportation Authority (MTA) transportation programs and passenger rail service.
4. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining and upgrading major thoroughfares in the City.
5. Legislation that increases funding for transportation infrastructure projects, including road maintenance, public transit expansion, and active transportation infrastructure.
6. Legislation that supports initiatives to reduce traffic congestion, improve mobility options, and enhance connectivity within our city and with neighboring communities.
7. Legislation that provides funding for infrastructure investments that prioritize safety, accessibility, and sustainability, promoting multimodal transportation solutions for all residents.
8. Legislation and funding that supports the expansion of the City's bike and pedestrian network, including implementation of the City's Safe and Active Streets Plan.

*The City Opposes:*

1. Failing to account for safety, parking impacts, local traffic impacts, and economic and social justice concerns when regional transportation projects are planned within the City.

## **6. Build Resilient and Reliable Infrastructure**

***Infrastructure***

Investing in infrastructure improvements is an investment in our residents' safety and quality of life. The City will track and take positions on federal and state proposed legislation that impacts their ability to build resilient and reliable infrastructure.

*The City Supports:*

1. Legislation that allocates additional state funding for the upgrade, replacement, and construction of needed infrastructure at the state and local level.
2. Legislation and direct grant funding to local governments for a federal investment in transportation, water resources, housing, and community development.
3. Legislation to develop infrastructure for local performing art centers, libraries, parks, and recreational facilities.
4. Legislation, programs, and funding to close the digital divide and maximize access to broadband and 5G technologies.

*The City Opposes:*

1. Legislation that limits or eliminates local discretionary review of the installation of small cell wireless equipment or any wireless technology facilities on public infrastructure or in the public right of way.
2. Regulatory efforts by Congress or the Federal Communications Commission to erode, limit, or eliminate local government authority regarding siting of cellular communications towers, transmission sites, or other infrastructure.

## 7. Forge Financial Strength and Stability

### ***Budget and Municipal Finance***

Financial sustainability is dependent on consistent sources of revenue and balanced financial management practices. The City will track and take positions on federal and state legislation that impacts local control of financial revenue sources and decision-making.

#### *The City Supports:*

1. Legislation or ballot measures that prevent the State from redirecting local government funds (i.e. local taxes, sales tax, property taxes, etc).
2. Legislation that promotes increased flexibility for the utilization of municipally generated revenues.
3. Legislation that changes the allocation of sales tax for online purchases from the County pool and reallocates it to the city where the purchase is made.
4. Direct fiscal assistance to local governments of all population sizes to address the loss of revenue from declared states of emergency or natural disasters.
5. Legislation that would restore the tax break for advanced refunding bonds.
6. Legislation to allow local governments to collect sales taxes on remote sales, such as online and catalog purchases based on the delivery address.
7. Legislation, regulatory proposals, or administrative actions to assure timely reimbursements of mandated reimbursements owed to the City of San Fernando by the State of California.
8. Legislation that maintains or enhances the City's ability to keep and protect existing state and local funding sources providing revenues to the City of San Fernando.

#### *The City Opposes:*

1. Legislation or initiatives that would undermine voter-approved initiatives to guarantee ongoing revenue sources for local governments.
2. Legislation that undermines and preempts local authority over local taxes and fees.
3. Efforts to eliminate, or cap, the tax-exempt status of municipal bonds as a tool for local governments to finance large capital projects.
4. Legislation that imposes limits on governmental deferred compensation plans.
5. Legislation that limits local authority by prohibiting state and local taxes and fees in areas such as wireless services, video services (including but not limited to, internet protocol ("IPP") enabled, streaming, and over-the-top services), and the sale of digital goods.

## 8. Emergency Preparedness: Supporting the Community

### *Emergencies and Natural Disasters*

The City will track and take positions on federal and state proposed legislation that impacts local governments' emergency preparedness capabilities. **Specifically, staff will closely monitor legislation at the State and Federal levels pertaining to emergency response funding that relate to the 2025 Windstorm and Fire event, as well as measures that proactively work towards enhancing the community's preparedness for future disasters.**

### *The City Supports:*

1. Legislation that directs fiscal assistance to local governments of all population sizes to address the catastrophic loss of revenue resulting from declared emergencies or natural disasters.
2. Legislation that directs fiscal assistance to publicly owned utilities to credit delinquent utility bills for their customers.
3. Legislation that encourages disaster preparedness and emergency planning, including funding to develop a permanent Emergency Operations Center (EOC) to further emergency management preparedness efforts. Seek direct and flexible funding to localities to sustain core services and provide community recovery programs while responding to public health emergencies and natural disasters.
4. Legislation that helps fund emergency management training as well as equipment and technology purchases necessary for day-to-day operations, disaster planning and operation of a fully capable Emergency Operations Center.
5. Legislation that increases the Fire Department's ability to provide Emergency Medical Services; fire suppression and rescue services; hazardous material spill mitigation; fire prevention; arson investigation; and public education.
6. Legislation and regulation that contributes to increasing the seismic safety of buildings including seismic retrofit, retrofit funding, or higher levels of structural resilience of buildings.
7. Legislation that encourages disaster preparedness and emergency planning, including funding opportunities for emergency operations centers, emergency management training and facilities, backup generators, fire safety equipment and maintenance inspections, vegetation management, and increased staffing needs.

**City of San Fernando 2025 Appropriation Requests**

Project	Purpose	Request Amount	Previously Requested?	Federal or State Request
<b>High Priority *</b>				
Citywide Advanced Metering Infrastructure (AMI)	Collect frequent and accurate water usage data to improve billing, leak detection, and water resource management.	\$5,500,000	Yes	Federal
Pedestrian Gates and Railroad Crossing Improvements	Improve pedestrian safety at four at-grade railroad crossings for pedestrians.	\$7,000,000	Yes	Federal and State
Recreation Park Kitchen Remodel	Work with a local organization that teaches cooking and to prepare hot meals for the community to address food security.	\$2,500,000	Yes	State
Regional Emergency Operations Center and Resiliency Hubs	Support the community during natural disasters through upgrades to emergency operating center supplies and facilities.	\$4,216,500	Yes	Federal and State
<b>Medium Priority **</b>				
Develop New L.A. County Library	Purchase and develop a new L.A. County Library.	\$10,000,000	Yes	State
Glenoaks Bridge Replacement	Replace the Glenoaks bridge over the Pacoima Wash which has been inspected and recommended for replacement.	\$12,600,000	Yes	Federal and State
New Water Reservoir	Construction of a new 2 million gallon water reservoir on land owned by the City to increase water storage capacity by 22% and ensure water resiliency for all residents.	\$22,000,000	Yes	Federal and State
Trolley Electrification	Purchase a new fleet of fully-electric trolleys or convert existing diesel trolleys to electric to support local, sustainable transportation options.	\$3,360,000	Yes	Federal and State

**Total Requested: \$67,176,500**

**\*High Priority** - These priorities are typically direct requests to the City's elected officials at the State and/or Federal level. These projects include key functions that are specifically relevant to San Fernando and the unique needs of the community.

**\*\*Medium Priority** - These priorities are typically related to common grant opportunities that are made widely available at the State and/or Federal levels. The City will seek support from San Fernando's State and Federal elected officials to promote grant or funding applications on initiatives related to these projects.

**RESOLUTION NO. 8213**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,  
CALIFORNIA, AUTHORIZING THE ADOPTION OF THE CITY OF SAN  
FERNANDO'S LEGISLATIVE ADVOCACY POLICY**

**WHEREAS**, in the California legislature, between 1,900 and 2,500 bills are introduced each year.<sup>1</sup> In 2022, 2,020 bills were introduced and, Governor Gavin Newsom signed 997 bills into law;<sup>2</sup> and

**WHEREAS**, the City of San Fernando ("City") seeks to effectively advocate on behalf of its residents through a formal, streamlined process to meet the speed and frequency of state and federal legislative action; and

**WHEREAS**, the San Fernando City Council ("City Council") instructs the City Staff ("Staff") on policy matters; and

**WHEREAS**, the City Council wishes to adopt the Legislative Advocacy Policy formalizing and streamlining the legislative advocacy procedures; and

**WHEREAS**, the Legislative Advocacy Policy will include an attachment exhibit of the San Fernando Legislative Platform; and

**WHEREAS**, the City Council wishes to authorize City Staff to engage in legislative advocacy in accordance with the San Fernando Legislative Platform without requiring affirmative City Council approval each time; and

**WHEREAS**, the Legislative Platform may be updated by City Staff and approved by the City Council on an annual basis; and

**WHEREAS**, an affirmative vote of a majority of City Council will be necessary to determine the City's official position if the City Council and/or Staff are unclear on the City's position in relation to the Legislative Platform.

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<sup>1</sup> Micheli, Chris. "How Many Bills Historically Get Introduced in the California Legislature?" California Globe, September 29, 2022. <https://californiaglobe.com/articles/how-many-bills-historically-get-introduced-in-the-california-legislature/>.

<sup>2</sup> California, State of. "Bills, Bills, Bills." California Governor, October 3, 2022. <https://www.gov.ca.gov/2022/10/02/bills-bills-bills/#:~:text=SACRAMENTO%20%E2%80%93%20Governor%20Gavin%20Newsom%20just,signing%20997%20bills%20into%20law.>

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

**SECTION 1.** The City Council finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

**SECTION 2. Environmental Review.** The City Council hereby finds that the adoption of the City of San Fernando Legislative Advocacy Policy is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), “Common Sense Exemption,” because it can be seen with certainty that there is no possibility that the adoption of this Plan, in and of itself, may have a significant effect on the environment.

**SECTION 3. Findings.** The City Council, as consideration of the Legislative Advocacy Policy, as recommended by City staff and reports thereof, makes the following findings:

- a. The proposed Legislative Advocacy Policy and Legislative Platform will help expedite the City of San Fernando’s current process to support or oppose local, state, and federal legislation without requiring City Council review and approval each time.
- b. The Legislative Platform may be updated by City Staff and approved by the City Council on an annual basis.

**SECTION 4.** Adopt the Legislative Advocacy Policy (Exhibit “A”).

**SECTION 5.** Approve the City of San Fernando 2023 Legislative Advocacy Platform (Exhibit “B”).

**SECTION 6.** Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project; and

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

**PASSED, APPROVED, AND ADOPTED THIS 21<sup>st</sup> day of February, 2023.**

DocuSigned by:  
*Celeste Rodriguez*  
 1802A32830E7406...  
 Celeste T. Rodriguez, Mayor of the City of  
 San Fernando, California

**ATTEST:**

DocuSigned by:  
*Julia Fritz*  
 E4162E636E934B3...  
 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. 8213 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 February, 2023, by the following vote of the City Council:

**AYES:** Solorio, Fajardo, Montañez, Mendoza, Rodriguez - 5

**NAYS:** None

**ABSENT:** None

**ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 6th day of March, 2023.

DocuSigned by:  
*Julia Fritz*  
E4162E636E934B3...  
\_\_\_\_\_  
Julia Fritz, City Clerk

**POLICY/PROCEDURE**

SUBJECT	ISSUANCE	
Legislative Advocacy Policy	ORIGINAL DATE 2/21/2023	EFFECTIVE 2/21/2023
	CURRENT DATE	EFFECTIVE
CATEGORY	POLICY NO.	SUPERSEDES
City Council Policy	CC-02212023	

**MANAGEMENT POLICY/PROCEDURES**

**SECTION I. PURPOSE**

To establish guidelines and standards regarding utilizing City resources to provide the City’s position on proposed legislation to Federal, State, and Local elected officials. The Legislative Platform identifies the City’s broad advocacy positions on issues and legislation. They are short-term in nature, typically speak to current issues, and support the Council and staff on intergovernmental matters. They are a component of the City Council Policies, which provide guidelines for City action in all areas of City business. City business is defined as all matters directly related to service delivery, or otherwise contributing to the City’s operational success.

**SECTION II. STATEMENT OF POLICY**

Each year the City Manager shall present a draft Legislative Platform to City Council. Once approved, these positions become the official City advocacy position on pending legislation.

The Legislative Platform is utilized by Councilmembers and staff throughout the year to determine City positions on legislation and intergovernmental issues and minimizes the need for staff to request direction from Council on legislation and issues as they arise. The Legislative Advocacy Policy should not duplicate policies already cited in other Council Policy documents, i.e. the Council Policy Manual, General Plan, Municipal Code, etc.

Throughout the year, staff monitors and researches pending legislation to identify bills that could significantly impact San Fernando. Research actions range from web site research to contacting legislative analysts in government offices and city associations. Staff may conduct advocacy should issues arise throughout the year that significantly impact the City, and if Council positions have previously been established by the Legislative Platform.

To consolidate documents, underscore important issues, and focus the City’s limited advocacy resources, the Legislative Advocacy Policy includes the City’s annual Legislative Platform. Following annual Council approval, the current year’s Legislative Platform will provide the substantive basis through City Council and City staff engage in legislative advocacy.

The City Manager shall monitor the provisions of the Legislative Platform within the City Manager’s responsibilities outlined in the Municipal Code. Disagreement in interpretation of how proposed legislation either aligns or does not align with the Legislative Platform shall be resolved by the City Council. The City Manager may institute administrative policy to implement this policy if necessary. At the time a new

Councilmember is seated, the City Manager should review this policy and the Legislative Platform with him/her. Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

**SECTION III. PROCEDURES**

**A. City Council to City Manager:**

1. A City Council member notifies the City Manager that a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, conflicts or aligns with the Legislative Platform.
2. The City Manager and the relevant City Department Head(s) review the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.
  - b. If no, or if the City's position is unclear, then the City Manager will recommend (via electronic notification) the Councilmember request to discuss the legislation, via the City Council agenda process, in order to adopt a position. If adopted, the vote will also include the next steps to perform legislative advocacy.

**B. City Staff to City Manager:**

1. A City Staff member(s) notifies the City Manager that a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, conflicts or aligns with the Legislative Platform.
2. The City Manager reviews the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.

- b. If no, or if the City's position is unclear, the staff member will write a report to discuss during the next possible City Council meeting, and then the City Council will vote to adopt or deny the position. If adopted, the vote will also include the next steps to perform legislative advocacy.

C. City Partners to City Councilmember or City Manager:

The City of San Fernando is a member of a number of organizations that monitor legislation including, but not limited to, the League of California Cities, the Independent Cities Association, and the California Contract Cities Association. These organizations, as well as other coalitions aligned with the City's legislative priorities, inform Councilmembers and City Staff of opportunities to take formal positions on proposed legislation.

1. A City Partner notifies a City Council member or City Staff member of a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, that conflicts or aligns with the Legislative Platform.
2. If the City Council member is contacted by a City Partner, they notify the City Manager pursuant to the City Council to City Manager section above.
3. The City Manager and relevant Department Director(s) review the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.
  - b. If no, or if the City's position is unclear, the staff member will write a report to discuss during the next possible City Council meeting, and then the City Council will vote to adopt or deny the position. If adopted, the vote will also include the next steps to perform legislative advocacy.

D. Councilmember Individual Advocacy:

City Councilmembers may individually advocate on behalf of themselves regarding legislation impacting the City. If a City Councilmember chooses to engage in legislative advocacy on behalf of themselves, then they shall electronically notify the City Manager.

E. Legislative Advocacy Quarterly Summary:

The City Manager shall send a "Legislative Advocacy Quarterly Summary" to the City Council at the end of each quarter. The "Legislative Advocacy Quarterly Summary" is a compilation of the legislative advocacy work in the prior 3 months, and may be included in regular quarterly reports by the City Manager. The Summary will include:

1. A brief description of the letters sent, which includes date and purpose of advocacy.
2. The dates of phone calls with elected representatives and regulatory agencies if applicable.
3. The specific legislation discussed.

**SECTION IV. DEFINITIONS**

**A. Legislative Advocacy –**

1. Writing letters or making phone calls to elected county, state, and federal representatives, or regulatory agencies, in support or opposition to a proposed legislation or rule.
2. Adopting resolutions with the City’s position.

**B. Legislative Advocacy Quarterly Summary – A compilation of the City’s legislative advocacy work during the previous quarter.**

**C. City Partner – Organizations and coalitions that the City is a member of, or may or may not choose to join.**

**D. Legislative Platform – A document including the state and federal policy positions of the City, which is evaluated on an annual basis and must be approved by the City Council.**

**SECTION V. LEGISLATIVE PLATFORM**

The City of San Fernando’s Legislative Platform will be established annually by City Staff and reviewed by City Council.

The City Council reviews and adopts the Legislative Platform, which forms the basis for legislative advocacy activities engaged in by City Council Members and City Staff.

The Legislative Platform is informed by the City’s Strategic Goals, City Partner advocacy priorities, and neighboring cities positions.

**SECTION VI. AUTHORITY**

Policy adopted by the City Council on February 21, 2023, by order of City Council Resolution No. 8213



# City of San Fernando

## 2023 Legislative Platform

*In accordance with City Council Legislative Advocacy Policy No. CC-02212023  
Revised February 2023*

### **Guiding Principles**

#### **1. Preserve Local Funding**

The City supports the protection of existing state and local funding sources and the authorities that provide revenues to the City of San Fernando. Such areas include the protection of state-shared revenues, assets of the former redevelopment agency, development impact fees, and the ability to collect compensation for the use of the public right-of-way or City-owned facilities. The City opposes any new mandates that are unfunded and/or inadequately funded.

At the federal level, the City supports the preservation and enhancement of federal assistance to local governments. This includes increasing federal funding for domestic discretionary programs that support residents in San Fernando.

#### **2. Preserve Local Authority**

The City supports local decision-making authority and opposes preemption of local control. Cities are voluntarily created by the residents of a community to provide local self-government and to make decisions at a local level to best meet the needs of the community. Each community has unique needs and characteristics that are best met by policies set by its local governing body. The City supports efforts that help municipalities maintain local control for reasonable development standards of land use regulation for housing, including accessory dwelling units and single family-zoned properties.

At the Federal level, the City opposes efforts to limit the ability of local governments to address matters such as the imposition of taxes and fees, enforcement of zoning and land use regulations, or the ability to ensure the safety of our residents.



## **City Strategic Goals and Legislative Platform**

The City of San Fernando's 2022- 2027 Strategic Goals help frame the City's Legislative Platform, as follows:

- 1. Focus On Community First**
  - a. *Public Safety*
  - b. *Libraries, Parks, and Open Space*
  - c. *Public Health*
- 2. Cultivating A Stronger Local Economy**
  - a. *Economic Development*
- 3. Preserve Beautiful Homes And Neighborhoods**
  - a. *Housing*
- 4. Strengthen Climate Resilience And Environmental Justice**
  - a. *Climate Resilience and Environmental Justice*
- 5. Enhance Public Transportation To Move San Fernando**
  - a. *Public Transportation*
- 6. Build Resilient And Reliable Infrastructure**
  - a. *Infrastructure*
- 7. Forge Financial Strength And Stability**
  - a. *Budget and Municipal Finance*
- 8. Emergency Preparedness: Supporting The Community**
  - a. *Emergencies and Natural Disasters*

### **1. Focus On Community First**

#### ***Public Safety***

The safety of San Fernando residents is the City's highest priority. The City will track and take positions on federal and state legislation that impacts law enforcement, disaster preparedness training and safety.

#### ***The City Supports:***

1. Legislation and funding to improve the safety, security, and quality of life for all San Fernando residents, businesses and visitors.
2. Reasonable criminal justice reform measures that are inclusive of concerns from prosecutors, victims' rights groups, and law enforcement agencies and do not hinder law enforcement's ability to protect the community.
3. Legislation that helps reduce recidivism, help rehabilitate recidivist offenders, and expand funding for these efforts.
4. Legislation that would take advantage of the latest technology to prevent and resolve crimes, such as the ability to use surveillance cameras, automatic license plate recognition, and DNA testing.

5. Legislation that provides local jurisdictions greater flexibility to set enforceable speed limits.
6. Legislation and funding to reduce and prevent gun violence, crimes, drug use, and gang violence, and to promote public outreach and intervention programs that specifically divert juveniles from the criminal justice system.
7. Legislation that would increase federal resources for law enforcement recruiting efforts, training particularly, as it relates to de-escalation and proportional use of force, and maintenance of body-worn camera programs.
8. Legislation that prevents and reduces crime by assisting and providing supportive services for individuals in need, and holding those accountable for crimes committed.
9. Legislation that ensures public safety through the assistance and rehabilitation of individuals challenged with mental illness and/or substance abuse, and resources for these efforts to increase awareness, public education, and training opportunities.

### ***Libraries, Parks, and Open Space***

The seven San Fernando park facilities and County-operated Public Library are crucial aspects of the community. They allow residents to learn, connect, and play, while strengthening the bonds among residents. The City will track and take positions on legislation in order to maintain and enhance the quality of parks, open spaces, and the public library.

#### ***The City Supports:***

1. Legislation that provides funding for rehabilitation, development, and capital improvements of local parks, libraries, and community facilities.
2. Legislation that preserves and protects open space.
3. Legislation and funding that aim to support the development and maintenance of parks and green space.
4. Legislation and administrative actions that protect the ability for a local government to preserve open space in and around a local government's jurisdiction.
5. Full funding of the state's obligation to support local public libraries pursuant to existing formulas established in the state's education code.

### ***Public Health***

With the creation of the *Healthy San Fernando* initiative in 2014, the City revamped its efforts to support the health of its residents. The successful "100 Citizens Outdoor Adult & Senior Fitness Program" facilitated conversations about healthy eating, and offered spinning, yoga, and pilates classes, among other programming, for community members. Improving the health of residents through citywide programming, increased funding in public health institutions, and more equitable access to the health care system, will frame the positions the City takes on federal and state legislation throughout 2023.

#### ***The City Supports:***

1. Legislation that creates options and opportunities for access to affordable healthcare.
2. Legislation that protects the rights of diverse populations, the LGBTQ+ community, and of women (including reproductive rights), to support improved health outcomes.



3. Legislation and local funding opportunities to increase access to subsidized meal programs for older adults and youth.
4. Legislation that helps foster independence, well-being, and access to resources for older adults.
5. Legislation which provides state and federal funding opportunities to increase access to childcare for the community.
6. Legislation to improve access to programs and services for mental and behavioral health.
7. Legislation that aims to identify and resolve the effects of institutional racism that drive health inequities in the population.
8. Legislation to improve health coverage in a comprehensive manner provided adequate funding and cost controls are in place.
9. Legislation and local funding opportunities to increase access to subsidized meal programs for older adults and youth.

## 2. Cultivating a Stronger Local Economy

### *Economic Development*

San Fernando's downtown business corridor and rich cultural history provide a strong foundation for sustained economic development and prosperity. With nine new businesses including restaurants, auto shops, a shipping store opening in 2022, and a Target set to open in the summer of 2023, we must leverage this momentum to bring in more businesses, create more jobs, and strengthen our local economy. The City will track and take positions on federal and state legislation that impacts our workforce and business community.

#### *The City Supports:*

1. Legislation that would provide State or Federal aid and assistance in the development of local and regional economies.
2. Legislation that would provide local officials more discretion in the use of State and Federal funds.
3. Legislation that would eliminate the matching dollar requirements for economic development state grants.
4. Legislation that enacts and expands state tax incentives that assist City economic development and community revitalization efforts.
5. Legislation that would increase opportunities for environmentally beneficial jobs.
6. Legislation that authorizes a local agency the authority to regulate the delivery of cannabis or cannabis products within its jurisdictional boundaries.

#### *The City Opposes:*

1. Legislation or regulatory action that seeks to limit or eliminate municipal authority to regulate or ban commercial growing, processing, licensing, sale, or transport of cannabis or cannabis products for recreational or medical use.

## 3. Preserving Beautiful Homes and Neighborhoods

### ***Housing***

The City of San Fernando has taken measures to preserve the safety and beauty of our residential areas and create housing opportunities for low-income residents. As the City prepares to develop home rehabilitation programs, maintaining property standards, historic homes, and local control of planning and zoning will further strengthen San Fernando's charm and growth. The City will track and take positions on legislation that impacts local control of housing, planning, and zoning.

#### ***The City Supports:***

1. Legislation and programs that provide funding and housing assistance programs at all income levels, including extremely-low and very-low income households.
2. Legislation and programs that assist the public and private sectors in funding workforce housing.
3. Legislation to streamline historic preservation regulations and procedures for the designation of properties as historic resources.
4. Legislation that protects property ownership and prioritizes small property owners over institutional investors.
5. Legislation that provides support services and housing services to seniors and disabled residents.
6. Legislation that changes the current State Density Bonus law to restore local control.
7. Legislation that provides additional resources for the development of affordable housing programs and/or expand code enforcement programs to protect existing housing stock.
8. Changes to state law that recognizes the production and protection of all housing types in the City for the State's RHNA purposes.
9. Legislation and grant opportunities that preserve or increase funding for the Community Development Block Grant (CDBG) program and HOME Investment Partnerships Program.
10. Legislation that authorizes funding to assist local agencies in the development of affordable housing.
11. Legislation, regulatory, or administrative efforts that provide additional authority or funding for municipalities to address homeless issues within their communities.
12. Legislation that ensures state and regional initiatives to address homelessness and mental health crisis care, as well as grant programs that provide direct funding to cities to implement local strategies.

#### ***The City Opposes:***

1. Legislation and regulations that preempt local governments' land use authority.
2. Legislation that removes local control, allows for irresponsible housing development in San Fernando, and interferes with protection of residential neighborhoods.
3. Legislation that reduces administrative fees for housing assistance to non-income earning clients (seniors and the disabled).

4. Legislation that creates inefficient processes or other obstacles to the provision of homeless services, as well as any new legislation that would abridge or limit local regulatory mechanisms designed to increase affordable housing production (e.g., inclusionary housing programs).
5. Legislation that proposes to convert the Regional Housing Need Assessment (RHNA) from a planning process to a production standard.
6. Legislation that seeks to circumvent local control and local circumstances when addressing homelessness.

## 4. Strengthen Climate Resilience and Environmental Justice

### *Climate Resilience and Environmental Justice*

With the development of the *San Fernando Park Infiltration Project*, the *Calles Verdes* storm water capture project, the Pacoima Wash Bike Path, and a Citywide goal to increase tree canopy coverage by 33% by 2027, San Fernando is actively engaged in ensuring the community is resilient in the face of climate change. These efforts are in conjunction with the City's installation of five electric vehicle charging stations and one compressed natural gas station. The City will track and take positions on federal and state proposed legislation that impacts these projects as well as those that affect their climate resilience and environmental justice goals.

### *The City Supports:*

1. Legislation that prioritizes the environment and balances the needs of the community.
2. Legislative efforts to increase climate resilience and adaptation funding for impacted communities like San Fernando.
3. Legislation that provides funding for electrification initiatives (i.e. electric charging stations).
4. Initiatives that avoid duplicative climate policies and are designed to lower greenhouse gas emissions, while urging consideration of technical feasibility, costs to ratepayers, as well as the time that it will take utilities to come into compliance with proposed initiatives.
5. Initiatives to reduce greenhouse gas emissions from the transportation sector through increased incentives for electric vehicles and funding for associated infrastructure.
6. Financial incentives for renewable energy, such as the Clean Renewable Energy Bond (CREB) program.
7. Changes to the Water Infrastructure Finance and Innovation Act (WIFIA) program to provide assistance toward 100% of the cost of a project. In addition, the City is supportive of the WIFIA program for local and regional water supply projects that help protect against drought related shortages or supply interruptions.
8. Legislation that would provide resources to address severe western drought conditions, including increased funding for non-potable water infrastructure and storage.
9. Legislation that would provide funding to improve California's headwaters, which provide flow to surface and groundwater supplies, and are critical to sustain local watersheds. Funding to implement local strategies will help create more resilient forests, improve wildfire mitigation, and help provide communities with clean, reliable water.

10. Legislation that improves air quality.
11. Legislation that ensures and conserves safe drinking water.
12. Legislation aimed at standardizing the resin code labeling on plastic packaging to make it easier to locate on the item and easier for the consumer to read.
13. Legislation aimed at reducing disposable products and packaging, including product and disposal bans for environmentally problematic materials. Legislation that does not overly burden municipalities with data capture, reporting, and enforcement, which does include reasonable phase out periods is ideal.
14. Legislation that would reform Proposition 218 and enhance the ability of public water agencies to finance storm water and recycled water infrastructure, provide flexibility for the establishment of conservation-based tiered rate structures, prevent cost shifts from one customer group to another, and allow public agencies - at their discretion, to implement lifeline water rates for low-income households.
15. Legislation that would maximize efficient water use and reduce water waste in California while reflecting local conditions, demand hardening, and historic conservation efforts.
16. Legislation and regulation that promotes responsible groundwater and surface water management.
17. Legislation that revises water quality testing standards based on scientific data as well as legislative and regulatory activities that will help ensure a fair and balanced compliance and enforcement structure for potable and related water discharges.
18. Legislation, regulatory proposals, or grant opportunities for local governments that provide funding for developing or enhancing alternative fueling stations for vehicles.

*The City Opposes:*

1. Green House Gas emissions reduction legislation that adds financial risk, creates regulatory uncertainty, impacts participation in the Cap and Trade Program, penalizes early voluntary action, or reduces the allocation of Low Carbon Fuel Standard credits.
2. Renewable Portfolio Standard (RPS) legislation that extends California Energy Commission ("CEC") jurisdiction over Publicly Owned Utilities ("POU"). Local elected governing bodies, such as the City Council, are best positioned to determine the appropriate means for local utilities to achieve GHG reductions.
3. RPS or GHG reduction targets that adversely impacts electric reliability, including any prohibitions on using natural gas-fired generation as necessary to mitigate electric transmission and distribution system constraints. Targets must be practical so that utilities are able to protect both ratepayer funds and public safety while encouraging environmental protection.
4. Air quality legislation that restricts the land use authority of cities.
5. Legislation redirected the funds authorized by Health and Safety Code Section 44223, which are currently used by local governments for locally based air quality programs.
6. Legislation that would preempt local land use authority over solid waste facilities, would restrict the ability of a city to issue a land use permit for a solid waste facility or would restrict the ability of a city to condition such facilities through conditional use permit process.

## 5. Enhance Public Transportation to Move San Fernando

### *Public Transportation*

With the East San Fernando Valley Regional Light Rail and Metrolink track expansion projects on the horizon, public transportation options for San Fernando residents will continue to increase over the next decade. The San Fernando Trolley and Mission City Transit currently provide affordable services for residents and visitors to move around the City, and the Trails Network is in place to diversify residents modes of transportation to meet intersecting climate and transportation goals. The City will track and take positions on legislation that impact these projects, while also ensuring that all transportation projects do not negatively affect the daily lives of San Fernando residents.

### *The City Supports:*

1. Legislation that increases affordable public transit.
2. Legislation that provides incentives for the development of local transportation corridors.
3. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining transportation service program funds for employee benefits or for specific Metropolitan Transportation Authority (MTA) transportation programs and passenger rail service.
4. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining and upgrading major thoroughfares in the City.

### *The City Opposes:*

1. Failing to account for safety, parking impacts, local traffic impacts, and economic and social justice concerns when regional transportation projects are planned within the City.

## 6. Build Resilient and Reliable Infrastructure

### *Infrastructure*

Investing in infrastructure improvements is an investment in our residents' safety and quality of life. The City will track and take positions on federal and state proposed legislation that impacts their ability to build resilient and reliable infrastructure.

### *The City Supports:*

1. Legislation that allocates additional state funding for the upgrade, replacement, and construction of needed infrastructure at the state and local level.
2. Legislation and direct grant funding to local governments for a federal investment in transportation, water resources, housing, and community development.
3. Legislation to develop infrastructure for local performing art centers, parks, and recreational facilities.
4. Legislation, programs, and funding to close the digital divide and maximize access to broadband and 5G technologies.

*The City Opposes:*

1. Legislation that limits or eliminates local discretionary review of the installation of small cell wireless equipment or any wireless technology facilities on public infrastructure or in the public right of way.
2. Regulatory efforts by Congress or the Federal Communications Commission to erode, limit, or eliminate local government authority regarding siting of cellular communications towers, transmission sites, or other infrastructure.

## **7. Forge Financial Strength and Stability**

### ***Budget and Municipal Finance***

Financial sustainability is dependent on consistent sources of revenue and balanced financial management practices. The City will track and take positions on federal and state legislation that impacts local control of financial revenue sources and decision-making.

*The City Supports:*

1. Legislation or ballot measures that prevent the State from redirecting local government funds (i.e. local taxes, sales tax, property taxes, etc).
2. Legislation that promotes increased flexibility for the utilization of municipally generated revenues.
3. Legislation that changes the allocation of sales tax for online purchases from the County pool and reallocates it to the city where the purchase is made.
4. Direct fiscal assistance to local governments of all population sizes to address the loss of revenue from the COVID-19 pandemic and similar natural disasters.
5. Legislation that would restore the tax break for advanced refunding bonds.
6. Legislation to allow local governments to collect sales taxes on remote sales, such as online and catalog purchases based on the delivery address. California alone loses over \$4 billion annually in uncollected sales and use taxes on remote sales.
7. Legislation, regulatory proposals, or administrative actions to assure timely reimbursements of mandated reimbursements owed to the City of San Fernando by the State of California.
8. Legislation that maintains or enhances the City's ability to keep and protect existing state and local funding sources providing revenues to the City of San Fernando.

*The City Opposes:*

1. Legislation or initiatives that would undermine voter-approved initiatives to guarantee ongoing revenue sources for local governments.
2. Legislation that undermines and preempts local authority over local taxes and fees.
3. Efforts to eliminate, or cap, the tax-exempt status of municipal bonds, as it's a tool for local governments to finance large capital projects.
4. Legislation that imposes limits on governmental deferred compensation plans.

5. Legislation that limits local authority by prohibiting state and local taxes and fees in areas such as wireless services, video services (including but not limited to, internet protocol ("IPP") enabled, streaming, and over-the-top services), and the sale of digital goods.
6. Legislation that mandates participation in Social Security for local government employees covered by other retirement and/or pension systems.

## **8. Emergency Preparedness: Supporting the Community**

### ***Emergencies and Natural Disasters***

The City will track and take positions on federal and state proposed legislation that impacts local governments emergency preparedness capabilities.

#### ***The City Supports:***

1. Legislation that directs fiscal assistance to local governments of all population sizes to address the catastrophic loss of revenue resulting from the COVID-19 global pandemic and similar natural disasters.
2. Legislation that directs fiscal assistance to publicly owned utilities to credit delinquent utility bills for their customers.
3. Legislation that encourages disaster preparedness and emergency planning, including funding to develop a permanent Emergency Operations Center (EOC) to further emergency management preparedness efforts. Seek direct and flexible funding to localities to sustain core services and provide community recovery programs while responding to public health emergencies and natural disasters.
4. Legislation that helps fund emergency management training as well as equipment and technology purchases necessary for day-to-day operations, disaster planning and operation of a fully capable Emergency Operations Center.
5. Legislation that increases the Fire Department's ability to provide Emergency Medical Services; fire suppression and rescue services; hazardous material spill mitigation; fire prevention; arson investigation; and public education.
6. Legislation and regulation that contributes to increasing the seismic safety of buildings including seismic retrofit, retrofit funding, or higher levels of structural resilience of buildings.
7. Legislation that encourages disaster preparedness and emergency planning, including funding opportunities for emergency operations centers, emergency management training and facilities, backup generators, fire safety equipment and maintenance inspections, vegetation management, and increased staffing needs.





## MEMORANDUM

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** February 3, 2025

**Subject:** Summary of 2025 Legislative Advocacy & Funding Request Letters

### Legislative Activity

The following is a list of all legislative advocacy letters submitted in accordance with the City's Legislative Advocacy Policy and Platform in 2024:

- **Support** Expansion of the San Gabriel Mountains National Monument (Biden)
- **Oppose** Taxpayer Protection and Government Accountability Initiative
- **Support Assembly Bill (AB) 2502 (Rivas)** - Public Contracts – Emergency Authority to Construct Homeless Housing
- **Support AB 2485 (Carillo)** - Increasing Regional House Needs Allocation (RHNA) Transparency
- **Veto Senate Bill (SB) 450** - Limiting the ability of local governments to apply objective standards on a proposed SB 9 project (Newsom)
- **Veto AB 2243** - Limiting local control on certain affordable housing and mixed-use housing developments (Newsom)
- **Veto AB 3068** – Limiting local control on projects converting office space to residential or mixed-use housing (Newsom)
- **Veto SB 1211** – Mandating approval on certain detached accessory dwelling units (ADUs) on existing and proposed multifamily dwelling lots (Newsom)
- **Veto AB 1886** – Eliminating the right of cities to “self-certify” their housing element (Newsom)
- **Veto AB 1893** – Adding complexity and potential conflicts to existing state laws on “builder’s remedy” projects (Newsom)
- **Veto AB 2023** – Adding a 120-day period to the adoption process for amended housing elements (Newsom)
- **Veto SB 1037** – Removing the opportunity for Cities to take corrective action before a fine is administered for housing law violations (Newsom)

Additionally, the City submitted the following letters of support for funding requests with these community based organizations in 2024:

- San Fernando Community Hospital re: continued funding as federally qualified health center



## **SUMMARY OF 2025 LEGISLATIVE ADVOCACY & FUNDING REQUEST LETTERS**

Page 2 of 2

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- Home Again LA re: Grant Application for Mobile Resource Center
- Support LA County Park Rx Initiative Productivity Investment Fund Application
- Support Metropolitan Water District (MWD) Water Entergy Grant Request
- Support Southern California Association of Governments (SCAG) Regional Early Action Planning (REAP) Funding Reinstatement
- American Legion Post 176 request for funding improvements from Congressman Cardenas
- Request for Financial Assistance from MWD
- Support for the Center by Lendistry's Clean Energy Access Grant application
- Support for Fernandeno Tataviam Band of Mission Indians (FTBMI) grant application for Arts in California Parks grant
- Support for CSUN's pursuit of National Institutes of Health (NIH) funding for the Active and Creative San Fernando project

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
**By:** Erica Melton, Director of Finance/City Treasurer  
Sergio Ibarra, Personnel Manager

**Date:** February 3, 2025

**Subject:** Consideration to Adopt Resolutions Approving Title Changes for the Positions of Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8362 (Attachment "A") approving the job specifications for Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant (Exhibit "1", "2", "3" and "4" to Attachment "A");
- b. Adopt Resolution No. 8363 (Attachment "B") amending the Fiscal Year (FY) 2024-2025 Salary Resolution to reflect the revised position titles for the Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant; and
- c. Authorize the City Manager, or designee, to make non-substantive corrections and execute all related documents.

### BACKGROUND:

1. On July 1, 2024, the City Council adopted the FY 2024-2025 Budget which included the creation of an Administrative Services Department which oversees the City's Finance Division, Treasury, Human Resources & Risk Management, and Information Technology.
2. On July 1, 2024, the City Council approved the FY 2024-2025 Citywide Salary Plan and Table of Organization, which did not include the position title changes.

**Consideration to Adopt Resolutions Approving Title Changes for the Positions of Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant**

Page 2 of 3

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**ANALYSIS:**

A typical Administrative Services Department is responsible for managing the internal operations that support the efficient functioning of city government. This commonly includes overseeing finance, budgeting, human resources, risk management, information technology, and purchasing to ensure fiscal responsibility, compliance with policies, and effective workforce management. An Administrative Services Department plays a critical role in maintaining transparency, providing essential services to city employees, and ensuring the city’s financial health and operational efficiency.

During the Budget Study Session on May 13, 2024, the Finance Department presentation included the recommendation to authorize consolidating the Finance, Information Technology (IT), and Human Resources (HR) departments into a single entity, with clearly defined, but interrelated divisions. Restructuring was recommended with the aim to streamline operations, improve service delivery, and enhance cross-departmental collaboration. Under this reorganization, the department would then operate with the singular mission of providing and monitoring resources for internal support to the City. Forthcoming enhancements including migration to a new enterprise resource planning (ERP) software, further illustrated the need for more coordination of these divisions in the establishment of new internal systems deployment, training, and unified data management. The merging of HR, IT, and Finance under one (1) department enables the creation of more holistic solutions to organizational needs, improving overall service delivery.

At the July 1, 2024 City Council meeting, the City Council authorized the creation of an Administrative Services Department which would align all of the City’s inter-services provided to the various City Departments. With the creation of the Administrative Services Department, staff also recommended the rebranding of the City’s Personnel Division to reflect a more modern name of Human Resources & Risk Management. The FY 2024-2025 Adopted Budget reflects the revised department and position titles.

In order to finalize the creation of the Administrative Services Department, staff recommends formalizing the adoption of new titles to the following positions:

<b>CURRENT TITLE</b>	<b>PROPOSED NEW TITLE</b>
Director of Finance/City Treasurer	Director of Administrative Services
Personnel Manager	Human Resources & Risk Manager
Personnel Technician	Human Resources Technician
Personnel Assistant	Human Resources Assistant

**Consideration to Adopt Resolutions Approving Title Changes for the Positions of Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant**

Page 3 of 3

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**BUDGET IMPACT:**

There is no budget impact associated with adopting the proposed title changes to the job specifications of Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant. Funding for the positions are included in the FY 2024-2025 Adopted Budget.

**CONCLUSION:**

Staff recommends that the City Council approve the proposed title changes for the Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant.

**ATTACHMENTS:**

- A. Resolution No. 8362, including Job Specifications for:
  - Exhibit "1": Director of Administrative Services
  - Exhibit "2": Human Resources & Risk Manager
  - Exhibit "3": Human Resources Technician
  - Exhibit "4": Human Resources Assistant
- B. Resolution No. 8363

**RESOLUTION NO. 8362**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF RESOLUTION NO. 8362, AND CREATING THE JOB CLASSIFICATIONS OF DIRECTOR OF ADMINISTRATIVE SERVICES, HUMAN RESOURCES & RISK MANAGER, HUMAN RESOURCES TECHNICIAN, AND HUMAN RESOURCES ASSISTANT**

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

**SECTION 1:** That Resolution No. 4144, adopted on December 12, 1966, and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, covering important and essential duties, job-related and essential qualifications for the following position and classification attached Exhibit "1", Exhibit "2", Exhibit "3", and Exhibit "4":

**DIRECTOR OF ADMINISTRATIVE SERVICES  
HUMAN RESOURCES & RISK MANAGER  
HUMAN RESOURCES TECHNICIAN  
HUMAN RESOURCES ASSISTANT**

Resolution No. 8362 is hereby adopted and approved as the new official job classifications and definitions, prescribing important and essential duties, job-related and essential qualifications for the positions and classifications set forth above. Copies of Resolution No. 8362 are now on file in the office of the City Clerk. Said Resolution No. 8362 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

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

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of February 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. 8362, 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 3<sup>rd</sup> day of February 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 February, 2025.

---

Julia Fritz, City Clerk

## JOB SPECIFICATION

CLASS TITLE	ADOPTION	
DIRECTOR OF ADMINISTRATIVE SERVICES	RESOLUTION NO. <b>8362</b>	EFFECTIVE DATE
	FLSA DESIGNATION <b>EXEMPT</b>	EMPLOYMENT <b>AT-WILL</b>

### GENERAL PURPOSE

Under administrative direction of the City Manager, plans, organizes, integrates and directs the work of the Administrative Services Department; manages and directs the provision of financial analysis and budgeting, investment and treasury services, accounting, billing, rate and fee setting, contract administration and risk management; provides expertise and guidance to City management and the City Council on budgeting, financial resources and related matters to meet the City’s strategic goals and business objectives; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Director of Administrative Services is a single-incumbent position, responsible for policy development, program planning, fiscal management, administration and operation of the divisions of the Administrative Services Department. The incumbent directs comprehensive financial services for the City ~~and Redevelopment Successor Agency~~, including the issuance of financing vehicles, debt administration, grants administration and the management and investment of funds. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources. The Director of Administrative Services is appointed by and serves at the pleasure of the City Manager and, as part of the executive management team, directs the work of all staff and resources in the Administrative Services Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, organizes, directs, controls, integrates and evaluates the work of the Administrative Services Department; with management and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Directs and manages the performance of department staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
4. Directs and leads the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
5. Directs and performs the analysis, development, implementation and monitoring of monthly and annual financial statements and schedules including the City Comprehensive Annual Financial Report (CAFR), operating and capital budgets, and enterprise fund statements.
6. Designs and implements an automated and integrated financial accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures; reviews and audits the City's financial transactions and cash management activities.
7. Develops and reviews reports of findings, alternatives and recommendations involving a broad range of complex revenue, financing and financial management issues; makes presentations to the City Council, commissions, departments, business and community organizations and federal, state and local governmental bodies regarding financing and fiscal status; communicates policies or procedures and resolves issues involving policy direction.
8. Develops strategies and approaches for evaluating revenue alternatives; directs the development of and recommends proposed utility and sewer rates/charges and City fees for service; attends and participates in public meetings and rate hearings; oversees the implementation of new rates following City Council approval.
9. Assists and advises the City Manager ~~and City Treasurer~~ on financing and investment issues and alternatives related to special projects including large economic development projects, ~~City Redevelopment Successor Agency and Recognized Obligation Payment schedule~~; performs complex financial analyses and makes recommendations for deal structure and funding/financing options; develops strategies to minimize risk and financial exposure; manages City investment portfolios; ensures the identification, administration, payment, audit and compliance activities related to governmental and private grants.
10. Directs, supervises and oversees financial administration of City retirement programs; reviews, negotiates and implements benefits, investment and maintenance activities and related undertakings; serves as a member of the City's labor negotiation team and administers labor contracts after agreement is reached.
11. Directs, plans and coordinates technology system maintenance, upgrades and the installation, implementation and conversion to new applications and related hardware; recommends the selection of information technology maintenance contractors, hardware and software applications; administers

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- contracts and ensures conformance with contract terms and conditions.
12. Directs the department's policies and procedures development and implementation in compliance with federal, state and departmental rules and regulations; establishes and monitors administrative controls; directs audits of City financial records and reviews findings to ensure audit recommendations and financial controls are properly implemented.
  13. Meets with officials and citizens on departmental matters; performs a variety of community outreach duties; acts as a department spokesperson to the media and directs departmental public information efforts.
  14. Monitors and analyzes legal, technological and state procedural changes for impact on financial operations; recommends and implements any required financial operation changes; directs the revision and implementation of finance/accounting policies and procedures to comply with new legislation.
  15. Represents the City in negotiations and interactions with the City Council, governmental agencies, audit firms, regulators, professional organizations and labor unions; serves as the City's representative to industry groups.
  16. May serve as Deputy City Manager as assigned.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

1. Advanced governmental accounting theory, practices and financial statement preparation, as well as state and federal grants management and fund management.
2. Advanced principles, practices and techniques of grant development and administration including contract monitoring and financial/program reporting.
3. Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards and requirements applicable to public agencies.
4. Budgeting, internal control and audit principles and practices.
5. Principles, practices, laws and regulations governing the investment and management of public funds.
6. Federal, state and local laws, regulations and court decisions applicable to the financial administration of a public agency and payroll administration.
7. Administrative principles and methods including goal setting and long-range planning, program development and implementation, delegation and employee supervision.
8. Principles and practices of labor management relations, including negotiation, contract administration techniques and the development of labor contracts.

**MINIMUM QUALIFICATIONS**

9. Research methods and statistical analysis techniques.
10. Principles and practices of effective management and supervision with an organization-wide perspective.
11. Principles and practices of organization and culture change.
12. Principles and practices of sound business communications.
13. Safety policies and safe work practices applicable to the work.

**ABILITY TO:**

1. Plan and direct the activities of a finance department.
2. Direct the development and/or analysis of plans, contracts and financial reporting.
3. Evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the City's assets.
4. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
5. Select, motivate and evaluate staff and provide for their training and professional development.
6. Define issues, analyze problems and complex issues, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Develop and implement appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Represent the City effectively in dealings with other municipalities, community and business organizations, the media and the public.
11. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

**MINIMUM QUALIFICATIONS**

**EDUCATION, TRAINING AND EXPERIENCE:**

A typical way of obtaining the knowledge, skills and abilities outlined above is: Graduation from an accredited four-year college or university with a major in accounting, business or public administration or a closely related field, with at least five years of progressively responsible experience in performing complex financial, statistical and budgetary analyses, at least three of which were at a senior manager level in a municipality or governmental agency; or an equivalent combination of education, training and experience. A master's degree in business administration or public administration is preferred.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

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

License as a Certified Public Accountant, Certified Government Financial Manager or Certified Public Finance Officer is desirable.

**PHYSICAL AND MENTAL DEMANDS**

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

**PHYSICAL DEMANDS**

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

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**MENTAL DEMANDS**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

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



## JOB SPECIFICATION

CLASS TITLE	ADOPTION	
HUMAN RESOURCES & RISK MANAGER	RESOLUTION NO. <b>8362</b>	EFFECTIVE DATE
	FLSA DESIGNATION <b>EXEMPT</b>	

### GENERAL PURPOSE

Under direction, plans, organizes, integrates and directs the work of the Human Resources Division including recruitment and selection, classification and compensation, benefits, workers compensation, training and development, organizational planning, employee and labor relations, performance evaluation and related programs and services; provides expert professional assistance and guidance to the City Council, City Manager, department heads, and supervisors on complex human resources and employee relations policy and procedural issues; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Human Resources & Risk Manager is responsible for managing, directing and integrating human resources policies, procedures, programs and services for the City in order to attract and retain an efficient and effective workforce. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence.

This position typically reports to the City Manager and directs the work of employees in the Human Resources Division.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, organizes, controls, integrates and evaluates the work of the Human Resources Division ; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual division budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Manages the performance of division staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- oriented work environment that supports achieving the division's and the City's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
4. Participates in the formulation and implementation of division policies, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in division work processes.
  5. Manages, develops and implements Citywide human resources policies and procedures, employee handbooks and other materials; maintains records and personnel files; administers City equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs.
  6. Administers the City's position control system; reviews personnel requisitions to ensure accuracy and appropriate authorization; compiles vacancy reports for the City Manager and executive team and for the City budget process.
  7. Manages the development and implementation of employee recruitment plans, including outreach recruitment to obtain qualified candidates and selection strategies; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; conducts recruitment and selection activities.
  8. Oversees ongoing maintenance of City classification and compensation programs; recommends classification and salary changes based on studies and analyses; reviews and approves or prepares new or modified class specifications; supervises the conduct of special surveys and studies regarding compensation and other human resource management issues; provides classification, compensation and benefits information to other organizations.
  9. Manages administration of the City's benefits and retirement programs; conducts research, evaluates plan and cost alternatives and recommends benefits and retirement program changes; participates in negotiating benefits plan provisions and rates; manages and oversees the annual open enrollment process and health fair; oversees maintenance of employee benefits records; ensures the timely and accurate reconciliation of benefit provider invoices and the resolution of discrepancies in employee records and with Payroll.
  10. Advises, coaches and trains managers and supervisors on legal requirements and sound professional practices affecting a broad range of human resources processes including effective supervisory and employee relations principles and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and human resources issues; oversees administration of the City's performance evaluation programs.
  11. Manages the development, implementation and evaluation of City training and development programs; conducts training programs and oversees delivery of training by outside instructors and vendors.
  12. Oversees the development and implementation of policies related to accidents and work-related injury



### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

documentation and notification; ensures the development and administration of a comprehensive safety management program, including training, audits and investigations to ensure compliance with safety, health and environmental safety regulations and requirements; oversees processing of workers compensation claims; develops statistical reports and regulatory compliance reports for Cal/OSHA, the City Council and management.

13. Participates in administering the City's employee relations program and activities; monitors the employee relations environment, researches situations and initiates proactive resolution of developing issues; consults with and facilitates agreement on appropriate action by managers and supervisors on employee grievance and discipline issues; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues.
14. Performs a variety of analyses in support of labor negotiations; administers the provisions of labor contracts; conducts investigations of disciplinary, grievance and EEO cases, prepares documentation and advises managers on appropriate action; participates in negotiations.

### **MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

1. Principles, practices, methods and techniques of personnel administration, including recruitment, testing, selection, equal employment opportunity, employee relations, classification and job analysis/job evaluation, compensation, benefits design and administration, employee and management training and development, and performance planning and appraisal.
2. Principles and practices of labor management relations, including negotiation and contract administration techniques.
3. Principles and practices applicable to organizational improvement analysis and culture change.
4. Principles and practices of internal consulting.
5. Basic risk management and analysis.
6. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
7. Applicable federal and state laws, rules and regulations including OSHA rules and regulations.
8. Research methods and statistical analysis techniques.
9. Principles, practices and methods of financing and budget development and implementation.
10. Principles and practices of sound business communications.
11. Safety policies and safe work practices applicable to the work.

**MINIMUM QUALIFICATIONS**

**ABILITY TO:**

1. Plan and direct comprehensive human resources program.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Provide confidential advice and counsel to employees and management.
4. Understand, interpret, explain and apply City, state and federal policies, laws, regulations and court decisions governing the City's human resource management program.
5. Consult effectively with the City Council, executives and other managers to develop solutions to complex organizational and people management issues.
6. Evaluate human resources management practices, trends and regulatory changes and make sound recommendations for improvement.
7. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Communicate effectively, both orally and in writing.
11. Understand, interpret, explain and apply applicable laws, codes and ordinances.
12. Represent the City effectively in negotiations and other interactions with employees and labor organizations.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION, TRAINING AND EXPERIENCE:**

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

Graduation from an accredited four-year college or university with a major in human resources, business

**MINIMUM QUALIFICATIONS**

administration, public administration or a closely related field, and eight years of progressively responsible experience in human resource management including labor management relations, at least three of which were in a supervisory or program management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

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

Society for Human Resource Management (SHRM) Senior Certified Professional (SCP) certification or HR Certification Institute (HRCI) Professional in Human Resources (PHR) certification is strongly desired.

**PHYSICAL AND MENTAL DEMANDS**

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

**PHYSICAL DEMANDS**

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

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**MENTAL DEMANDS**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

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

## JOB SPECIFICATION

CLASS TITLE	ADOPTION	
HUMAN RESOURCES TECHNICIAN	RESOLUTION NO. <b>8362</b>	EFFECTIVE DATE
	FLSA DESIGNATION <b>NON-EXEMPT</b>	

### GENERAL PURPOSE

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Under general supervision, performs a variety of routine to difficult, confidential clerical and technical duties to assist in the day-to-day operation of the Human Resources Division, including: coordination of payroll and employee benefits, workers' compensation claims, tracking of employee accruals, performance evaluation forms, employee orientation, training, employee relations, and special programs; performs other related duties as assigned

### DISTINGUISHING CHARACTERISTICS

The Human Resources Technician is a non-represented confidential position responsible for providing clerical and technical assistance in the day-to-day operation of the Human Resources Division with minimal supervision and instruction. Incumbents will be required to have knowledge of City policies and procedures, good problem solving and organizational skills and the ability to exercise sound judgment within established guidelines.

#### Supervision Received/Exercised

Receives general supervision from the Human Resources and Risk Manager. May exercise direct and indirect supervision over, and provide training for support staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

1. Performs responsible clerical and technical work in support of the City's human resources system. Enters human resources/benefit and payroll information to the Human Resources Information System (Payroll/HR Software). Maintains and updates confidential employee files including payroll, benefit and other confidential information.
2. Performs a variety of complex technical and clerical duties involved in the processing of the City payroll; coordinates and verifies payroll-related computer input and output. Insures timely and accurate posting and maintenance of payroll-related employee data including insurance, leave, deferred compensation and other employee benefit data.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

3. Computes and prepares all adjustments and special payroll checks. Calculates and processes retroactive pay, earnings, tax adjustments and severance pay. Confers with other City departments and individual employees regarding changes in payroll status or deduction changes. Responds to inquiries and complaints; analyzes and participates in resolving payroll problems.
4. Maintains and updates employee files including payroll and benefit records; tracks and updates employee leave accruals and related information. Prepares personnel action forms and unemployment insurance reports.
5. Maintains the employee performance evaluation system; tracks evaluation due dates, and distributes evaluation forms and personnel action forms to managers and supervisors on a monthly basis.
6. Coordinates and conducts the employee orientation program which includes, but is not limited to, assembling employee orientation packets, creating and updating orientation video, discussing City benefits and different MOUs, and giving tours of City Hall and City facilities to new employees. Develops manuals, employee reference materials and information handouts.
7. Coordinates the day-to-day operations of the City's employee benefit and insurance including various medical plans, dental and vision plans, short and long term disability plans, deferred compensation programs, and life insurance plan; provides assistance to employees regarding the benefit programs and insurance issues on a daily basis. Processes enrollment, change, and separation notification forms; resolves claims and benefit issues with employees and providers.
8. Coordinates various employee leave requests and paperwork involving Family & Medical Leave Act (FMLA), California Family Rights Act (CFRA), Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), California Public Employees' Retirement System (CalPERS), and coordinates with other leaves.
9. Processes day-to-day workers' compensation claims and coordinates case management with third party administrator, as well as provides claim related information and training to employees, supervisors and managers; serves as the liaison between the City, injured worker, third party administrator, occupational health provider, physician and attorney in workers' compensation related issues.
10. Provides technical assistance to City employees, supervisors and managers regarding legal requirements, policies, procedures and problem resolution related to workers' compensation and safety issues; works with City departments to address light duty and/or permanent modified return to work plans; assists in the administration of medical separations; reviews disability retirement applications and makes recommendations to the Human Resources and Risk Manager.
11. Serves as the Secretary for the City's Safety Committee; schedules the meetings; takes minutes and prepares the agenda as needed.
12. Maintains and orders materials and supplies for division. Processes purchase orders. Receives and codes invoices for approval. May coordinate the maintenance of office machines as needed.



**ESSENTIAL DUTIES AND RESPONSIBILITIES**

13. May assists with planning and coordination of City Employee Recognition events, as well as other employee events and programs.
14. Provides information concerning personnel policies, procedures, wage rates and terms of labor contracts to City staff, other agencies, and the public; responds to compensation and classification survey requests.
15. Assists in planning, developing, coordinating and presenting training sessions related to area(s) of assignment; may prepare and conduct training classes for City employees.
16. May train and coordinate the work of the Human Resources Assistant and other staff as assigned.
17. Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

1. Basic Human Resource functions, operations and procedures in the area of recruitment, selection, compensation, benefit administration and workers' compensation.
2. Modern office equipment operation including computers, Internet, E-mail, Fax, Copier and 10 Key adding machines.
3. Knowledge of modern computer software applications.
4. Basic arithmetic and rules of proper English usage, grammar, punctuation and spelling.
5. Methods and techniques for record keeping.
6. Public relations techniques and good telephone etiquette.

**ABILITY TO:**

1. Deal judiciously with highly confidential information and materials.
2. Understand and follow written and oral instructions.
3. Type accurately at a speed of not less than 45 words per minute.
4. Communicate effectively orally, and maintain effective working relationships with co-workers, supervisors, City officials, and the general public.
5. Understand and speak Spanish (highly desirable).

**MINIMUM QUALIFICATIONS**

**EDUCATION, TRAINING AND EXPERIENCE:**

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

High school graduation or its equivalent is required. Associate degree or completion of 60 units of college level coursework is desirable.

Three (3) years of progressively responsible office support or technical experience in a human resource environment, preferably at a public sector agency, is required. Professional level experience in the operation of personal computers and software applications is highly desirable.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

Must possess a valid California Class C Driver's License.

Must stay current in field and acquire necessary training that new technological changes present.

**PHYSICAL AND MENTAL DEMANDS**

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

**PHYSICAL DEMANDS**

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

Specific vision abilities required for this job include close vision and the ability to adjust focus

**WORK ENVIRONMENT**

Essential duties require the following physical abilities work environment: Ability to sit, reach, twist, lean, operate a calculator and computer keyboard, calculator and telephone for long periods, and lift files and reports from desk tops or file drawers; and tolerate exposure to vibration, pitch, and glare from a computer. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter service.

Some of those requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

(Draft 1-29-25)

## JOB SPECIFICATION

CLASS TITLE	ADOPTION	
HUMAN RESOURCES ASSISTANT	RESOLUTION NO. <b>8362</b>	EFFECTIVE DATE
	FLSA DESIGNATION <b>NON-EXEMPT</b>	

### GENERAL PURPOSE

Under general supervision, performs varied clerical, typing and complex office duties in the Personnel Office; provides general office assistance in specialized personnel work and programs; deals with the public in person and by telephone; maintains confidential records and assists in office operations and procedures; performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Human Resources Assistant is a non-represented, full-time, confidential position in the Human Resources & Risk Management Division with access to confidential records and privileged information.

Receives general supervision from the Human Resources & Risk Manager. May receive functional and technical supervision from the Human Resources Technician.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Performs a variety of clerical work including typing, data entry, filing and recording of information. Operates office machines, including computers, typewriters, fax machines, and copiers.
2. Prepares job bulletins, and updates the City job hotline as needed. Posts job bulletins on the Internet, and mail to relevant institutions, employment and advertising agencies. Accepts and processes employment forms and applications, as well as other related documents.
3. Provides clerical assistance in all aspects of recruitment and selection, including ordering test booklets and administering tests and interviews.
4. Provides assistance to applicants, City employees, and the general public by serving as the first point of contact for the Personnel Office by phone and at the counter. Provides a variety of information where judgment, knowledge and interpretation of policies and procedures may be necessary.



**ESSENTIAL DUTIES AND RESPONSIBILITIES**

5. Performs a variety of general office support duties including drafting, typing and proofreading letters, as well as other correspondences. Maintains automated and manual files, as well as records. Answers telephone and in-person inquiries. Prepares periodic and special reports.
6. Processes and files correspondences, memos, timesheets, sick leave papers and other personnel forms, as well as assists in maintaining employee personnel files.
7. Provides clerical assistance in workers' compensation and liability claims administration. Assists in the receipt, processing and filing of claims and reports from employees, the general public and third party administrators.
8. Assists in planning, developing, coordinating and presenting training sessions related to areas of assignment. Coordinates and processes employee sign-up for employee relations consortium training, as well as other training classes.
9. Provides clerical assistance in all aspects of classification and compensation studies and surveys, including updating job specifications, and creating relevant database and spreadsheet to communicate the results of salary and benefit surveys.
10. Schedules Tracks and assists in the upkeep of the Personnel Office Internet files, including the Community Calendar, as well as responses to requests for services from citizens and the general public.
11. Provides clerical assistance in the preparation of bi-weekly status reports, as well as relevant staff reports for City Council meetings.
12. Assists in coordinating and processing of employee tuition reimbursement requests and paperwork. Tracks the usage of tuition reimbursement by respective employees, and advises employees of requirements, overages, and approvals.

**Other Job-Related Duties:**

- Provides clerical assistance in the development and administration of employee benefit programs.
- Prepares and types medical and appointment forms.
- May coordinate special events and assigned programs.
- Processes requisitions and purchase orders, as well as invoices for warrant register.
- May represent the Personnel Office in a wide variety of meetings with employee groups, professional associations, and other local entities as required.
- May train and coordinate the work of summer youth workers as assigned.
- May coordinate the maintenance of office machines as needed.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

1. Basic human resource policies, procedures and practices related to recruitment, selection, benefits program administration and related functions.

**MINIMUM QUALIFICATIONS**

2. Modern office practices, principles and procedures.
3. Modern office machines and computer software, Internet, E-mail, Fax, and Copiers.
4. Sorting, alphabetizing and filing of documents, records, reports, forms or other materials.
5. Basic office communication skills and telephone ethics.
6. Personnel operations and procedures.

**ABILITY TO:**

1. Deal judiciously with highly confidential information and materials.
2. Understand and follow written and oral instructions.
3. Type accurately at a speed of not less than 40 words per minute.
4. Communicate effectively orally, and maintain effective working relationships with co-workers, supervisors, City officials, and the general public.
5. Communicate effectively, both orally and in writing.
6. Understand and speak Spanish (highly desirable).

**EDUCATION, TRAINING AND EXPERIENCE:**

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

Graduation from high school or GED equivalent, and two years of progressively responsible experience in technical/administrative support in a human resources office or in the administration of benefits and payroll activities; or an equivalent combination of education, training and experience. Experience in a public agency or municipality is preferred.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

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

Ability to speak Spanish is highly preferred.

**PHYSICAL AND MENTAL DEMANDS**

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

**PHYSICAL AND MENTAL DEMANDS**

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

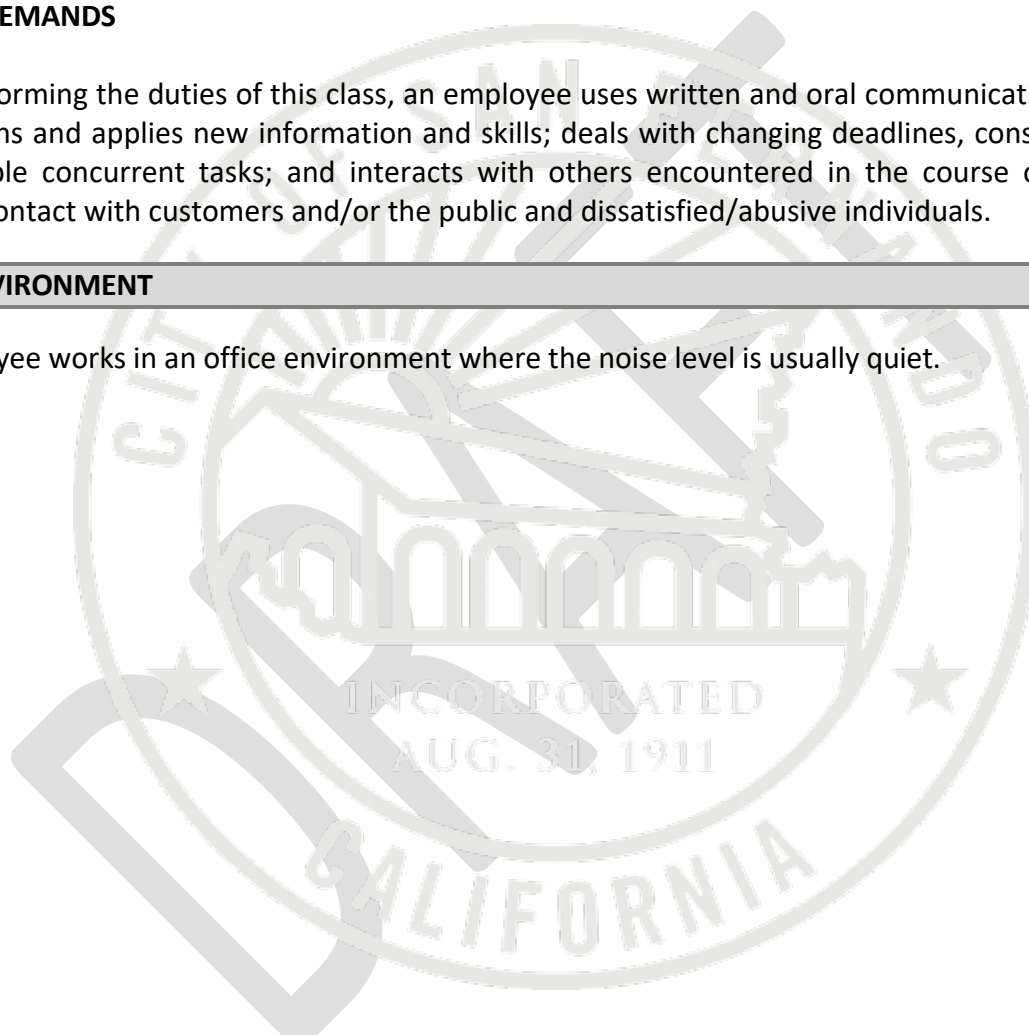
Specific vision abilities required for this job include close vision and the ability to adjust focus.

**MENTAL DEMANDS**

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

**WORK ENVIRONMENT**

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



**RESOLUTION NO. 8363**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF RESOLUTION NO. 8316, ADOPTED JULY 1, 2024, INCLUDING CLASSIFICATIONS OF DIRECTOR OF ADMINISTRATIVE SERVICES, HUMAN RESOURCES & RISK MANAGER, HUMAN RESOURCES TECHNICIAN, AND HUMAN RESOURCES ASSISTANT**

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

**SECTION 1:** That that portion of Sub-section A of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by adding the following on pages 7-10 and replacing the classifications of Finance Director, Personnel Manager, Personnel Technician, and Personnel Assistant with the titles listed below, effective the first day of the first full pay period that includes February 24, 2025:

<b>CLASSIFICATION</b>	<b>SALARY RANGE NUMBER/SCHEDULE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
Director of Administrative Services	79DH	13595	14274	14987	15737	16525
Human Resources & Risk Manager	77M	11671	12256	12872	13518	14196
Human Resources Technician	73C	5419	5692	5977	6275	6587
Human Resources Assistant	68C	4785	5026	5274	5538	5814

**SECTION 2:** The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

**PASSED, APPROVED, AND ADOPTED** this 3<sup>rd</sup> day of February, 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. 8363, 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 3rd day of June 2024, by the following vote of the City Council:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_ day of February, 2025.

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Julia Fritz, City Clerk

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Nick Kimball, City Manager  
By: Erika Ramirez, Director of Community Development

**Date:** February 3, 2025

**Subject:** Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1728 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; and Ordinance No. 1730 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

### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Ordinance No. 1728 (Attachment "A") that was introduced for first reading at the City Council meeting of January 21, 2025, in title only, and waive all further reading, "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";
- b. Adopt Ordinance No. 1730 (Attachment "B") that was introduced for first reading at the City Council meeting of January 21, 2025, in title only, and waive all further reading, "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
- c. Provide staff direction, as necessary.

### **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.

**Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1728 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; and Ordinance No. 1730 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**

Page 2 of 5

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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 owners that provided public comments in opposition of proposed Ordinance No. 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 2, 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.
7. On January 21, 2025, a public hearing was held before the City Council to consider a Mixed Use Overlay ordinance and Specific Plan amendment. The City Council voted 4-1 to approve a Zone Text Amendment to amend the San Fernando Municipal Code to Establish a Mixed Use Zone Overlay; approve to amend the San Fernando Zoning Map to Add the Overlay to Certain Properties; and to continue Ordinance No. 1729, Specific Plan amendment, to a date uncertain. City Council also directed staff to revise recitals in Ordinance No. 1728 and Ordinance No. 1730 as well as a finding in Ordinance No. 1728.

**ANALYSIS:**

Since certification of the City's Housing Element in 2022, staff has been working to implement the policies and programs included in the Housing Element in accordance with state law. To that end, the City has held a number of Public Hearings to review and discuss adopting a Mixed Use Overlay and Zoning Amendment to certain commercial properties identified as opportunity sites in the Housing Element.

Ordinance No. 1728, which implements amendments to the Zoning Code (ZTA 2024-002) that establishes a Mixed-Use Overlay (MUO) that can be applied on top of the existing commercial zone, was approved by the City Council for introduction and first reading of the ordinance, by a vote of (4 ayes; 1 abstain) on January 21, 2025. The Ordinance will create flexibility for existing

**Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1728 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; and Ordinance No. 1730 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**

Page 3 of 5

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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 or mixed-use developments with a density range of 20-35 dwelling units per acre (du/ac).

The City Council also directed staff to revise the recitals for Ordinance No. 1728 as well as revising the findings for Section 3. Zoning Text Amendment. The following proposed recitals have been drafted and incorporated in Ordinance No. 1728:

WHEREAS, the City Council understands the pressing need to diligently address the State’s affordable housing challenges but continues to express its disapproval of the State’s heavy-handed curtailing of local zoning decision-making authority on the matter; and

WHEREAS, the City Council approves this ordinance in the interest of satisfying its legal obligations under current State housing laws and so as to avoid adverse penalties imposed by State regulators or costly litigation that would divert scares City funds away from other important City initiatives, especially at a time when incoming Federal authorities have suspended and also threatened to withhold federal funding in pursuit of the new administrations own heavy-handed policy objectives.

Section 3. Zoning Text Amendment Findings has also been revised as shown below. The red strikethrough portion has been deleted and the underlined blue text has been added.

**Section 3.**     Zoning Text Amendment Findings

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.~~ require

**Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1728 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; and Ordinance No. 1730 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**

Page 4 of 5

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[applicants to 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 and 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.](#)

If the City Council approves the second reading of Ordinance No. 1729 on February 3, 2025, it will be effective on March 6, 2025.

Ordinance No. 1730, which amends the Zoning Map (ZMA 2024-001) to add the MUO to identified opportunity sites in commercial zones (C-1 and C-2), was approved by the City Council for introduction and first reading of the ordinance, by a vote of (4 ayes; 1 abstain) on January 21, 2025. The revised map is included as Exhibit "A" to Attachment "B".

The following recitals have been added in Ordinance No. 1730 to match those of Ordinance 1728:

WHEREAS, the City Council understands the pressing need to diligently address the State's affordable housing challenges but continues to express its disapproval of the State's heavy-handed curtailing of local zoning decision-making authority on the matter; and

WHEREAS, the City Council approves this ordinance in the interest of satisfying its legal obligations under current State housing laws and so as to avoid adverse penalties imposed by State regulators or costly litigation that would divert scarce City funds away from other important City initiatives, especially at a time when incoming Federal authorities have suspended and also threatened to withhold federal funding in pursuit of the new administrations own heavy-handed policy objectives.

Section 3. Zoning Map Amendment Findings has also been revised as shown below. The red strikethrough portion has been deleted and the underlined blue text has been added.

**Section 3.**     Zoning Map Amendment Findings.

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

The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare because [applications](#)

**Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1728 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code to Establish the Mixed Use Overlay Zone; and Ordinance No. 1730 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**

Page 5 of 5

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for development in the overlay areas will require 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 and 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.~~

If the City Council approves the second reading of Ordinance No. 1730 on February 3, 2025, it will be effective on March 6, 2026.

**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:**

It is recommended that the City Council approve for a second reading, in title only, and waive all further readings to adopt 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 adopt 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.

**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

**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 and

WHEREAS, the City Council understands the pressing need to diligently address the State's affordable housing challenges but continues to express its disapproval of the State's heavy-handed curtailing of local zoning decision-making authority on the matter; and

WHEREAS, the City Council approves this ordinance in the interest of satisfying its legal obligations under current State housing laws and so as to avoid adverse penalties imposed by State regulators or costly litigation that would divert scarce City funds away from other important City initiatives, especially at a time when incoming Federal authorities have suspended and also threatened to withhold federal funding in pursuit of the new administrations own heavy-handed policy objectives.

**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 require applicants to 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 and 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.

**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 3<sup>rd</sup> day of February, 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 3<sup>rd</sup> day of February, 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 February 2025.

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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.

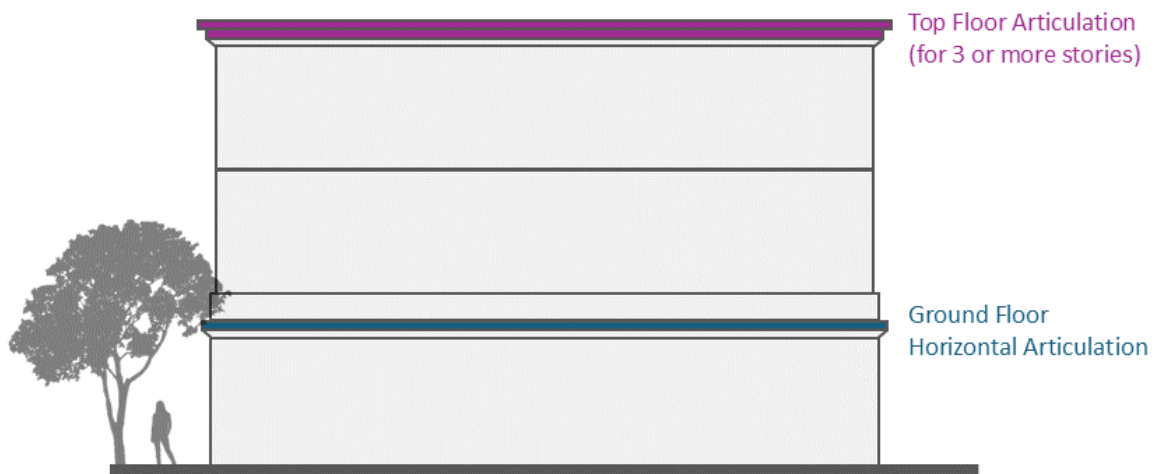


Figure. Building Height Articulation

- 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.

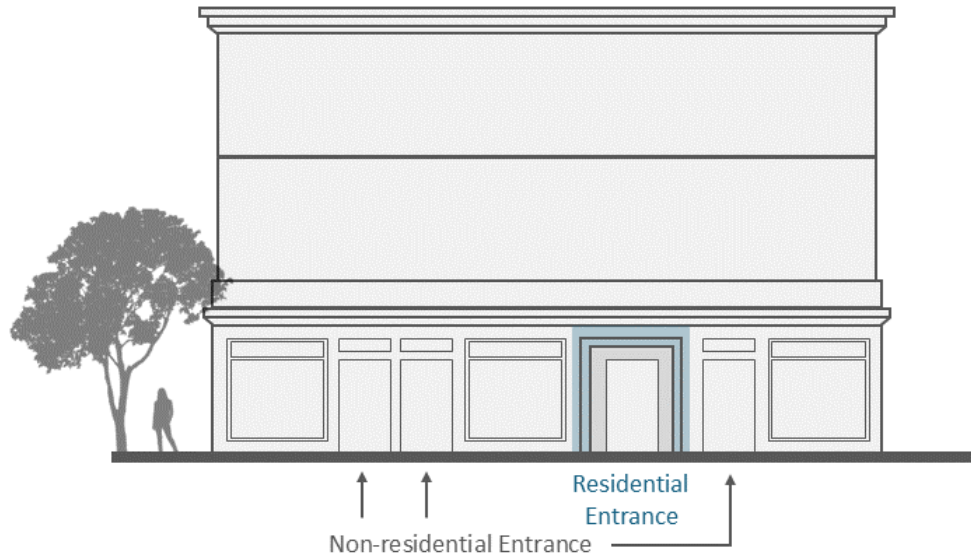


Figure. Building Entrances

- 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 and

WHEREAS, the City Council understands the pressing need to diligently address the State's affordable housing challenges but continues to express its disapproval of the State's heavy-handed curtailing of local zoning decision-making authority on the matter; and

WHEREAS, the City Council approves this ordinance in the interest of satisfying its legal obligations under current State housing laws and so as to avoid adverse penalties imposed by State regulators or costly litigation that would divert scarce City funds away from other important City initiatives, especially at a time when incoming Federal authorities have suspended and also threatened to withhold federal funding in pursuit of the new administrations own heavy-handed policy objectives.

**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 applications for development in the overlay areas will require 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 and 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..

**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 3<sup>rd</sup> day of February, 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 3<sup>rd</sup> day of February, 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 February, 2025.

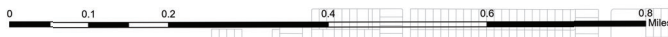
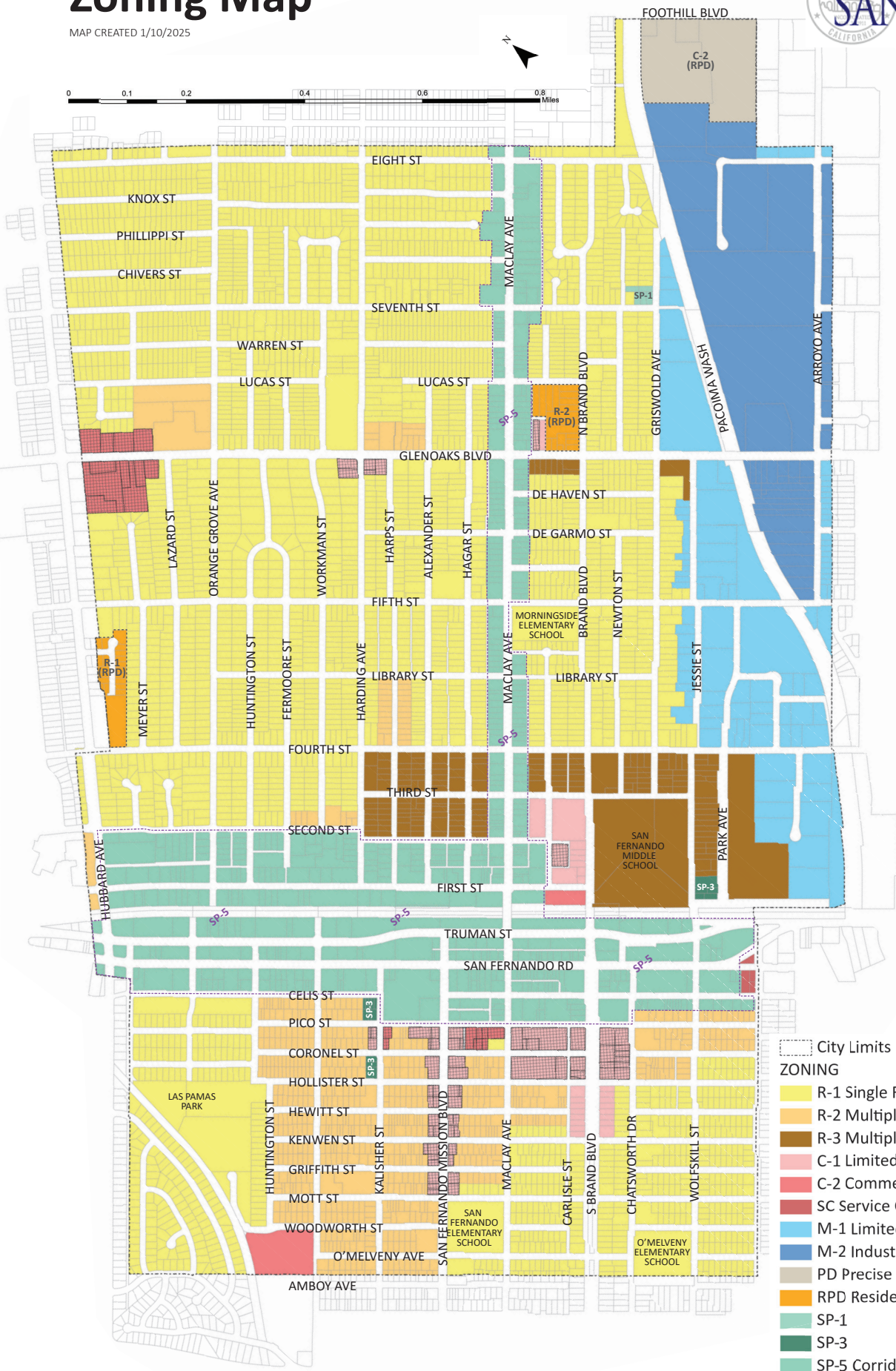
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Julia Fritz, City Clerk



# 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

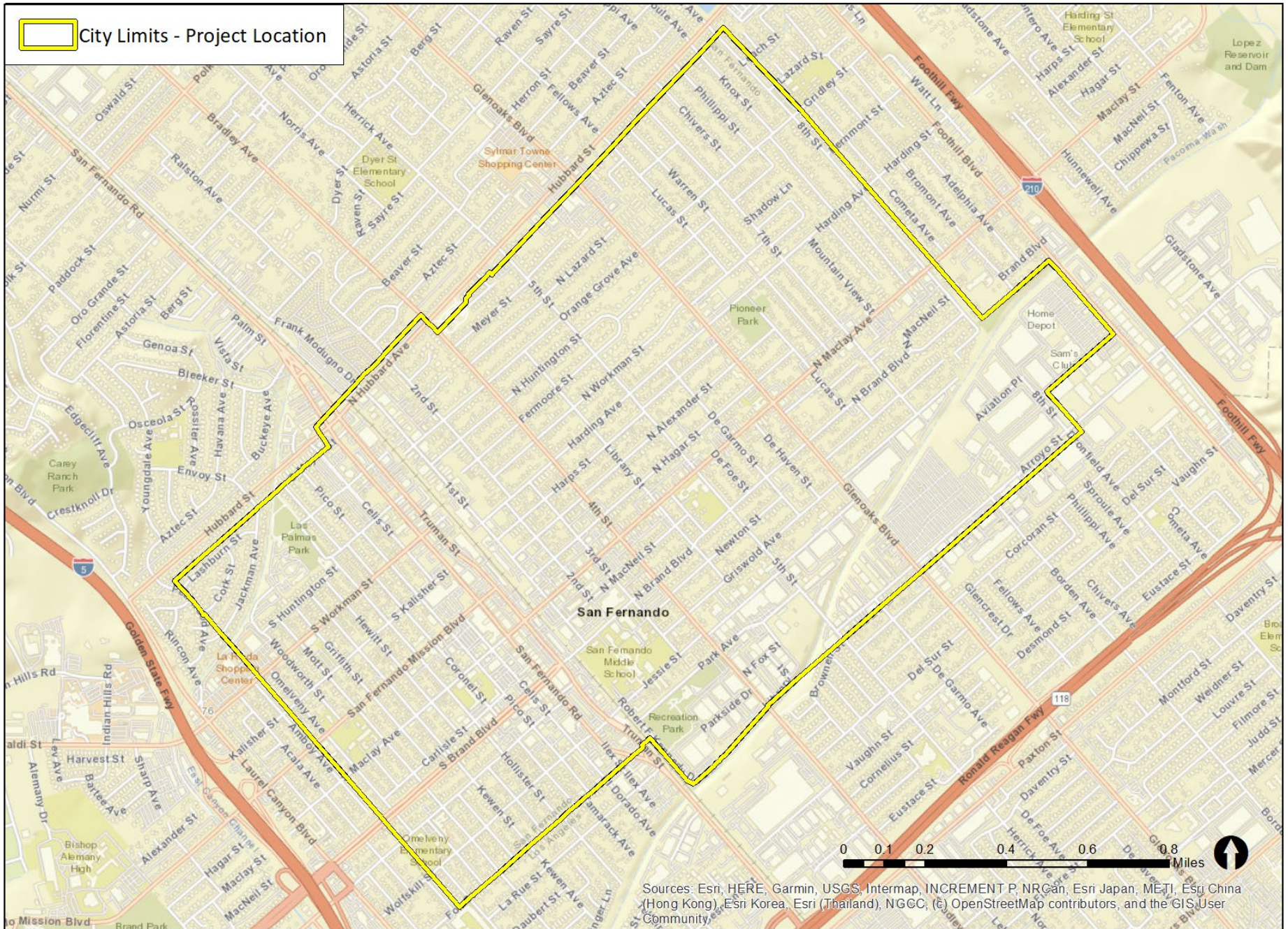
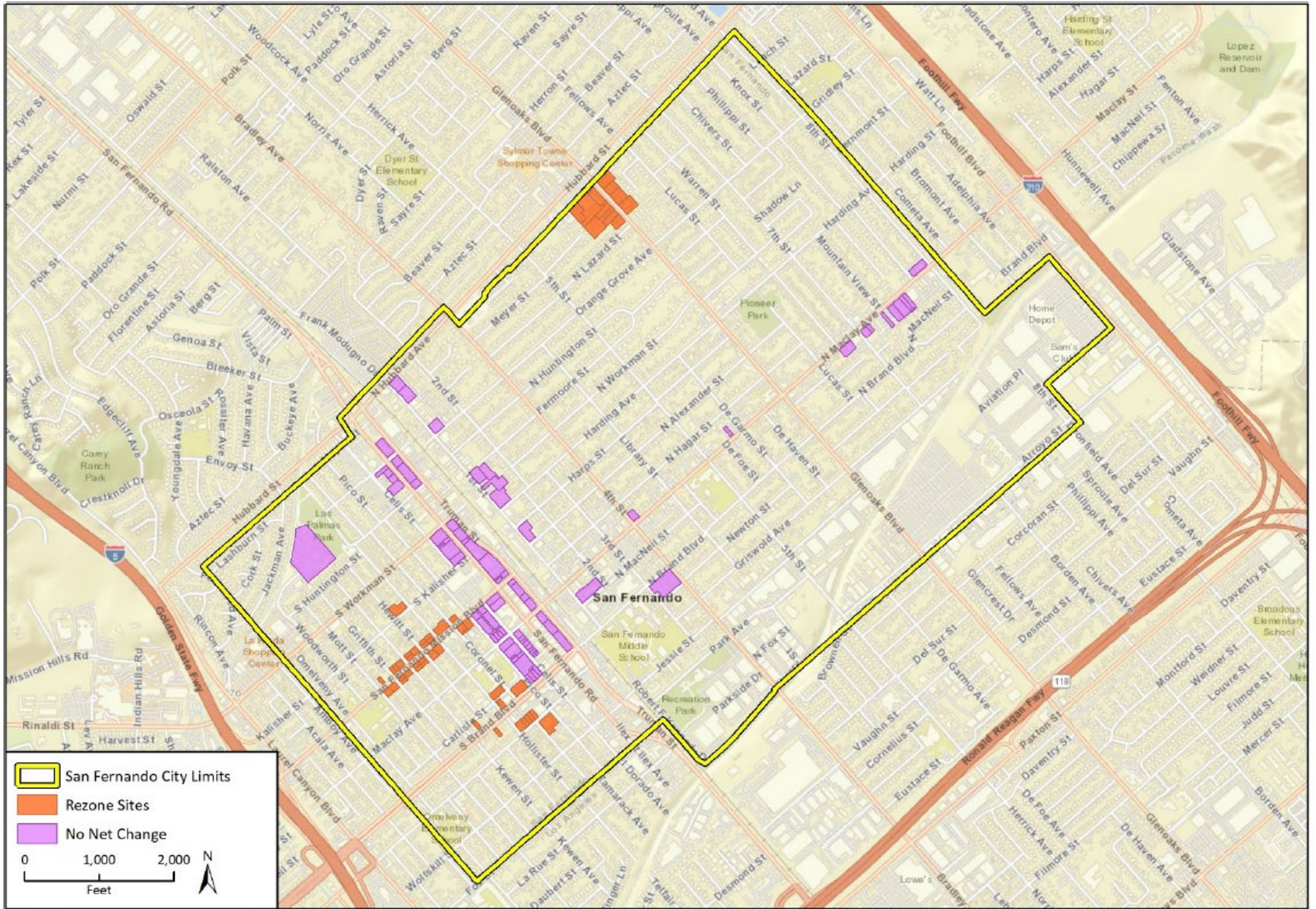




Exhibit B – Housing Opportunity Sites



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







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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:** February 3, 2025

**Subject:** Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”

### RECOMMENDATION:

It is recommended that the City Council receive and file a presentation on the 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54 (SB 54), the “California Values Act.”

### BACKGROUND:

1. On February 21, 2017, then Chief Anthony Vairo provided a presentation to the City Council regarding the San Fernando Police Department’s (SFPD) roles and responsibilities as it relates to immigration enforcement.
2. On January 1, 2018, Senate Bill 54 (SB 54), the “California Values Act”, went into effect. This act limits the cooperation between local law enforcement and Immigration and Customs Enforcement (ICE) and provides noncitizens with protections in matters of immigration enforcement.
3. On January 30, 2023, the City Council received a presentation from the San Fernando Police Department (SFPD) providing an informational overview of SFPD operations, crime statistics, and other relevant information for Calendar year 2022.
4. On May 5, 2024, the City Council received a 2023 Safety Insight Report from the Police Department providing an informational overview of SFPD operations, crime statistics and other relevant information for Calendar Year 2023.
5. On November 5, 2024, California voters approved Proposition 36, the Homelessness, Drug Addiction, and Theft Reduction Act. This measure aims to address rising issues of homelessness, drug addiction, and theft by providing treatment options for individuals involved in drug-related crimes, enhancing penalties for repeat theft offenders, and reintroducing harsher sentences for large-scale theft or property damage.

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

Page 2 of 10

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6. On August 19, 2024, Vice Mayor Mendoza, with the concurrence of Councilmember Fajardo, agendized a discussion to allocate an additional \$50,000 in overtime for the Police Department to address increased crime in the Community. The City Council approved the additional overtime and directed staff to provide a budget resolution to appropriate the funds and provide a plan to use the overtime, with an emphasis on additional patrols and visibility.
7. On September 3, 2024, the City Council adopted Resolution No. 8330 amending the budget for Fiscal Year (FY) 2024-2025 to appropriate \$50,000 from the General Fund reserve for overtime costs associated with increased patrol, enforcement, investigations, and other police activity.
8. On December 2, 2024, Councilmember Solorio agendized an item to discuss enhancing police patrolling efforts. The City Council directed staff to provide an update at a future City Council meeting on SFPD activities and operations and the impact of the newly enacted California Proposition 36, the “Three Strikes Reform Act” initiative. The City Council also directed staff to identify potential efficiencies in the Police Department that could enhance patrol management, continue City Council discussions regarding public safety/patrolling priorities, explore collaborations with Los Angeles Unified School District (LAUSD), identify opportunities for additional grant funding and analyze the volume of calls originating from Shadow Lane and 7th Street.
9. On January 6, 2025, the City Council directed staff to provide an update at a future City Council meeting on the SFPD’s requirements and obligations relating to immigration enforcement and on SB 54.

**ANALYSIS:**

Throughout 2024, the San Fernando Police Department (SFPD) remained committed to data-driven policing and community safety. By leveraging statistical analysis and grant-funded initiatives, the SFPD enhanced public safety and addressed the community's evolving needs. The following analysis highlights key areas that demonstrate the Department's ongoing efforts to deliver effective services, ensure safety and security, and implement proactive crime prevention strategies.

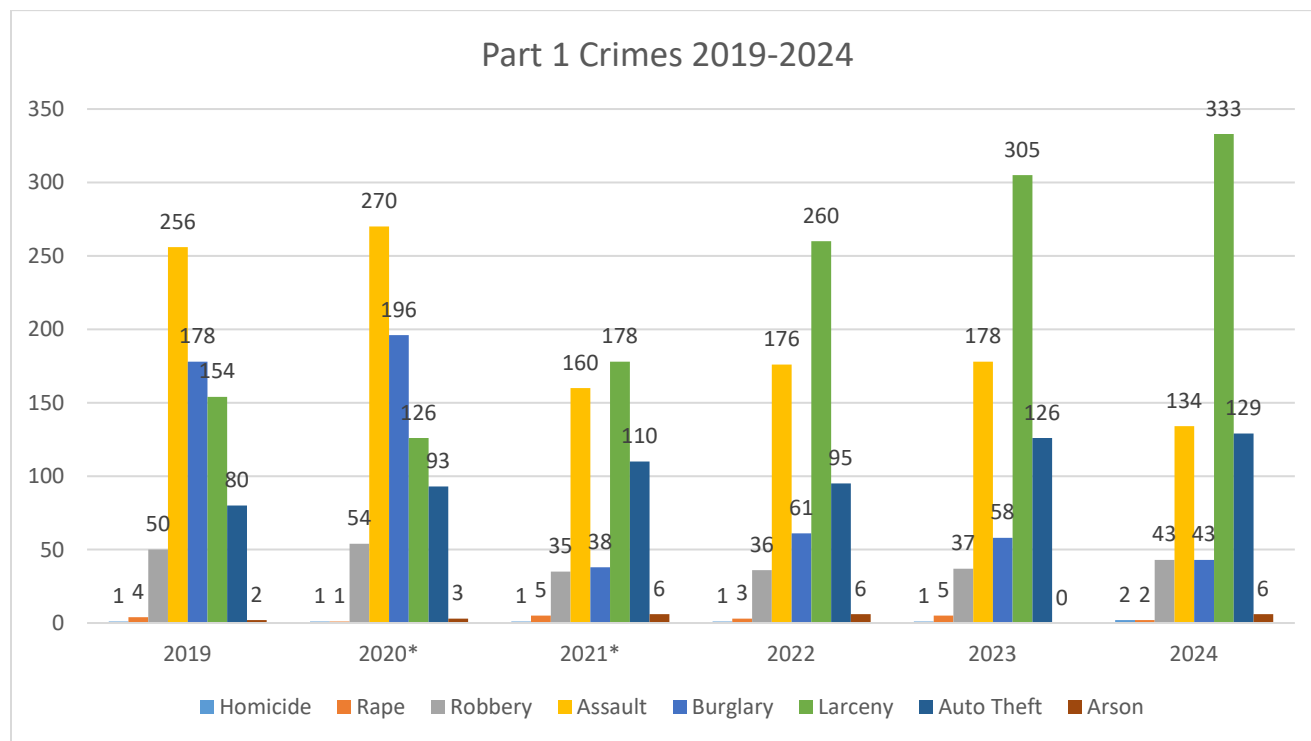
**Part 1 Crimes.**

Under California law, SFPD submits monthly Part 1 Crime reports to the DOJ as part of the FBI’s Uniform Crime Reporting (UCR) Program. These include homicide, rape, robbery, assault, burglary, larceny, auto theft, and arson. The data informs crime trends, resource allocation, and grant applications.



**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

Part 1 Crimes, Arrests, and Citations from 2019 to 2024 are highlighted in the following table:



Comparing data from 2019 (pre-COVID) and 2024 (the second year after pandemic restrictions), crimes such as rape, robbery, assault, and burglary have decreased, while homicides and property crimes, including theft, auto theft, and arson, have increased. Factors that have contributed to the increase in property crimes include:

- 1) **2020 Policy Directives.** In December 2020, Los Angeles County District Attorney Special Directive 20-07 significantly altered misdemeanor prosecution, directing prosecutors to decline or dismiss misdemeanor charges, including trespassing, driving with a suspended license, drug possession, and public intoxication. A study by *LAist* found that under this directive, prosecutors filed charges in only 13% of eligible cases, compared to 89% during the previous District Attorney’s administration (source: <https://laist.com/news/criminal-justice/misdemeanors-can-haunt-a-person-for-life-why-las-da-stopped-charging-many-of-them>).
- 2) **Zero-Bail Reform.** In April 2020, California implemented a zero-bail policy for certain low-level, non-violent offenses, allowing individuals charged with theft, auto theft, and burglary to be released while awaiting trial. A report from the Public Policy Institute of California (PPIC) found that:
  - Rearrest rates for those released under this policy increased significantly within 30 days of release, particularly for felonies and property crimes.

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

Page 4 of 10

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- Felony rearrest increased by 15% for individuals released under zero-bail conditions. (Source: <https://www.ppic.org/publication/what-happened-when-california-suspended-bail-during-covid/>).
- 3) **Assembly Bill 109 (AB 109) – Prison Realignment:** In 2011, AB 109 transferred the custody of non-violent offenders from State Prison to County Jail and County Probation. Due to staffing shortages at the county level, many offenders were released early or received minimal supervision. A 2022 study by the California Policy Lab found that counties with higher numbers of AB 109 releases saw increased property crime rates, particularly repeat offenses (source: <https://capolicylab.org/>).
  - 4) **Increased Retail Theft & Organized Crime Activity.** Retail theft has surged statewide, with a 24% increase in reported shoplifting incidents between 2019 and 2023, according to the National Retail Federation. California’s Proposition 47 (2014), which reclassified theft under \$950 as a misdemeanor, has been linked to repeat offenses by professional shoplifting rings. A 2023 report from the California Retailers Association found that organized retail crime groups exploit lenient penalties to repeatedly target stores (Source: <https://nrf.com/>)

### **Enforcement & Crime Reduction Strategies**

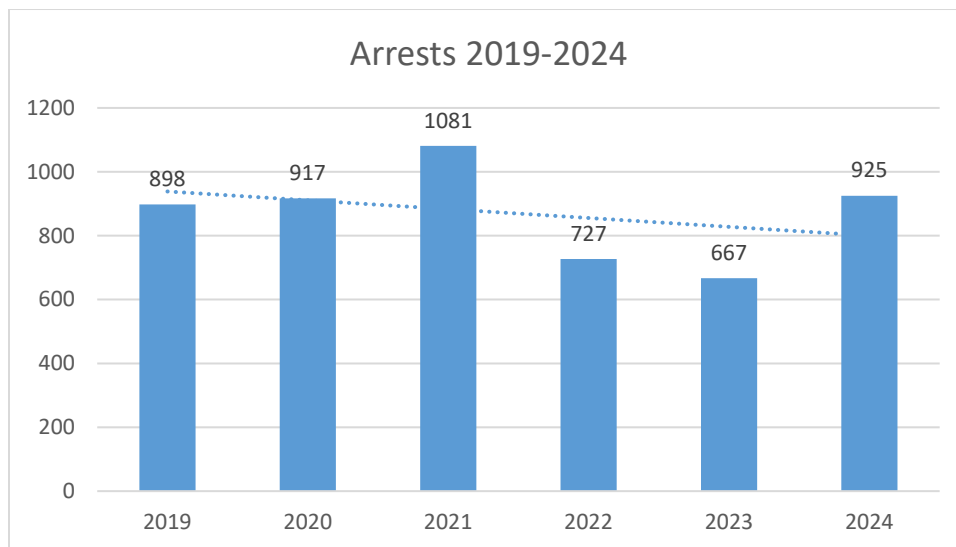
#### Arrests (Felony and Misdemeanor).

In 2024, the SFPD intensified its enforcement efforts, targeting both felony and misdemeanor crimes, including organized retail theft, gang-related activity, and burglary suppression. A prime example of this was the undercover operation conducted in November and December 2024, by the Special Enforcement Team and Detective Bureau in partnership with Target Asset Protection Specialists. This operation at the San Fernando Target Store resulted in multiple arrests and the recovery of stolen merchandise, demonstrating the Department’s commitment to curbing retail theft.

In addition to retail crime suppression, SFPD collaborated with the California Department of Corrections to conduct parole and probation compliance checks, focusing on validated gang members, registered sex offenders, and other violent offenders. These efforts led to multiple arrests, including a significant felony apprehension.

Overall, arrests increased by 38.7% between 2023 and 2024, rising from 667 to 925. This surge can be attributed to the Department’s enhanced resources, including grant funding from the Office of Traffic Safety (OTS) and the California Highway Patrol (CHP) Cannabis Grant Program. Additionally, the implementation of 37 Flock Automated License Plate Readers (ALPRs) and a \$50,000 budget enhancement for patrol, enforcement, and investigative operations significantly improve the Department’s capacity to address crime. These critical resources, which were unavailable in 2023, played an important role in increasing public safety and enforcement effectiveness.

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**



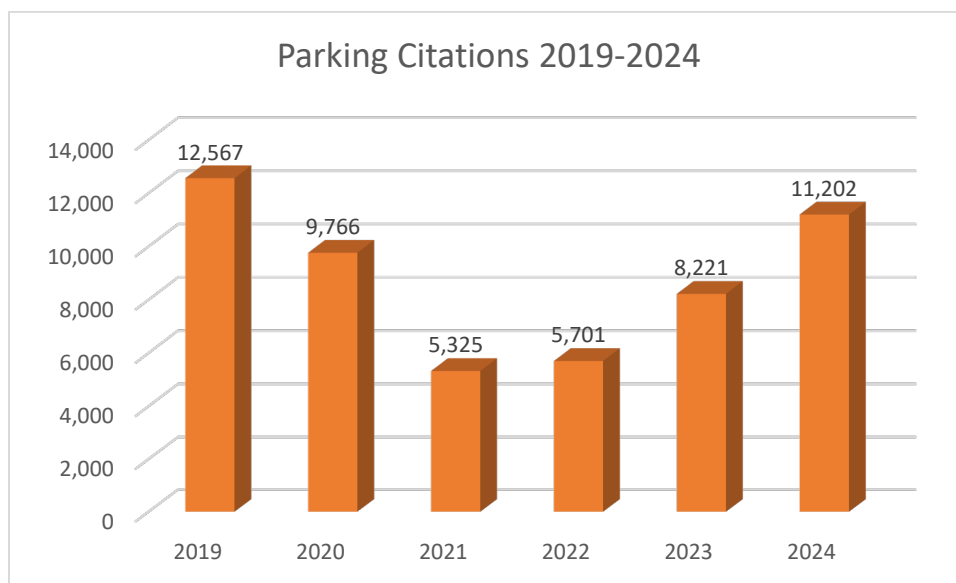
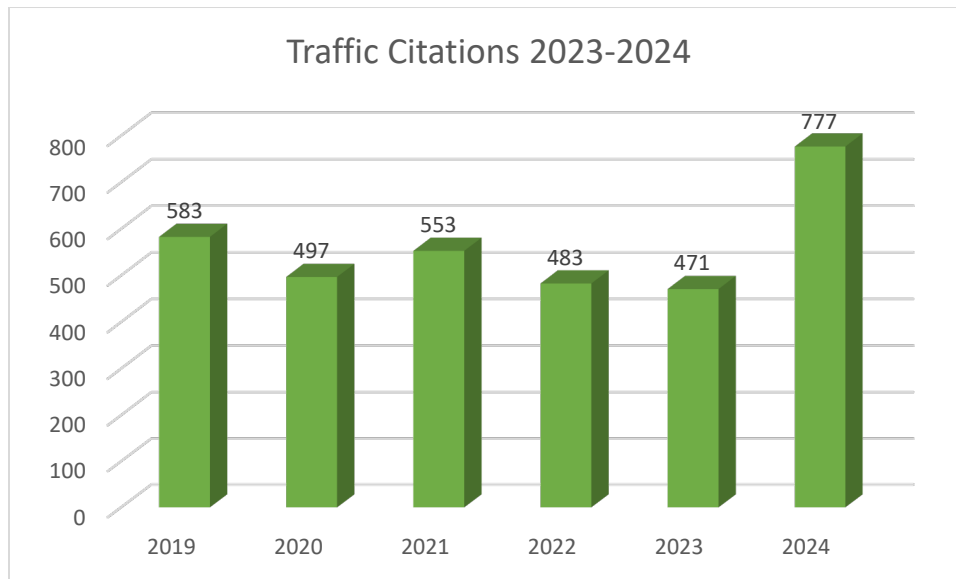
**Increased Traffic and Parking Citations.**

In 2024, SFPD conducted six (6) traffic enforcement operations and nine (9) parking enforcement operations, targeting speeding, distracted and impaired driving, and other primary collision factors. High-traffic areas like the San Fernando Mall District, Maclay Avenue, and San Fernando Mission Boulevard were prioritized.

Parking enforcement aimed to improve accessibility, traffic flow, and compliance with City regulations. These efforts facilitated parking turnover, reduced congestion, and addressed illegal parking and abandoned vehicles. In residential areas, the operations specifically targeted vehicles blocking driveways, fire hydrants, double-parking, and parking in red zones.

Traffic citations nearly doubled, while parking citations rose 36% from 2023 to 2024, reflecting the impact of high-visibility patrols, increased staffing, and the 2024 Budget Enhancement for enforcement efforts.

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**



Expansion of Automated License Plate Reader (ALPR) Technology

Funded by the Board of State and Community Corrections (BSCC) Organized Retail Theft (ORT) Grant, SFPD installed 37 Flock ALPR cameras citywide in 2024. The ALPR technology has been instrumental in solving auto and retail theft cases. These cameras led to 50 auto theft recoveries and multiple felony arrests – an average of six (6) cases per month.

ALPR technology helped department solves criminal cases involving stolen vehicles, narcotics, murder, attempted murder, stolen property, and attempted kidnapping. The table in Attachment “A” provides a summary of Flock outcomes.

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

DUI Checkpoints and Saturation Patrols.

In July 2024, the San Fernando Police Department (SFPD) increased its efforts to address impaired driving through targeted enforcement operations. With funding from the California Highway Patrol (CHP) and the Office of Traffic Safety (OTS) grants, SFPD conducted four (4) DUI checkpoints throughout the year. Together, these two (2) operations resulted in five (5) DUI arrests and 68 citations for unlicensed drivers (see tables below for individual statistics).

<b>TABLE 2: SFPD DUI/DUID Checkpoint (CHP) August 31, 2024</b>	
Vehicles Through Checkpoint	854
Vehicles Screened	508
Reports Taken	38
Unlicensed Driver Citations	35
<b>Arrests</b>	<b>3</b>
Cannabis Arrest	1
Alcohol Related	2
Pursuits	1
<b>FSTs Conducted</b>	<b>6</b>

<b>TABLE 3: DUI/DL Checkpoint (OTS) November 13, 2024</b>	
Vehicles Screened	695
<b>DUI Arrests</b>	<b>2</b>
Unlicensed/Suspended License Citations	33
Stored Vehicles	4

Beyond checkpoints, SFPD also conducted two (2) saturation patrols focused on removing impaired drivers from the road. The first, funded by a CHP grant on October 25, 2024, resulted in one (1) citation for an open container and two (2) DUI/DUID arrests. The second, funded by an OTS grant on December 13, 2024, resulted in three (3) traffic citations and three (3) arrests for alcohol- or drug-related offenses.

Recognizing the need for community education, SFPD partnered with the Department of Motor Vehicles (DMV) to host a Community Forum on February 26, 2025, offering information on obtaining a driver’s license and promoting legal and responsible driving habits.

Data from 2024 shows a significant decline in DUI-related collisions, marking the first year since 2020 that SFPD reinstated DUI checkpoints and targeted DUI enforcement efforts. *(See Table Below).*

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

<b>TABLE 4: DUI-Related Collisions 2021-2024</b>	
<b>Year</b>	<b>Number of Collisions</b>
2021	26
2022	27
2023	26
2024	14

The data suggests that stronger enforcement coupled with community engagement and education on the dangers of DUI driving has had a positive impact on making San Fernando roads safer.

San Fernando Community Coalition to Prevent Gang Violence.

In 2024, the SFPD established the San Fernando Community Coalition to Prevent Gang Violence, bringing together community leaders, policymakers, and stakeholders from government, education, and non-profit agencies to develop a collaborative strategy addressing the root causes of gang violence. The strategy includes outreach, education, rehabilitation, prevention, intervention, diversion, and enforcement efforts.

Police Department Overtime.

The budgetary enhancement approved by the City Council in September 2024 has been utilized for additional traffic enforcement, parking enforcement, and crime prevention details. Activities funded by the enhancement are highlighted in Attachment “B.”

Patrol Management.

Building on the successes of 2024, SFPD continues to prioritize patrol management to ensure community safety. Patrol officers are integral to crime prevention, addressing public concerns, and responding to emergencies. To improve efficiency, SFPD is exploring an online reporting system for non-emergency incidents and a new scheduling software for officers.

*Online Reporting*

To improve patrol efficiency, an online reporting system for non-emergency incidents can be implemented. This system would allow the public to report minor crimes, such as vandalism, lost property, or non-injury traffic collisions, without requiring immediate officer dispatch. As a result, officers can prioritize high-priority calls and focus on crime prevention. Additionally, online reporting offers a more convenient and accessible way for residents to engage with law enforcement, potentially increasing incident reporting and community involvement.

*Scheduling Software for Sworn Personnel*

The Department is also exploring the use of advanced scheduling software designed for police departments. Scheduling software helps to automate the process of assigning shifts, managing time-off requests, and ensuring proper staffing levels during peak times or for specific patrol

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

Page 9 of 10

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areas. This technology will allow the Department to optimize resource allocation, and ensure that the right number of officers are on duty at any given time.

*Computer Aided Dispatch/Records Management Software (CAD/RMS)*

SFPD is currently evaluating new CAD/RMS systems to enhance data-informed policing and better support daily operations. As the department continues to grow, leveraging technology has become critical for improving efficiency, optimizing patrol patterns, and ensuring officer safety. The updated software will integrate GPS data and location insights, providing real-time information to refine patrol strategies, improve response times, and enhance situational awareness. By adopting a more advanced CAD/RMS system, the department will be equipped to make more informed decisions, increase operational effectiveness, and strengthen public safety.

SFPD is continuing to explore these and other options that have the potential to optimize patrol operations, meet the growing demands of public safety, and foster stronger community engagement.

SB 54 – California Values Act (Immigration).

Signed in 2017, SB 54 (California Values Act) restricts how state and local law enforcement interact with federal immigration authorities. While generally prohibiting the use of law enforcement resources for immigration enforcement, exceptions exist for individuals charged or convicted of specific serious crimes.

Key Restrictions:

- Inquiries into immigration status
- Detaining individuals based on ICE holds
- Sharing personal or release date information (unless publicly available or the individual has certain criminal convictions)
- Assisting with civil immigration warrants or warrantless searches
- Transferring individuals to immigration authorities without a judicial warrant

Law enforcement agencies can:

- Investigate federal law violations, including certain criminal enhancements
- Respond to criminal history requests from immigration authorities via CLETS
- Participate in joint law enforcement task forces (if the focus is not immigration enforcement)
- Investigate victims of trafficking for T Visas or those assisting law enforcement for U Visas
- Allow interviews with immigration authorities in compliance with the TRUTH Act

The San Fernando Police Department’s Policy No. 413 incorporates these SB 54 guidelines (see Attachment “C”). SFPD does not currently participate in any joint federal task forces. Agencies in joint federal task force are required to submit an annual report to the Department of Justice detailing task force activities, including arrests related to immigration enforcement.

**Receive and File a Presentation on 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act”**

Page 10 of 10

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Mental Health Clinician/Police Department Program Roll-out.

In partnership with Hope the Mission, SFPD has launched the Mental Health Clinician Program, funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) grant, to improve responses to mental health-related incidents. This co-response model integrates clinicians into police operations, allowing them to work alongside officers in handling calls involving mental health crises, substance abuse, and behavioral challenges. The program aims to de-escalate situations and provide referrals to appropriate mental health services.

Joint training will be completed by February 2025, with clinicians accompanying officers on calls to assist with assessments, de-escalation, and follow-up care. This initiative, funded through September 2025, strengthens connections between law enforcement and community-based mental health support.

**BUDGET IMPACT:**

Preparation of the Presentation of 2024 City Crime Statistics, Police Activity, Enhanced Police Patrolling Efforts, and Senate Bill 54, the “California Values Act” is part of the Police Department’s work plan. There is no impact to the Fiscal Year 2024-2025 Adopted Budget by discussing this item.

**CONCLUSION:**

It is recommended that the City Council receive and file a presentation on the 2024 City Crime Statistics, Police Department Activity and Operations, Enhanced Police Patrolling Efforts, and Senate Bill 54 (SB 54), the “California Values Act.”

**ATTACHMENTS:**

- A. 2024 Flock Outcomes
- B. Budget Enhancement Overtime
- C. San Fernando Police Department Policy 413 Immigration Violations
- D. Senate Bill 54, the “California Values Act” FAQ Sheet



<b>2024 Flock ALPR Outcomes</b>	
<b>Total Cases Cleared by Arrest</b>	<b>50</b>
Stolen Vehicle Arrests	38
Narcotics Arrests	2
Attempted Murder Arrests	2
Murder Arrests	1
Burglary/Larceny Arrests	4
Attempted Kidnapping Arrests	
Felony Reckless Evading Arrests	2
Stolen Property – Buying, Receiving, Possessing	1
<b>Total Stolen Vehicles Recovered</b>	<b>40</b>
<b>Total Leads Generated</b>	<b>26</b>
Burglary Leads	17
Larceny Leads	6
Felony Hit & Run	1
Felony Evading/Reckless	1
Robbery	1
Attempted Kidnapping	
<b>Warrants Issued (Larceny)</b>	<b>1</b>



**Policy  
413****San Fernando Police Department**  
San Fernando PD Policy Manual

## Immigration Violations

### 413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to employees of the Department relating to immigration and interacting with federal immigration officials.

#### 413.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

**Criminal immigration violation** - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

**Immigration enforcement** - Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, including any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry or reentry to, or employment in the United States.

**Judicial warrant** - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

### 413.2 POLICY

It is the policy of the Department that all employees make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this Department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

### 413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, employees shall treat all individuals equally and not in any way that would violate the United States or California constitutions.

### 413.4 IMMIGRATION INQUIRIES PROHIBITED

Employees of this Department shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

#### 413.4.1 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

Employees shall not use information transmitted through CLETS for immigration enforcement purposes except for criminal history information and only when consistent with the California Values Act (Government Code § 15160).

## *Immigration Violations*

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Employees shall not use the system to investigate immigration violations of 8 USC § 1325 (improper entry) if that violation is the only criminal history in an individual's record (Government Code § 15160).

### 413.4.2 CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

Employees shall not obtain, access, use, or otherwise disclose noncriminal history information maintained by the DMV for immigration enforcement (Vehicle Code § 1808.48).

### **413.5 DETENTIONS AND ARRESTS**

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Government Code § 7284.6).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of 8 USC § 1326(a) (unlawful reentry) that may be subject to an enhancement due to a previous conviction of an aggravated felony under 8 USC § 1326(b) (2), may detain the person for a reasonable period of time to contact federal immigration officials to verify whether the United States Attorney General has granted the individual permission for reentry and whether the violation is subject to enhancement (Government Code § 7284.6). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has violated 8 USC § 1326(a) and the penalty may be subject to enhancement due to prior conviction for specified aggravated felonies, he/she may arrest the individual for that offense (Government Code § 7284.6).

An officer shall not detain any individual, for any length of time, for any other criminal immigration violation of federal immigration laws (Government Code § 7284.6).

An officer should notify a supervisor as soon as practicable whenever an individual is arrested for violation of 8 USC § 1326(a).

#### 413.5.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has arrested an individual for violation of 8 USC § 1326(a), or under the authority of a judicial warrant, the supervisor should determine whether it is appropriate to (a) transfer the person to federal authorities, or (b) transfer the person to jail.

Upon determination by the supervisor that a transfer referred to in subsections (a) and/or (b) above is appropriate, the supervisor shall notify and obtain approval of the applicable Division Commander before effecting such transfer.

### **413.6 FEDERAL REQUESTS FOR ASSISTANCE**

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this Department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

## *Immigration Violations*

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### **413.7 INFORMATION SHARING**

No employee of this Department will prohibit, or in any way restrict, any other employee from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials.
- (b) Maintaining such information in Department records.
- (c) Exchanging such information with any other federal, state or local government entity.

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

#### **413.7.1 IMMIGRATION DETAINERS**

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

- (a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).
- (b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.
- (c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
- (d) The individual is a current registrant on the California Sex and Arson Registry.
- (e) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

#### **413.7.2 NOTICE TO INDIVIDUALS**

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the San Fernando Police Department intends to comply with the request (Government Code § 7283.1).

If the San Fernando Police Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

## *Immigration Violations*

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### 413.7.3 ICE INTERVIEWS

Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the San Fernando Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

### 413.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Employees shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

- (a) Transfer is authorized by a judicial warrant or judicial probable cause determination.
- (b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
- (c) The individual is a current registrant on the California Sex and Arson Registry.
- (d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

### 413.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Detective Division supervisor shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Supervisor for required reporting to the DOJ (Government Code § 7284.6(c)(2)) (see the Records Division Policy).

### **413.8 U VISA AND T VISA NONIMMIGRANT STATUS**

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the supervisor assigned to oversee the handling of any related case. The supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

## Immigration Violations

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1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
  2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). The certification shall be completed and not refused for the specified reasons in Penal Code § 679.10(k) (3).
  3. Form I-914 Supplement B declaration shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking). The declaration shall be completed and not refused for completion for the specified reasons in Penal Code § 679.11(j)(3).
  4. Forward the completed Form I-918 Supplement B certification or completed Form I-914 declaration B to the victim, family member, or authorized representative (as defined in Penal Code § 679.10 and Penal Code § 679.11) without requiring the victim to provide government-issued identification (Penal Code § 679.10; Penal Code § 679.11)
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.
1. If Form I-918 Supplement B is not certified, a written explanation of denial shall be provided to the victim or authorized representative. The written denial shall include specific details of any reasonable requests for cooperation and a detailed description of how the victim refused to cooperate (Penal Code § 679.10).
- (e) Inform the victim liaison of any requests and their status.

### 413.8.1 TIME FRAMES FOR COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 30 days of a request from the victim, victim's family, or authorized representative related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within seven days of the first business day following the day the request was received.

### 413.8.2 REPORTING TO LEGISLATURE

The Chief or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

## *Immigration Violations*

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### 413.8.3 POLICE REPORTS

Upon request, an officer or supervisor should provide a victim or authorized representative with a copy of the report filed by the victim within seven days of the request (Penal Code § 679.10).

### **413.9 TRAINING**

The Training supervisor should ensure that all appropriate employees receive training on immigration issues.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration violation has been committed.
- (c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).



# FAQ: SB 54

## HOW THE CALIFORNIA VALUES ACT APPLIES IN JAILS

### What is the California Values Act?

On January 1, 2018, the California Values Act, also known as SB 54, went into effect, limiting the cooperation between local law enforcement and Immigration and Customs Enforcement (ICE) and providing noncitizens with protections when it comes to immigration enforcement.

### Local law enforcement, like the police or sheriff, **CANNOT:**



- Ask about your immigration status
- Share your personal information, like your home or work address, with ICE unless that information is already available to the public
- Provide office space only for ICE's use in their facility
- Use immigration officers as interpreters for them during their own investigation



### Can the Sheriff's Department hold me in jail extra time for the purpose of having ICE pick me up?

No.

### Can an ICE agent interview me in jail?



- Yes, but **only if they have received your written consent.** A jail official must first give you a consent form to read and sign before making you available for questioning by ICE. This form must be available in a number of languages.\* ICE conducts these interviews to collect information that may be used against you in your deportation case. **You have the right to decline these interviews.**

\*including Spanish, Chinese, Tagalog, Vietnamese, and Korean.

### What are my options if an ICE agent wants to interview me?

You can indicate one of the following on the consent form:

- "No, I do not want to be interviewed"
- "Yes, I will do the interview with my attorney present"
- "Yes, I will do the interview alone"

### If you were interviewed by an ICE agent:

- Without ever getting a consent form
- After indicating "No" to an interview on the consent form
- After saying you wanted your lawyer present but your lawyer was not called
- After having received a consent form in English when your preferred language is another language, or
- After being pressured or threatened by local law enforcement to agree to the interview.

**Please write us at the address below describing exactly what happened.**

## Can the Sheriff's Department tell ICE when I will be released from jail?

**No**, the Sheriff's Department cannot give ICE your release date **unless**:

- Your release date is already publicly available
- You are a current registrant on the California Sex and Arson Registry
- You were convicted of a felony that is considered serious or violent under state law
- You were convicted of most any felony in the last 15 years that is not serious or violent
- You were convicted of a felony that is punishable by imprisonment in state prison
- You were convicted within the past 5 years of a misdemeanor for a crime that is punishable as either a misdemeanor or felony
- You were convicted of a federal crime that meets the definition of an aggravated felony, or
- The charge you are currently facing is for a crime that is considered a serious or violent felony or is punishable by a term in state prison and where a judge has made a probable cause finding.

## Can the Sheriff's Department transfer me to an ICE detention center?

**No**, the Sheriff's Department cannot transfer you into immigration custody **unless**:

- You are a current registrant on the California Sex and Arson Registry
- You were convicted of a felony that is considered serious or violent under state law
- You were convicted of a felony that is punishable by imprisonment in state prison
- You were convicted of most any felony in the last 15 years that is not serious or violent
- You were convicted within the past 5 years of a misdemeanor for a crime that is punishable as either a misdemeanor or felony
- You were convicted of a federal crime that meets the definition of an aggravated felony; or
- A warrant or probable cause determination from a judge finding you violated federal criminal immigration law.

### If the Sheriff's Department receives a request from ICE

- to hold you beyond your release date,
- to have them notify ICE of your release date,
- or to have them transfer you to immigration custody,

**they must give you and your attorney or a person you trust ("designee") a copy of that request and tell you whether they will comply with that request or not. If they do not give you a copy, make sure to ask the jail staff for a copy of these documents.**

**If you believe that your rights were violated under SB 54, please write to:**

**Jails Project  
ACLU SoCal  
Attn: SB54  
1313 W 8th Street  
Los Angeles, CA 90017**



# FAQ: SB 54

## HOW THE CALIFORNIA VALUES ACT APPLIES IN PRISONS

### What is the California Values Act?

On January 1, 2018, the California Values Act, also known as SB 54, went into effect, limiting the cooperation between local law enforcement and Immigration and Customs Enforcement (ICE) and providing noncitizens with protections when it comes to immigration enforcement.

### State prison officials **CANNOT:**

- Restrict your access to educational or rehabilitative programming or a credit-earning opportunity simply due to your immigration status
- Take into account your immigration status when determining your custodial classification level.



### If the prison receives a request from ICE

- to hold you beyond your release date,
- to have the prison notify ICE of your release date,
- or to have the prison transfer you to immigration custody,

**they must give you and your attorney or a person you trust (“designee”) a copy of that request and tell you whether they will comply with that request or not. If they do not give you a copy, make sure to ask the prison staff for a copy of these documents.**

### Can an ICE agent interview me while I’m in state prison?



- Yes, but **only if the prison has received your written consent.** The prison must first give you a consent form to read and sign indicating whether you decline or consent to the interview before making you available for questioning by ICE. This form must be available in a number of languages.\* ICE conducts these interviews to collect information that may be used against you in your deportation case. **You have the right to decline these interviews.**

\*including Spanish, Chinese, Tagalog, Vietnamese, and Korean.

### What are my options if an ICE agent wants to interview me?

You can indicate one of the following on the consent form:

- “No, I do not want to be interviewed”
- “Yes, I will do the interview with my attorney present”
- “Yes, I will do the interview alone”

### If you were interviewed by an ICE agent:

- Without ever getting a consent form
- After indicating “No” to an interview on the consent form
- After saying you wanted your lawyer present but your lawyer was not called
- After having received a consent form in English when your preferred language is another language, or
- After being pressured or threatened by local law enforcement to agree to the interview

**Please write us at the address below describing exactly what happened.**

If you believe that your rights were violated under SB 54, please write to:



Jails Project / ACLU SoCal  
Attn: SB54  
1313 W 8th Street  
Los Angeles, CA 90017

**ACLU**  
California

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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

Erika Ramirez, Director of Community Development

Walter Dominguez, Acting Commander

Kenya Marquez, Housing Coordinator

**Date:** February 3, 2025

**Subject:** Receive and File an Update on Community Engagement Efforts Related to Encampment Enforcement and Street Outreach Services

### RECOMMENDATION:

It is recommended that the City Council receive and file an update on the community engagement efforts related to encampment enforcement and street outreach services.

### BACKGROUND:

1. On September 4, 2018, the *Martin v. City of Boise* decision was issued by the 9<sup>th</sup> Circuit Court. The Court's decision required that governmental entities provide adequate shelter alternatives and support services prior to enforcing ordinances that would remove unhoused people and encampments from public spaces.
2. On September 6, 2022, the City Council adopted the Homeless Action Plan, which, among other actions, sets three (3) priorities to: 1) Develop the City's Capacity to Better Prevent and End Homelessness, 2) Support the Service Needs of People Experiencing Unsheltered Homelessness, and 3) Focus on Root Causes to Prevent Homelessness.
3. On April 17, 2023, the City Council approved a Professional Services Agreement with North Valley Caring Services (Contract No. 2148) to provide street outreach for individuals experiencing homelessness, which includes providing information, support and referrals for emergency shelters, transitional housing, permanent supportive rehousing, and rapid rehousing programs.
4. On October 18, 2023, the City held a Town Hall discussion on Homelessness. During the Town Hall, staff provided updates on the progress of the Homelessness Action Plan, introduced the street outreach team, and explained the role of law enforcement in the City's homelessness response. The Town Hall also featured presentations on Los Angeles County initiatives and dedicated time for residents to ask questions and share feedback.

## Receive and File Update on Community Engagement Efforts Related to Encampment Enforcement and Street Outreach Services

Page 2 of 5

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5. On November 6, 2023, the City Council approved a Memorandum of Understanding with Home Again Los Angeles (Contract No. 2208) to provide homeless prevention programs, housing programs, and one-on-one case management for San Fernando residents to meet their housing goals.
6. On May 1, 2024, the City entered into an agreement with Community Bridge Housing Corporation (Contract No. 2221) to provide people experiencing homelessness temporary housing, meeting the adequate shelter requirements of the *Martin v. City of Boise* decision.
7. On June 28, 2024, the United State Supreme Court published an opinion, *City of Grants Pass v. Johnson*, acknowledging that the causes of homelessness are complex and varied. The Court also affirmed that cities should have the authority to use a range of tools to address its challenges, including the ability to enforce criminal penalties when other, less punitive efforts have failed.
8. On July 15, 2024, the City Council approved Ordinance No. 1726 approving an amendment to the San Fernando Municipal Code, adding Article VII of Chapter 74 to Prohibit Encampments and Storage of Personal Property in Public Places within the City limits.
9. At the City Council meeting on September 3, 2024, the City Council requested a report on the methods and outreach strategies the Police Department will employ to inform residents and business owners about the City's new encampment ordinance and how to report homeless encampments to the Police Department. Additionally, the City Council requested information from the Police Department regarding the *Trespass Arrest Authorization Letter of Agency* pilot program.
10. On October 21, 2024, the City Council approved Professional Service Agreements with North Valley Caring Services (Contract No. 2299) and Home Again Los Angeles (Contract No. 2300) for homeless and street outreach services through November 4, 2025.

### ANALYSIS:

Addressing homelessness has been one (1) of the top goals of the City Council in recent years. Through the Homeless Action Plan, the City has prioritized providing supportive services to individuals experiencing homelessness with a focus on placing those individuals in adequate housing. A critical component of making the Homeless Action Plan successful is community engagement to ensure community members are informed about the available resources to address homelessness-related concerns and accessing street outreach services. Through public outreach efforts, educational material, and partnerships with local organizations, the City is committed to creating a more informed and supportive community dedicated to addressing homelessness.



## **Receive and File Update on Community Engagement Efforts Related to Encampment Enforcement and Street Outreach Services**

Page 3 of 5

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Using the City's Community Engagement Framework (Attachment "A"), the Police and Community Development Departments are proposing to implement various methods to inform residents and businesses owners about the City's efforts and how they can collaborate to be a part of the solution. This includes creating options on the MySanFernando App to report homeless encampments and accessing outreach services to ensure a streamlined and effective response (collaborate), creating a post card and a mailer (inform), and updating the City's website (inform), among other efforts described in more detail below. Through the use of multiple communication methods, the City aims to provide residents and business owners with clear, accessible channels for reporting encampments and related concerns while also connecting individuals experiencing homelessness with appropriate support services.

### Anti-Encampment Notification Program.

To inform community members about the available resources to address homeless encampments, outreach services, and newly enacted encampment ordinance, the City will provide direct mailers, including an informational flyer in water utility bills (Attachment "B"), City Manager's Newsletter, social media, and Frequently Asked Questions (Attachment "E") on the City's Homeless Services webpage. The City will collaborate with the community through the MySanFernando App and community meetings (primarily Neighborhood Watch, Business Watch, and Community Academy).

An informational postcard has been drafted (Attachment "B") to notify residents of the City's updated anti-encampment ordinance. The postcard provides details on accessing information about the ordinance online, reporting encampments, and best methods for contacting City staff. To ensure broad distribution, staff proposes including the postcard with all water utility bills in March/April as well as having it available at all public counters and at City informational booths at various events.

### Trespass Arrest Authorization Letter of Agency Pilot Program.

To address criminal activity related to encampments, such as trespassing on private commercial property, the Police Department has implemented a *Trespass Arrest Authorization Letter of Agency* pilot program. The Letter of Agency (Attachment "C") is intended to be a focused approach to address reoccurring trespassing issues associated with known encampments or suspected criminal activity by individuals. Guidelines are in place to assist business or residential property owners in successfully prosecuting trespassers (see attachment "D"). This pilot initiative is currently implemented within the Department, enabling businesses and property owners to grant the Department the authority to act on their behalf in cases of trespassing.

Property owners, or their authorized agents, are able to request a Letter of Agency from the Police Department. If the Police Department has received and recorded four (4) calls of service in the Department's CAD system with an issued incident number for trespassing within a 12-month period on the property, a Letter of Agency may be requested by the property owner. A condition of approval will include posted hours of operation for commercial properties, proper

## Receive and File Update on Community Engagement Efforts Related to Encampment Enforcement and Street Outreach Services

Page 4 of 5

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“No Trespassing” signs must be prominently displayed on the premises, and if vacant, the property must be secured.

This pilot program allows property owners or authorized representatives to grant the Police Department enforcement authority when individuals are routinely trespassing on their property. Community members or their authorized agents can visit the Police Department during regular business hours (9:00 a.m. to 5:00 p.m.) and speak with the Records Bureau to obtain a Letter of Agency. Once approved, officers responding to trespassing incidents will verify the authorization letter and make an effort to connect individuals with outreach services and provide alternative housing resources, whenever possible, then take appropriate enforcement actions, including warnings, citations, or arrests.

### Accessing Street Outreach Services.

Community members can request street outreach services through the following methods, which is also provided in a postcard (Attachment “F”):

- Outreach Line: (818) 898-1210
- Email [homeless@sfcity.org](mailto:homeless@sfcity.org)
- MySanFernando App: Submit requests with location details and optional photographs.

Requests for outreach services are monitored by staff and forwarded to North Valley Caring Services (NVCS), the City’s street outreach partner. Response times are within 24 hours on weekdays and 72 hours on weekends. When submitting a request, community members are encouraged to provide details about the location and include photographs of the person in need of outreach services. In cases involving trespassing, harassment, or illegal activity, community members should contact the San Fernando Police Department through its emergency or non-emergency numbers for immediate attention.

The NVCS outreach team actively supports unhoused individuals by distributing food, hygiene items, and other basic needs, along with a comprehensive pamphlet of resources, which includes:

- Locations for food pantries, showers, and laundry services.
- Contact information for legal aid, dental, medical, and counseling services.
- Guidance on accessing government benefits and employment assistance.
- Resources for substance abuse recovery and youth services.
- Hotline numbers for immediate assistance.

In addition to distributing resources, the outreach team helps connect individuals with relevant services based on their specific needs, supporting efforts to address homelessness in the City.

## **Receive and File Update on Community Engagement Efforts Related to Encampment Enforcement and Street Outreach Services**

Page 5 of 5

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The City's efforts combine community engagement, enforcement programs, and outreach services to support residents, businesses, and individuals experiencing homelessness. As part of these efforts, the City will coordinate the distribution of postcards addressing the anti-encampment ordinance and street outreach services to ensure the community is informed about available resources. Through collaboration and clear communication, these initiatives aim to foster a safer and more connected community.

### **BUDGET IMPACT:**

For both encampment enforcement and street outreach efforts, there are no additional budget impacts to the current fiscal year. A single acquisition of 20,000 double sided full color 4" X 6" postcards and 5,400 mailers is approximately \$1,150. These materials will serve to inform the community about the encampment ordinance. The funding for the postcards and mailers will be sourced from the current Police Department's supply budget (Account #001-222-0000-4300). Outreach services postcards totaling \$544 have been already been purchased, printed and in distribution (Accounts #001-155-0000-4300 & 028-155-0000-4300).

### **CONCLUSION:**

It is recommended that the City Council receive and file an update on the community engagement efforts related to encampment enforcement and street outreach services.

### **ATTACHMENTS:**

- A. Community Engagement Framework Worksheet
- B. Anti-Camping Ordinance Postcard/Mailer
- C. San Fernando Police Department *Trespass Arrest Authorization Letter of Agency*
- D. Guidelines for Letter of Agency
- E. Addressing Homelessness: FAQs on San Fernando's Encampment Ordinance
- F. Street Outreach Postcard

# THE CITY OF SAN FERNANDO

## Community Engagement Plan Worksheet

**Project Title:** Homelessness Action Plan Implementation

**Project Partners:** Community Development Dept., SF Police Dept., Business & Community Resource Center, North Valley Caring Services, Home Again Los Angeles

**Purpose (Select all that apply):**

- Inform - The goal is to provide clarity to residents on a problem, alternatives, opportunities, and/or solutions**
- Consult - The goal is to receive feedback from the public to help inform the City on a decision regarding a policy, project, or program**
- Collaborate - The goal is to work directly with the public in order to identify issues, create solutions, and develop future strategies for success**
- Shared Leadership - The goal is to delegate decision-making authority to the public or give them a formal role in making final recommendations**

**Target Audience:**

Unhoused individuals, residents, businesses, non-profit organizations, government agencies (County).

**Engagement Methods (Select all that apply):**

- Advisory Committee
- Canvassing Door to Door
- Community Meeting
- Constant Contact/Text Notice
- Direct Email Correspondence
- Individual Meetings with Community Leaders
- Mailer/Flyer
- Media/Interviews
- Newsletter
- Online or In-Person Presentation
- Social Media (Instagram, Facebook, X, etc.)

**Other:**

[List other engagement methods or add more detail on engagement here]

Hosted Town Hall discussion on Homelessness, water bill inserts, presented at Business and Neighborhood Watch, and Community Academy's.

## Community Engagement Plan Worksheet

Page 2 of 2

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### Overcoming Barriers

#### Potential Barriers (Select all that apply):

- Language (community members with limited English-speaking ability)
- Complex/Technical Communications
- Access to Transportation
- Timing of Event (events or sessions held during regular work hours)
- Digital Divide/Lack of Access to the Internet or the City's Online Platforms
- Need for Child or Elder Care
- Potential Distrust in Government

#### How the identified barriers will be addressed:

- Language: Created bilingual flyers, had translation at community meetings
- Digital Divide: Established phone line for outreach calls, held in-person meetings
- Potential Distrust in Gov't: Community meetings with Q&A sessions, establishing partnerships with non-profits, implementing pilot programs, providing updates on implementation of plan.

### Anticipated Timeline

[Add start and end date for outreach effort and include any major deadlines here]

- 2022-2027: Implementation of Homelessness Action Plan
- October 2023: Town Hall discussion on Homelessness
- March/April 2025: Mail out water bill inserts
- Monthly: Community Watch Meetings

### Estimated Cost

[Provide estimated cost, with breakdown of expenses, if applicable]

- Flyer printing: \$500
- Interpretation at Town Hall: \$375



**NEW**

THE CITY OF  
**SAN FERNANDO**

# Anti-Camping Ordinance

**UPDATE**

The City of San Fernando has updated its Camping Ordinance to improve public safety and address quality-of-life concerns related to encampments and abatement of encampments. To learn more about the updates to the Municipal Code, visit:

SFCITY.ORG/ \_\_\_\_\_



*Your involvement helps us maintain the safety and accessibility of public spaces for everyone*



*To report an encampment in San Fernando, call:*

**San Fernando Police (818) 898-1267**



# SAN FERNANDO POLICE DEPARTMENT

## Trespass Arrest Authorization

As required by State law, the San Fernando Police Department accepts only Notarized Trespass Arrest Authorizations. Please complete the form below for each unique address for which you are submitting an authorization. After the form has been completed, it **MUST** be signed in the presence of a notary and mailed or personally delivered to the San Fernando Police Department at 910 First Street, San Fernando CA. The original must be delivered to the San Fernando Police Department.

### Person Authorizing Arrest

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone 1: \_\_\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Contact Phone 2: \_\_\_\_\_ Cell \_\_\_ Home \_\_\_ Work

### Location of Authorization (in the City of San Fernando)

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Business or Property Name: \_\_\_\_\_

Property Type:    \_\_\_ Business \_\_\_ Residence \_\_\_ Vacant Lot

Property Status:    \_\_\_ Closed to the public. Use this option for vacant or abandoned property.

                         \_\_\_ Not open to the general public. Use this option for private property such as a residence, carport, apartment building.

                         \_\_\_ Not open to the general public during specific hours. Use this option for business/commercial property which is open to the public but closed during specific hours.

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (up to 12 months after effective date)

**Confirmation.** In accordance with Penal Code section 602(o), I, the undersigned, am the owner, the owner's agent, or the person in lawful possession of the above referenced property, and I hereby authorize any peace officer of the San Fernando Police Department to request any unauthorized person to leave the property at any time the property is not open to the general public, and to arrest any person who refuses or fails to do so. This authorization does not apply to persons engaged in lawful labor union activities or who are on the premises at the request of a resident or management. I understand that this authorization is in effect during my absence from the premises. If I am present when the trespass occurs it is my responsibility to notify the San Fernando Police Department. I acknowledge and agree that this request for a peace officer's assistance shall expire immediately upon transfer of ownership of the property or upon a change in the person in lawful possession.

I, or my agent, will cooperate in the prosecution of anyone arrested for these offenses. I understand that this letter is valid for a maximum period of 12 months, and I must renew the letter at the appropriate time if the need still exists.

**MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC:**

[ ] I agree. Signature: \_\_\_\_\_

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

**(Seal)**



## **Guidelines for Letter of Agency**

### **Dear City of San Fernando Business or Residential Property Owners:**

These guidelines have been developed to assist property owners in managing unauthorized access to their property and to facilitate the legal process for addressing reoccurring trespassing issues involving known encampments or unauthorized access by individual. Under Section 602(o) of the California Penal Code, a Letter of Agency may be utilized for commercial and private properties.

### **Properties that qualify to use a Letter of Agency:**

1. Properties which the San Fernando Police Department has received and documented four "calls for service" regarding trespassing within a 12 month period.
2. Documented evidence of trespassing violation may include, but are not limited to, citations, arrests, crime reports, incident reports, visual observations and verification by a law enforcement officer.
3. Evidence of trespassing must establish that a trespass had occurred or is currently occurring on the property of agency.
4. Undeveloped land or vacant commercial properties that are closed to the general public at all times.
5. Commercial properties that are closed during designated hours.
6. Vacant residential properties, limited to secured single-family residences.
7. Private residential communities, including Homeowner's Associations, condominiums, and apartment complexes, that are not open to the general public.
8. A recorded nuisance property that considerably affects the quality of life in the surrounding neighborhood.
9. The Letter of Agency does not provide for or imply that additional or increased patrol from the San Fernando Police Department will occur for the property listed in the Letter of Agency.
10. A Letter of Agency does not automatically result in an individual's arrest. The Officer will assess the legal circumstances and the totality of the circumstances to determine the appropriate enforcement action.
11. The property owner or agent remains responsible for reporting trespassing violations or incidents to the San Fernando Police Department.

**Property Owners Responsibilities:**

1. Provide an updated Letter of Agency that is clearly legible, signed, and on file with the San Fernando Police Department. The Letter of Agency must be renewed every 12 months.
2. The property must have proper posted signs (see page 3) prohibiting trespassing. For businesses, the sign must also indicate the hours during which the business is closed.
3. During regular business hours, the property owner or property agent must sign a private person's arrest form to authorize the arrest of a trespasser on the property.

In addition to these requirements, the property owner or agent may be required to appear in court if a trespasser is arrested on the property.

A Letter of Agency must be completed and returned in person to the San Fernando Police Department, including photographs of the posted signs meeting stipulated legal requirements. The letter must be signed by the property owner or an authorized representative in the presence of a Notary Public. For any questions regarding the Letter of Agency requirements, please contact the San Fernando Police Department at (818) 898-1267.

**\*\*\*Guidelines Subject to Change without Prior Notice\*\*\***

## Letter of Agency Sign Requirements

Below is a guideline to assist property owners with the proper wording, placement, and sizing of "No Trespassing" signs, as well as recommended posting locations.

### Recommended Signs Size:

The sign must be at least 8.5" x 11" in size, with legible font visible from the nearest public street. It should feature at least 1" block letters and be placed in a location that is not easily accessible for damage. It is recommended that signs be placed in a visible location at each driveway and entrance to the property.

### Sample Signs:



## Addressing Homelessness: Frequently Asked Questions (FAQs) on San Fernando’s Camping Ordinance (74-282)

The City of San Fernando has taken a balanced approach to addressing homelessness for over three years, prioritizing compassion by providing resources, housing, and support to help those in need find a pathway out of homelessness.

At the same time, enforcing local, state, and federal laws is essential to maintaining a clean and safe community. Since July 15, 2024, the San Fernando Municipal Code has prohibited camping in public spaces, and the City has remained responsive to evolving judicial guidance, including several cases before the United States Supreme Court.

By combining a services-first approach with the enforcement of Ordinance 74-282, when necessary—and ensuring the availability of temporary shelter beds—San Fernando has avoided the large-scale tent cities and encampments that many neighboring jurisdictions are currently facing.

On July 15, 2024, the San Fernando City Council reviewed the City's approach to anti-camping enforcement and approved an update to the Municipal Code. Below is a list of frequently asked questions and answers to clarify the City Council’s actions and outline the path forward.

### Frequently Asked Questions

#### What does the San Fernando Municipal Code define as camping?

Sec. 74-280. – Definitions

- *“Camp”* means to pitch, erect, or occupy camp facilities or encampment or to use camp paraphernalia, or both, for the purpose of, or in a way that facilitates outdoor sheltering for living accommodation purposes or for remaining outdoors overnight.
- *“Camp facilities”* include, but are not limited to, tents, huts, or other temporary shelters.
- *“Camp paraphernalia”* means personal property used to facilitate occupancy of an area and includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks or non-City designated cooking facilities, blankets, sheets, pillows, luggage, backpacks, cookware, cooking equipment, kitchen utilities, and similar equipment.
- *“Encampment means”* one or more temporary, makeshift, or hand-built structures not intended for long-term continuous occupancy, including tents, that are used to shelter one or more persons or their belongings and that are not authorized by the property owner. Encampment includes any camp paraphernalia and personal property associated with or located in or around the structures or tents.

### **What is the history of the city's anti-camping ordinance?**

On June 28, 2024, the United States Supreme Court published an opinion, *City of Grant Pass V. Johnson* 72 F. 4<sup>th</sup> 868 acknowledging that the causes of homelessness are complex and varied. The Court also affirmed that cities should have the authority to use a range of tools to address its challenges, including the ability to enforce criminal penalties when other, less punitive efforts have failed.

### **What did the San Fernando City Council do on July 15, 2024?**

As a result of the 2024 Supreme Court ruling in *Grant Pass*, the City Council approved an ordinance on July 15, 2024 amending the San Fernando Municipal Code. This amendment added Article VII of Chapter 74 to Prohibit Encampments and Storage of Personal Property in public places within the City limits of San Fernando.

#### *Sec. 74-282 – Enforcement.*

- Violations of this article may be prosecuted as misdemeanors under article II of chapter 1 or as public nuisances under article III of chapter 1. The enforcement procedures of these articles are in addition to any specific enforcement procedures set forth in this article. Unless otherwise expressly provided, the remedies and penalties provided by this chapter are cumulative to each other, and to the remedies and penalties available under any other provision of this Code and any other laws.

The updated ordinance allows the city to enforce violations as either misdemeanors or public nuisances, offering multiple avenues for legal action. It also permits enforcement under other applicable articles and laws in addition to the specific procedures outlined in this article. The remedies and penalties are cumulative, meaning the city can impose multiple penalties or use different enforcement mechanisms simultaneously to effectively address violations.

### **Is it illegal to sleep in public spaces?**

The Municipal Code's prohibition against camping requires a determination that an individual is using a public space for the purpose of a "living accommodation." There is no prohibition against simply sleeping in a public place.

### **How does the updated ordinance change the city's approach to addressing camping in public spaces?**

The updated ordinance allows police to consider camp facilities, which may include, but are not limited to, tents, huts, or other temporary shelters, as well as camp paraphernalia and personal property associated with or located in or around these structures. A person may be in violation of the anti-camping ordinance if they have erected or maintained a camp facility in a public space for their own living accommodation. To determine whether this is the case, a police officer will evaluate the totality of the circumstances, including the presence of tents, huts, temporary shelters, or other prohibited items.

### **Can the city arrest people for sleeping in cars?**

The ruling in the Grants Pass case does not address the issue of sleeping in vehicles.

### **What other ordinances does the Municipal Code include regarding use of public spaces?**

- Sec. 74-280. – Definitions
- Sec. 74-281. – Unlawful Encampments on Public Property
- Sec. 74-283 – Abatement of Encampments

### **What is the San Fernando's Police Department's approach to enforcing the prohibition of camping in public spaces?**

The Supreme Court's decision in the Grants Pass case reaffirms the authority of local governments to establish and enforce laws regulating behavior within their jurisdictions, including anti-camping ordinances.

The Court emphasized that cities should prioritize offering services and alternatives to individuals camping in public spaces before pursuing criminal enforcement.

The San Fernando Police Department has been committed to enforcing the anti-camping ordinance legally and in accordance with case law and best practices. This means giving warnings and making referrals to shelters and other outreach services prior to issuing citations for camping.

### **What happens after someone is cited or arrested for violation of the anti-camping ordinance?**

All misdemeanor citations and arrests are referred to the Los Angeles District Attorney's Office, where a prosecutor independently reviews the case to determine whether to file criminal charges. Charges are based on a thorough review of all available evidence indicating that an individual has established a camp facility for use as a living accommodation. This evidence may include police reports, body camera footage, photographs, and the individual's prior contacts with the San Fernando Police Department for the same offense.

### **What do I do if I see someone in crisis from drugs, alcohol, or mental health?**

If you believe someone is experiencing a medical emergency or poses an immediate threat to public safety, call 911.

For non-urgent requests or concerns, call the non-emergency police number at (818) 898-1267 or contact the San Fernando Outreach Line at (818) 898-1210. You can also email [homeless@sfcity.org](mailto:homeless@sfcity.org) or request outreach through the "MySanFernando" app via the Homelessness Outreach Tab.



# See Someone in Need? Let's Connect Them to Help!

If you notice someone experiencing homelessness, our outreach team is here to help. We provide essential resources, support, and connections to services.

**CALL** 818-898-1210

**EMAIL** [homeless@sfcity.org](mailto:homeless@sfcity.org)

**MY SAN FERNANDO APP** submit outreach request



SCAN ME



## RESPONSE TIMES

**WEEKDAYS:** 24 HOURS

**WEEKENDS:** 72 HOURS

**FOR EMERGENCY SITUATIONS, DIAL 911**



# ¿Ves a Alguien en Necesidad? ¡Conectémoslos con Ayuda!

Si ves a alguien que está sin hogar, nuestro equipo de alcance está aquí para ayudar. Ofrecemos recursos esenciales, apoyo y conexiones a servicios.

**LLAME** 818-898-1210

**CORREO ELECTRÓNICO** [homeless@sfcity.org](mailto:homeless@sfcity.org)

**MY SAN FERNANDO APP** Envíe una solicitud



ESCANÉAME



## TIEMPOS DE RESPUESTA

**DÍAS LABORABLES:** 24 HORAS

**FINES DE SEMANA:** 72 HORAS

**PARA SITUACIONES DE EMERGENCIA,  
MARQUE 911.**





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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** February 3, 2025

**Subject:** Consideration to Appoint an Education Commissioner

### RECOMMENDATION:

I have requested to place on the agenda (Attachment “A”) for the City Council to approve Marcela Rodriguez (Exhibit “A” to Attachment “A”) be appointed as my representative to the Education 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 16, 2025, Marcela Rodriguez submitted an application (Exhibit “A” to Attachment “A”) seeking consideration as my representative to be appointed to the Education Commission to fill the unscheduled vacancy.

**Consideration to Appoint an Education 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 Marcela Rodriguez be appointed as my representative to the Education 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 Patty Lopez	TITLE Councilmember
---------------------	------------------------

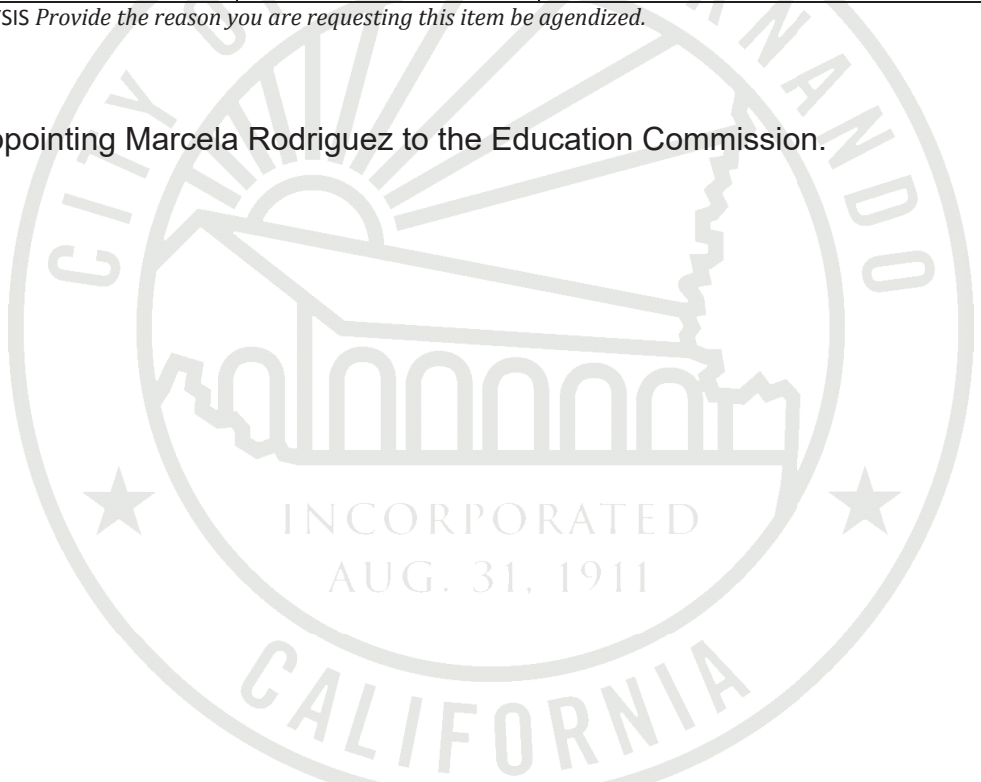
### ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*  
**EDUCATION 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 Marcela Rodriguez to the Education Commission.



**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.



RECOMMENDED BY CITY COUNCILMEMBER:

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 Marcela Itzel Rodriguez | PHONE NO. \_\_\_\_\_

RESIDENCE ADDRESS	CITY & STATE <u>San Fernando Ca.</u>	ZIP CODE <u>91340</u>
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MAILING ADDRESS <i>If different than above</i>	CITY & STATE <u>San Fernando Ca.</u>	ZIP CODE <u>91340</u>
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EMAIL ADDRESS *Business or personal to be used for Commission activity*

EMPLOYER NO | POSITION \_\_\_\_\_

BUSINESS ADDRESS <u>NO</u>	CITY & STATE	ZIP CODE
----------------------------	--------------	----------

BUSINESS PHONE NO

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

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

#### 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 <u>Marcela Rodriguez</u>	DATE <u>1-16-2025</u>
---	--------------------------

APPLICATION TO SERVE ON A CITY COMMISSION

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  
 JAN 16 2025 PM02:40  
 CITY CLERK DEPARTMENT

Please provide your background and related experience information below:





Promotoras con Alma otorga este certificado a

# MARCELA RODRÍGUEZ

por finalizar con éxito la capacitación para Promotoras:  
**Protegiendo los Derechos, Salud y Dignidad  
de los Trabajadores del Campo**

el 11 de octubre del 2023

EDGAR AGUILAR  
Director General  
Promotoras con Alma



CHELY ROMERO  
Directora Ejecutiva  
Promotoras con Alma

Capacitación ofrecida en colaboración con:





# University of California San Diego

## DIVISION OF EXTENDED STUDIES

THIS VERIFIES THAT

**Marcela Rodríguez**

HAS SUCCESSFULLY COMPLETED THE

Entendiendo el sistema educativo de California para  
estudiantes con habilidades excepcionales

16 Hours of Instruction

November 28, 2023

  
HUGO VILLAR  
DEAN

UC San Diego  
EXTENDED STUDIES

# University of Texas at San Antonio

## UTSA

Awards this Certificate to

### Marcela I. Rodriguez

For participating in ***“Empowerment and Civic Engagement Training”*** earning a total of 14  
Contact Hours (1.4 CEUs )


presented by  
The National Hispanic Council on Aging

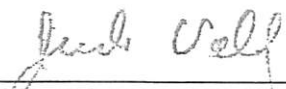
## NHCOA

NATIONAL HISPANIC COUNCIL ON AGING



Workshop Date: August 28-29, 2017

  
\_\_\_\_\_  
Maria Eugenia Hernandez  
Vice President  
National Hispanic Council on Aging

  
\_\_\_\_\_  
Jude Valdez, Ph.D.  
Vice President for Community Services



FOUNDATION FOR A  
DRUG-FREE WORLD

DRUG PREVENTION SPECIALIST CERTIFICATE

Having satisfactorily completed the Truth About Drugs training program for educators

**MARCELA RODRIGUEZ**

ON THIS 15 DAY OF AUGUST 2018 IS HEREBY CERTIFIED AS A

**Drug-Free World Education Specialist**



Judith K. Shervell  
Trustee  
Foundation for a Drug-Free World

Anna Grace Tagliaferro Zaucha  
Education Specialist

# The Olive View-UCLA Medical Center Foundation Certifies that

Marcela Rodriguez

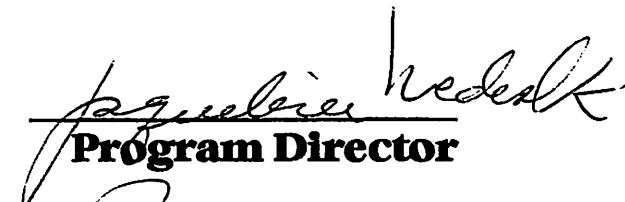
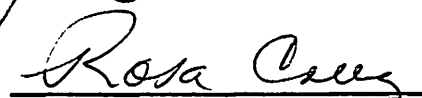
Has successfully completed the Arthritis  
Empowerment course

November 14, 2006

  
**Trainer**

\_\_\_\_\_  
**Trainer**



  
**Program Director**  
  
**Assistant Director**

# CERTIFICATE OF COMPLETION



## Marcela Rodriguez

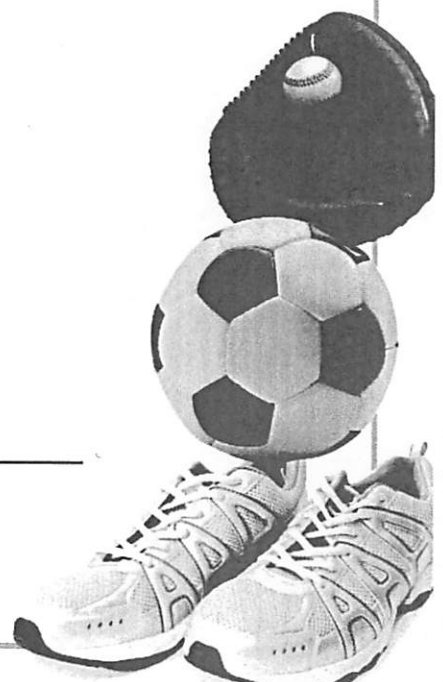
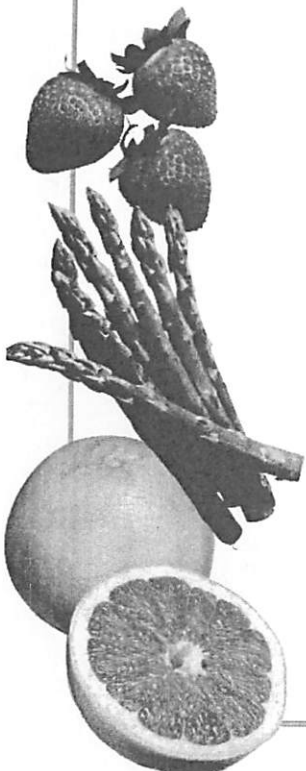
***Network for a Healthy California—LAUSD***

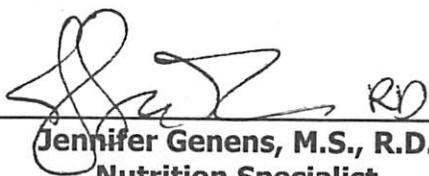
presents

**Certificate of Completion**

for

**Parent Nutrition Workshops**





Jennifer Genens, M.S., R.D.  
Nutrition Specialist

*Network for a Healthy California—LAUSD*

March 13, 2013

Date



**UNITED FOR HUMAN RIGHTS**

**HUMAN RIGHTS SPECIALIST CERTIFICATE**

HAVING SATISFACTORILY COMPLETED THE YOUTH FOR HUMAN RIGHTS TRAINING PROGRAM FOR EDUCATORS

**MARCELA RODRIGUEZ**

ON THIS 23 DAY OF AUGUST 2018 IS HEREBY CERTIFIED AS A

**HUMAN RIGHTS EDUCATION SPECIALIST**

A handwritten signature in black ink, appearing to read 'Marcela Rodriguez', written over a horizontal line.

Education Specialist  
United for Human Rights





# *Certificate of Completion*

*This Certificate is Presented To:*

*Marcela Rodríguez*

*In Recognition of Completing HRC's  
Fair Housing Certification Training*

*Federal, State and Local Fair Housing Laws • The Familial Status Protection  
The Disability Protection • Sexual Harassment in Housing  
Fair Housing Laws and Advertising • Hate Crimes in Housing*

*Katherine Jara*

Katherine Jara  
Outreach Coordinator  
9/20/2022



**HOUSING RIGHTS CENTER**

WORKING FOR JUSTICE AND EQUALITY IN HOUSING

# El Nido family Center

source

*This certifies that*

## *Marcela Rodriguez*

*Has satisfactorily completed in the  
Parent Enhancement Program*

*And is hereby awarded this  
Certificate of Completion*

*Given at Pacoima CA.  
On this 20<sup>th</sup> day of November, 2013*

Facilitator: \_\_\_\_\_

*Elsa Rojas, Parent Educator*







# *Certificado de Reconocimiento*

*presentado a*

---

## *Marcela Rodriguez*

---

*En nombre de la Ciudad de Los Angeles y el Séptimo Distrito del Concejo, le felicito por haber completado el programa de Entrenamiento de Empresarios. Su dedicación y compromiso son ejemplares para la comunidad de negocios. Le deseo lo mejor y éxito continuo en todos sus proyectos futuros.*

13 de noviembre del 2023



A handwritten signature in black ink that reads "Monica Rodriguez".

Monica Rodriguez  
Concejo Municipal de Los Angeles  
Septimo Distrito



*FIRE DEPARTMENT*

**Certificate of Completion**

be it hereby certified that

***Marcela Rodriguez***

*has completed the Fire Department's official  
COMMUNITY EMERGENCY RESPONSE TEAM  
training. In the event of an earthquake or other disaster,  
this member is qualified to serve as a civilian member of the  
Community Emergency Response Team Program.*

January 2019

Mayor



Fire Chief, Los Angeles Fire Department



# CERTIFICADO

DE GRADUACIÓN

ESTE CERTIFICADO SE OTORGA A

*Marcela Rodriguez*

En nombre de ICON CDC, reconocemos que has completado exitosamente el intensivo Programa de Capacitación Empresarial de 8 semanas de ICON CDC, dotándote del conocimiento, habilidades y herramientas para transformar los sueños emprendedores en negocios prósperos.

Maria Luviano  
Directora de programa



Eric Lara  
Gerente de Programa

March 14, 2019

To Whom It May Concern:

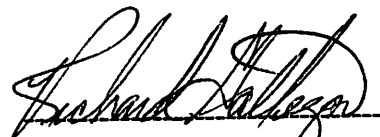
I, Richard Gallegos, would like to extend my gratitude to Mrs. Marcela Rodriguez for her outstanding community service and participation in the community of Pacoima.

I have personally known Mrs. Rodriguez for more than fourteen years. In the years of knowing Mrs. Rodriguez, she has been involved in numerous projects and committees such as neighborhood clean-ups, athletic youth programs, parade and school donations, helping the less fortunate with food, clothing and money, volunteering in school programs, and making positive changes for a safer community. She has received numerous certificates, and awards, from various politicians for her service and dedication to the community. Mrs. Rodriguez is an advocate for the Los Angeles Unified School District, for a better education. She has fought for justice, not only in the community, but also in the school system by addressing important issues in front of the school board. She is always ready and willing to help anyone in need. Mrs. Rodriguez has built a relationship with the L.A.P.D Foothill and Mission Division and is very well liked and respected among them.

Mrs. Rodriguez is a hard working person, with great character and high expectations; she is humble, loyal and trustworthy. Not only is she a good mother but a pillar and a great asset in the community and our schools. Anyone should consider himself or herself lucky to have her in their team.

Good luck in all your endeavors and your triumphs and, thank you again.

If you have any questions please feel free to call me at (



Former President  
Pacoima Neighborhood  
Council



THE WHITE HOUSE  
WASHINGTON

Congratulations on receiving the President's Volunteer Service Award, and thank you for helping to address the most pressing needs in your community and our country.

In my Inaugural Address, I stated that we need a new era of responsibility—a recognition on the part of every American that we have duties to ourselves, our Nation, and the world. These are duties that we do not grudgingly accept, but rather seize gladly, firm in the knowledge that there is nothing so satisfying to the spirit than giving our all to a difficult task. Your volunteer service demonstrates the kind of commitment to your community that moves America a step closer to its great promise.

Our Nation faces the most challenging economic crisis in a lifetime. We will only renew America if we all work together. Individuals, the private sector, and government must combine efforts to make real and lasting change so that each person has the opportunity to fulfill his or her potential.

While government can open more opportunities for us to serve our communities, it is up to each of us to seize those opportunities. Thank you for your devotion to service and for doing all you can to shape a better tomorrow for our great Nation.

A handwritten signature in black ink, appearing to be "Barack Obama", written in a cursive style.



*Presented by the President's Council on Service and Civic Participation to*

*Marcela Rodriguez*

*In recognition and appreciation of your commitment to strengthening our*

*Nation and for making a difference through volunteer service.*

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE ★★★

- CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE V. - BOARDS, COMMISSIONS, COMMITTEES, AGENCIES AND AUTHORITIES  
DIVISION 8. EDUCATION COMMISSION

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***DIVISION 8. EDUCATION COMMISSION***

**Sec. 2-614. Created; composition; appointment; qualifications.**

- (a) There is established an education commission in and for the city.
- (b) The education commission shall consist of five members.
- (c) Each member shall be appointed in accordance with section 2-34 of this Code.
- (d) Each member shall, at all times during their incumbencies, be a resident and registered voter of the city.

(Ord. No. 1605, § 1, 5-16-2011)

**Sec. 2-615. Officers; compensation.**

- (a) The members of the education commission shall annually in June elect one of its number as chair and one of its number as vice-chair, each to serve for a one-year term or until a successor is elected. The city clerk shall serve as secretary to the education commission. In the absence of the chair, the vice-chair, and/or the secretary, any other member shall call the meeting to order, whereupon a chair and/or a secretary shall be elected from the members present to preside for that meeting.
- (b) The city council shall fix the amount of compensation, if any, to be paid to the members of the education commission.

(Ord. No. 1605, § 1, 5-16-2011)

**Sec. 2-616. Meetings; quorum.**

- (a) The members of the education commission shall meet at least once a quarter at such time and place as it may fix by resolution. Special meetings may be called at any time by the chair of the commission or four members thereof by written notice served upon each member of the commission at least 48 hours before the time for the proposed meeting. Proper posting and Brown Act procedures will be followed.
- (b) Three members of the education commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

(Ord. No. 1605, § 1, 5-16-2011)

**Sec. 2-617. Absence from meetings.**

- (a) Absence from three consecutive regular meetings of the education commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.
- (b) Absence from three regular meetings of the education commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-

month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.

- (c) Any member whose absences from regular meetings of the commission are deemed to constitute a retirement of such member under this section shall have the right to appeal the deemed retirement. The city council may overturn the deemed retirement if it determines that the absences of the member were the result of unusual circumstances.

(Ord. No. 1605, § 1, 5-16-2011)

### **Sec. 2-618. Powers and duties; rules and regulations; reports and records.**

- (a) The powers and duties of the education commission shall be as follows:
  - (1) Establish and act as a liaison between the city and local school administrations, the city's school board representative for the Los Angeles Unified School District and representatives from other public and private schools operated in the city.
  - (2) Initiate studies, investigations, surveys and make recommendations to the city council regarding local K-12 education and local higher learning, educational grant and educational scholarship opportunities.
  - (3) Coordinate with the city police chief on the implementation of the School Resource Officer Program in local Los Angeles Unified School District schools and the deployment of a school resource officer at those schools.
- (b) Subject to the approval of the city council, the education commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.
- (c) The education commission shall keep an accurate record of all its proceedings and activities and shall render annually, on a calendar basis, a full report of the commission's activities and recommendations to city council.

(Ord. No. 1605, § 1, 5-16-2011)

### **Sec. 2-619. Incurring financial liability.**

Neither the education commission nor any person connected with the commission shall incur any financial liability in the name of the city.

(Ord. No. 1605, § 1, 5-16-2011)

### **Sec. 2-620. Reserved.**



# 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  
Education Commission

The San Fernando City Council is now accepting applications for appointment to the San Fernando Education 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 Education and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The Education 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 last Tuesday, beginning at 4:30 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

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Victoria Garcia

**Date:** February 3, 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:**

1. On January 14, 2025, Attachment "A" was submitted to request to agendize this item for the January 21, 2025, City Council Meeting.
2. On January 21, 2025, Councilmember Garcia tabled this item to the February 3, 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,"