



CITY OF SAN FERNANDO
CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
TUESDAY, FEBRUARY 18, 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 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) **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) AND 54956.9(E)(1) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

One (1) Matter

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

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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 no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Comments received via email will be distributed to the City Council and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

CALL TO ORDER - 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.

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PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR FEBRUARY STUDENT OF THE MONTH FOR KINDNESS
 - Samantha Redmond (Glenoaks Christian Schools)
- B. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO BLANCA ROSA ERAZO SALGUERO FOR CREATING OPPORTUNITIES WITH LOCAL ART

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

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

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

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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 17, 2009 – CC Regular Meeting
- b. February 17, 2009 – RDA Regular Meeting
- c. February 23, 2009 – Regular Meeting
- d. February 23, 2009 – RDA Meeting
- e. December 6, 2010 – Regular Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-022 approving the Warrant Register.

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

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

4) CONSIDERATION TO RECEIVE AND FILE THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2024

Recommend that the City Council receive and file the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024.

5) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION, IN PARTNERSHIP WITH HABITAT FOR HUMANITY OF GREATER LOS ANGELES, TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE 2024 HOMEOWNERSHIP SUPER NOTICE OF FUNDING AVAILABILITY

Recommend that the City Council:

- a. Adopt Resolution No. 8367 authorizing the preparation and submittal of a grant application in partnership with Habitat for Humanity of Greater Los Angeles, in the amount of up to \$5 million from the California Department of Housing and Community Development for the 2024 Homeownership Super Notice of Funding Availability; and
 - b. Authorize the City Manager, or designee, to execute the application, the Standard Agreements, and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program, and any amendments thereto.
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6) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A GRAFFITI ABATEMENT POLICY

Recommend that the City Council adopt Resolution No. 8364, approving a Graffiti Abatement Policy.

7) CONSIDERATION TO ADOPT A RESOLUTION INITIATING PROCEEDINGS FOR FISCAL YEAR 2025-2026 LEVY OF ANNUAL ASSESSMENTS FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND ORDERING THE ENGINEER'S REPORT

Recommend that the City Council:

- a. Adopt Resolution No. 8366 initiating the proceedings for the Fiscal Year 2025-2026 Levy of Annual Assessments for the Landscaping and Lighting Assessment District; and
- b. Order the preparation of the Engineer's Report.

8) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PIONEER PARK PLAYGROUND RENOVATION PROJECT

Recommend that the City Council:

- a. Accept the work completed by Great Western Recreation dba Great Western Installations Inc. for the Pioneer Park Playground Renovation Project; and
- b. Authorize the issuance and filing of the Notice of Completion with the Los Angeles County Office of the Registrar-Recorder/County Clerk.

PUBLIC HEARING

9) A PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION APPROVING THE APPEAL FILED BY THE APPLICANT, MIDLAND CONTRACTORS, INC., OVERTURNING THE PLANNING AND PRESERVATION COMMISSION'S DENIAL OF SITE PLAN REVIEW NO. 2024-001 AND ISSUE A CERTIFICATE OF USE TO ALLOW FOR A 3-STORY, 10-UNIT TOWNHOUSE STYLE RESIDENTIAL MULTI-FAMILY DEVELOPMENT AND TWO DETACHED ACCESSORY DWELLING UNITS LOCATED AT 833 N. BRAND BOULEVARD IN THE R-2/PD ZONE

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, either:

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1. Adopt Resolution 8365 (Attachment “A”) titled, “A Resolution of the City Council of the City of San Fernando, California, Approving an Appeal Filed by the Applicant, Midland Contractors, Inc., overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD);

OR

2. Deny the Appeal and affirm the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001, and of issuing a Certificate of Use for the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

10) A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE APPROVING A MILITARY USE EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT, AS REQUIRED BY ASSEMBLY BILL 481; AND APPROVAL OF THE 2024 ANNUAL MILITARY EQUIPMENT REPORT

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public input, introduce for first reading, in title only, and waive further reading of Ordinance No. 1731 titled, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy governing the use of military equipment pursuant to Assembly Bill 481”; and
- c. Approve the 2024 Annual Military Equipment Report.

ADMINISTRATIVE REPORTS

11) RECEIVE AND FILE AN INFORMATIONAL PRESENTATION ON THE CITY’S PENSION AND OTHER POST-EMPLOYMENT BENEFITS LIABILITIES

Recommend that the City Council:

- a. Receive and file a presentation from staff; and
 - b. Provide additional direction as appropriate.
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12) PRESENTATION AND DISCUSSION OF THE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2024-2025; AND CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE MID-YEAR PROPOSED BUDGET

Recommend that the City Council:

- a. Review and discuss the Mid-Year Budget Review for Fiscal Year 2024-2025;
- b. Adopt Resolution No. 8368 amending the City's FY 2024-2025 Budget to include the proposed mid-year adjustments; and
- c. Review the FY 2025-2026 Budget Calendar.

13) DISCUSSION AND CONSIDERATION REGARDING A "SANCTUARY CITY STATUS" FOR THE CITY OF SAN FERNANDO

This item was agendized by Vice Mayor Mary Solorio.

14) DISCUSSION AND CONSIDERATION REQUESTING A REPORT ON THE CONDITION AND REPAIR PROGRESS OF THE CESAR E. CHAVEZ MURAL

This item was agendized by Councilmember Patty Lopez.

15) DISCUSSION AND CONSIDERATION REGARDING LEGAL PROCESSES FOR COMMISSIONER NOMINATIONS

This item was agendized by Councilmember Patty Lopez.

16) DISCUSSION AND CONSIDERATION REGARDING TRAFFIC MANAGEMENT AND SAFETY NEAR SAN FERNANDO MIDDLE SCHOOL AND SAN FERNANDO ELEMENTARY

This item was agendized by Councilmember Victoria Garcia.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

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ADJOURNMENT

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

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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

Regular Meeting San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**February 17, 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 7:42 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 None

APPROVAL OF AGENDA

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Esqueda, to approve the agenda, as amended to pull Agenda Item No. 7 for future discussion and to add an item for discussion regarding the Bone Marrow Brewline event. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

Tom Ross
Sylvia Ballin
Leslie Aisenman

CONSENT CALENDAR

Councilmember De La Torre pulled Item No. 1 for discussion. Councilmember Hernandez pulled Item Nos. 2 and 4 for discussion.

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MEETING MINUTES – February 17, 2009**

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Motion by Councilmember De La Torre, seconded by Councilmember Hernandez, to approve the Consent Calendar excluding Item Nos. 1, 2 and 4:

- 3) LOS ANGELES RADIO INTEROPERABLE COMMUNICATIONS SYSTEMS JOINT POWERS AGREEMENT

By consensus, the motion carried.

Motion by Councilmember De La Torre, seconded by Mayor Veres to approve:

- 1) APPROVAL OF WARRANT REGISTER NO. 09-022
- 2) RESOLUTION AUTHORIZING THE SIGNING OF A CONTRACT WITH THE COUNTY OF LOS ANGELES FOR PROVIDING SERVICES FOR THE ELDERLY NUTRITION PROGRAM IN SAN FERNANDO AND BUDGET AMENDMENT RESOLUTION
- 4) ADOPTION OF THE EMERGENCY OPERATIONS PLAN (EOP)

By consensus, the motion carried.

NEW BUSINESS

- 5) SAN FERNANDO KIWANIS CLUB REQUEST FOR FACILITY USE FEE WAIVER

Motion by Mayor Veres, seconded by Councilmember De La Torre to approve a fee waiver for the use of the Heritage Park Tea House in order to conduct weekly meetings by the San Fernando Kiwanis Club. By consensus, the motion carried.

- 6) FIORELLO V. CHALK & VERMILION FINE ARTS, INC., ET AL, CASE NO. PC 042572; REQUEST FOR CONFLICT WAIVER

The City Council approved the request of the law firm of Christensen Ehret, that the City waive any potential conflicts of interest that may arise as a result of that firm representing both Palp, Inc., dba Excel Paving Co. and the City of San Fernando in the above referenced case. By consensus, the motion carried.

CITY COUNCIL ITEMS

- 7) DISCUSSION REGARDING REMOVAL OF TREES FROM RESIDENTIAL PROPERTIES

This item was continued to a future date uncertain.

- 8) APPOINTMENT TO THE PARKS, WELLNESS AND RECREATION COMMISSION

Motion by Mayor Pro Tem Esqueda, seconded by Mayor Veres to approve the appointment of Jennifer Perez to serve on the Parks, Wellness and Recreation Commission. By consensus, the motion carried.

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Walk on Item

CONSIDERTION TO APPROVE A REQUEST FOR AN AMPLIFIER SOUND PERMIT DURING THE BONE MARROW DONER DRIVE EVENT ON FEBRUARY 21, 2009

Motion by Councilmember De La Torre, seconded by Mayor Veres to approve the request for Amplifier Sound Permit. By consensus, the motion carried.

GENERAL COUNCIL COMMENTS

Councilmember De La Torre commented on the Bone Marrow Doner drive event and encouraged everyone to sign up as a bone marrow donor, congratulated Mariachi Los Camperos de Nati Cano for winning a Grammy for best Mexican regional album and requested that tonight's meeting close in memory of Ray Groff.

Councilmember Hernández had no updates to report.

Mayor Pro Tem Esqueda reported she met with business owners and discussed graffiti concerns.

Mayor Veres commented on the upcoming PAC luncheon and the San Fernando Little League baseball opening day event.

STAFF COMMUNICATIONS

No updates to report.

ADJOURNMENT (8:16 P.M.)

Motion by Mayor Veres, seconded by Councilmember Hernandez to adjourn the meeting in memory of Ray Groff. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 17, 2009 regular meeting as approved by the San Fernando City Council.

Julia Fritz

The current sitting members of the City Council approved the minutes as to form only during the meeting of February 18, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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

**FEBRUARY 17, 2009 – 6:00 PM
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Chair Steven Veres called the meeting to order at 6:06 p.m.

Present:

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

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

Absent: Member Nury Martinez (on maternity leave)

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Jose Torres
Jackie Elliot
Diana Correz
Pauline Gautin
Christina Contreras
Gloria Lee
Ed Vandenberg
Sharon Aisenman
Adriana Gomez
Fidel Ramirez
Julie Cuellar
Leslie Aisenman

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CONSENT CALENDAR

Motion by Member De La Torre, seconded by Member Hernandez to:

- 1) APPROVAL OF RESOLUTION NO. 1025 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

By consensus, the motion carried.

NEW BUSINESS

Vice Chair Esqueda and Member De La Torre declared potential conflicts of interest regarding Item No. 2. The Board continued the item to a date uncertain, pending the return of Member Nury Martinez from maternity leave.

- 2) SITE PLAN REVIEW 2008-25: PROPOSED ADDITION AND IMPROVEMENTS TO SCHOOL BUILDING AND SITE AT 1218 FOURTH STREET

AGENCY DISCUSSION None

STAFF COMMUNICATION None

ADJOURNMENT (6:32 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 17, 2009 meeting as approved by the San Fernando Redevelopment Agency.

Julia Fritz
Secretary

The current sitting members of the City Council approved the minutes as to form only during the meeting of February 18, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**February 23, 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 6:08 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

APPROVAL OF AGENDA

Motion by Councilmember E. Hernandez, seconded by Mayor Veres, to approve the agenda.
By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

Juana (last name not provided)
Leslie Aisenman
Adriana Gomez
Sharon Aisenman

CONTINUED BUSINESS

1) PARK AVENUE STREETScape CONCEPTUAL DESIGN STUDY SESSION

Mayor Veres opened the public hearing.

Staff presented the staff report and responded to Councilmember questions.

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Mayor Veres opened public comments.

Greg Bernard
Sharon Aisenman
Ian Fitzsimmons

The City Council directed staff to return to the next meeting with information on changing the street name from “Robert F. Kennedy Drive” to “First Street”; and information on the interim way finding program for the Regional Pool at Park Avenue.

NEW BUSINESS

2) AWARD OF CONTRACT FOR PARK AVENUE STREETScape STREET LIGHTS

Motion by Mayor Pro Tem Esqueda, seconded by Councilmember De La Torre to accept the lowest qualified responsive bid from U.S. Pole Company, Inc., dba U.S. Architectural Lighting for luminaries and light posts for Park Avenue; and authorize the City Administrator to execute a contract with U.S. Pole Company, Inc., dba U.S. Architectural Lighting in an amount not to exceed \$85,500. The motion carried, by consensus.

3) FISCAL YEAR (FY) 2008-2009 MID-YEAR BUDGET REVIEW

Motion by Councilmember E. Hernandez, seconded by Councilmember De La Torre to apply a 3% decrease on expenditures across the board and return to the next study session with discussion on applying an additional 3% decrease of expenditures. The motion carried, by consensus.

ADJOURNMENT (10:16 P.M.)

By consensus, the City Council adjourned the meeting to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 23, 2009 regular meeting as approved by the San Fernando City Council.

Julia Fritz

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

**FEBRUARY 23, 2009 – 6:00 PM
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Chair Steven Veres called the meeting to order at 10:19 p.m.

Present:

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

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

Absent: Member Nury Martinez (on maternity leave)

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

NEW BUSINESS

1) FISCAL YEAR (FY) 2008-2009 MID-YEAR BUDGET REVIEW

The City Council directed staff to return with a budget resolution amending the FY 2008-2009 Redevelopment Agency Adopted Budget to the March 2, 2009 as follows:

Proposed Budget adjustments

1. Amendment for payment made to Taxing Entities per Assembly Bill 1389 in the amount of 135,032; and

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2. Amendment for payment of the 2009 County Education Revenue Augmentation Fund (ERAF) in the amount of \$426,540, totaling \$561,572.

The motion carried, by consensus.

ADJOURNMENT (10:45 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 23, 2009 meeting as approved by the San Fernando Redevelopment Agency.

Julia Fritz
Secretary

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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

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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

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- 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.

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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;

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- 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

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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 18, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: February 18, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-022 (Attachment "A") approving the Warrant Register.

BACKGROUND:

For each City Council meeting the Finance Division prepares a Warrant Register for City Council approval. The Register includes all recommended payments for the City. Checks, other than special checks, generally are not released until after the City 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 City Council meetings such as insurance premiums and tax deposits. Staff reviews requests for expenditures for budgetary approval and then prepares a Warrant Register for City Council approval and or ratification. Items such as payroll withholding tax deposits do not require budget approval.

The Director of Administrative Services 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 Administrative Services 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. 25-022, including:
 - Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-022

**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. 25-022**

**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 18th 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. 25-022, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of 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

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Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239195	2/18/2025	894486 21 CLETS, LLC	487		PREA TRAINING 001-225-3688-4360	125.00
			488		CRITICAL INCIDENT STRESS MGMNT 001-225-3688-4360	125.00
			489		CRITICAL INCIDENT STRESS MGMNT 001-225-3688-4360	125.00
					Total :	375.00
239196	2/18/2025	894869 ACORN TECHNOLOGY SERVICES	12095	13307	INFORMATION TECHNOLOGY MANAGE 001-135-0000-4270	17,154.16
					Total :	17,154.16
239197	2/18/2025	894447 ACOSTA, STEVE	849270		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
			849284		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
					Total :	110.00
239198	2/18/2025	888356 ADVANCED AUTO REPAIR	1687	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0225-4400	3,472.95
			1688	13369	VEHICLE MAINT. REPAIRS AND MINOR 070-384-0000-4400	297.00
			1689	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0225-4400	232.08
			1690	13369	VEHICLE MAINT. REPAIRS AND MINOR 041-320-0390-4400	247.50
					Total :	4,249.53
239199	2/18/2025	894732 ALFARO COMMUNICATIONS	2	13151	TRAFFIC SIGNAL MODIFICATION 010-311-0562-4600 010-2037	210,056.80 -10,502.84
					Total :	199,553.96
239200	2/18/2025	100143 ALONSO, SERGIO	JAN 2025	13388	MMAP INSTRUCTOR SERGIO ALONSO 109-424-3618-4260	1,120.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239200	2/18/2025	100143 100143 ALONSO, SERGIO	(Continued)			Total : 1,120.00
239201	2/18/2025	887695 AL'S KUBOTA TRACTOR	294390		VEHICLE MAINT-PK1169 041-320-0390-4400	56.56
			295215		VEHICLE MAINT-PK1169 041-320-0390-4400	129.53
					Total :	186.09
239202	2/18/2025	892975 ALTA LANGUAGE SERVICES INC	IS754598		BILINGUAL LISTENING & SPEAKING TE 001-133-0000-4230	174.00
					Total :	174.00
239203	2/18/2025	893722 AMPM GLASS & BOARD UP	1480		REPLACE WINDOW-RUDY ORTEGA PA 043-390-0000-4300	427.00
					Total :	427.00
239204	2/18/2025	894966 ANAYA, ABRAHAM	REIMB		PER DIEM-CHAPLAIN INTEGRATION CX 001-222-0000-4360	50.00
					Total :	50.00
239205	2/18/2025	894028 ARROWHEAD SCIENTIFIC, INC	1778662		PROPERTY & EVIDENCE SUPPLIES 001-222-0000-4300	29.72
					Total :	29.72
239206	2/18/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-JAN 2025 001-222-0000-4220	245.06
					Total :	245.06
239207	2/18/2025	892412 AT&T MOBILITY	287340014777X0204202		PERSONNEL MANAGER CELL PHONE I 001-133-0000-4220	50.64
					Total :	50.64
239208	2/18/2025	894636 AVEVA SELECT CALIFORNIA	454133	13370	SCADA SOFTWARE, LICENSES & TECH 070-384-0000-4260	4,340.00
					Total :	4,340.00
239209	2/18/2025	892426 BEARCOM	5846094	13309	MAINTENANCE AGREEMENT FOR RAD 001-135-0000-4260	9,991.40

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239209	2/18/2025	892426 BEARCOM	(Continued)			
				13309	043-390-0000-4260	1,332.19
				13309	070-381-0000-4260	532.88
				13309	072-360-0000-4260	932.53
				13309	070-384-0000-4260	532.86
					Total :	13,321.86
239210	2/18/2025	893527 BURGOS, YOLANDA	849272		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
					Total :	55.00
239211	2/18/2025	888800 BUSINESS CARD	011025		RGSTR-FINANCIAL SUSTAINABILITY CI 001-422-0000-4360	499.00
			011025		GFOA WEBINAR 001-130-0000-4360	75.00
			011625		ANNUAL SUBSCRIPTION-SOCIAL MEDI 001-105-0000-4380	1,188.00
			012425		MULTI-SPORTS EQUIPMENT 001-423-0000-4300	226.74
					017-420-1334-4260	103.46
			012725		MEMBERSHIP DUES 001-130-0000-4380	145.00
			012725		BATTERIES 001-422-0000-4300	57.88
			012925		RGSTR-PROJ MANAGEMENT TRAINING 001-155-0000-4370	150.00
			013125		LODGING-FINANCIAL SUSTAINABILITY 001-422-0000-4360	450.07
			020325		MONTHLY EMAIL - FEB 2025 001-135-0000-4260	2,017.18
			020325-1		LEGAL AD-ORD. NO. 1728 001-115-0000-4230	289.52
			020325-2		LEGAL AD-ORD. NO. 1730 001-115-0000-4230	299.01
			020425		WIRELESS KEYBOARD & MOUSE 001-115-0000-4300	21.72
			020425		DINNER-CC MTG 02/03/25	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239211	2/18/2025	888800 BUSINESS CARD	(Continued)			
			020425		001-101-0000-4300 REFERENCE BOOK	193.38
			110124		001-422-0000-4300 DIGITAL MOVIE RENTAL	110.02
			110124		004-2346 SOIL TEST KITS - REC PARK	3.99
			121124		043-390-0000-4300 WALL CALENDAR	514.99
			121324		001-115-0000-4300 RECORDED RECONVEYANCE-LIBRARY	17.20
			123124		001-115-0000-4260 2025 CA. & FEDERAL POSTERS (LABOR)	43.75
					001-133-0000-4230	322.24
					Total :	6,728.15
239212	2/18/2025	894959 CAMPOS, THELMA	849273		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
					Total :	55.00
239213	2/18/2025	892464 CANON FINANCIAL SERVICES, INC	37685654	13206	FY 2024-2025 CANON COPIER LEASE-J 001-135-0000-4260	3,002.66
					Total :	3,002.66
239214	2/18/2025	891860 CARL WARREN & COMPANY	20812-20846		REIMB. TO ITF ACCT (LIABILITY CLAIMS) 006-1037	41,312.43
					Total :	41,312.43
239215	2/18/2025	103948 CDW GOVERNMENT, INC.	AB3DW6Z	13310	BLUEBEAM COMPLETE PKG 1 YEAR SI 001-150-0000-4370	2,127.35
					Total :	2,127.35
239216	2/18/2025	894010 CHARTER COMMUNICATIONS	0283057020525		LP CABLE SERVICE-02/05-03/04 001-420-0000-4260	284.85
			187701601020125		PW OPS CABLE SRV-02/05-03/04 043-390-0000-4260	139.18
			187701701020125		CITY HALL CABLE SRVS-02/05-03/04	

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239216	2/18/2025	894010 CHARTER COMMUNICATIONS	(Continued) 187702401020725		001-190-0000-4220 REC PARK CABLE SRVS-02/10-03/09 001-420-0000-4260	190.16 264.90 879.09
239217	2/18/2025	100731 CITY OF LOS ANGELES	WP250000028	13286	WASTE WATER OPERATIONS & MAINT 072-360-0629-4260	1,358.16 1,358.16
239218	2/18/2025	103029 CITY OF SAN FERNANDO	7020-7063		REIMB. TO WORKERS COMP ACCT 006-1038	23,140.20 23,140.20
239219	2/18/2025	890893 CITY OF SAN FERNANDO	FEB 2025		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	17,896.26 17,896.26
239220	2/18/2025	894794 CIVICA LAW GROUP, APC	15100 15101	13188 13188 13188	CODE ENFORCEMENT LEGAL SERVICI 001-110-0000-4270 001-152-0000-4270 CODE ENFORCEMENT LEGAL SERVICI 001-110-0000-4270	153.19 259.81 531.00 944.00
239221	2/18/2025	893824 COMPLETE OFFICE	4201944-0 4202601-0 4202601-1		BREAK ROOM SUPPLIES 001-222-0000-4300 BREAK ROOM SUPPLIES 001-222-0000-4300 BREAK ROOM SUPPLIES 001-222-0000-4300	236.81 217.25 112.00 566.06
239222	2/18/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25011303185	13301	INDUSTRIAL WASTE CHARGES-DEC'24 072-360-0000-4450	7,473.28 7,473.28
239223	2/18/2025	887380 DUENAS, MARIA CONCEPCION	DEC 2024		MMAP PROJ ASSISTANT MARIA DUENAF	

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239223	2/18/2025	887380 DUENAS, MARIA CONCEPCION	(Continued) JAN 2025 OCT 2024	13390 13390 13390	108-424-3659-4260 MMAP PROJ ASSISTANT MARIA DUENAF 109-424-3618-4260 MMAP PROJ ASSISTANT MARIA DUENAF 108-424-3659-4260	120.00 780.00 315.00 1,215.00
239224	2/18/2025	103851 EVERSOFTE, INC.	R2542747		WATER SOFTENER RENTAL-WELL2A 070-384-0000-4260	63.13 63.13
239225	2/18/2025	893800 FAJARDO, JOANNE	JAN 2025	13282 13282	SENIOR ZUMBA AND CHAIR ZUMBA IN: 017-420-1322-4260 004-2346	84.00 120.00 204.00
239226	2/18/2025	101144 FANTASY FLOWERS & BALLOONS	090324-25		PLANTS 004-2380	177.33 177.33
239227	2/18/2025	101147 FEDEX	8-756-91516		COURIER SERVICES 001-190-0000-4280	114.44 114.44
239228	2/18/2025	893029 FERGUSON WATERWORKS #1083	0041234 0041443	13247 13247	FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600 FIRE HYDRANT, FIRE SVC, & WATER S' 070-385-0701-4600	2,894.95 274.79 3,169.74
239229	2/18/2025	892198 FRONTIER COMMUNICATIONS	209-188-4362-031792 209-188-4363-031892		POLICE PHONE LINES 001-222-0000-4220 VARIOUS PHONE LINES 001-190-0000-4220 070-384-0000-4220 001-420-0000-4220	1,388.59 106.04 404.10 266.51

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239229	2/18/2025	892198 FRONTIER COMMUNICATIONS	(Continued) 818-361-6728-080105		ENGINEERING FAX LINE 001-310-0000-4220	46.19
			818-365-5097-120298		POLICE NARCOTCS VAULT 001-222-0000-4220	45.67
			818-837-1509-032207		PW PHONE LINES 001-190-0000-4220	46.19
			818-838-4969-021803		PD ALARM PANEL 001-222-0000-4220	170.16
					Total :	2,473.45
239230	2/18/2025	894957 GAMEZ, FRANCISCO	848586		REFUND-NEW YEAR'S EVE DANCE 004-2380	50.00
					Total :	50.00
239231	2/18/2025	894214 GEPP OF RI., LLC	25-615		MEDALS-SFV MILE EVENT 001-424-0000-4260	2,198.00
					Total :	2,198.00
239232	2/18/2025	101376 GRAINGER, INC.	9339241011	12916	PURCH. OF TWO(2) GENERAC INDUST 010-390-3648-4500	4,793.12
			9339241052	12916	PURCH. OF TWO(2) GENERAC INDUST 010-390-3648-4500	4,793.12
					Total :	9,586.24
239233	2/18/2025	894407 GRAYBAR FINANCIAL SERVICES	17895524		FEB-VOIP MONTHLY LEASE PAYMENT 001-190-0000-4220	944.53
					001-222-0000-4220	944.54
					001-420-0000-4220	404.80
					070-384-0000-4220	404.80
					Total :	2,698.67
239234	2/18/2025	101434 GUZMAN, JESUS ALBERTO	JAN 2025	13067	MMAP INSTRUCTOR JESUS ALBERTO 004-2360	800.00
				13067	004-2359	800.00
					Total :	1,600.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239235	2/18/2025	101512 HDL, COREN & CONE	SIN047021	13242	CONTRACT SERVICES - PROPERTY TA 001-130-0000-4270	1,845.68
					Total :	1,845.68
239236	2/18/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	JAN 2025	13391	MMAP INSTRUCTOR MARIO HERNAND 109-424-3618-4260	720.00
					Total :	720.00
239237	2/18/2025	894893 HOME AGAIN LOS ANGELES	HALASF MOTEL_1	13377	HOMLESSNESS PREVENTION PROGR 028-155-0000-4270	2,805.00
			HALASF MOTEL_2	13377	HOMLESSNESS PREVENTION PROGR 028-155-0000-4270	369.00
				13377	121-155-3689-4260	6,216.00
					Total :	9,390.00
239238	2/18/2025	894960 HUERTA, ESTHER	849275		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
					Total :	55.00
239239	2/18/2025	101632 IACP	0388368		MEMBERSHIP DUES-ID. 10010218 001-222-0000-4370	220.00
					Total :	220.00
239240	2/18/2025	894026 INTERNATIONAL ASSOCIATION	M25-C692992		MEMBERSHIP DUES 001-222-0000-4380	65.00
			M25-C692993		MEMBERSHIP DUES 001-222-0000-4380	65.00
					Total :	130.00
239241	2/18/2025	893275 INTERWEST CONSULTING GROUP	11030500	13250	ON-CALL PROFESSIONAL BUILDING, S 001-2698	1,947.71
			1128906	13250	ON-CALL PROFESSIONAL BUILDING, S 001-140-0000-4270	6,860.00
			1130649	13250	ON-CALL PROFESSIONAL BUILDING, S 001-140-0000-4270	8,580.00
			1213168	13250	ON-CALL PROFESSIONAL BUILDING, S 001-2698	387.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239241	2/18/2025	893275 INTERWEST CONSULTING GROUP	(Continued) 1242576			
			868391	13250	ON-CALL PROFESSIONAL BUILDING, S 001-140-0000-4270	2,080.00
				13250	ON-CALL PROFESSIONAL BUILDING, S 001-2698	1,130.70
					Total :	20,985.91
239242	2/18/2025	892682 IPS GROUP, INC.	INV104996	13345	SMART PARKING METER 029-335-0000-4600	87,699.40
			INV105642	13345	SMART PARKING METER-DEC 2024 029-335-0000-4600	750.61
					Total :	88,450.01
239243	2/18/2025	891777 IRRIGATION EXPRESS	15306246-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & 001-311-0000-4300	111.96
			15306673-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & 043-390-0000-4300	66.37
					Total :	178.33
239244	2/18/2025	893882 JTR	3068		WASTE TIRE PICK-UP 001-311-0000-4260	1,050.00
					Total :	1,050.00
239245	2/18/2025	894823 KARINA SWEEPING LLC	0036	13330	JAN25-SWEEPING SERVICES- PARKIN 023-311-0000-4260	840.00
				13330	029-335-0000-4260	6,600.00
					Total :	7,440.00
239246	2/18/2025	102007 L.A. COUNTY SHERIFFS DEPT.	251719BL	13316	PRE-PACKAGED, PREPARED INMATE M 001-225-0000-4350	644.63
					Total :	644.63
239247	2/18/2025	101971 L.A. MUNICIPAL SERVICES	657-750-1000		ELECTRIC-14060 SAYRE ST 070-384-0000-4210	6,121.54
					Total :	6,121.54
239248	2/18/2025	887164 LARA, ELENA	TRAVEL		PER DIEM-POST SYMPOSIUM ON 02/18/2025 001-222-0000-4360	60.00

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239248	2/18/2025	887164 887164 LARA, ELENA	(Continued)			Total : 60.00
239249	2/18/2025	893218 LAZARO, ERNESTO	JAN 2025	13392	MMAP INSTRUCTOR ERNESTO LAZARO 109-424-3618-4260	720.00
					Total :	720.00
239250	2/18/2025	101920 LIEBERT CASSIDY WHITMORE	284402		LEGAL SERVICES 001-112-0000-4270	2,588.00
			285328		LEGAL SERVICES 001-112-0000-4270	33,776.85
			285339		LEGAL SERVICES 001-112-0000-4270	979.00
			285381		LEGAL SERVICES 001-112-0000-4270	4,558.00
			285398		LEGAL SERVICES 001-112-0000-4270	387.00
					Total :	42,288.85
239251	2/18/2025	101974 LOS ANGELES COUNTY	DEC 2024	13245	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	8,500.10
					Total :	8,500.10
239252	2/18/2025	102041 LYNN PEAVEY COMPANY	451381		PROPERTY & EVIDENCE TAPE 001-222-0000-4300	164.61
					Total :	164.61
239253	2/18/2025	888468 MAJOR METROPOLITAN SECURITY	1117369	13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330	25.00
			1117370	13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330	25.00
			1117371	13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330	25.00
			1117372	13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330	25.00
			1117373	13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330	15.00
			1117374	13303	ALARM MONITORING AT ALL CITY FACI	

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239253	2/18/2025	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
			1117375	13303	043-390-0000-4330	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117376	13303	043-390-0000-4330	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117377	13303	043-390-0000-4330	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117378	13303	043-390-0000-4330	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117379	13303	043-390-0000-4330	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117380	13303	043-390-0000-4330	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117381	13303	070-384-0000-4260	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117382	13303	070-384-0000-4260	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
			1117383	13303	070-384-0000-4260	25.00
				13303	ALARM MONITORING AT ALL CITY FACI	
					Total :	365.00
239254	2/18/2025	894961 MANZANO, GEORGINA	849277		REFUND-SAN DIEGO TRIP CANCELED	
					004-2383	55.00
					Total :	55.00
239255	2/18/2025	894400 MARIPOSA ECO CONSULTING	SFIWMP-4		SB1383 CONSULTING SERVICES	
				13381	110-350-3631-4270	620.00
					Total :	620.00
239256	2/18/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	
					007-440-0441-4220	39.85
					Total :	39.85
239257	2/18/2025	102148 METROPOLITAN WATER DISTRICT	11720		DEC'24-MWD MONTHLY CAPACITY CH/	
					070-384-0000-4430	4,946.67

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239257	2/18/2025	102148 102148 METROPOLITAN WATER DISTRICT	(Continued)			
					Total :	4,946.67
239258	2/18/2025	894854 MEZA, VICTOR	REIMB.		AWWA ANNUAL MEMBERSHIP DUES	
					070-381-0000-4380	336.00
					Total :	336.00
239259	2/18/2025	102226 MISSION LINEN SUPPLY	523094477		LAUNDRY SERVICES FOR PD	
				13252	001-225-0000-4350	413.95
			523138221	13252	LAUNDRY SERVICES FOR PD	413.95
				13252	001-225-0000-4350	413.95
			523181566	13252	LAUNDRY SERVICES FOR PD	413.95
				13252	001-225-0000-4350	413.95
			523223846	13252	LAUNDRY SERVICES FOR PD	413.95
				13252	001-225-0000-4350	413.95
					Total :	1,655.80
239260	2/18/2025	894310 MLA GREEN INC	52271992		CONSTRUCTION SUPPORT FOR PACO	
				12853	012-311-0551-4600	3,092.50
					Total :	3,092.50
239261	2/18/2025	893803 MORAN, IVAN	TRAVEL		PER DIEM-SFST TRAINING ON 02/17-02	
					110-220-3604-4360	105.00
					Total :	105.00
239262	2/18/2025	894499 MORENO, CRISTINA	REIMB.		WORK SHOES-PER MOU SEC. 10-01 (B	
					001-420-0000-4300	75.00
					Total :	75.00
239263	2/18/2025	894552 MORENO, FIDEL	849278		REFUND-SAN DIEGO TRIP CANCELED	
					004-2383	55.00
					Total :	55.00
239264	2/18/2025	893348 NCSI	52118		BACKGROUND CHECKS	
					004-2383	18.50
					017-420-1334-4260	18.50
					Total :	37.00
239265	2/18/2025	893405 NEW HORIZON	2942888		LP PHIONE SERVICE-FEB 2025	

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239265	2/18/2025	893405 NEW HORIZON	(Continued)		001-420-0000-4220	310.27
					Total :	310.27
239266	2/18/2025	894645 NINJA NINJA	002SF	13215	MARTIAL ARTS INSTRUCTOR-DEMO 017-420-1326-4260	180.00
					Total :	180.00
239267	2/18/2025	894467 NORTH VALLEY CARING	DEC 2024	13373	HOMELESS STREET OUTREACH SERV 110-225-0568-4260	12,544.58
					Total :	12,544.58
239268	2/18/2025	894100 ODP BUSINESS SOLUTIONS , LLC	402263567001		OFFICE SUPPLIES 043-390-0000-4300	31.12
			405166162001		070-381-0000-4300 OFFICE SUPPLIES	31.12
			406001576001		001-222-0000-4300 OFFICE SUPPLIES	275.74
			406484199001		001-420-0000-4300 OFFICE SUPPLIES	33.62
			406485501001		001-130-0000-4300 OFFICE SUPPLIES	120.04
			406485631001		001-222-0000-4300 OFFICE SUPPLIES	61.79
			406501704001		001-222-0000-4300 OFFICE SUPPLIES	160.48
			406501704001		HP TONERS 001-130-0000-4300	416.90
			406560254001		OFFICE SUPPLIES 001-130-0000-4300	91.62
			406767622001		OFFICE SUPPLIES 001-422-0000-4300	455.04
			4068355708001		OFFICE SUPPLIES 001-422-0000-4300	28.54
			406835576001		OFFICE SUPPLIES 001-422-0000-4300	32.03
			406835584001		OFFICE SUPPLIES 001-422-0000-4300	61.61

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239268	2/18/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)		OFFICE SUPPLIES 001-422-0000-4300	69.91
			408720410001		OFFICE SUPPLIES 001-222-0000-4300	308.59
			409336064001		HP TONER & OFFICE SUPPLIES 001-222-0000-4300	492.45
			409351763001		OFFICE SUPPLIES 001-222-0000-4300	47.23
					Total :	2,717.83
239269	2/18/2025	894551 OTAROLA, JULIO	849279		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
					Total :	55.00
239270	2/18/2025	892360 PARKING COMPANY OF AMERICA	INVM0019103	13320	PUBLIC TRANSPORTATION SERVICES- 007-440-0442-4260	50,347.29
			INVM0019419	13320	PUBLIC TRANSPORTATION SERVICES- 007-440-0442-4260	48,663.07
					Total :	99,010.36
239271	2/18/2025	890324 PEREZ MONTELONGO, JUAN	012025	13233	YOUTH BASKETBALL REFEREEE SERV 017-420-1328-4260	2,587.50
					Total :	2,587.50
239272	2/18/2025	889545 PEREZ, MARIBEL	REIMB.		WATER & SNACKS-WINDSTROM/FIRE I 001-420-0825-4300	220.93
					001-420-0000-4300	5.90
					Total :	226.83
239273	2/18/2025	893933 PORTA-STOR	443571		MCB STORAGE BIN RENTAL-JAN 2025 017-420-1330-4260	82.00
					Total :	82.00
239274	2/18/2025	894746 PRECISION CIVIL	30782	13179	ON CALL PLANNING SERVICES 001-150-0000-4270	1,041.50
			30873		ON CALL PLANNING SERVICES	

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239274	2/18/2025	894746 PRECISION CIVIL	(Continued)	13179	001-150-0000-4270	4,563.75
					Total :	5,605.25
239275	2/18/2025	892514 PRI MANAGEMENT GROUP	30282		CONDUCTING RECORDS INVENTORY ;	278.25
			30283		001-116-0000-4370	
					EXECUTIVE LEADHERSHIP SEMINAR C	259.00
					001-116-0000-4370	
					Total :	537.25
239276	2/18/2025	102688 PROFESSIONAL PRINTING CENTERS	23082		PRE-PRINTED FORMS	
				13274	070-382-0000-4300	197.90
				13274	072-360-0000-4300	197.90
					Total :	395.80
239277	2/18/2025	890004 PTS	2129035		PD PAY PHONE-DEC 2024	88.00
			2137411		001-190-0000-4220	
					PD PAY PHONE - FEB 2025	88.00
					001-190-0000-4220	
					Total :	176.00
239278	2/18/2025	893970 QUADIENT INC.	17635909		INK CARTRIDGE-POSTAGE MACHINE	274.41
					001-190-0000-4280	
					Total :	274.41
239279	2/18/2025	894306 QUENCH USA, INC.	INV08488183		DRINKING WATER	114.61
					001-222-0000-4300	
					Total :	114.61
239280	2/18/2025	894962 RAMIREZ, ENA	849283		REFUND-SAN DIEGO TRIP CANCELED	55.00
					004-2383	
					Total :	55.00
239281	2/18/2025	892856 SALAS, JUAN	REIMB.		OFFICE & SENIOR PROG SUPPLIES	27.29
					001-422-0000-4300	62.46
					004-2346	
					Total :	89.75

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239282	2/18/2025	894963 SALVOZA, YOLANDA	849285		REFUND-SAN DIEGO TRIP CANCELED	55.00
					004-2383	
					Total :	55.00
239283	2/18/2025	103057 SAN FERNANDO VALLEY SUN	12976		PH NOTICE-APPROVE MILITARY EQUIF	114.75
			12977		001-115-0000-4230	
					RFQ-VEHICLE TOWING & STORAGE	70.75
					001-115-0000-4230	
					Total :	185.50
239284	2/18/2025	894967 SILVA, CONRAD	PL2402158		PLANNING PERMIT REFUND	3,301.22
					001-3705-0000	330.12
					055-3719-0154	165.06
					055-3315-0000	
					Total :	3,796.40
239285	2/18/2025	892619 SIMONZAD, BENNY	TRAVEL-8		PER DIEM-SLI TRAINING ON 03/02-03/0	135.00
					001-225-0000-4360	
					Total :	135.00
239286	2/18/2025	103184 SMART & FINAL	0117		FOOD-SR CLUB MTG ON 2/2/25	249.44
			0118		004-2380	82.42
			0151		SUPPLIES-ENP PROG	67.23
			0163		001-422-0000-4300	
					CALLES VERDES EVENT	67.23
					001-311-0000-4300	
					CALLES VERDES EVENT	55.52
					001-310-0000-4300	
					Total :	454.61
239287	2/18/2025	894964 SOSA, GENOVEVA	849286		REFUND-SAN DIEGO TRIP CANCELED	55.00
					004-2383	
					Total :	55.00
239288	2/18/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS	24,246.42
					027-344-0000-4210	7,619.91
					029-335-0000-4210	

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239288	2/18/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			
					070-384-0000-4210	34,283.46
					074-320-0000-4210	5,779.95
					043-390-0000-4210	10,928.81
			700301226571		ELECTRIC-1117 2ND ST	
					043-390-0000-4210	20.05
					Total :	82,878.60
239289	2/18/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY.	
					030-341-0000-4210	89.96
			700577150347		ELECTRIC-190 PARK	
					027-344-0000-4210	1,037.53
					Total :	1,127.49
239290	2/18/2025	894672 SPATIG, JENNIFER	TRAVEL		PER DIEM-POST SYMPOSIUM ON 02/18	
					001-222-0000-4360	60.00
					Total :	60.00
239291	2/18/2025	103251 STANLEY PEST CONTROL	1862400		PEST EXTERMINATION FOR CITY FACI	
			1862401	13374	043-390-0000-4330	62.00
			1862723	13374	PEST EXTERMINATION FOR CITY FACI	
					043-390-0000-4330	55.00
			1862900	13374	PEST EXTERMINATION FOR CITY FACI	
					043-390-0000-4330	95.00
			1862903	13374	PEST EXTERMINATION FOR CITY FACI	
					043-390-0000-4330	94.00
			1862904	13374	PEST EXTERMINATION FOR CITY FACI	
					043-390-0000-4330	85.00
			1862923	13374	PEST EXTERMINATION FOR CITY FACI	
					043-390-0000-4330	85.00
					Total :	611.00
239292	2/18/2025	894275 STAPLES, INC.	6022040321		BREAK ROOM SUPPLIES	
					001-190-0000-4300	229.61
			6022040322		BREAK ROOM SUPPLIES	

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Bank code : bank3						
239292	2/18/2025	894275 STAPLES, INC.	(Continued)			
					001-190-0000-4300	14.72
					Total :	244.33
239293	2/18/2025	888621 SWRCB	LW-1048806		WATER SYSTEM ANNUAL FEES	
			SW-0310460		070-381-0000-4450	20,191.80
					ANNUAL PERMIT-PACOIMA WASH BIKE	
					001-310-0000-4270	619.00
					Total :	20,810.80
239294	2/18/2025	893955 TALLEY, BRIDGET LAINE	JAN 2025		CHAIR YOGA INSTRUCTOR	
					017-420-1321-4260	189.00
					Total :	189.00
239295	2/18/2025	101528 THE HOME DEPOT CRC	2013618		WATER SUPPLIES	
			4353378		070-383-0000-4310	56.58
					MATL'S FOR WELL 7A REPAIRS	
					070-384-0000-4300	105.87
					Total :	162.45
239296	2/18/2025	894052 THE LANGUAGE PROS, INC.	1904		LANGUAGE SERVICES	
			1911	13383	001-101-0000-4270	683.10
				13383	LANGUAGE SERVICES	
					001-101-0000-4270	985.00
					Total :	1,668.10
239297	2/18/2025	894958 THOMAS, JULIA	849287		REFUND-SAN DIEGO TRIP CANCELED	
					004-2383	55.00
			849288		REFUND-SAN DIEGO TRIP CANCELED	
					004-2383	70.00
					Total :	125.00
239298	2/18/2025	890833 THOMSON REUTERS	851412553		DETECTIVE INVESTIGATIVE SOFTWARE	
				13260	001-135-0000-4260	304.21
					Total :	304.21
239299	2/18/2025	893504 TOWN HALL STREAMS, LLC	16289		STREAMING SERVICES-FEB 2025	
					001-115-0000-4260	175.00

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239299	2/18/2025	893504 893504 TOWN HALL STREAMS, LLC	(Continued)			Total : 175.00
239300	2/18/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187		ACCT 15122187-POSTAGE REIMB. 001-190-0000-4280	1,500.00 Total : 1,500.00
239301	2/18/2025	103444 ULTRA GREENS, INC	57209		FERTILIZER 001-311-0000-4300	78.82 Total : 78.82
239302	2/18/2025	103445 UNDERGROUND SERVICE ALERT	120250698		(41) SNF101 NEW TICKET CHARGES & 070-381-0000-4260	145.16
			24-252616		072-360-0000-4260	145.17
					001-370-0000-4310	145.17
					CA STATE FEE REGULATORY COSTS	10.32
					070-381-0000-4260	10.32
					072-360-0000-4260	10.32
					001-370-0000-4310	Total : 466.46
239303	2/18/2025	103439 UPS	831954015		COURIER SERVICES 001-190-0000-4280	137.80
			831954055		COURIER SERVICES 001-190-0000-4280	162.20
					Total : 300.00	
239304	2/18/2025	894864 US NATIONAL CORP	0112902	13305	EXTERIOR PAINTING OF CITY HALL & F 121-390-3689-4260	99,770.00 Total : 99,770.00
239305	2/18/2025	893606 VALADEZ, XAVIER	849289		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
			894290		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00
					Total : 110.00	
239306	2/18/2025	894909 VALLEY BACKFLOW INC.	20265	13357	BACKFLOW TESTING/REPAIRS 043-390-0000-4260	2,760.00

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239306	2/18/2025	894909 894909 VALLEY BACKFLOW INC.	(Continued)			Total : 2,760.00
239307	2/18/2025	100101 VERIZON WIRELESS-LA	6104189075		VARIOUS CELL PHONE PLANS 001-101-0112-4220	42.06
					001-105-0000-4220	50.02
					001-222-0000-4220	156.04
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.22
					070-384-0000-4220	490.85
					072-360-0000-4220	102.96
			6104487112		PD CELL PHONE PLANS 001-222-0000-4220	653.16
			6104498820		CITY YARD STANDBY PHONE PLAN 072-360-0000-4220	37.01
					Total : 2,046.42	
239308	2/18/2025	890970 WEX BANK	102542006		FUEL FOR CITY FLEET 041-320-0152-4402	61.59
					041-320-0221-4402	585.62
					041-320-0222-4402	302.74
					041-320-0224-4402	1,265.41
					041-320-0225-4402	5,546.49
					041-320-0311-4402	2,156.94
					041-320-0320-4402	94.19
					041-320-0346-4402	156.46
					041-320-0370-4402	824.15
					041-320-0390-4402	2,204.11
					029-335-0000-4402	111.47
					070-381-0000-4402	77.03
					070-382-0000-4402	239.54
					070-383-0000-4402	703.57
					070-384-0000-4402	216.17
					072-360-0000-4402	940.26
					Total : 15,485.74	

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vchlist
02/12/2025 9:21:19AM

Voucher List
CITY OF SAN FERNANDO

Page: 21

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239309	2/18/2025	894965 WIDELL, VERA	849291		REFUND-SAN DIEGO TRIP CANCELED 004-2383	55.00	
Total :						55.00	
239310	2/18/2025	891531 WILLDAN ENGINEERING	000339975		ON-CALL ENGINEERING SERVICES 070-381-0000-4270	160.00	
			00339454	13379	ON-CALL ENGINEERING SERVICES 070-381-0000-4270	9,920.00	
			00339577	13379	ON-CALL ENGINEERING SERVICES 070-381-0000-4270	6,400.00	
			00339698	13379	ON-CALL ENGINEERING SERVICES 070-381-0000-4270	5,440.00	
			00340105	13379	ON-CALL ENGINEERING SERVICES 070-381-0000-4270	480.00	
			00629434	13379	ON-CALL ENGINEERING SERVICES 024-371-0510-4600	1,113.00	
Total :						23,513.00	
116 Vouchers for bank code :		bank3				Bank total :	954,907.51
116 Vouchers in this report					Total vouchers :	954,907.51	

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

vchlist
01/03/2025 4:17:01PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
238841	12/12/2024	893115 P.E.R.S. CITY RETIREMENT	100000017702833		EMPL CONTRIB VARIANCE-11/02-11/15	
					018-222-0000-4124	262.63
					018-224-0000-4124	196.96
					018-225-0000-4124	2,823.23
					Total :	3,282.82
238842	12/30/2024	893115 P.E.R.S. CITY RETIREMENT	100000017702982		EMPL CONTRIB VARIANCE-11/16-11/25	
					018-222-0000-4124	245.67
					018-224-0000-4124	184.25
					018-225-0000-4124	2,640.96
					Total :	3,070.88
2 Vouchers for bank code : bank3						Bank total : 6,353.70
2 Vouchers in this report						Total vouchers : 6,353.70

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS

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01/29/2025 5:18:22PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239188	1/29/2025	100413 BOYS & GIRLS CLUB OF	PROJ NO. SG-19-112		BGCSFV GRANT-ADV. OF FUNDS 010-105-0537-4260	539,577.00
					Total :	539,577.00
239189	1/29/2025	890090 DEPARTMENT OF INDUSTRIAL	OSIP 72446		ASSESSMENT-07/01/24-06/30/25 006-190-0000-4240	54,627.91
					Total :	54,627.91
2 Vouchers for bank code : bank3						Bank total : 594,204.91
2 Vouchers in this report						Total vouchers : 594,204.91

Voucher Registers are not final until approved by Council.

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SPECIAL CHECK

vchlist
01/30/2025 9:08:09AM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239190	1/30/2025	103648 CITY OF SAN FERNANDO	PR 1/31/25		REIMB FOR PAYROLL W/E 1/24/25	
					001-1003	644,577.26
					007-1003	2,331.97
					010-1003	407.80
					027-1003	2,453.86
					028-1003	1,143.24
					029-1003	4,062.47
					041-1003	7,029.70
					043-1003	24,995.76
					070-1003	66,537.22
					072-1003	21,167.28
					074-1003	1,118.54
					094-1003	1,143.25
					110-1003	6,807.10
					Total :	783,775.45

1 Vouchers for bank code : bank3

Bank total : 783,775.45

1 Vouchers in this report

Total vouchers : 783,775.45

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

vchlist
02/05/2025 12:03:10PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239191	2/5/2025	102519 P.E.R.S.	FEB 2025		HEALTH INS BENEFITS-FEB 2025 001-1160	213,032.68
					Total :	213,032.68
239192	2/5/2025	893115 P.E.R.S. CITY RETIREMENT	100000017765934		EMPL CONTRIB VARIANCE-12/28-01/10 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	244.51 183.39 2,628.53
					Total :	3,056.43
239193	2/5/2025	893115 P.E.R.S. CITY RETIREMENT	100000017765951		EMPL CONTRIB VARIANCE-01/11-01/24 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	239.44 179.57 2,573.95
					Total :	2,992.96
3 Vouchers for bank code : bank3						Bank total : 219,082.07
3 Vouchers in this report						Total vouchers : 219,082.07

Voucher Registers are not final until approved by Council.

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SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-022

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 02/05/2025 4:07:26PM

Voucher List
 CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239194	2/5/2025	894791 MACLAY MARKET	GSAFSD10645638		SMALL BUS. ASSISTANCE GRANT PRO 026-107-0185-4450	2,850.00	
Total :						2,850.00	
1 Vouchers for bank code :		bank3				Bank total :	2,850.00
1 Vouchers in this report						Total vouchers :	2,850.00

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: February 18, 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

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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 (ESFVLRT) (formerly the East San Fernando Valley Transit Corridor Project) is a transit project constructing a light rail line on the east side of the San Fernando Valley to improve connections and access to crucial destinations in the East and Northeast San Fernando Valley. The project is being considered in two (2) phases. Phase 1 is a 6.7-mile at-grade alignment that includes 11 new transit stations along Van Nuys Boulevard, connecting the Orange Line in Sherman Oaks to San Fernando Boulevard in Pacoima. Phase 2 is a 2.5-mile segment running from the terminus of Phase 1 at San Fernando Road/Van Nuys Boulevard in Pacoima to the Sylmar/San Fernando Metrolink Station. Metro is conducting a supplemental study of the Phase 2 segment throughout 2024 to consider additional design options. Funding for the project is provided through Measure R and Measure M.

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

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

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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

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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. **The grant application period is open from February 12 to March 12, 2025, with businesses receiving notification of their application status between April 7 and April 11, 2025.**

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. **Staff have reengaged Granicus to begin building the new website. A Website Development Committee will be established with representatives from each Department to work through migrating old content from the current website and creating new content where applicable.**

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

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

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Community Development Department.

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.

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

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- On October 21, 2024, the City Council received a presentation on providing informational resources to unhoused individuals, including details on medical facilities, housing agencies, and transportation services. All of this information is currently offered through the City's Homeless Outreach Service provider.
- **On February 3, 2025**, City Council **received a presentation regarding** 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.

Status: The City received notice of its tentative Year 5 Permanent Local Housing Allocation (PLHA) funding in the amount of \$79,615 for Fiscal Year 2027-2028. To be awarded these funds, the City is required to hold a Public Hearing for the proposed programs. The proposed programs will be presented for City Council consideration at the March 3, 2025 meeting.

Next City Council Action: Public Hearing to Consider Proposed Programs for the Year 5 Permanent Local Housing Allocation for Fiscal Year 2027-2028 scheduled for March 3, 2025.

Tentative Completion Date: March 3, 2025

Staff Project Lead: Kenya Marquez

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

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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.

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 proposing a "Graffiti Abatement Policy" for City Council consideration at the February 18, 2025 meeting

Next City Council Action: Consideration to approve a Graffiti Abatement Policy is 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

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

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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.

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, Fernandeano 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 Walkshop scheduled for December 7, 2024, was rescheduled to February 22, 2025, from 10 a.m. – 1 p.m. Website description and social media accounts have been updated. **Upcoming events (time and location TBD):**

Advisory Group Meeting – February 13, 2025, 6 p.m. - 7 p.m.

- **Walk-shop #2 – February 22, 2025, 10 a.m. - 1 p.m., starting at Layne Park**
- **Planning 101 Series, Workshop #2 – March 8, 2025 (morning)**
- **Community Meeting #2 – Thursday, March 20, 2025 (evening)**
- **Advisory Group Meeting #2 – April 2 or 3, 2025**
- **Community meeting #3 – Thursday, May 1, 2025 (Evening) or Saturday, May 3, 2025 (Morning)**
- **Walk-shop #3 – May 17, 2025**
- **Advisory Group Meeting #3 – May 29, 2025**
- **Planning 101 Series Workshop #3 – July 26, 2025**
- **(Optional) Walk-shop #4 – TBD**
- **Advisory Group Meeting #4 - TBD**

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

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Title: Mixed Use and Specific Plan Overlay Districts

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

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

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

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.

On February 3, 2025, the second reading was adjourned to February 11, 2025.

Next City Council Action: A second reading is scheduled for **February 11, 2025**, to adopt ordinances.

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

Staff Project Lead: Erika Ramirez

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Title: Zoning Code Reorganization

Description: The City's Housing Element includes programs and policies aimed at amending the Zoning Code to comply with State Housing Law. 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.

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.

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- Update the City's density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance with incentives encouraging affordable housing.
- Complete a comprehensive update to the Zoning Code and Corridors Specific Plan 5 (SP-5) to allow residential land use in currently restricted areas, increase development capacity for housing on underutilized or vacant infill sites, streamline the review process and comply with the latest state housing laws.
- Review and update the City's development process for housing developments to ensure potential barriers that may hinder housing construction are removed and a smoother and more efficient approval process for housing projects.

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

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

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

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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.

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

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Public Works.

Title: Carlisle Green Alley Reconstruction Project

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

Status: On September 3, 2024, the City Council approved a Professional Services Agreement with TreePeople for project management. 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

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includes the integration of bioswales and cooling pavement within Parking Lot No. 4, as well as promoting sustainable water management practices. These bioswales and bulbouts will feature strategically placed curb cuts to redirect stormwater and nuisance water away from the street's surface, while simultaneously fostering the growth of greenery within the landscaped parkways. Additionally, street trees will be planted to further enhance the aesthetic and environmental benefits of the project. In Parking Lot. No. 4, trees and bioswales will be incorporated within the existing concrete parking lot medians.

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

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

Tentative Completion Date: December 2026

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

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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 was held on February 8, 2025.**

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

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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

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, Alfaro 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. **The contractor has begun the installation of electrical conduit and wiring 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,

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conduit, conductors, pull boxes, etc. Following the installation of new equipment, updated traffic signal timing charts will be inputted to synchronize traffic signals.

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

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

Status: Procurement of traffic signal controllers and cabinets has been completed. The traffic signal equipment is currently being tested at Los Angeles County Department of Public Works Traffic Signal Lab for quality assurance.

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 (Moved to Completed Items in Attachment "C")

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 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.

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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 notice to procure was issued on January 15, 2025, and **the contractor has begun procurement of bus shelters and benches..**

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.

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

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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.

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

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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.

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

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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.

On January 30, 2025, staff met with the contractor to determine the logistics of the work that will cause the least interruption to programs scheduled for the next couple of months. The Contractor will be submitting a schedule based on the on-site meeting.

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

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

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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: Urban Forest Management Plan

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

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

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

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

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.

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Next City Council Action: Discussion and Consideration to approve a Comprehensive Tree Preservation Policy is tentatively scheduled for March 3, 2025.

Tentative Completion Date: Ongoing

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 March 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.

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.

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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 for 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 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.

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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 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

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Title: Repair of Public Parking Lots

Description: The **Repair 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. **A total of eight (8) parking lots will experience some type of asphalt repair.** The project also involves crack sealing, asphalt repairs and restriping of parking stalls. **Upon further evaluation of the lots, it was determined that four (4) lots will undergo an overlay and another four (4) will have asphalt repairs performed in areas that are experiencing base failures.**

The lots that form part of the project include:

- Parking Lot 3
- 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 and Lot 5 will be part of the upcoming Calles Verdes Project and Trash Enclosure Project, respectively.**

Status: In order to not impact activity for merchants of the San Fernando Mall during the Holiday season the project was postponed to start in February 2025. **Work will be completed in April 2025, weather permitting.**

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

Tentative Completion Date: **April 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 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:

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- 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

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

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Police Department.

Title: Police Station Cameras and Parking Lot Security Improvement Project

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

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

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

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

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

Next City Council Action: No additional City Council action required. Parking Lot Security Improvement Project – Approve the 2024 UASI Subaward agreement once received from the City of Los Angeles (estimated in early 2025).

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

Staff Project Lead: CJ Chiasson

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Title: Law Enforcement Technology Improvements

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

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

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.

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)

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sex registrants, including individuals on active parole, to verify their compliance with release conditions. One (1) individual was arrested for failing to meet registration requirements.

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

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

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

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

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

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

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

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

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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.

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.

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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: February 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.

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

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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.

A Hope the Mission representative attended the February 3, 2025 City Council meeting and provided an overview of the objectives for the Mental Health Clinician Program. Representatives from the organization will return in March to introduce the Mental Health Clinicians who will be working with the program.

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.

Status:

Next City Council Action:

Tentative Completion Date:

Staff Project Lead: CJ Chiasson

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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.

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

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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: 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

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.

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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:

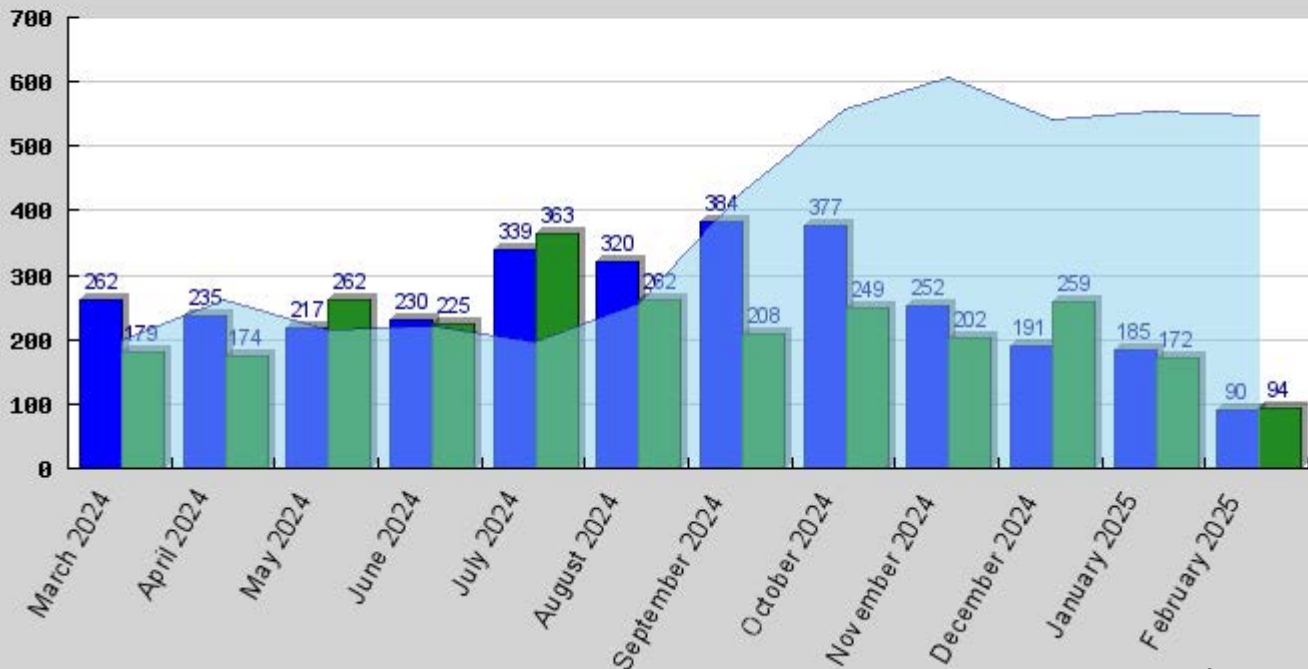
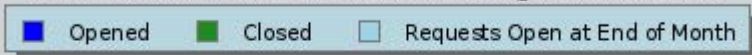
- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Completed Items
- D. Expiring Contracts
- E. Housing Programs Monthly Reports

One Year Analysis of Opened Requests
Ending February 2025

	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	Total
Community Development													
Building Code Violation	5	8	10	12	13	15	16	23	25	4	4	0	135
Homelessness Outreach	16	10	14	8	21	12	17	37	8	9	13	1	166
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	21	18	24	20	34	27	33	60	33	13	17	1	301
Police													
Abandoned Vehicle	3	6	3	3	6	13	10	9	7	3	1	0	64
Total - Police	3	6	3	3	6	13	10	9	7	3	1	0	64
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	0	0	0	3	0	0	0	2	0	5
City Trees	4	2	5	3	9	8	14	12	6	19	9	3	94
Graffiti and Sign Posting on P	50	56	60	52	82	95	93	70	39	27	40	15	679
Graffiti on Private Property	68	59	42	56	54	49	61	89	55	49	32	19	633
Illegal Dumping and Litter	49	69	60	55	99	90	98	86	71	47	54	31	809
Park Maintenance	6	4	0	2	2	1	15	3	2	2	0	3	40
Sidewalk Repair	9	7	8	7	11	6	18	23	4	4	0	3	100
Storm Drain and Flooding	0	1	2	0	0	4	0	3	0	1	2	0	13
Street Lighting	14	5	7	15	15	12	18	9	24	12	18	12	161
Street Repair	38	5	4	9	8	6	11	5	6	7	1	3	103
Street Signage	0	3	2	4	17	7	2	4	3	2	4	0	48
Traffic Signal	0	0	0	4	2	2	8	4	2	5	5	0	32
Total - Public Works	238	211	190	207	299	280	341	308	212	175	167	89	2717
All Topics													
Total All Topics	262	235	217	230	339	320	384	377	252	191	185	90	3082

Open Vs. Closed Requests by Month

For Date Period 03/01/2024 through 02/28/2025



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	754,588	95,413	-
6	In Progress	Homeless Outreach Services	300,000	300,000	152,190	147,810	-
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	110,061	39,939	-
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	1,016,433	-	1,016,433	-
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	46,070	12,450	33,620	-
20	In Progress	Wifi at LP & Recreation Park w/Computer Rooms	25,000	20,254	20,254	-	-
Total			\$ 5,818,339	\$ 5,818,339	\$ 3,400,283	\$ 2,418,056	\$ -

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

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.

Completion Date: Spring 2025.

Staff Project Lead: Manuel Fabian

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

ADM_City Council Enhancement Project and Priority Updates (2-18-2025) ATT D

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	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		2/3/2025: Per Erika R. okay to expire
2341	2/11/2025	3/10/2025	Mercury Events LLC	San Fernando Valley Mile Run/Walk Event Management	\$6,000.00	-	Admin	RCS	Informal	
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		
2339	2/20/2024	3/30/2025	Willdan Financial Services	Landscaping and Lighting Assessment District Fiscal Year 2024-2025	\$6,800.00	-	Admin	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		
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		

ADM_City Council Enhancement Project and Priority Updates (2-18-2025) ATT D

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	
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		
2057(b)	6/9/2023	6/30/2025	Joe Mar Polygraph & Investigation Services, Inc.	Second Amendment for Polygraph Services	\$2,500.00	-	Admin	PD		
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		1/29/2025: Per Juan, sending letter to state requesting 1-yr extension
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		
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		
2293	7/1/2024	6/30/2025	Alcoholic Beverage Control (ABC)	Alcohol Policing Partnership Program	\$60,000.00	-	CC	PD		
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		
2274	7/2/2024	6/30/2025	Juan Perez Montelongo (JP818Sports)	Basketball Referee and Scorekeeping Services	\$12,500.00	-	Admin	RCS		1/29/2025: Per Maribel P. okay to expire
2275	7/2/2024	6/30/2025	Juan L. Mora	Baseball Instruction, Consultant and Umpire Services	\$24,000.00	-	Admin	RCS		1/29/2025: Per Maribel P. okay to expire
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		
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	
2340	1/31/2025	6/30/2025	Erendira Mora Zamora	Musical Band for the Las Palmas Senior Citizens Club	\$3,600.00	-	Admin	RCS		

ADM_City Council Enhancement Project and Priority Updates (2-18-2025) ATT D

2133(a)	2/6/2023	-	Tenant: San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC) Provider: 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	Repealed & replaced with Contract No. 2159 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	

ADM_City Council Enhancement Project and Priority Updates (2-18-2025) ATT D

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 and Preservation Commission (the "Historical Commission") for display at the Lopez Adobe site.	\$0.00	N/A		Admin/ Parks Wellness Commission	RCS	
1991	8/2/2021	Project Completion	Los Angeles County Flood Control District	San Fernando Regional Park Infiltration Project (Grant)	\$1,029,764.00	-		CC	PW	
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, Fernandeño-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-		Admin	ADM/ CD	
2177	7/17/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	\$5,000,000.00	-		CC	ADM	
2177(a)	8/3/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	\$5,000,000.00	-		CC	ADM	
2317	11/18/2024	Through expenditure of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	\$750,000.00	-		CC	PW	Grant Replace signature following LACFCD signing
2212(a)	8/30/2024	Until Project Completion	4Leaf, Inc.	First Amendment Development of Standard Operating Procedures (SOPS) (Increasing compensation	\$17,160.00	-		Admin	CD	
2314	8/22/2013	Until Terminated	Federico Ramirez	Employment Agreement for Community Development Director	Salary	-			ADM	Executed administratively, adding Contract Number
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	

2149	5/1/2023	Until Terminated	Shuster Advisory Group, LLC and ALTA Trust Company	Adoption Agreement for the Multiple Employer OPEB/Pension 115 Trust & Trust Administrative Services Agreement to Provide Post-Employment Health and Welfare Benefits (OPEB)	\$5,000/plan max	-	CC	FIN		
1698(b)	11/28/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for City Attorney Services (Amended Schedule of Rate & Charges)	Per Rate Schedule	-	CC	ADM		
2234	3/20/2024	Until Terminated	The Los Angeles Homeless Services Authority (LAHSA)	Greater Los Angeles Homeless Management Information System (LAHMIS) Continuums of Care (CoC)	\$0.00	-	Admin	CD		
2269	7/15/2024	Until Terminated	County of Los Angeles	MOU & Funding Agreement to Participate in Taskforce for Regional Autotheft Prevention (TRAP)	-	-	CC	PD		
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		
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

NVCS By-Name List																
November 2024																
No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received								
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits
1	FC	1601 Truman St.	On the waitlist	11/01/24	Waiting	Waiting to be placed	2	no	yes	no	no	no	referral submitted			
2	EO	302 S Brand Bl	On the waitlist	11/7/24	waiting	waiting to be placed	7	yes	yes	yes	yes	no	referral submitted			
3	RD	962 Celis St	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	6	no	no	yes	no	no	declined shelter			
4	JN	905 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	passing by	2	no	yes	no	no	no	declined shelter			
5	SM	1041 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	2	no	yes	no	no	no	declined shelter	YES		
6	JD	1135 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	passing by	2	no	yes	no	no	no	declined shelter			
7	JD	1701 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	0	no	no	no	no	no	declined shelter			
8	AV	1610 Second St	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	0	no	no	no	no	no	declined shelter			
9	AB	PD station	09/30/24	5/16/24	09/01/24	exited from motel	8	yes	yes	yes	yes	no	Obtained			
10	CJ	PD Station	on the waitlist	10/1/24	waiting	waiting to be placed	2	no	yes	no	no	yes	referral submitted			
11	SV	City Hall	Housed	10/15/24	10/15/24	Self-exit	2	no	yes	no	no	no	declined shelter			
12	JT	224 N Maclay Ave.	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	6	no	yes	no	no	no	declined shelter			
13	DN	Pioneer Park	11/01/24	11/1/24	11/1/24	housed	3	yes	yes	no	no	no	Obtained			
14	P	Glenoaks & Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	2	no	yes	no	no	no	declined shelter			
15	JP	1035 N Maclay Ave.	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	0	no	no	no	no	no	declined shelter			
16	NR	City Hall	11/04/24	11/4/24	11/4/24	housed	6	yes	yes	yes	yes	yes	obtained			
17	AB	City Hall	11/04/24	11/04/24	11/04/24	housed	6	yes	yes	yes	yes	yes	obtained			
18	ED	723 N Maclay Ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
19	PD	Phone Call	ready to be housed	11/4/24	not obtained	Unknown	1	no	no	no	no	no	not obtained			
20	AD	Truman and maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
21	FD	Las Palmas Park	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
22	VR	1212 Pico St	10/07/24	10/03/24	10/07/24	exited from motel	6	no	yes	no	no	yes	declined shelter			
23	AV	314 San Fernando Mission Blvd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
24	DH	1013 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	no	yes	no	no	no	declined shelter	YES		
25	JD	663 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
26	GR	San Fernando Recreation Park	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
27	JD	237 N Maclay Ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
28	JD	237 N Maclay Ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
29	GT	2040 Glenoaks Blvd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	no	no	declined shelter		YES	
30	ER	SV Tiny homes	07/10/24	07/09/24	07/10/24	Tiny Homes Follow-up	6	no	yes	yes	yes	no	Obtained			
31	JD	1007 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
32	JD	1327 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
33	JD	1015 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
34	SS	La Rinda Plaza	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	yes	no	declined shelter			
35	ES	La Rinda Plaza	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	no	no	declined shelter			
36	MS	La Rinda Plaza	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	no	no	declined shelter			
37	MM	La Rinda Plaza	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	no	no	declined shelter			
38	RV	La Rinda Plaza	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	no	no	declined shelter			
39	JD	215 N Macneil St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	no	yes	no	no	no	declined shelter			
40	JD	1407 Truman	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
41	D	54 N Hubbard ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	1	no	yes	no	no	no	declined shelter			
42	FC	2040 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	1	no	yes	no	no	no	declined shelter			
43	GC	2040 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	1	no	yes	no	no	no	declined shelter			
44	C	Pioneer Park	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	no	yes	no	no	no	declined shelter			
45	RT	Encinitas motel	08/20/24	07/19/24	08/20/24	housed	3	no	yes	no	no	no	Obtained			
46	JC	Gridley hill	on the wait list	05/31/24	waiting	waiting to be placed	2	no	yes	no	no	no	not obtained			
47	F	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	no	yes	no	no	no	declined shelter			
48	M	Gridley hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	7	no	yes	no	no	no	declined shelter			
49	JD	117 Macneil St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
50	CD	1005 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
51	JD	1005 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
52	JD	1101 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
53	JD	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
54	JD	902 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
55	CD	820 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
56	ER	Maclay / Second St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	no	no	no	no	no	declined shelter			
57	JG	City Hall	10/02/24	10/02/24	10/02/24	housed	6	yes	yes	yes	yes	no	Obtained			
58	MV	Las Palmas Park	PHS Arieta	11/27/24	11/27/24	housed	4	yes	yes	yes	yes	no	Obtained			
59	MS	Las Palmas Park	PHS Arieta	11/27/24	11/27/24	housed	4	yes	yes	yes	yes	no	Obtained			

NVCS By-Name List																		
December 2024																		
No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received							Housing Search and Placement	DMH	DMV	Benefits
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure						
1	LM	313 S Brand Blvd	On the Waitlist	12/12/24	Waiting	Waiting to be placed	3	No	Yes	No	No	No						
2	FG	828 Harding Ave.	Community Bridge Housing	12/6/24	12/6/24	Housed	4	Yes	Yes	Yes	No	No						
3	RL	511 5th St.	On the Waitlist	12/12/24	Waiting	Waiting to be placed	2	No	Yes	No	No	No						
4	MW	1049 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
5	CD	120 S Brand Blvd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	5	No	Yes	Yes	No	No		Yes				
6	NO	1500 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Passing by	2	No	Yes	No	No	No						
7	EL	828 Harding Ave	Client declined shelter	Client declined shelter	Client declined shelter	Passing by	3	No	Yes	No	No	No						
8	JW	828 Harding Ave	Client declined shelter	Client declined shelter	Client declined shelter	Passing by	3	No	Yes	No	No	No						
9	BC	2040 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	10	No	Yes	Yes	Yes	No						
10	RD	900 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
11	SM	1035 Truman st	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	No	Yes	No	no	No		Yes				
12	ER	303 N Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	6	No	Yes	No	No	No						
13	FL	905 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
14	JD	801 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
15	JP	972 N Maclay Ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	5	No	Yes	No	No	No						
16	RP	901 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	No	No	No						
17	DB	900 San Fernando Rd	On the Waitlist	09/03/24	Waiting	Waiting to be placed	5	No	Yes	No	No	No						
18	GM	2060 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	No	Yes	No	No	No						
19	JD	101 N Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
20	CJ	910 First St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	5	Yes	Yes	No	Yes	No						
21	MV	505 S Huntington St	PHK CITY Arleta Enhanced	12/2/24	12/4/24	Housed	7	Yes	Yes	Yes	No	No						
22	VR	1212 Pico St	10/07/24	10/03/24	10/07/24	exited from motel	4	No	Yes	No	No	No						
23	LM	313 S Brand Bl	on waitlist	12/12/24	waiting	Waiting to be placed	3	No	Yes	No	No	No						
24	MS	505 S Huntington St	PHK CITY Arleta Enhanced	12/3/24	12/4/24	Housed	5	Yes	Yes	Yes	No	Yes						
25	ID	1041 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
26	CD	711 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	No	No	No	No						
27	JD	1225 Pico St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
28	AB	910 First St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	9	No	Yes	Yes	No	No						
29	DD	1101 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
30	LS	2040 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	No	Yes	no	No	No						
31	ED	1034 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
32	RD	1101 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
33	FA	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	Yes	Yes	No	No	Yes						
34	RD	2060 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
35	LD	900 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
36	JD	2060 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
37	JD	13441 Foothill Bl	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
38	JD	801 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
39	FS	576 Maclay	Arleta Homes	12/10/24	12/12/24	Housed	5	Yes	Yes	No	No	No						
40	DHW	1022 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	No	No	Yes						
41	MN	1011 7th St	Client on waitlist	08/08/24	Waiting	Waiting to be placed		No	yes	No	No	No						
42	NB	500 5th St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
43	AV	1101 Truman st	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
44	AV	500 5th St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	NO	No	No	No						
45	MW	1049 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	Yes	Yes	No	No	No						
46	AD	1201 Truman st	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	No	Yes	No	No	No						
47	LD	398 maclay Ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
48	JD	900 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No						
49	JD	1101 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
50	RG	2011 Fourth St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
51	EV	SV Tiny homes	07/10/24	07/09/24	07/10/24	Tiny Homes Follow-up	3	No	Yes	Yes	No	No						
52	JD	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
53	PE	1011 Seventh St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	5	No	Yes	No	No	No						
54	PD	City Hall	ready to be housed	11/4/24	not obtained	Decline	1	No	Yes	No	No	No						
55	JT	224 N Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	No	No	No						
56	EO	302 S Brand	Waiting to be housed	Housing Referral Made	Declined	Waiting to be Placed	2	No	No	No	No	No						
57	TL	City Hall	Housed	Decline	Declined	Decline	2	No	Yes	No	No	No						
58	EH	1212 Pico st	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	1	No	No	No	No	No						
59	JC	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						
60	JD	Truman/Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No						

NVCS By-Name List													
December 2024													
61	JD	1327 San fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	
62	JD	1025 Celis St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
63	NO	1500 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	
64	SD	1414 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	
65	CS	Pioneer park	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	
66	ID	101 N Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
67	MP	1701 Truman	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
68	JD	1242 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
69	JD	1300 San Fernando Rd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
70	PD	1008 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	
71	JD	2040 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
72	JD	Glenoaks/ Maclay ⁶⁶²	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	
73	EL	Pioneer Park	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	
74	AD	104 S Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	No	No	No	No	

NVCS By-Name List																
January 2025																
No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received								
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits
1	MM	La Rinda Plaza	Tiny Home Sun Valley	1/10/25	1/14/25	Housed	5	Yes	Yes	No	No	No	Obtained			
2	RAV	La Rinda Plaza	Tiny Home Sun Valley	1/10/25	1/29/25	Housed	3	Yes	Yes	No	No	No	Obtained			
3	ERSM	La Rinda Plaza	Tiny Home Sun Valley	1/10/25	1/14/25	Housed	5	Yes	Yes	No	No	No	Obtained			
4	SSM	La Rinda Plaza	Tiny Home Sun Valley	1/10/25	1/14/25	Housed	5	Yes	Yes	No	No	No	Obtained			
5	MSM	La Rinda Plaza	Tiny Home Sun Valley	01/10/25	1/14/25	Housed	5	Yes	Yes	No	No	No	Obtained			
6	ER	901 Tuman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	declined shelter			
7	AT	901 Harding Ave	Community Bridge	01/24/25	1/24/25	Housed	3	Yes	Yes	No	No	No	Obtained			
8	CF	117 N Macneil	Waiting	1/31/25	Waiting	Waiting	3	No	Yes	No	No	Yes	waiting			
9	DH	1701 Truman St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	Yes	No	Yes	declined shelter			
10	CD	801 San Fernando rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	5	No	No	No	No	No	declined shelter			
11	DH	901 San Fernando rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	10	No	No	No	No	No	declined shelter			
12	JP	7th and Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	4	No	No	Yes	No	No	declined shelter			
13	EP	7th and Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	declined shelter			
14	EO	900 San Fernando Rd	On the waitlist	11/7/24	waiting	waiting to be placed	3	Yes	Yes	Yes	Yes	No	referral submitted			
15	VR	1212 Pico	10/07/24	10/03/24	10/07/24	exited from motel	6	No	Yes	No	No	Yes	declined shelter			
16	RPL	907 Celis St	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	4	No	No	Yes	No	No	declined shelter			
17	SD	907 Celis St	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	2	No	No	Yes	No	No	declined shelter			
18	AD	1008 San Fernando rd	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	2	No	No	Yes	No	No	declined shelter			
19	LRB	1025 Truman	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	2	No	No	Yes	No	No	declined shelter			
20	AB	910 First St	09/30/24	5/16/24	09/01/24	exited from motel	4	Yes	Yes	Yes	Yes	No	Obtained			
21	JT	220 N Maclay Ave	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	6	No	Yes	No	No	No	declined shelter			
22	RC	14110 Hubbard st.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	8	No	Yes	Yes	Yes	No	declined shelter			
23	GT	2040 Glenoaks blvd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	8	No	Yes	No	No	No	declined shelter			
24	EH	315 Pico St	10/07/24	10/03/24	10/07/24	exited from motel	6	No	Yes	No	No	Yes	declined shelter			
25	EA	2040 Glenoaks Blvd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	6	No	Yes	No	No	No	declined shelter			
26	JD	2040 Glenoaks blvd	Client declined shelter	Client declined shelter	Client declined shelter	passing by	2	No	Yes	No	No	No	declined shelter			
27	JD	1701 Truman	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	declined shelter			
28	AD	2099 Fist	Client declined shelter	Client declined shelter	Client declined shelter	passing by	2	No	Yes	No	No	No	declined shelter			
29	JM	City Hall	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	2	No	No	Yes	No	No	declined shelter			
30	AG	1537 woodworth	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	10	No	Yes	No	No	No	declined shelter		yes	
31	LJ	Idaho	out of state	out of state	out of state	out of state	1	No	No	No	No	Yes				
32	CF	City Hall	waiting	01/30/24	waiting	waiting to be placed	3	No	Yes	No	No	Yes	waiting			
33	JD	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined Shelter			
34	JD	906 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined Shelter			
35	LS	2040 Glenoaks	Client declined shelter	Client declined shelter	Client declined shelter	Unhoused in SF	12	No	Yes	Yes	No	no	Declined Shelter			
36	MP	1011 Seventh St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	8	No	Yes	No	No	no	Declined Shelter			
37	WG	314 San Ferando Mission	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	No	No	No	Declined Shelter			
38	GR	580 Forth St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	No	Yes	No	No	Yes	Declined Shelter			
39	JD	101 Maclay	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined Shelter			
40	CJ	117 Macneil St	PHK City Encinitas	07/12/24	10/01/24	exited from motel	2	No	Yes	No	No	No	Declined Shelter			
41	IM	109 N Maclay Ave.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined Shelter			
42	JM	117 Macneil St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	3	No	Yes	No	No	Yes	Declined Shelter			
43	JD	1031 San Fernando rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined shelter			
44	JD	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	Declined Shelter			
45	JD	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	Declined shelter			
46	ED	1937 First St.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	Declined shelter			
47	JD	2060 Glenoaks Bl	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	Declined shelter			
48	TD	2060. Glenoaks Bl	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	Yes	No	No	Declined shelter			
49	ID	1900 Glenoaks Bl	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	2	No	Yes	No	No	No	Declined shelter			
50	CS	901 Harding Av	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined shelter			
51	KD	120 S Brand Blvd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	Yes	No	No	Declined shelter			
52	JD	120 S Brand Blvd.	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined shelter			
53	CF	117 Macneil St	Waiting	01/31/25	Waiting	Unhoused in SF	2	No	Yes	No	No	No	Waiting			
54	RD	1701 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	Yes	No	No	Declined shelter			
55	CD	1701 Truman St	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	4	No	Yes	Yes	No	No	Declined shelter			
56	JD	1204 San Fernando Rd	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined Shelter			
57	JD	Gridley Hill	Client declined shelter	Client declined shelter	Client declined shelter	Client declined shelter	0	No	No	No	No	No	Declined shelter			

Home Again LA (San Fernando Impact / Stats) October 2024- January 2025																														
Head of Household Initials	Family Size	Enrollment / Contact Date	Exit Date	Social Service Referrals											Rental Assistance / Eviction Prevention						Shelter Assistance			Housing Navigation						
				DPSS	CalFresh	Employment	Housing Resources	LIFE TAP Card	4 Regional Rides	Legal Resource	ID Waiver	CBEST	EDD	Utility Asst.	HALA Program	LAHSA Problem Solving	LAHSA Amount	Security Deposit	Security Deposit Amount	Prevention Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family			
1	BV	1	10/01/2024	10/01/2024						1																				
2	CJ	1	10/02/2024							1	6																			
3	OA	2	10/02/2024	10/02/2024																	1		Provided with housing leads for affordable/senior housing and referred to Helping Hands.							
4	BJ	1	10/08/2024	10/08/2024						1														1	Provided with information affordable/senior housing					
5	CM	4	10/09/2024	10/09/2024																				1	Undocumented, looking for housing resources, provided with housing leads.					
6	JLD	1	10/10/2024	10/10/2024						1	1																			
7	AA	1	10/14/2024	10/14/2024						1	1																			
8	CM	1	10/14/2024	10/14/2024						1	1	1																		
9	JG	1	10/14/2024							1	1																			
10	MA	2	10/16/2024																		1		referred to Hope Gardens, Angeles House. No further contact							
11	VV	1	10/16/2024	10/16/2024						1	1																			
12	JC	1	10/21/2024	10/21/2024	1					1																				
13	LX	1	10/21/2024	10/21/2024						1																				
14	MC	1	10/21/2024	01/13/2025												1	\$2,658.40					Received rental assistance, referred to DMH								
15	AL	4	10/23/2024	10/23/2024																		1		referred to Family Promise						
16	JG	1	10/23/2024	10/23/2024						1														1	Provided with affordable housing services and section 8 information.					
17	JW	1	10/23/2024	10/23/2024						1																				
18	EO	1	10/30/2024							1	8																			
19	ER	1	10/30/2024							1	2																			
20	AB	1	11/04/2024	11/04/2024	1					1	2																			
21	CW	1	11/04/2024	11/04/2024						1												1		referred to Helping Hands	1					
22	NR	1	11/04/2024	11/04/2024	1						2														1					
23	MP	2	11/06/2024	11/06/2024																										
24	JB	1	11/13/2024	11/13/2024						1																				
25	MA	1	11/13/2024	11/13/2024																	1									
26	PD	1	11/13/2024	11/13/2024						1																				
27	JS	1	11/14/2024	11/14/2024						1												1		Referred to LAFH	1					
28	WA	3	11/19/2024							1															Family interested in services.					
29	SG	4	11/24/2024	1/6/2025													1	\$2,500.00				Family provided with Sec. Dep.	1		Family secured housing.					
30	DM	6	12/12/2024	02/06/2025													1	\$1,998.00				Family provided with Sec. Dep.	1	1	Family Secured housing, provided Sec. Dep. and enrolled in RRH	1	Family secured housing			
31	GM	1	12/18/2024	12/18/2024																	1									
32	JE	3	1/6/2025	1/6/2025																		1								
33	MR	4	01/06/2025	02/04/2025																			1		Exited motel program temporarily until they find a unit.	1	Family staying with family until they find a unit.			
34	VA	2	1/13/2025	2/3/2025																			1		Family Secured Housing, provided Sec. Dep. and enrolled in RRH	1	Family secured housing			
35	GP	1	01/13/2025	01/13/2025																										
36	DT	2	01/22/2025	01/22/2025																			1		Referred to SFVRM					
37	GE	6	01/28/2025							1	1												1		Family still looking for housing	1	Family still looking for housing			
38	MV	4	01/31/2025							1	1												1		Family still in motel program	1	Family still looking for housing			
39	DA	4	02/03/2025	02/03/2025						1	1												1		Family still in motel program	1	Family still looking for housing			
40	PNL	2	2/3/2025	2/3/2025																										
TOTALS				78						3	1	5	10	16	24	1	2	0	0	4	3	1	\$2,658.40	3	\$5,693.00		7	1	6	13

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: February 18, 2025

Subject: Consideration to Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2024

RECOMMENDATION:

It is recommended that the City Council receive and file the Annual Comprehensive Financial Report (ACFR) (Attachment "A") for the fiscal year ending June 30, 2024.

BACKGROUND:

1. The City Code requires an annual audit to be conducted by an independent certified public accountant shortly after the end of each fiscal year. The audit is conducted, and financial statements prepared, in accordance with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).
2. On July 17, 2023, the City Council approved a contract with Van Lant & Fankhanel, LLP (Contract No. 2176) to serve as the City's independent third party audit firm for a period of three (3) years with two (2) one-year extension options.
3. During the week of June 10, 2024, the auditors conducted an interim audit, which normally takes place before the end of a fiscal year. The interim audit included test of internal controls, review of policies and procedures, examination and focus of the City's Trial Balance, Revenues and Expenditures through the current period.
4. During the Week of October 14, 2024, the auditors completed their final audit review to prepare the June 30, 2024, financial statements.
5. On February 12, 2025, the ACFR for Fiscal Year (FY) ending June 30, 2024 (2024 ACFR) was completed and posted to the [City's website](#) for public review. Hard copies of the ACFR are available upon request.

Consideration to Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2024

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6. The 2024 ACFR has been submitted to the Government Finance Officers Association (GFOA) for consideration of the Certificate of Achievement for Excellence in Financial Reporting Award. The award is presented to government agencies whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting. The City has received this award consistently over the last 40 years.

ANALYSIS:

Preparing an annual comprehensive financial report (ACFR) is required by the City's municipal code and serves several crucial purposes, including providing transparency and accountability to residents, taxpayers, and other stakeholders by presenting a detailed overview of the City's revenues, expenditures, assets, and liabilities. This transparency fosters trust in the local government and ensures that citizens are informed about how their tax dollars are being utilized. Second, the ACFR aids in financial planning and decision-making by offering insights into the City's financial health, trends, and performance over time. Additionally, the ACFR enhances the municipality's credibility and creditworthiness in the eyes of investors, creditors, and bond rating agencies, which can lead to favorable borrowing terms and lower interest rates for financing public projects. Overall, the ACFR serves as a vital tool for promoting financial transparency, facilitating informed decision-making, and maintaining fiscal responsibility within municipal governance.

The City's financial statements were audited by Van Lant & Fankhanel, LLP; a public accounting firm fully licensed and qualified to perform audits of State and local governments within the State of California. The audited financial statements, in conjunction with the accompanying notes, discussion, and analysis, provide a thorough and detailed presentation of the City's financial condition at a particular point in time (i.e. the end of the fiscal year). The ACFR provides insight and transparency into the City's financial position and operations. The ACFR consists of four (4) parts: 1) Management's Discussion and Analysis; 2) the basic financial statements; 3) required supplementary information; and 4) *optional* combining statements for non-major governmental funds.

Within the basic financial statements includes three (3) components: 1) Government-wide Financial Statements; 2) Fund Financial Statements; and 3) Notes to the Financial Statements. The Government-wide Financial Statements provides the broadest picture of the City's finances as they include all of the City's 39 funds (including the General Fund, Internal Service and Enterprise Funds). The Fund Financial statements are a subset of the Government-wide Financials as they present each fund's financial statements individually. The Notes to the Financial Statements provide more detail explanations of financial operations that are not readily apparent in the financial statements themselves.

Consideration to Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2024

Page 3 of 5

Both the Government-wide Financials and Fund Financials include two (2) basic statements: 1) *Statement of Net Position*, which presents information in terms of total assets, liabilities and net position (i.e. assets less liabilities); and 2) *Statement of Activities*, which shows how the net position has changed during the most recent fiscal year through revenues (increase in net position) and expenditures (decrease in net position).

Below is a summary of key highlights from the 2024 ACFR.

Government-wide Financials

The Government-wide Financials presents a long-term picture of the City's financial position by reflecting all current and long-term assets less all current and long-term liabilities. The City's total net position, which includes the General Fund, Enterprise Funds, and all Special Revenue Funds, increased from \$14,392,968 as of June 30, 2023 to \$26,877,959 as of June 30, 2024; a total increase of \$12,484,991.

The increase in net position is due to the following:

1. Net position of governmental activities increased from \$2,630,438 as of June 30, 2023 to \$11,824,709 as of June 30, 2024; a total increase of \$9,194,271. The 349.53% change is primarily attributable to \$7,059,947 decrease in total expenses. Note that there was also an adjustment in capital assets incorrectly classified to business-type activities in the prior fiscal year.
2. Net position of business-type activities increased from \$11,762,530 (inclusive of previously mentioned prior year adjustment) as of June 30, 2023 to \$15,023,250 as of June 30, 2024; a total increase of \$3,290,720 or 50.58%. The prior year adjustment in conjunction with transfers, including reallocations associated with water capital projects approved from American Rescue Plan Act (ARPA) funds, are the primary drivers of the year over year increase.

The City's Government-wide net position of \$26,877,959 is comprised of the following:

1. Value of Capital Assets (e.g. land, buildings, infrastructure, vehicles, etc.): \$87,908,243;
2. Restricted Funds (e.g. transportation, housing, grants): \$23,805,309; and
3. Unrestricted Funds: (\$84,835,593) **Deficit due to pension and retiree health liabilities.*

In addition, the Governmental Accounting Standard Board (GASB) Pronouncements have a significant impact on the City's Net position.

1. Net Pension liability is \$21.1M as of June 30, 2024, an increase of \$0.9M compared to FY 2022-2023. While the City's Pension Obligation Bond issuance have assisted in prior year reductions in CalPERS costs, CalPERS investment returns over the measurement

Consideration to Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2024

Page 4 of 5

period were below expected target returns. In concert with service costs, and changes in assumptions exceeding contributions, the City's overall liability increased by 4.3%.

2. Net OPEB (Other Post-Employment Benefits) – Retiree Health Care (RHC) liability is \$40.3M as of June 30, 2024, an increase of \$3.4M from prior year. The increase is primarily attributable to changes in actuarial assumptions, including increases in health benefit plan trends over the measurement period. Although the impact is not yet illustrated, the 2022-2023 and 2023-2024 Adopted Budgets also included \$500,000 each fiscal year to fund a Section 115 Trust account dedicated to pay future retiree health benefits and assist in further reducing the City's long-term liability. As a result of timing issues with the fully executed agreement, the contributions were not in place until July 2023, just past the measurement period.

Fund Financial Statements.

As previously noted, the Government-wide financial statements present information on current and long-term assets and liabilities. The Fund Financial statements, which includes Governmental and Proprietary Funds, present the short-term health of each of the City's 39 funds. The Fund Financial Statements focus on near-term inflows (revenues), outflows (expenditures), and balances of spendable resources. Fund Financial Statements serve as a useful measure of the City's net resources available for spending at the end of the fiscal year, similar to a profit and loss statement.

General Fund Financials.

The General Fund's fund balance increased from \$10,282,877 as of June 30, 2023 to \$10,988,667 as of June 30, 2024; a total increase \$705,790. The difference is predominately due to higher than anticipated business license tax, property tax and investment earnings revenue, as the City was conservative in revenue projections out of an abundance of caution due to inflationary conditions impacting the national economy. While warranted for licenses and permits and charges for services with the economic slowdown, other revenue categories proved resilient.

The General Fund balance consists of the following:

1. Nonspendable - Prepaid Items - \$29,998
2. Unassigned - \$10,959,679*

** Amount available at the end of the fiscal year to retain as reserves for emergency purposes or invest in strategic priorities. The minimum Contingency Fund reserve requirement per the City's Financial Policy is 20% of the General Fund operating budget as originally adopted, which totals \$4,764,238 for FY 2023-2024.*

Staff encourages readers to read both the Transmittal Letter and Management's Discussion and Analysis to get a better contextual understanding of the financial information presented in the 2024 ACFR.

Consideration to Receive and File the Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2024

Page 5 of 5

BUDGET IMPACT:

Funds to prepare the 2024 ACFR were included in the FY 2024-2025 Adopted Budget. There is no budget impact to receiving and filing a presentation on the 2024 ACFR. The City has made significant strides over the past decade to eliminate the General Fund deficit and maintain healthy fiscal reserves. The 2024 ACFR illustrates how the City's financial picture continues to improve. The financial statements reports a fund balance of \$10.98M, which represents 45% of the City's General Fund FY 2023-2024 originally adopted expenditures. During FY 2023-2024 the General Fund's fund balance increased by approximately \$0.7M despite significant budget amendments throughout year to fund major capital projects.

CONCLUSION:

Staff recommends that City Council receive a presentation on the City's Annual Comprehensive Financial Report for fiscal year ending June 30, 2024, from the City's audit firm.

ATTACHMENT:

- A. Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2024 ([provided digitally through weblink](#))

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erika Ramirez, Director of Community Development
Kenya Marquez, Housing Coordinator

Date: February 18, 2025

Subject: Consideration to Adopt a Resolution Authorizing Submittal of a Grant Application, in Partnership with Habitat for Humanity of Greater Los Angeles, to the California Department of Housing and Community Development for the 2024 Homeownership Super Notice of Funding Availability

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8367 (Attachment "A") authorizing the preparation and submittal of a grant application in partnership with Habitat for Humanity of Greater Los Angeles (Habitat LA), in the amount of up to \$5 million from the California Department of Housing and Community Development (HCD) for the 2024 Homeownership Super Notice of Funding Availability (Attachment "B"); and
- b. Authorize the City Manager, or designee, to execute the application, the Standard Agreements, and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

BACKGROUND:

1. On July 15, 2024, the City Council received a presentation from staff regarding a potential Home Rehabilitation Loan Program. The presentation included a brief overview of the CalHome Program and suggested that the City consider applying in partnership with Habitat LA when funding opportunities became available.
2. On September 3, 2024, the City Council approved Contract No. 2287 with Habitat for Humanity of Greater Los Angeles in an amount not-to-exceed \$50,000 to establish a Home Rehabilitation Program for a term of one (1) year.

Consideration to Adopt a Resolution Authorizing Submittal of a Grant Application, in Partnership with Habitat for Humanity of Greater Los Angeles, to the California Department of Housing and Community Development for the 2024 Homeownership Super Notice of Funding Availability

Page 2 of 4

3. On December 12, 2024, the California Department of Housing and Community Development (HCD) issued a Notice of Funding Availability (NOFA) (Attachment "B") for several activities, including Owner-Occupied Rehabilitation and First-Time Homebuyer Mortgage Assistance programs.

ANALYSIS:

The California Department of Housing and Community Development (HCD) administers the Homeownership Super Notice of Funding Availability (NOFA), which focuses on expanding affordable homeownership opportunities and promoting sustainable housing solutions across California. HCD has announced the release of the 2024 Homeownership Super NOFA (HOSN), offering approximately \$176.8 million in funding. This funding will be distributed through a combination of HCD-administered homeownership programs, including the CalHome Program.

The CalHome Program, with \$143.1 million available, supports initiatives aimed at increasing homeownership opportunities for lower and very low-income households, promoting neighborhood revitalization, and fostering sustainable development. This grant program supports local efforts to increase access to homeownership through the development, acquisition, and rehabilitation of housing for low- and moderate-income households.

Partnership with Habitat for Humanity of Greater Los Angeles.

The mission of Habitat for Humanity of Greater Los Angeles (Habitat LA) is to bring people together to build homes, communities and hope. Habitat LA strives to empower communities to build equitable and inclusive neighborhoods through housing opportunities and community development. Habitat LA focuses on activities such as repairing homes, constructing affordable homes, engaging volunteers and partners, providing affordable homeownership activities and fostering community development. Overall, Habitat LA serves as a catalyst for addressing housing needs and building stronger communities in the Greater Los Angeles Area.

Habitat LA has extensive experience administering home rehabilitation programs for various cities throughout the Los Angeles basin. By collaborating with Habitat LA, the City can leverage the organization's established infrastructure and expertise in managing home improvement projects for those in need. Additionally, partnering with Habitat LA would fulfill the experience requirement necessary for the CalHome grant application, which stipulates that the applicant or its partner must have successfully administered a local owner-occupied rehabilitation program for at least two (2) years within the four (4) years immediately preceding the application.

Consideration to Adopt a Resolution Authorizing Submittal of a Grant Application, in Partnership with Habitat for Humanity of Greater Los Angeles, to the California Department of Housing and Community Development for the 2024 Homeownership Super Notice of Funding Availability

Page 3 of 4

CalHome Program Grant Request.

In partnership with Habitat LA, the City is seeking authorization to apply for up to \$5 million in funding under the CalHome Program (Attachment "C) to support two (2) critical initiatives: Mortgage Assistance for first-time homebuyers and Owner-Occupied Rehabilitation for existing homeowners. The City is submitting an application for both programs; however, HCD has discretion to award funding for both programs, or only one (1), depending on the evaluation of the application.

The Mortgage Assistance program aims to reduce the financial barriers that prevent low- and moderate-income households from achieving homeownership. Of the total grant request, up to \$2.5 million will be allocated to this initiative. The majority of this funding, approximately up to \$1.9 million, will be used directly for down payment assistance loans. Under CalHome guidelines, the maximum assistance per borrower is \$200,000, which means the program could potentially assist between 11 and 44 households depending on individual needs and the amount of assistance provided. The remaining funding will be used for homebuyer education grants to ensure recipients are well-prepared for the responsibilities of homeownership, operational costs to manage the application process and loan processing, and administrative expenses for Habitat LA's program management.

The Owner-Occupied Rehabilitation program will focus on providing financial support to very low, low, and moderate-income homeowners for essential home repairs. This program will focus on eliminating safety hazards, improving substandard housing conditions, and enhancing the overall appearance of properties within the community. This initiative will receive up to \$2.5 million of the total grant. The bulk of these funds, approximately up to \$1.6 million, will be directed towards home rehabilitation loans. Per CalHome guidelines, the minimum assistance per borrower for rehabilitation is \$1,000, and the maximum is \$200,000. This range allows the program to assist between 8 and 112 households, depending on the scope and cost of individual projects. The remaining funding will cover costs for permits, appraisals, consultant services required to ensure project compliance and quality, non-recurring loan closing costs, and administrative responsibilities for Habitat LA in managing the rehabilitation projects.

In total, the CalHome Program grant is projected to assist between 19 and 156 households in San Fernando. The actual number of households served will depend on the specific needs of applicants and the associated costs of their projects.

Through the proposed partnership, Habitat LA would administer both programs on behalf of the City. If the City Council authorizes staff to submit this grant application and the application is ultimately successful, staff will prepare an agreement between the City and Habitat LA to outline the roles and responsibilities of each party.

Consideration to Adopt a Resolution Authorizing Submittal of a Grant Application, in Partnership with Habitat for Humanity of Greater Los Angeles, to the California Department of Housing and Community Development for the 2024 Homeownership Super Notice of Funding Availability

Page 4 of 4

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the submittal of the grant application and there is no need to appropriate funds at this time. If the City is awarded grant funds through the Homeownership Super NOFA, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 8367 authorizing the preparation and submittal of a grant application in partnership with Habitat LA, in the amount of up to \$5 million from the HCD for the 2024 Homeownership Super Notice of Funding Availability ; and authorize the City Manager, or designee, to execute the application, the Standard Agreements, and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

ATTACHMENTS:

- A. Resolution No. 8367
- B. HCD CalHome Notice of Funding Availability
- C. CalHome Program Guidelines

RESOLUTION NO. 8367

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM – 2024 HOMEOWNERSHIP SUPER NOTICE OF FUNDING AVAILABILITY; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM

WHEREAS, the City of San Fernando, a municipality, wishes to apply for and receive an allocation of funds through the CalHome Program; and

WHEREAS, the California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") dated December 12, 2024, for the CalHome Program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 {commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome Program, subject to the terms and conditions of the statute and the CalHome Program Guidelines adopted by HCD in December 2022; and

WHEREAS, the City of San Fernando wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of up to \$5 million.

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

SECTION 1. The City of San Fernando shall submit to HCD an application to participate in the CalHome Program in response to the Homeownership Super NOFA issued on December 12, 2024, which will request a total funding allocation of up to \$5 million for the following activities:

- (a) Up to two million five hundred thousand dollars (\$2,500,000.00) for Owner-Occupied Rehabilitation activities which will rehabilitate and repair from eight (8) to one hundred and twelve (112) very-low, low, or moderate income owner-occupied homes, to eliminate safety hazards, improve substandard housing conditions, and enhance the overall appearance of properties within the community. This will also cover costs for permits, appraisals, consultant services required to ensure project compliance and quality, non-recurring loan closing costs, and administrative responsibilities for Habitat LA in managing the rehabilitation projects; and

(b) Up to two million five hundred thousand dollars (\$2,500,000.00) for a Mortgage Assistance program, which will be used for down payment assistance loans for between eleven (11) to forty-four (44) homebuyers. The funding will also be used for homebuyer education grants to ensure recipients are well-prepared for the responsibilities of homeownership, operational costs to manage the application process and loan processing, and administrative expenses for Habitat LA's program management.

SECTION 2. If the application for funding is approved, the City of San Fernando hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program guidelines cited above. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. The City of San Fernando acknowledges and agrees that it may be required to execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

SECTION 3. The City of San Fernando authorizes the City Manager, to execute in the name of The City of San Fernando, the application, the Standard Agreements, and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

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

PASSED, APPROVED, AND ADOPTED THIS 18th 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. 8367 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of February, 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

651 Bannon Street, Suite 400
Sacramento, CA 95811 (916) 263-2771



December 12, 2024

MEMORANDUM FOR: ALL POTENTIAL APPLICANTS

FROM: Jennifer Seeger, Deputy Director
Division of State Financial Assistance

SUBJECT: **2024 Homeownership Super Notice of Funding Availability**

The California Department of Housing and Community Development (HCD or Department) is pleased to announce the release of the 2024 Homeownership Super Notice of Funding Availability (HOSN) for approximately \$176.8 million in funds for the following programs:

- CalHome Program (\$143.1 million)
- Joe Serna, Jr. Farmworker Housing Grant Program – Homeownership (“Serna Homeownership”) (\$33.7 million)

This funding provides Loans and Grants to Local Public Entities and Nonprofits for Homeownership Development Projects, Self-Help Technical Assistance Projects, Mortgage Assistance Programs, Owner-Occupied Rehabilitation Programs, ADU/JADU Programs, Shared Housing Programs and Programs for the Acquisition of Manufactured Housing for Agricultural Households.

Applications for this funding must be submitted electronically via the application portal no later than 4:00 P.M. Pacific Standard Time on Thursday, February 13, 2025.

The portal link, and requirements for submitting the HOSN application and required supporting documentation, including naming conventions, can be found on the Department’s Homeownership Super NOFA (HOSN) website,
<https://www.hcd.ca.gov/grants-and-funding/programs-active/homeownership-super-nofa>.

Attention Tribal Applicants: The 2023 Homeownership Super NOFA (HOSN), released January 6, 2023, included tribal funding targets of \$3.5 million in Serna Homeownership funds and \$13.5 million in CalHome funds. Please note that:

- Any unused Serna Homeownership funds from the Round 1 Homeownership Super NOFA target for Tribal Entities have been rolled over to this 2024 HOSN and will be available to all Serna Homeownership Applicants, including but not limited to tribes.
- Any unused CalHome funds from the Round 1 Homeownership Super NOFA target for Tribal Entities have been rolled over to a separate 2024 CalHome Tribal NOFA exclusively for tribes, which is being released simultaneously with this 2024 HOSN.

2024 Homeownership Super Notice of Funding Availability (HOSN)

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Tribal Entities are encouraged to apply for CalHome funds via the [CalHome Tribal NOFA](#) for approximately \$18 million, which is being released simultaneously with this 2024 HOSN.

The online HOSN workshop details and final Guidelines are posted on the Department's website at [Homeownership Super NOFA | California Department of Housing and Community Development](#). To receive information regarding online workshops and other updates, please subscribe to our Homeownership listserv at <https://www.hcd.ca.gov/contact-us/email-signup>. If you have further questions, please contact HOSN@hcd.ca.gov.

2024 Homeownership Super Notice of Funding Availability (HOSN)

**CalHome Program
and
Joe Serna, Jr. Farmworker Housing Grant Program – Homeownership**



**Gavin Newsom, Governor
State of California**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

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December 12, 2024

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I. Overview

A. Notable Changes to 2024 Homeownership Super NOFA (HOSN)

- The 2024 HOSN does not include a funding target for Tribal Entities. Instead, Tribal Entities are encouraged to apply for CalHome funds via the Tribal CalHome NOFA of approximately \$18 million, which is being released simultaneously with this Homeownership Super NOFA.
- Increase of the maximum sales price for Homeownership Development Projects to 150 percent of the highest local median sales price of a single-family home during the past six months.
- Projects will be ineligible to receive funds if construction work has begun or will begin prior to the application due date. In the 2023 Homeownership Super NOFA, proposed projects were ineligible to receive funds if construction work had begun or would begin prior to the date the Department executed the Standard Agreement with the Recipient.
- The maximum appraised home values at time of purchase or upon completion of acquisition/Rehabilitation work for Mortgage Assistance loans has been changed to the highest local median sales price of a single-family home during the past six months.
- The After-Rehabilitation Values for units assisted with Owner-Occupied Rehabilitation Assistance was increased to 150 percent of the highest local median sales price of a single-family home during the past six months.
- Minimum application amounts have been adjusted as follows:
 - Minimum total application amount of \$1,000,000.
 - If applying for one or more activity, the minimum application amount *per activity* is \$500,000.
 - If applying for any funding target (e.g., Mobilehome or Manufactured Home assistance, rural), the minimum application amount for that funding target is also \$500,000.
- Changes to the Scoring Rubric include the following:
 - Feasibility scoring criterion decreased from 20 to 15.
 - New scoring criterion for number of prospective households served added for 5 points
 - Scoring for the Prohousing Designation criterion will now award 5 points will to Projects or Programs that are located in jurisdictions that have received a Prohousing Designation or that have applied for a Prohousing Designation by the application due date and are certified by the Department within 45 days after the application due date.
 - Additional tiebreakers were added.
- New provisions were added regarding shared parking and compliance with Government Code 65863.1(i).

B. Funds Available

The California Department of Housing and Community Development (HCD or Department) is pleased to announce the release of this Homeownership Super Notice of Funding Availability (HOSN) **for approximately \$176.8 million**, which may be augmented based on the availability of funds. The HOSN is issued to distribute funds through a combination of HCD-administered Homeownership programs. These programs are:

- CalHome Program (CalHome) supports Homeownership programs aimed at lower and very low-income households, and in the case of a disaster, households at or below moderate income, and operated by private nonprofit and local government agencies, to increase Homeownership, encourage neighborhood revitalization and sustainable development, and maximize use of existing homes.
- Joe Serna, Jr. Farmworker Housing Grant Program (FWHG or Serna) supports development projects involving multiple home ownership units, including single-family subdivisions, for lower-income agricultural employees and their families, and programs that assist lower-income agricultural employees and their families to become or remain homeowners.

The Homeownership Super NOFA distributes funds for the CalHome Program and funds limited to the Homeownership activities of Serna. Please note that new construction or Rehabilitation (with or without acquisition) of a rental housing development, including under Serna, is not an eligible activity under the HOSN. Multifamily and single-family rental housing projects should submit applications under the Department’s Multifamily Finance Super NOFA (MFSN).

The Department is making approximately \$176.8 million available as follows:

Funding Programs	
CalHome Program	\$143.1 million
Joe Serna, Jr. Farmworker Housing Grant (Serna) Program	\$33.7 million

Funding for this HOSN is provided by a combination of funding sources as outlined below:

- General Fund, CalHome Proposition 46 and Proposition 1C for CalHome
- Building Homes and Jobs Act (Sen. Bill No. 2 (2017-2018 Reg. Sess.) §1): 2022 and 2023 for Serna

Approximately \$143.1 million will be available for the following activities within the CalHome Program:

- Homeownership Development Project Loans (including Predevelopment Costs and carrying costs during construction related to ADUs and JADUs)
- Technical Assistance for Self-Help Housing Projects
- First-Time Homebuyer Mortgage Assistance (including the purchase of a home with an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU))
- Owner -Occupied Rehabilitation Assistance (including Rehabilitation of Manufactured Housing not on a permanent foundation, and construction, repair, or Rehabilitation of ADUs or JADUs)
- Technical Assistance for Shared Housing Programs
- ADU/JADU Assistance (including construction, repair, or Rehabilitation of ADUs or JADUs)

Approximately \$33.7 million will be available for the following Homeownership activities within the Serna Program to address the housing needs of agricultural workers:

- Homeownership Development Projects involving multiple home ownership units, including single-family subdivisions, for lower-income agricultural employees and their families.
- Technical Assistance for Self -Help Housing Projects
- First-time Homebuyer Mortgage Assistance
- Owner-Occupied Rehabilitation Assistance
- Acquisition of Manufactured Housing as part of a program to address and remedy the impacts of current and potential displacement of farmworker families from existing labor camps, Mobilehome Parks, or other housing.

Funding targets are described in Section II. E. of this HOSN.

The information provided in the 2024 HOSN is intended to be a summary and is not considered a complete representation of the entirety of the eligibility, threshold, and other requirements or terms and conditions of the CalHome Program and Serna Program. Applicants should familiarize themselves with all applicable Statutes and Guidelines which, in the event of any conflict(s) with this HOSN, shall control.

This HOSN, the [CalHome Final Guidelines \(2024\)](#), and the [Serna- Homeownership Final Guidelines \(2024\)](#) implement the requirements of California Assembly Bill 434 (AB 434) (Chapter 192, Statutes of 2020). For the Homeownership activities of Serna, AB 434 requires the Department to:

- Make those funds available at the same time it makes funds available under the CalHome Program,
- Rate and rank applications in a manner consistent with the CalHome Program, except that the Department may establish additional point categories for the

purposes of rating and ranking applications that seek funding under Serna in addition to those used in the CalHome Program,

- Administer those funds in a manner consistent with the CalHome Program

Attention Tribal Entities

- The 2024 HOSN does not include a funding set-aside for Tribal Entities. Instead, Tribal Entities are encouraged to apply for CalHome funds via the Tribal CalHome NOFA of approximately \$18 million, which is being released simultaneously with this Homeownership Super NOFA (HOSN).
- The requirements set forth in NOFAs are subject to AB 1010 (Stats.2019, c. 660), which is set forth in HSC section 50406, subdivision (p). Accordingly, and pursuant to HSC section 50406, subdivision (p), (a) where the provisions of tribal law, tribal governance, tribal charter, or difference in Tribal Entity or legal structure would cause a violation or not satisfy the requirements of state financing being provided by the Department, said requirements may be modified as necessary to ensure program compatibility; and (b) where provisions of tribal law, tribal governance, tribal charter, or difference in Tribal Entity legal structure or agency create minor inconsistencies (as determined by the Director of the Department or a duly authorized designee thereof) with the requirements of state financing being provided by the Department, the Department may waive said requirements, as deemed necessary, to avoid an unnecessary administrative burden. Matters set forth or otherwise provided for in the requirements of state financing being provided by the Department that may be modified or waived include, without limitation, threshold requirements and any other matters set forth in HSC section 50406, subdivision (p)(2). AB 1010 may waive or modify state financing statutory requirements under Division 31 of the Health and Safety Code subject to the limitations of applicable law including the California Constitution and AB 1010. Any requests to waive or modify such statutory requirements will be considered by the Department on a case-by-case basis.
- ***Please note that AB 1010 does not automatically operate to obviate, or otherwise modify, any provision(s) of these Guidelines.*** To the extent that a Tribal Entity applicant believes that AB 1010 is applicable to such Tribal Entity, their Application, the Project to which their Application relates, or any number of them, it is recommended that such Tribal Entity applicant submit an ***AB 1010 waiver request*** to the Department ***before applications are due*** under the applicable NOFA to ensure that the Department has adequate time to review such waiver request and render a decision granting, or rejecting, the request.

C. Timeline

HOSN Release	December 12, 2024
Application Release	December 13, 2024
Application Portal Opens	December 19, 2024
Application Due Date	February 13, 2025, 4:00 PM
Award Announcement	June/July 2025

D. Authorizing Legislation and Regulations

Applications submitted under this HOSN are subject to the applicable Program Guidelines, all applicable statutory requirements, and this HOSN. Section references in this HOSN refer to applicable Program Guidelines unless otherwise noted. Capitalized terms in this HOSN are either defined herein or in Appendix A of the applicable Program Guidelines.

The administration of the CalHome and Serna Programs are governed by the applicable Program Guidelines that implement, interpret, or make specific the following laws:

- The CalHome Program was established by Chapter 6, commencing with § 50650) of Part 2 of Division 31 of the California Health & Safety Code (“HSC”).
- The Serna Program was established by Chapter 3.2 (commencing with § 50515.2) of Part 2 of Division 31 of the HSC. The Serna Guidelines referenced in this HOSN apply only to the Homeownership elements of Serna. Rental housing development activities are governed under a separate set of [Program Guidelines](#).
- Building Homes and Jobs Act (Sen. Bill No. 2 (2017-2018 Reg. Sess.) § 1).
- Veterans and Affordable Housing Bond Act of 2018 (Sen. Bill No. 3 (2017-2018 Reg. Sess.) § 1) ^(OBJ) which was adopted by voters on November 6, 2018, as Proposition 1, provided funding for the CalHome and Serna Programs and authorized the Department to administer the Programs through the Guidelines. These Guidelines were explicitly exempt from the requirements of the Administrative Procedures Act (Chapter 3.5)

This HOSN will be governed by the [Calhome Final Guidelines \(2024\)](#) and the [Serna Homeownership Program Final Guidelines \(2024\)](#). Applications must be completed pursuant to the applicable Guidelines requirements. References in this HOSN to a specific section of guidelines without specifying CalHome or Serna (e.g., “Guidelines §X00”) means that the specific guideline referenced is the same in both programs.

II. Program Requirements

The following is provided as a summary only. Applicants should refer to the CalHome and Serna Homeownership Program Guidelines, as applicable, for a comprehensive discussion of the requirements that are relevant to their proposed Projects. A Project is not eligible for an Award unless it meets all the threshold requirements of the applicable program. Please review the individual Program Guidelines of each Program for complete information.

Further, Applicants must achieve a minimum point score of 55 points in Base Scoring Criteria to be considered for a funding Award.

A. Eligible Sponsor/Applicant

An Applicant is the entity or entities applying to the Department for the Program funding. Such entity or entities may also be the Sponsor. If receiving an Award of funds, the Applicant will be referred to as the “Recipient” in the Department’s legal documents relative to an Award of a Grant, or as the “Sponsor” in the Department’s legal documents relative to an Award of a Loan.

All Applicants must meet the requirements of the following sections of the relevant Program Guidelines:

1. [CalHome](#)

§200 Eligible Applicants

§400.1 Eligible Applicant (Homeownership Development Project Loan)

§401.1 Eligible Applicant (Self-Help Technical Assistance Grant Program)

§402.1 Eligible Applicant (Mortgage Assistance Grant Program)

§403.1 Eligible Applicant (Owner-Occupied Rehabilitation Grant Program)

§404.1 Eligible Applicant (Shared Housing Program)

§405.1 Eligible Applicant (ADU/JADU Program)

2. [Serna](#)

§200 Eligible Applicant

§400.1 Eligible Applicant (Homeownership Development Project Loan)

§401.1 Eligible Applicant (Self-Help Technical Assistance Grant Program)

§402.1 Eligible Applicant (Mortgage Assistance Grant Program)

§403.1 Eligible Applicant (Owner-Occupied Rehabilitation Grant Program)

§404.1 Eligible Applicant (Acquisition of Manufactured Housing Grant Program)

Please note, Applicants that were previously awarded CalHome or Serna Homeownership funds must submit all outstanding reports from the past two years to the Department by the application due date. Failure to submit the reports by the application due date will result in the Applicant being ineligible for a CalHome or Serna Homeownership Award under this HOSN (Guidelines §200(c)(1)).

Applicants may email: CalHomeReports@hcd.ca.gov for CalHome or SernaSfSGM@hcd.ca.gov for Serna Homeownership to obtain status on previous reports.

B. Eligible Use of Funds

1. The Department is making CalHome and Serna funds available for the following activities:
 - a. Homeownership Development Project Loans (Guidelines §400) for conditional Awards of development Loans to the Applicants to be used as specified in §400.2 of the Guidelines.
 - i. Homeownership Development Projects must have a minimum of five units.
 - ii. The estimated sales price of the homes to be constructed (Maximum Sales Price) shall not exceed 150 percent of the highest local median sales price of a single-family home during the past six months. Recipients may use the median sales price, by county, posted at the [California Association of Realtors website](#). However, if prices have significantly changed or local median sales prices by county do not accurately reflect actual local sales prices, Recipients may request Department approval to use different limits based on a local calculation of median values.

Note: Proposed projects are ineligible to receive funds if construction work has begun or will begin prior to the application due date. Construction work includes grading, site preparation (with the exception of demolition or clearing properties), or site improvements intended for public dedication (Guidelines §201).

- b. Technical Assistance for Self-Help Housing Projects (Guidelines §401) in which the Applicant organization will be providing the services required in Guidelines §401.3.
 - i. Homebuyer Education (Guidelines §401.2(b)) will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed \$250 per assisted unit.

- c. First-Time Homebuyer Mortgage Assistance (including the purchase of homes with ADUs or JADUs) (commencing with Guidelines §402) for Loans to Eligible Households as defined in Guidelines §203.
- i. Homebuyer Education (Guidelines §402.2) will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed \$250 per assisted unit.
 - ii. Maximum appraised home values at time of purchase or upon completion of acquisition/Rehabilitation work (Maximum Sales Price/Value Limit) shall not exceed the highest local median sales price of a single-family home during the past six months. Recipients may use the median sales price, by county, posted at the [California Association of Realtors website](#). However, if prices have significantly changed or local median sales prices by county do not accurately reflect actual local sales prices, Recipients may request Department approval to use different limits based on a local calculation of median values.
 - iii. Financial assistance provided to qualified individual homeowners for Mortgage Assistance shall be in the form of deferred payment Loans, repayable upon the sale or transfer of the homes, when the home ceases to be Owner-Occupied, or upon the Loan maturity date, whichever occurs first (HSC § 50650.3 (c)(1)). The Loan shall be up to a 30-year term with the following exception: when USDA, Rural Housing Service (RHS) 502 Mortgage Loans are in first lien position the term shall be the term of the 502 Mortgage (Guidelines §301). The interest rate is set by the Recipient at up to 3 percent simple interest per annum (Guidelines §301(d)). Borrowers shall occupy units as their principal place of residence for the term of the Loan (Guidelines §203(d)). If the Borrower will occupy an ADU or JADU, then residents of the single-family residence shall not be considered as part of the Household receiving program funding (Guidelines §203). Recipients shall comply with the Homeowner/Homebuyer Loan-to-Value Limits for Mortgage Assistance program Loans defined in Guidelines §302.
- d. Owner-Occupied Rehabilitation Assistance (including repair, full reconstruction, or the addition of an ADU or JADU) (Guidelines §403) for Loans to Eligible Households as defined in Guidelines §203.
- i. All assisted units shall have After-Rehabilitation Values (Value Limits) at or below 150 percent of the highest local median sales price of a single-family home during the past six months. For properties where funds were used to add an ADU or JADU, the After-Rehabilitation Value (Value Limit) shall be at or below 150 percent of the highest local median sales price of a single-family home with an ADU or JADU during the past six months. Recipients may use the median sales price, by county, posted at the [California Association of Realtors website](#). However, if prices have significantly changed or local median sales prices by county do not accurately reflect actual local sales prices, Recipients may request

Department approval to use different limits based on a local calculation of median values.

- ii. Manufactured Housing is also eligible, including replacement of a Manufactured Home not on a permanent foundation in the case where it has been determined by the Recipient it is infeasible to rehabilitate the home, whether located in a Mobilehome Park or elsewhere (Guidelines §403.2).
 - iii. Financial assistance provided to qualified individual homeowners for Owner- Occupied Rehabilitation shall be in the form of deferred payment Loans, repayable upon the sale or transfer of the homes, when the home ceases to be Owner-Occupied, or upon the Loan maturity date, whichever occurs first (HSC §50650.3(c)(1)). The Loan shall be up to a 30-year term (Guidelines §301). The interest rate is set by the Recipient up to 3 percent simple interest per annum (Guidelines §301). Borrowers must occupy units as their principal place of residence for the term of the Loan (Guidelines §203). If the Borrower will occupy an ADU or JADU, then residents of the single-family residence shall not be considered as part of the Household receiving funding (Guidelines §203).
 - iv. Recipients shall comply with the Homeowner/Homebuyer loan-to-value limits for Owner-Occupied Rehabilitation program Loans defined in Guidelines §302.
 - v. Financial assistance provided to individual Households to rehabilitate, repair, or replace Manufactured Housing located in a Mobilehome Park and not permanently affixed to a foundation shall be in the form of a secured forgivable Loan, which shall also be made in a manner consistent with the Guidelines and applicable Statutes (HSC §50650.3(c) and Guidelines §403.2). The Loan shall be due and payable in 20 years, with 10 percent of the original principal to be forgiven annually for each additional year beyond the 10th year that the home is owned and continuously occupied by the Borrower (HSC §50650.3 (c)). Pursuant to HSC §50650.3(c), not more than 10 percent of the funds available in a given fiscal year shall be used for financial assistance in the form of secured forgivable Loans. If Tribal Entities intend for lands located in Indian Country, or other real property held in fee by such Tribal Entities, to be considered a Mobilehome Park for the purposes of this section, such tribal lands or real property must satisfy the legal and programmatic requirements of a Mobilehome Park per [H.S.C. §18214](#). Tribal Entity applicants can submit their application with this information to the Department and it will be evaluated on an individual basis. It is recommended Tribal Entity applicants submit an AB 1010 waiver request before applications are due under the applicable NOFA to ensure said lands can be considered a Mobilehome Park.
2. The Department is also making CalHome funds available for the following additional activities:
- a. Technical Assistance for Shared Housing Programs (Guidelines §404) to operators of Shared Housing Programs that will directly provide match

services where the providers are homeowners who occupy their homes as their principal place of residence.

- b. ADU/JADU Programs (Guidelines §405) for Loans for ADU/JADU construction, reconstruction, repair, or Rehabilitation to Eligible Households as defined in Guidelines §203.
3. The Department is also making Serna funds available for the following activity, as set forth in Guidelines §404:
- a. Acquisition of Manufactured Housing as part of a local Program to address and remedy the impacts of current and potential displacement of low-income farmworker families from existing labor camps, Mobilehome Parks, or other housing.
 - i. All Manufactured Homes acquired through the Program must be Owner- Occupied by a low-income Agricultural Worker Household (Guidelines§ 404.4(a)).
 - ii. Financial assistance provided to individual Households for Manufactured Housing located in a Mobilehome Park and not permanently affixed to a foundation shall be in the form of a secured forgivable Loan. The Loan shall be due and payable in 20 years, with 10 percent of the original principal to be forgiven annually for each additional year beyond the 10th year that the home is owned and continuously occupied by the Borrower.

C. Program Funding Amounts, Terms, and Limits

1. Minimum and Maximum Application Amounts.
 - a. The minimum total application amount is \$1,000,000.
 - i. If an Applicant is applying for more than one activity, the minimum application amount *per activity* is \$500,000 (except if the activity is Technical Assistance for Self-Help Housing Projects or CalHome Technical Assistance for Shared Housing Programs, in which case the minimum application amount is \$100,000).
 - ii. If an Applicant is applying for any funding target (e.g., Mobilehome or Manufactured Home assistance, rural), the minimum application amount for that funding target is also \$500,000.
 - b. The maximum application amount for a project (a Homeownership Development Project Loan with or without Technical Assistance for Self-Help Housing Projects) is \$10 million.
 - i. The maximum application amount for one or more programs (any activity

other than a Homeownership Development Project Loan is considered a program) is \$5 million.

- ii. If applying only for Technical Assistance for Self-Help Housing Projects, the maximum application amount is \$500,000. If applying only for CalHome Technical Assistance for Shared Housing Programs, the maximum application amount is \$300,000.

2. Minimum and Maximum Per-Unit Funding Limits

- a. CalHome and Serna Grant Activities: For the purposes of this HOSN, the minimum and maximum amount of funding to individual Borrowers will be:

- i. Mortgage Assistance

The maximum Loan amount by an Award recipient to an eligible Borrower will be 40 percent of the Borrower's purchase price for the property or \$200,000, whichever is lower. The minimum Loan to a Borrower will be not less than \$1,000.

For Mortgage Assistance provided as part of a Homeownership Development Project Loan, the maximum Loan amount by an Award recipient to an eligible Borrower will be 40 percent of the Borrower's purchase price for the property or \$250,000, whichever is lower. The minimum Loan to a Borrower will be not less than \$1,000.

- ii. Owner-Occupied Rehabilitation Assistance

The maximum Loan amount by an Award recipient to an eligible Borrower will be \$200,000 unless the home is in need of reconstruction. If the home is in need of reconstruction, the maximum Loan amount will be \$250,000. The maximum Loan amount for additional or full reconstruction of an ADU will be \$250,000. The maximum Loan amount for rehabilitation of a Manufactured Home not on a permanent foundation, or for replacement of a Manufactured Home not on a permanent foundation in the case where it has been determined by the Recipient it is infeasible to rehabilitate the home, will be \$150,000. The minimum Loan to a Borrower will be not less than \$1,000.

- iii. CalHome ADU/JADU Assistance

The maximum Loan amount by an Award recipient to an eligible Borrower for ADU/JADU construction will be \$250,000. The minimum Loan to a Borrower will be not less than \$1,000.

- iv. Serna Acquisition of Manufactured Housing

The maximum Loan or Grant amount by an Award recipient to an eligible Agricultural Worker Household will be 100 percent of the purchase price for the Manufactured Home, up to a maximum of \$150,000. The minimum Loan or Grant will be not less than \$1,000.

- b. CalHome and Serna Loan Activities: for the purposes of this HOSN, the minimum and maximum amount of funding will be:

- i. Homeownership Project Development

The maximum per-unit Loan amount for Homeownership Development Project Loans will be \$250,000.

If an Applicant is applying to fund a Homeownership Development Project with a Self-Help Housing Project, the Applicant may additionally apply for Technical Assistance of \$20,000 per-unit on top of the application amount requested for a Homeownership Development Project.

- c. Technical Assistance Funding Limits: The minimum Technical Assistance Grant to a Recipient will be not less than \$1,000. For the purposes of this HOSN, the maximum Grant per-unit will be:

- i. CalHome and Serna Technical Assistance for Self-Help Housing Projects

The maximum per-unit Grant amount will be \$20,000. All expenses shall be documented.

- ii. CalHome Technical Assistance for Shared Housing Programs

The maximum activity amount for Shared Housing Programs is established in § (c)(1) of this NOFA.

- d. Use of both CalHome and Serna funds on the same Project or Program is permitted, subject to the following limitations:

- i. Any given Assisted Unit must only be funded from one Program, CalHome or Serna.
- ii. Any given Assisted Unit must be assisted by funds from only one Project or Program (for example, repair of an ADU - the unit can be assisted with funds from a CalHome Owner-Occupied Rehabilitation program or a CalHome ADU/JADU program, but not both.)

- iii. Each Applicant is limited to no more than \$10 million in total HOSN *Homeownership Development Project Loans*. Note: If the Applicant is an Administrative Subcontractor for or part of a Limited Liability Company, or Limited Partnership with a Tribal Entity on one or more applications, those applications will not count against the \$10 million per-Applicant limit.
- iv. Each Applicant is limited to no more than \$5 million in total HOSN program Grants.
- v. Each Applicant is limited to no more than \$10 million in total HOSN funds (including applications for Homeownership Development Project Loans and applications for program, Grants).
- vi. The per-Applicant HOSN Award cap is not applicable beyond an individual HOSN competition – it is not a cumulative per-Applicant cap across other Department NOFA funding opportunities.
- vii. The Department will not award funding from CalHome or Serna to a Unit that previously received funding from the same program funding source. For example, the Department will not provide CalHome funding under this HOSN to Units that were awarded CalHome funding in a prior CalHome funding round.

D. Funding Targets and Geographic Distribution of Funds

1. Funding Targets

To promote equitable distribution of Program funds, to the extent eligible applications are available to fund, this HOSN shall have the following targets listed below:

- a. Mobilehome or Manufactured Home Assistance: To the extent there are eligible applications, the Department shall target \$27 million of the available \$143.1 million in CalHome funds as Awards for Mobilehome or Manufactured Home assistance. To the extent there is insufficient demand of eligible applications to make \$27 million in Awards, any remaining funds will be applied to the general pool of Applicants.
- b. Community-Based Developer: To the extent that there are eligible applications, the Department shall target 15 percent of HOSN funds (i.e., \$26.5 million) to Community-Based Developers applying for a Homeownership Development Project Loan and/or a Self-Help Technical Assistance Grant. This shall include 15 percent of the total CalHome funds available under the HOSN (i.e., \$21.5 million) and 15 percent of the total Serna funds available under the HOSN (i.e., \$5 million).

Capability points (maximum 40 points) will not be considered in the ranking of the Community-Based Developer funding target; however, the capability point category will be applicable if an application is unsuccessful in the Community- Based Developer funding target and is then ranked with the remaining unfunded applications.

2. Geographic Distribution of Funds

The HOSN shall have geographic targets of up to 46 percent of available funds for Southern California, up to 24 percent for Northern California, and up to 20 percent for rural jurisdictions. Ten percent shall not be subject to a specific geographic distribution. In its sole discretion, HCD may determine the geographic distribution targets have been met based either on individual Program funding components or on the amount of total funds awarded under this NOFA.

For the purpose of geographic distribution:

- Targets are based on the percent of Low-Income renters in California, based on the HUD-released data from the American Community Survey (ACS) for the 2017-2021 period.
- "Rural" is defined to be consistent with the definition used by the TCAC for the tax credit program. A list of Rural areas, as well as the methodology to determine Rural or non-rural status, can be found on TCAC’s website or by clicking this link: <https://www.treasurer.ca.gov/ctcac/2022/rural-status.pdf>.

Northern	Non-rural areas of the following counties: Alameda, Butte, Contra Costa, El Dorado, Fresno, Kings, Madera, Marin, Merced, Monterey, Napa, Placer, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Solano, Sonoma, Stanislaus, Sutter, Tulare, Yolo, Yuba
Southern	Non-rural areas of the following counties: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura
Rural	Rural areas as defined by statute, including but not limited to the following 100 percent rural counties: Alpine, Amador, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Tehama, Trinity, Tuolumne

B. Threshold Requirements

1. Site Control: For Homeownership Development Project Loans, Recipients shall

comply with the Site Control requirements listed in Guidelines §400.3

2. Minimum Point Score: Applicants must achieve a minimum point score of 55 points in the Base Evaluation Criteria in Section IV of this HOSN to be considered for a funding Award.
3. Other Threshold Requirements: A Project is not eligible for an Award unless it meets all the threshold requirements of the relevant Program (CalHome or Serna). Please review the individual Program Guidelines for each Program for complete information.

Below is a summary of some of the key threshold requirements and is not to be considered a complete representation of the entirety of the threshold, or other requirements, terms, and conditions for CalHome and Serna.

a. CalHome and Serna Guidelines Section §208 Threshold Requirements

The following are highlights of CalHome and Serna threshold requirements:

- i. A Local Public Entity that is not a Tribal Entity shall only be eligible to apply for an Award of program funds for a Local Program or project located within its jurisdictional boundaries. A Tribal Entity shall be eligible to apply for an award of CalHome program funds for a Local Program or project located anywhere within the State of California.
- ii. A Nonprofit Corporation or Tribally Designated Housing Entity shall only be eligible to apply for an Award of program funds for a program or project if it has developed a project or operated a housing program in California within the past two years or if the Nonprofit Corporation or Tribally Designated Housing Entity has an existing 523 Self-Help Technical Assistance Grant Agreement with the United States Department of Agriculture (USDA).

b. Serna Guidelines §208: Threshold Requirements

All Serna threshold requirements shall be satisfied. The following are highlights of Serna threshold requirements:

- i. All Unis assisted with program funds must serve Lower-Income Agricultural Households.

C. Rating and Ranking

1. All applications will be evaluated on the Base Evaluation Criteria included in Section IV(A) of this HOSN. Applications for Serna funding will also be scored on the additional Serna Criteria included in Section IV(B). All applications meeting the threshold requirements of the applicable Program and achieving a minimum point score of 55 points in Base Evaluation Criteria will be considered for funding pursuant to the process described below:

- a. CalHome and Serna applications will be ranked separately since the additional evaluation criteria used for Serna applications means those applications have a higher possible maximum score.
- b. Funding targets will be applied in the following order: 1) Community-Based Developers, 2) Mobilehome or Manufactured Home assistance and finally 3) geographic. All applications awarded under the Mobilehome or Manufactured Home assistance will also count towards meeting the applicable regional targets. If a concentration of Awards in any geographic area would make it impossible for the Department to meet the geographic funding targets established in this HOSN, the Department may skip to lower-scoring applications in other geographic areas.
 - i. Applications that include some activities that are eligible for a funding target and some that are not eligible for a funding target, or include activities in multiple geographic regions, will be separated out into multiple applications for the purposes of rating and ranking. For example, if an Applicant applies for \$1 million for Owner- Occupied Rehabilitation funds targeted to Mobilehome or Manufactured Home assistance and \$2 million for Owner-Occupied Rehabilitation funds not targeted to Mobilehome or Manufactured Home assistance, the \$1 million request will be scored separately from the \$2 million request and only the \$1 million request will be considered in the Mobilehome or Manufactured Home assistance funding target.

Similarly, if an Applicant applies for \$500,000 in Mortgage Assistance program funds to be used in rural areas and \$2.5 million in Mortgage Assistance program funds to be used in non-rural areas in Southern California, the \$500,000 request will be scored separately from the \$2.5 million request. As such, it is possible that only the part of a given application that is eligible as part of a funding target or is in an undersubscribed geographic area will be awarded funds if the remainder of the application does not score high enough in the general ranking. Funding targets will only be awarded to the extent that eligible applications (those meeting all threshold requirements including minimum point score) exist. If the Department receives fewer eligible applications than funding available, any unawarded funds within the funding targets may be used to fund remaining eligible applications based on ranked score.

- ii. CalHome funding targets for Community-Based Developers, and Mobilehome or Manufactured Home assistance: Beginning with the top-ranked CalHome applications (according to the Base Evaluation Criteria, including tiebreakers as applicable) eligible for the funding target, the highest scoring applications will be “fully funded” (provided all applicable threshold, minimum point score, and other eligibility criteria are met).

“Fully funded” means these applications will receive an Award of all requested Program funds, subject to applicable limits. Applicable limits that could result in Department Awards below requested levels include but are not limited to: maximum allowable funding limits (per unit, per project and per Applicant) and available funding in the Homeownership HOSN. Applicants that are eligible can compete in multiple funding targets if unsuccessful in one due to oversubscription. CalHome applications funded through the Community- Based Developer and Mobilehome or Manufactured Home assistance funding target are accounted for in the geographic percentage targets.

iii. Serna funding target for Community-Based Developers will begin with the top-ranked Serna applications (according to the Base Evaluation Criteria, including tiebreakers as applicable) eligible for the Community-Based Developers funding target, the highest scoring applications will be “fully funded” (provided all applicable threshold, minimum point score, and other eligibility criteria are met). “Fully funded” means these applications will receive an Award of all requested Program funds, subject to applicable limits. Applicable limits that could result in Department Awards below requested levels include but are not limited to: maximum allowable funding limits (per unit, per project and per Applicant) and available funding in the Homeownership HOSN. Serna applications funded through the Community-Based Developer funding target are accounted for in the geographic percentage targets.

Once all funding targets are met to the extent possible, the highest-ranking remaining Serna applications will be fully funded until Serna funds are exhausted. However, if a concentration of Serna Awards in any geographic area would make it impossible for the Department to meet the geographic funding targets established in this HOSN, the Department may skip to lower-scoring Serna applications in other geographic areas.

iv. If the last-ranked Serna application requests more Serna funds than remain, that Project will, conditioned upon the availability of additional funding, receive an augmentation of Serna funds, and be fully funded.

v. Finally, the highest-ranking CalHome applications will be fully funded until CalHome funds are exhausted. However, if a concentration of CalHome Awards in any geographic area would make it impossible for the Department to meet the geographic funding targets established in this HOSN, the Department may skip to lower-scoring CalHome applications in other geographic areas.

vi. If the last-ranked CalHome application requests more CalHome funds than remain, that Project will, conditioned upon the availability of additional funding, receive an augmentation of CalHome funds and be fully funded.

D. Negative Points and Disencumbrance of Awards

1. The Department's Negative Points Policy ([Administrative Notice Number 2022-01](#)), published on the Department's website, is hereby incorporated by this reference to the HOSN as if set forth in full herein, and shall apply with equal force as all other provisions set forth herein. If the Applicant is subject to a negative points assessment based on the criteria outlined in the Department's Negative Points Policy, or is determined to be ineligible for funding, the Department shall notify the Applicant in writing in the initial point score letter.
2. Funds awarded under this HOSN may be disencumbered by the Department as set forth in §603 of the Guidelines.

III. Application Submission and Review Procedures

A. Application Submission Process

Application materials must be submitted electronically via the application portal. The portal link, and requirements for submitting the HOSN application and required supporting documentation including for Applicants seeking funding under the Community-Based Developer target, can be found on the Department's [Homeownership Super NOFA \(HOSN\) website](#). Please name each supporting document with the name of the document. For example, when uploading a CalHome Loan Servicing Plan, name the document "CalHome Loan Servicing Plan." The application instructions and submittal portal will be available beginning December 13, 2024.

Applicants must upload and submit all application materials to the application portal no later than 4:00 p.m. Pacific Time on February 14, 2025.

Applications that do not meet the filing deadline will not be eligible for funding.

Applications must be on HCD's forms and cannot be altered or modified by the Applicant. It is the Applicant's responsibility to ensure the application is clear, complete, and accurate. Excel forms must be submitted in Excel format, not a PDF document.

B. Application Workshops

The Department will conduct a recorded webinar application workshop for the Homeownership HOSN. Please go to the [Homeownership Super NOFA \(HOSN\) website](#) for the dates and locations and to register.

C. Disclosure of Application

Information provided in the application will become a public record available for review by the public, pursuant to the California Public Records Act (Chapter 1473, Statutes of 1968). As such, any materials provided will be disclosable to any

person making a request under this Act. The Department cautions Applicants to use discretion in providing information not specifically requested, including but not limited to, bank account numbers, personal phone numbers and home addresses. By providing this information to the Department, the Applicant is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request.

IV. Evaluation Criteria

A. Base Criteria

Each CalHome and Serna application considered for funding shall be rated using the following criteria and maximum possible rating points:

Criteria	Maximum Points
Capability to operate the proposed program, administer and conduct the Self-Help Technical Assistance Project, or develop the type of Homeownership Project proposed in the application	
<p>Number of units or projects assisted within the last four years:</p> <ul style="list-style-type: none"> • For Mortgage Assistance, Owner-Occupied Rehabilitation, CalHome ADU/JADU, and Serna Acquisition of Manufactured Housing Programs: <ul style="list-style-type: none"> ▪ 2 – 5 units ~ 20 points ▪ 6 – 10 units ~ 30 points ▪ 11 or more units ~ 40 points • For Technical Assistance for Self-Help Housing Projects: <ul style="list-style-type: none"> ▪ 2 – 10 units ~ 20 points ▪ 11 – 20 units ~ 30 points ▪ 21 or more units ~ 40 points • For CalHome Technical Assistance for Shared Housing Programs: <ul style="list-style-type: none"> ▪ 2 units ~ 20 points ▪ 3 – 4 units ~ 30 points ▪ 5 or more units ~ 40 points • For Homeownership Development Project Loans: <ul style="list-style-type: none"> ▪ 2 projects ~ 20 points ▪ 3 – 4 projects ~ 30 points ▪ 5 or more projects ~ 40 points 	40

Community Need in a geographic area for the proposed Local Program or project will be based on the following factors:	
<p>For Mortgage Assistance Programs, Technical Assistance for Self-Help Housing Projects, CalHome Technical Assistance for Shared Housing Programs, CalHome ADU/JADU Programs, Serna Acquisition of Manufactured Housing Programs, and Homeownership Development Project Loans:</p> <ul style="list-style-type: none"> • Housing affordability in the geographic area: The ratio of the current median sales price of a single-family home to the AMI for a four-person Household in the county in which the program or project is located. The current median sales price is the most recent available from the California Association of Realtors as of the NOFA date, and the AMI is updated on an annual basis by the Department; • Percent of renter Households that are low income: The percent of Households in renter-occupied housing with incomes below 80 percent of AMI, as reported in the most recent HUD Comprehensive Housing Affordability Strategy U.S. Census Bureau American Community Survey (HUD CHAS) data; • Percent of renter Households occupying overcrowded housing: The percent of renter-occupied housing units with more than 1.5 occupants per room, as reported in the most recent HUD CHAS data; and • Rental vacancy rate: The percent of rental housing units that are currently vacant, as reported in the most recent HUD CHAS data. <p>For Owner-Occupied Rehabilitation Programs:</p> <ul style="list-style-type: none"> • Percent of homeowner Households that are in poverty: The percent of families in Owner-Occupied housing with incomes below the federal poverty line, as reported in the most recent American Community Survey (ACS) data; and • Percent of homeowner Households that are low income: The percent of Households in Owner-Occupied housing with incomes below 80 percent of AMI, as reported in the most recent HUD CHAS data. 	15
Feasibility in a geographic area for the proposed Local Program or project will be based on the following factors:	
<p>For Mortgage Assistance Programs:</p> <ul style="list-style-type: none"> • Affordability of Homeownership relative to renting: The ratio of 	15

<p>median Monthly Housing Costs for Owner- Occupied housing units with a Mortgage to median Monthly Housing Costs for renter-occupied housing units, as reported in the most recent ACS data;</p> <ul style="list-style-type: none"> • Availability of homes for sale relative to the proposed lending activity: The ratio of the following: <ul style="list-style-type: none"> ○ The number of home sales in the most recent previous 12-month period for which data is available priced below the current median sales price of a single-family home in the county in which the program is located; ○ The number of Loans that the Applicant expects to provide in the program. <p>For Owner-Occupied Rehabilitation Programs and CalHome ADU/JADU Programs:</p> <ul style="list-style-type: none"> • Age of the housing stock: The percent of Owner- Occupied housing units over 30 years old, as reported in the most recent ACS data; and • Percent of homeowner Households occupying overcrowded housing: The percent of Owner-Occupied housing units with more than 1.5 occupants per room, as reported in the most recent HUD CHAS data. <p>For CalHome Technical Assistance for Shared Housing Programs:</p> <ul style="list-style-type: none"> • Incidence of severe cost burden for low-income renters: The percent of Households in renter-occupied housing units spending 50 percent or more of income on housing expenses, as reported in the most recent HUD CHAS data; and • Rental vacancy rate: The percent of rental housing units that are currently vacant, as reported in the most recent HUD CHAS data <p>For Serna Acquisition of Manufactured Housing Programs:</p> <ul style="list-style-type: none"> • All applications for this activity will receive 10 points for feasibility because the likelihood that they will acquire Manufactured Homes is absolute. • Applicants who can demonstrate that they have site control over land zoned appropriately on which to place all of the acquired Manufactured Homes for which they are applying for funding will receive the full 15 points. <p>For Technical Assistance for Self-Help Housing Programs, Homeownership Development Project Loans, Mortgage Assistance Programs for housing newly constructed by the Applicant using</p>	
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<p>funds other than CalHome or Serna funds for sale to first-time homebuyers, and Mortgage Assistance Programs for housing newly acquired and substantially rehabilitated by the Applicant using funds other than CalHome or Serna funds for sale to first-time homebuyers:</p> <ul style="list-style-type: none"> • These programs and projects receive full points for feasibility. Since these programs and projects create new affordable housing units, the likelihood that they will successfully and feasibly provide affordable homes to low-income households is absolute. 	
<p>Contributes to Community Revitalization</p>	
<p>A Program or Project receive points if all Units to be assisted with Program funds are, or will be, located within at least one of the following:</p> <ul style="list-style-type: none"> ▪Federal Promise Zone, ▪Choice Neighborhood Initiative Area, ▪Opportunity Zone, ▪Federally designated Justice40 Initiative disadvantaged community ▪High- or Highest-Resource Area on TCAC Opportunity Area Map 	<p>10</p>
<p>Volunteer Labor, Self-Help Labor, or Youth Construction Skills Training</p>	
<p>Applicants applying for Homeownership Development Project Loans or Self-Help Technical Assistance Homeownership Projects, or a Mortgage Assistance Program for housing newly constructed by the Applicant using funds other than CalHome or Serna funds, or for housing newly acquired and substantially rehabilitated by the Applicant using funds other than CalHome, or Serna funds for sale to first-time homebuyers, will receive 5 points if:</p> <ul style="list-style-type: none"> • The Applicant utilizes Volunteer Labor or Self-Help Construction labor, where a minimum of five hundred (500) hours of on-site construction labor per assisted unit is provided; or • The Applicant utilizes labor provided by youth participating in a construction skills training program, where a minimum of five hundred (500) hours of on-site construction labor per assisted unit is provided. The five hundred (500) hours of construction training labor shall be provided by the 16- to 24-year-old program participants. 	<p>5</p>
<p>Increases Affordable Housing Supply</p>	
<p>Applicants applying for any of the following activities will receive 3</p>	<p>5</p>

<p>points for supporting the state policy goal of increasing the supply of affordable housing:</p> <ul style="list-style-type: none"> • Homeownership Development Project Loans • Mortgage Assistance Programs for housing newly constructed by the Applicant using funds other than CalHome or Serna funds, or for housing newly acquired and substantially rehabilitated by the Applicant using funds other than CalHome or Serna funds for sale to first-time homebuyers • Self-Help Technical Assistance Homeownership Projects • CalHome ADU/JADU Programs • Serna Acquisition of Manufactured Housing Programs. <p>An additional two points will be awarded to applications receiving 3 points as outlined above where the Applicant can demonstrate the new development will be located on an infill site as defined in Health and Safety Code Section 53559(d)(3)(B). Applicants must provide a detailed map, including cross streets, showing exactly where the infill site is located.</p>	
<p>Number of Prospective Households Served</p>	
<p>For all activities, the score shall be:</p> <ul style="list-style-type: none"> ▪ 1-10 prospective households ~ <i>1 point</i> ▪ 11-14 prospective households ~ <i>2 points</i> ▪ 15-19 prospective households ~ <i>3 points</i> ▪ 20-24 prospective households ~ <i>4 points</i> ▪ 25 or more prospective households ~ <i>5 points</i> <p>For Technical Assistance for Self-Help Housing Programs, Homeownership Development Project Loans, Mortgage Assistance Programs for housing newly constructed by the Applicant using funds other than CalHome or Serna funds for sale to first-time homebuyers, and Mortgage Assistance Programs for housing newly acquired and substantially rehabilitated by the Applicant using funds other than CalHome or Serna funds for sale to first-time homebuyers:</p> <ul style="list-style-type: none"> • The number of prospective households served will be equal to the number of housing units assisted. <p>For Mortgage Assistance Programs, Owner-Occupied Rehabilitation Programs, CalHome ADU/JADU Programs, and Serna Acquisition of Manufactured Housing Programs:</p> <ul style="list-style-type: none"> • The number of prospective households served will be equal to the total program funds requested (not including Homebuyer Education funds or administrative costs) divided 	<p>5</p>

<p>by the maximum allowable loan amount for the activity. There is no way to know in advance how large of a loan each assisted household will need; assuming the maximum allowable loan amount allows for a fair comparison.</p> <p>For CalHome Technical Assistance for Shared Housing Programs:</p> <ul style="list-style-type: none"> The number of prospective households served will be equal to the total program funds requested divided by \$3,000. 	
Prohousing Designation	
Points will be awarded to Projects or Programs that are located in jurisdictions that have received a Prohousing Designation or that have applied for a Prohousing Designation by the application due date and are certified by the Department within 45 days after the application due date.	5
Maximum Total Points	100

B. Serna Specific Criteria

Applications for Serna funding will also be evaluated on the following additional factors:

Serna Program Criteria	Maximum Points
Farmworker Need	
Points will be awarded based on the number of Office of Migrant Services (OMS) Migrant Family Housing Centers in the geographic area for the proposed Local Program or project, as identified in the Department’s OMS Program Directory: <ul style="list-style-type: none"> 1 OMS Center ~ 10 points 2 OMS Centers ~ 20 points 3 or more OMS Centers ~ 30 points 	30

C. Tiebreaker

In the event of tied point scores, the following tiebreakers shall be used to determine the ranking, in the order listed:

1. The Community Need point score
2. The Capability point score
3. The Feasibility point score
4. The total number units to be assisted
5. The award amount requested most closely matches remaining funds available and fully expends available funds. The Applicant may receive a partial award.
6. Applicant has not received a CalHome or Serna Homeownership award in the past three years

V. Appeals

A. Basis of Appeals

1. Applicants may appeal HCD's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker).
2. At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department's threshold, scoring and feasibility determinations.
3. No Applicant shall have the right to appeal a decision of HCD relating to another Applicant's application (e.g., eligibility, award).
4. Any request to appeal HCD's decision regarding an application shall be reviewed for compliance with the Guidelines and this HOSN. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of HCD.
5. The appeal process provided herein applies solely to the decision of the Department made pursuant to this HOSN.

B. Appeal Process and Deadlines

1. Process

To file an appeal, Applicants must submit to HCD, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to HCD at HOSN@hcd.ca.gov according to the deadline set forth in HCD review letters.

2. Filing Deadline

Appeals must be received by HCD no later than five business days from the date of HCD's threshold review, or initial score letters, representing HCD's decision made in response to the application.

C. Decision

Any request to appeal HCD's decision regarding an application shall be

reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of HCD.

VI. Award Announcements and Contracts

A. Award Announcements

The Department will announce program awards on the [Homeownership Super NOFA \(HOSN\) website](#).

B. Contracts

Recipient(s) will enter into a Standard Agreement with the Department. The Standard Agreement will contain relevant state contracting and program requirements, specific information about the Award, the work to be performed, a project/program timeline, and any special conditions required to make the project feasible (Guidelines §600).

The Recipient(s) shall remain a party to the Standard Agreement for the agreement's entire term. The Standard Agreement allows a maximum of 36-months from the date the Standard Agreement is fully executed by all parties to expend funds, except for Homeownership Project Developments which are allowed a maximum of 60 months (Guidelines §603).

The Department may exercise its reasonable discretion to disencumber funds or to grant an extension of time for completion (Guidelines §603). Any extensions are subject to any and all applicable encumbrances, deadlines, and limitations, including, but not limited to, HSC §54006(g). Documentation to support the Recipient's expenditure of funds shall be received prior to the contract expiration date. The Standard Agreement expires at the end of 42 months from the date the Standard Agreement is fully executed by all parties (or 66 months for Homeownership Project Developments), unless extended. Recipients remain subject to the terms of the 20-year Monitoring Agreement (Guidelines §600).

VII. Other State Requirements

The Recipient agrees to comply with all applicable state and federal laws, rules, Guidelines, and regulations that pertain to health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the program or project, the Recipient, its contractors or subcontractors, and any Loan or Grant activity, including without limitation the following:

- i. Guidelines §204 Local Program/Project Administration
- ii. Guidelines §209 State and Federal Laws, Rules, Guidelines and Regulations
- iii. Guidelines §400.7 Homeownership Development Project Requirements

Where the proposed program or project type presents a fair housing issue (e.g., Serna housing), the Department reserves discretion to require a fair housing legal opinion.

A. Shared Parking

Applicants for Homeownership Development Project Loans shall examine the feasibility of shared parking agreements to replace new parking construction or limit the number of new parking spaces that will be constructed. An examination of the feasibility of shared parking shall include, at a minimum, identification of parking facilities on contiguous properties or nearby properties that would not require users to cross a street and then consideration of the apparent availability of those facilities for shared parking. (Government Code 65863.1(i)). Applicants shall submit the examination of the feasibility of shared parking at the time of application. Tribal Entities are not required to examine the feasibility of shared parking for Homeownership Development Projects located in Indian Country where an Indian tribe exercises jurisdiction.

B. Other Terms and Conditions

1. Right to Modify or Suspend

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this HOSN at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties via the Department's Homeownership email list and will post the revisions to the [Homeownership Super NOFA \(HOSN\) website](#). Please be sure and subscribe to the [Homeownership email list](#).

2. Conflicts

It is the duty and responsibility of the Applicant to review any funding source they obtain for a Project to ensure each of the requirements for those funding sources are compatible with Department program requirements.

In the event of any conflict between the terms of this HOSN and the Guidelines, state law, federal law, applicable regulation(s), or any number of them (collectively, "Controlling Law"), the Controlling Law shall prevail. Applicants are deemed to have fully read and understand all applicable state and federal laws, regulations, and Guidelines pertaining to the relevant Program, and understand and agree that the Department shall not be responsible for any errors or omissions in the preparation of this HOSN.

CalHome

2024 Program Guidelines



**Gavin Newsom, Governor
State of California**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

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December 12, 2024

CALHOME 2024 PROGRAM GUIDELINES

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ARTICLE I. GENERAL OVERVIEW

Section 100. Purpose and Scope

- (a) These CalHome Program Final Guidelines (the “Guidelines”) implement and interpret, [Chapter 6 \(commencing with §50650\) of Part 2 of Division 31, Health and Safety Code \(H.S.C.\)](#), which establishes the CalHome Program administered by the California Department of Housing and Community Development (the “Department” or HCD) and [Chapter 2 \(commencing with §54006\) of Part 16 of Division 31, H.S.C.](#)
- (b) These Guidelines implement [Assembly Bill \(AB\) 434 \(Chapter 192, Statutes of 2020\)](#), which amends [H.S.C. §50517.5](#). AB 434 requires the Department to harmonize the Joe Serna, Jr. Farmworker Housing Grant Program (the “Serna Program”) with the CalHome Program in the following four respects: (1) Serna Program funds are to be made available at the same time as CalHome Program funds; (2) Serna Program applications are to be rated and ranked in a manner consistent with CalHome Program applications; (3) Serna Program funds are to be administered consistent with the CalHome Program, and; (4) Serna Program Loan terms are to be consistent with CalHome Program Loan terms to the greatest extent possible.
- (c) These Guidelines establish terms, conditions and procedures for the Award and disbursement of funds allocated to the CalHome Program pursuant to [H.S.C. §54006\(g\)](#).
- (d) These Guidelines apply only to funds made available through H.S.C. §54006(g) and do not apply to funds made available to the CalHome Program authorized by [Chapter 6 \(commencing with §50650\)](#) prior to the adoption of [H.S.C. §54006\(g\)](#).
- (e) The requirements set forth in these Guidelines are subject to AB 1010 (Stats.2019, c. 660), which is set forth in [H.S.C. §50406](#), subdivision (p). Accordingly, and pursuant to H.S.C. §50406, subdivision (p), (a) where the provisions of tribal law, tribal governance, tribal charter, or difference in Tribal Entity or agency legal structure would cause a violation or not satisfy the requirements of these Guidelines, said requirements may be modified as necessary to ensure program compatibility; and (b) where provisions of tribal law, tribal governance, tribal charter, or difference in Tribal Entity or agency legal structure create minor inconsistencies (as determined by the Director of the Department or a duly authorized designee thereof) with the requirements set forth in these Guidelines, the Department may waive said requirements, as deemed necessary, to avoid an unnecessary administrative burden. Matters set forth or otherwise provided for in these Guidelines that may be modified or waived include, without limitation, threshold requirements and any other matters set forth in H.S.C. §50406, subdivision (p)(2). **Please note that AB 1010 does not automatically operate to obviate, or otherwise modify, any provision(s) of these Guidelines.** To the extent that a Tribal Entity applicant believes that AB 1010 is applicable to such Tribal Entity, their Application, the Project to which their Application relates, or any number of them, it is recommended that such Tribal Entity applicant submit an **AB**

1010 waiver request to the Department **before applications are due** under the applicable NOFA to ensure that the Department has adequate time to review such waiver request and render a decision granting, or rejecting, the request

*NOTE: Authority cited: [§50406\(n\)](#), [50406\(p\)](#), [50650.2](#), [50650.7](#), and [54014, H.S.C.](#).
Reference: [50650.3](#), [50650.4](#), [50650.5](#), [50650.7](#), and [H.S.C. §54006\(g\)](#).*

Section 101. Definitions

In addition to the definitions found in [Chapter 2 \(commencing with §50050\), of Part 1 of Division 31, H.S.C.](#), the definitions in Appendix A of these Guidelines shall apply to this subchapter.

In the event of a conflict, the definitions in Appendix A of these Guidelines shall prevail for the purposes of these Guidelines and application. The defined terms will be capitalized as they appear in the guideline text. References to sections herein refer to sections of these Guidelines unless otherwise noted.

ARTICLE II. GENERAL PROGRAM REQUIREMENTS

Section 200. Eligible Applicants

To be eligible to apply for funding, the Applicant shall be a Local Public Entity, Local Public Agency, Tribal Entity, or Nonprofit Corporation. Appendix B of these Guidelines contains more details on tribal eligibility.

(a) Geographic restrictions

- (1) A Local Public Entity that is not a Tribal Entity shall only be eligible to apply for an Award of CalHome Program funds for a Local Program or project located within its jurisdictional boundaries. A Tribal Entity shall be eligible to apply for an award of CalHome program funds for a Local Program or project located anywhere within the state of California, as long as the Tribal Entity has provided documentation establishing site control.
- (2) A Nonprofit Corporation or Tribally Designated Housing Entity shall only be eligible to apply for an Award of CalHome Program funds for a program or project if it has developed a project or operated a housing program in California within the past two years or if the Nonprofit Corporation or Tribally Designated Housing Entity has an existing 523 Self-Help Technical Assistance Grant Agreement with the United States Department of Agriculture (USDA).

(b) Stability and capacity

- (1) To be eligible for funding, the Applicant shall demonstrate to the Department's satisfaction that it has sufficient organizational stability and capacity to carry out the Activity for which it is requesting funds.
- (2) In order to demonstrate organizational stability, the Applicant shall have been operating as a housing Developer or housing program administrator for a minimum of two years prior to the date of application. In cases of Tribal Entities, the Department may consider any experience a Tribal Entity has with the Indian Home Loan Guarantee program under Section 184 of the Housing and Community Development Act of 1992. An Applicant may subcontract with an Administrative Subcontractor to qualify toward the organizational stability and experience requirement. The Administrative Subcontractor may be located anywhere within the state of California. A legally binding agreement between the Applicant and the Administrative Subcontractor must be submitted with the application. Multiple Applicants may establish a consortium (provided there is a legally binding agreement between the parties) with a single Administrative Subcontractor. One Applicant shall apply on behalf of other entities in a consortium. In the event that an Administrative Subcontractor cannot fulfill, or fails to fulfill, its obligations under the applicable legally binding agreement for the full term thereof, a CalHome

Recipient must secure a new Administrative Subcontractor and provide HCD a new legally binding agreement within 90 days of when the previous legally binding agreement terminated. The new Administrative Subcontractor is obliged to fulfill the same experience requirements as the previous Administrative Subcontractor. The Recipient is required to submit this new legally binding agreement and experience documentation to HCD for approval. If an Applicant does not have a legally binding agreement in place and approved by HCD, within 90 days of losing their Administrative Subcontractor, their CalHome awarded funds will be disencumbered.

(3) A Nonprofit Corporation must be a corporation whose exempt purposes for the two years prior to the date of application have included the activity for which it is applying.

(4) A Nonprofit Corporation shall also demonstrate financial stability to the Department's satisfaction through audited financial statements submitted for Department review as part of its application for funding.

(A) An Applicant shall also meet the additional stability and capacity requirements set forth in these Guidelines for the specific activity for which it is applying.

(5) To the extent necessary to address a presidential declaration of disaster or emergency, or a "state of emergency" or a "local emergency" declared by the Governor under [GC §8571](#), the Department may alter or waive state-required criteria set forth in this subsection (b), to the extent otherwise allowed by law.

(c) Reporting requirements

(1) Recipients shall submit outstanding reports from previous CalHome Program Awards to the Department by the application date (as specified in the NOFA). Failure to submit the reports by the application date will make the Recipients ineligible for a CalHome Program Award.

(d) Community-Based Developers

(1) Solely for the purpose of applying to the Community-Based Developer funding target, a Community-Based Developer shall only qualify as an eligible Applicant if the Community-Based Developer meets the experience requirements set forth in Appendix A.

NOTE: Authority cited: [§50406\(n\)](#), [50650.2, H.S.C.](#) and [50650.7, H.S.C.](#), Reference: [50650.3](#), [50650.4](#), [50650.5](#), and [50650.7, H.S.C.](#), [HSC §50104.6.5](#), [25 USC 4103](#); [HSC § 50517.5\(e\)](#).

Section 201. Eligible Activities

Eligible Activities are:

- (a) Homeownership Development Project Loans
- (b) Self-Help Technical Assistance
- (c) Mortgage Assistance
- (d) Owner-Occupied Rehabilitation
- (e) Shared Housing
- (f) Accessory Dwelling Units/Junior Accessory Dwelling Units

Section 202. Eligible and Ineligible Uses of Funds

- (a) Eligible uses of funds for specific activities are set forth in the Guideline provisions that directly address each activity.
- (b) CalHome Program funds shall not be used for any of the following costs that may be incurred in the Local Program or the project:
 - (1) Refinancing of existing Loans with CalHome Program funds, except CalHome Program funds may be used for site acquisition bridge Loans with a term of 36 months or less on Homeownership Development Projects.
 - (2) Costs associated with the Rehabilitation or repair of property owned by a Mobilehome Park owner.
 - (3) Offsite improvements (improvements outside the boundaries of the subdivision or individual parcels for scattered site development).
 - (4) Unit construction costs, except in Owner-Occupied Rehabilitation or ADU/JADU Local Programs. Construction Period Expenses for development of new Homeownership Development Projects are permitted; such Construction Period Expenses do not include unit construction costs.
 - (5) Recurring Loan closing costs.
 - (6) Payoff of all or any portion of a Borrower's consumer debt, liens, or judgments.
 - (7) Self-Help Technical Assistance Grant funds may not be used to pay for purchase of land, materials, tools, and construction equipment or for any costs of construction.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\), H.S.C.](#)

Section 203. Eligible Households

To be eligible to receive the benefits of CalHome Program funding, an individual Household shall:

- (a) Be a Lower-Income Household, when considering the Annual Income of all Household residents 18 years old or older. When calculating income eligibility, Applicants shall refer to Chapter 3 of the Income Calculation and Determination Guide for Federal Programs. For Tribal Entity Applicants, calculating income eligibility shall be determined in accordance with [25 U.S.C. §4103](#). For Shared Housing Match services, where the provider is Elderly, the income of non-occupying children who are on title will not be counted;
- (b) Be a Moderate-Income Household that is a victim of a disaster, when considering the Annual Income of all Household residents 18 years old or older. When calculating income eligibility, Applicants shall refer to Chapter 3 of the Income Calculation and Determination Guide for Federal Programs. For Tribal Entity Applicants, calculating income eligibility shall be determined in accordance with [25 U.S.C. §4103](#). For Shared Housing Match services, where the provider is Elderly, the income of non-occupying children who are on title will not be counted;
- (c) Include as Borrowers on the CalHome Program promissory note all persons who will be or are on title to the property; and
- (d) Either:
 - (1) In the case of a Rehabilitation Loan or if receiving Shared Housing Match services, be an owner-occupant and intend to continue occupying the home as a principal place of residence; or
 - (2) In the case of an ADU/JADU Loan, be an owner-occupant and intend to either continue occupying the primary residence as a principal place of residence or occupy the ADU/JADU as a principal place of residence; or
 - (3) In the case of a Mortgage Assistance Loan or if receiving Self-Help Technical Assistance services, be a First-Time Homebuyer and intend to occupy the home as a principal place of residence.
- (e) Residents of an ADU or a JADU shall not be considered as part of the Household receiving CalHome Program funding for purposes of this section. If the Borrower will occupy an ADU or a JADU, then the residents of the primary unit shall not be considered as part of the Household receiving CalHome Program funding for purposes of this section.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#), Reference: [50650\(c\)](#) and [50650.3, H.S.C.](#)

Section 204. Local Program/Project Administration

- (a) The Recipient shall implement the Local Program or project and be responsible for the following activities:

- (1) Marketing the Local Program or project;
 - (2) Determination of a Household's income-eligibility pursuant to the income requirements of §203 of these Guidelines;
 - (3) Where applicable, based on the nature of the Local Program or project, compliance with the following requirements:
 - (A) §205 Homebuyer Education requirements;
 - (B) §206 Loan servicing requirements;
 - (C) §207 Reuse Account requirements;
 - (D) §401.3 Self-Help Technical Assistance Administration requirements;
 - (E) §402.3 Mortgage Assistance administration requirements;
 - (F) §402.4 Mortgage Assistance underwriting requirements;
 - (G) §403.3 Owner-Occupied Rehabilitation administration requirements;
 - (H) §403.4 Owner-Occupied Rehabilitation underwriting and construction requirements;
 - (I) §404.3 Shared Housing Program administration requirements;
 - (J) §405.4 ADU/JADU underwriting and construction requirements;
 - (K) §405.3 ADU/JADU Program administration requirements.
 - (4) For Mortgage Assistance or Owner-Occupied Rehabilitation Loans, disbursing funds on behalf of Borrowers at time of property acquisition or during Rehabilitation;
 - (5) Maintaining complete and accurate records of all CalHome Program Loan disbursements and repayments to ensure adherence to proper accounting procedures for the CalHome Program Loans, which may be verified by the Department and may be subject to a fiscal and programmatic audit;
 - (6) Complying with reporting requirements pursuant to §602; and
 - (7) Complying with all other Locality and/or Nonprofit Corporation requirements as set forth in these Guidelines and all applicable federal and state regulations.
- (b) The Recipient shall adopt a written nondiscrimination policy requiring that no person shall, on the grounds of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry,

familial status, source of income, disability, age, medical condition, genetic information, citizenship, primary language, immigration status (except where explicitly prohibited by federal law), arbitrary characteristics, and all other classes of individuals protected from discrimination under federal or state fair housing laws, individuals perceived to be a member of any of the preceding classes, or any individual or person associated with any of the preceding classes be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Program funds.

- (1) Notwithstanding the foregoing and subparagraph (c) below, a Tribal Entity Recipient may implement a preference for Indians and tribal members in connection with any Eligible Activities undertaken within Indian Country in accordance with applicable tribal or federal law.
 - (2) A Tribal Entity Recipient may also implement a preference for Indians and tribal members for procurement in connection with any Eligible Activities undertaken within Indian Country in accordance with applicable tribal or federal law.
- (c) To the extent applicable and unless preempted by federal law, the Recipient shall comply with all applicable state and federal laws, rules, guidelines, and regulations that pertain to nondiscrimination and fair housing. Such laws include, without limitation, the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); the Americans with Disabilities Act of 1990; the Fair Housing Act; the Fair Housing Amendments Act of 1988; the California Fair Employment and Housing Act; the Unruh Civil Rights Act; Government Code §11135; §504 of the Rehabilitation Act of 1973; and all regulations promulgated pursuant to those statutes.
- (d) Recipient is prohibited from conditioning any prospective or current lenders or Borrower's, access to (or use of) CalHome Program funds upon payment of any fee(s), fine(s), or other charge(s) to Recipient (e.g., Recipient is prohibited from requiring a first mortgage lender to pay Recipient a fee in order for such lender to make a loan to a Borrower who is utilizing CalHome Program Mortgage Assistance funds for its down payment).

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 205. Homebuyer Education Requirements

- (a) Homebuyer Education shall be provided to all homebuyers receiving a CalHome Program Mortgage Assistance Loan and to all Self-Help Construction participants being assisted under a CalHome Program Self-Help Technical Assistance Grant. For each home purchase completed by an assisted Household, the CalHome Program shall provide a Grant of up to a maximum amount as published in the latest NOFA per assisted Household toward the cost of the Homebuyer Education, provided the following conditions are met:

- (1) Homebuyer Education curriculum shall be pre-approved by the Department and, at a minimum, shall include the following topics:
 - (A) Preparing for Homeownership;
 - (B) Available financing and credit analysis;
 - (C) Loan closing and homebuyer responsibilities;
 - (D) Home maintenance and Loan servicing.
- (2) A certificate of successful completion of Homebuyer Education shall be issued to each prospective homeowner and a copy submitted to the Department.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), [50650.3\(b\)](#), [H.S.C.](#)

Section 206. Loan Servicing Requirements

- (a) Recipients shall develop and employ a Loan servicing plan that has been submitted to and approved by the Department as addressing the following topics:
 - (1) Process for monitoring the requirement of owner-occupancy
 - (2) Annual review of hazard and flood insurance
 - (3) Timely payment of property taxes and assessments, except in the case of Eligible Activities located on land held in trust by the Bureau of Indian Affairs or land subject to a restriction by the United States against alienation
 - (4) Accounting for repayment of CalHome Program Loans
 - (5) Properly calculating payoffs
 - (6) Processing payoff demands
 - (7) Reconveyance of deeds of trust
 - (8) Collection of CalHome Program notes in default or foreclosure
- (b) If Loan servicing will be performed under a legally binding agreement with a third party, that third party must be in the business of performing Loan servicing; and
- (c) Recipients shall be required to enter into a long-term Monitoring Agreement with the Department allowing Department monitoring of Loan servicing for compliance with these Guidelines.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 207. Reuse Account Requirements

- (a) CalHome Program Recipients shall develop and employ a Reuse Account plan that has been submitted to and approved by the Department as addressing the following topics:
 - (1) Description of a tracking system to ensure the reuse of funds for Eligible Activities including:
 - (A) Loans to individual homeowners and homebuyers,
 - (B) Homebuyer Education and
 - (C) Allowable 5 percent Loan servicing fee.
- (b) All repayments of CalHome Loan principal and any CalHome Program Loan interest (i.e., program income) shall be deposited into a separately maintained Reuse Account.
- (c) Any interest earned on deposited CalHome reuse funds must accrue to the CalHome Program identified funds and be reused for CalHome Program purposes.
- (d) Funds in the Reuse Account shall only be used by the Recipient for CalHome Program Eligible Activities which are subject to these Guidelines. This includes all CalHome Program Eligible Activities (except Homeownership Development Projects) for which the Recipient meets the minimum Applicant eligibility requirements.
- (e) Loans made from the Reuse Account are subject to the maximum Loan amount as defined in the NOFA under which the original CalHome Award was made, or, the maximum Loan amount as defined in the most recent CalHome.NOFA, whichever is greater.
- (f) Recipients shall be required to enter into a long-term Monitoring Agreement with the Department allowing the Department monitoring of Reuse Accounts for compliance with these Guidelines.
- (g) In the event a CalHome Recipient ceases operating the CalHome activity for which they were awarded funds, the Recipient has two options:
 - (1) Return the funds and any program income to HCD; or
 - (2) Identify another eligible entity and transfer the funds and any program income to that entity's Local Program. The entity must meet all the same requirements the original Recipient met from the CalHome NOFA and Guidelines under which the Award was made. The funds must be used for eligible activities only. This option requires advance written approval by HCD.

Section 208. Threshold Requirements

Applications will not be considered for funding unless the application is received by the deadline as stated in the NOFA and demonstrates compliance with all CalHome Program Statutes and Guidelines, including the following conditions:

- (a) The Applicant meets geographic restrictions per CalHome Guidelines (Guidelines §200, subd. (a))
- (b) The Applicant is an eligible Local Public Entity, Local Public Agency, Tribal Entity, or Nonprofit Corporation (Guidelines §200). For purposes of these Guidelines, a Local Public Entity or Locality is defined to include a Tribal Entity. Pursuant to Health & Safety Code §50091, a Nonprofit Corporation shall include a Tribally Designated Housing Entity as further defined therein.
- (c) The Applicant has complied with reporting requirements (Guidelines § 200, subd. (c))
- (d) The activity is eligible (Guidelines §201)
- (e) The proposed use of funds is eligible (Guidelines §202)
- (f) The Applicant meets the eligibility requirements for the activity or activities for which they are applying:
 - (1) First-Time Homebuyer Mortgage Assistance (Guidelines §402.1)
 - (2) Owner-Occupied Rehabilitation Assistance (Guidelines §403.1)
 - (3) Technical Assistance for Self-Help Housing Projects (Guidelines §401.1)
 - (4) Technical Assistance for Shared Housing Programs (Guidelines §404.1)
 - (5) ADU/JADU Assistance (Guidelines §405.1)
 - (6) Homeownership Development Project Loans (Guidelines §400.1)
- (g) The application is complete (Guidelines §501)
- (h) The application shall be on the Department forms and cannot be altered or modified by the Applicant
- (i) The Applicant does not have any unresolved audit findings for prior Department or federally funded housing or community development projects or programs (Guidelines §501)
- (j) The Applicant has no pending lawsuits that would impede the implementation of the program (Guidelines §501)

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.3\(d\), H.S.C.](#)

Section 209. State and Federal Laws, Rules, Guidelines and Regulations

Awardees must comply with all applicable local, state, and federal laws, constitutions, codes, standards, rules, guidelines, and regulations, including, without limitation, those that pertain to accessibility, construction, health and safety, labor, fair housing, fair employment practices, affirmatively furthering fair housing, nondiscrimination, and equal opportunity except as provided in these Guidelines with respect to projects located within Indian Country.

(a) Relocation Requirements.

- (1) The Developer of a Homeownership Development Project resulting in displacement of persons, businesses or farm operations shall be solely responsible for providing the assistance and benefits set forth in this section and in applicable state and federal law and shall agree to indemnify and hold harmless the Department from any liabilities or claims for relocation-related costs.
- (2) All persons, businesses, or farm operations that are displaced as a direct result of the development of a Homeownership Development Project shall be entitled to relocation benefits and assistance as provided in Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 of the Government Code and the Department's implementing regulations at California Code of Regulations, title 25, sections 6000 – 6198. Additionally, to the extent applicable, local relocation law as well as the Federal Uniform Relocation Assistance and Real Property Acquisition Act, 49 CFR Part 24, including Appendix A to Part 24, shall apply. To the extent of any variation in the applicable relocation laws, the stricter standard shall apply. Displaced tenants who are not replaced with Eligible Households under this Program shall be provided relocation benefits and assistance from funds other than Program funds.
- (3) The Developer shall prepare or update a relocation plan in conformance with the provisions of California Code of Regulations, title 25, section 6038, and any other applicable relocation laws. The relocation plan shall be subject to the review and approval by the Department prior to the execution and approval of the Standard Agreement and prior to actual displacement of persons, businesses, or farm operations. If no persons, businesses, or farm operations will be displaced as a direct result of the Homeownership Development Project's development, then the Developer shall execute a certification, on a form prepared by the Department, prior to execution and approval of the Standard Agreement.
- (4) Notwithstanding the preceding subdivisions, tenants who are notified in

writing prior to their occupancy of an existing unit that the unit may be demolished as a result of funding provided under the Program shall not be eligible for relocation benefits and assistance under this section. The form of any notices used for this purpose shall be subject to Department approval.

- (b) **Shared Parking.** Developers of Homeownership Development Project Loans shall examine the feasibility of shared parking agreements to replace new parking construction or limit the number of new parking spaces that will be constructed. These requirements do not apply to proposals located on land owned or leased by the state (Gov. Code, § 65863.1, subd. (j)). An examination of the feasibility of shared parking shall include, at a minimum, identification of parking facilities on contiguous properties or nearby properties that would not require users to cross a street and then consideration of the apparent availability of those facilities for shared parking. (Government Code 65863.1(i)). The examination of the feasibility of shared parking shall be submitted to the Department prior to the execution and approval of the Standard Agreement. Tribal Entities are not required to examine the feasibility of shared parking for Homeownership Development Projects located in Indian Country where an Indian tribe exercises jurisdiction.

ARTICLE III. HOMEOWNERSHIP/HOMEBUYER LOAN REQUIREMENTS

Section 300. Maximum Homeowner/Homebuyer Loan amounts

- (a) CalHome Program Loans to individual Borrowers shall not exceed the amount published in the current NOFA or, when considered with other available financing and assistance, the minimum amount necessary:
- (1) In the case of First-Time Homebuyer Mortgage Assistance, to ensure Affordable monthly Housing Costs as defined by the first Mortgage Lender.
 - (2) In the case of Owner-Occupant Rehabilitation, to fund eligible Rehabilitation costs only, in accordance with program requirements.
 - (3) In the case of ADU/JADU assistance, to fund eligible costs only, in accordance with program requirements.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), [50650.3\(b\)](#), [H.S.C.](#) and [50650.7, H.S.C.](#)

Section 301. Homeowner/Homebuyer Loan terms

- (a) CalHome Program Loans shall be secured by the property or leasehold interest, as applicable.
- (b) The lien securing repayment of the CalHome Program Loan shall be subject only to liens, encumbrances and other matters of record reviewed and approved by the Recipient responsible for underwriting the CalHome Program Loan. To the extent required by applicable law and in the case of Projects or Activities located on land held in trust by the Bureau of Indian Affairs (BIA) or on land subject to a restriction by the United States against alienation, the BIA has approved the Tribal Entity Recipient's execution and recordation (as applicable) of all Department-required documents that are subject to 25 CFR Part 152 or 25 CFR Part 162, prior to award disbursement.
- (c) Homeowner/homebuyer CalHome Program Loans shall have the following terms and conditions:
- (1) Principal and interest payments shall be deferred for the term of the CalHome Program Loan.
 - (2) Loans shall be repayable upon sale or transfer of the property, when the property ceases to be Owner-Occupied, or upon the CalHome Program Loan maturity date. However, if it is determined by the Recipient that repayment of the CalHome Program Loan at the maturity date causes a hardship to the Borrower, the Recipient has two other options. They are:
 - (A) Amending the note and deed of trust or other security instrument(s) to

defer repayment of the amount due at Loan maturity, that is, the original principal and the accrued interest, for up to an additional 30 years (at 0 percent additional interest). For properties located on trust or restricted land within Indian Country for which no deed of trust was recorded, the loan may be deferred without a deed of trust amendment.

- (B) Converting the debt at Loan maturity, that is, the original principal balance and any accrued interest, to an amortized Loan, repayable in 15 years at 0 percent additional interest.
- (3) Loans are not assumable by any other party(ies);
- (4) The following transfers of interest shall not require the repayment of the CalHome program Loan:
 - (A) Transfer to a surviving joint tenant by devise, descent, or operation of law on the death of a joint tenant.
 - (B) A transfer, in which the transferee is a person who occupies or will occupy the property, which is:
 - i. A transfer where the spouse becomes an owner of the property.
 - ii. A transfer resulting from a decree of dissolution of marriage, legal separation agreement, or from an incidental property settlement agreement by which the spouse becomes an owner of the property; or
 - iii. A transfer into an inter vivos trust in which the Borrower is and remains the beneficiary and occupant of the property.
- (5) The term for First-Time Homebuyer Mortgage Assistance CalHome Program Loans shall be 30 years with the following exception: when USDA, Rural Housing Service (RHS) 502 Mortgage Loans are in first lien position, the term shall be the term of the 502 Mortgage.
- (6) The term for Owner-Occupied Rehabilitation CalHome Program Loans shall be a maximum of 30 years as determined by the Recipient; and
- (7) A Borrower may pay the CalHome Program Loan amount, in part or in whole, at any time without penalty.
- (d) All CalHome Program assistance to individual Households shall be made in the form of a Loan. Recipients may make CalHome Program Loans bearing simple interest up to 3 percent per annum and may allow forgiveness of all or a portion of the accrued interest as part of its Local Program design. Loan principal shall not be forgiven, except as allowed by statute. In lieu of making Loans bearing a fixed rate of interest, Recipients may instead charge contingent deferred interest in the form of shared net appreciation as set forth in subsection (e).

- (e) Shared net appreciation is allowed, only as follows:
- (1) Gross appreciation is calculated by subtracting the original sales price from the current sales price or the current appraised value if the Loan accelerating event is other than sale of the property.
 - (2) Net appreciation is calculated by subtracting the seller's applicable closing costs, seller's cash contribution in the original purchase transaction, the value of seller's sweat equity, if applicable, and the documented value of capital improvements from the gross appreciation amount;
 - (3) The Recipient may only claim repayment of the principal, interest, and a portion of the net appreciation. That maximum portion of the net appreciation which may be claimed by the Recipient is equal to the percentage of the value of the residence financed by the CalHome Program Loan. That is, if the Loan equals 20 percent of the initial value of the residence, a maximum of 20 percent of the appreciation may be charged by the Recipient.
- (f) In any Loan transaction where there is no other public subsidy or public resale restriction, the Borrower cannot be restricted from selling the home at its fair market value at any time.
- (g) CalHome Program assistance that is provided to assist in the Rehabilitation or replacement of existing Mobilehomes located in a Mobilehome Park or Manufactured Home community and not permanently affixed to a foundation may be provided in the form of a forgivable Loan. If Tribal Entities intend for lands located in Indian Country, or other real property held in fee by such Tribal Entities, to be considered a Mobilehome Park for the purposes of this section, such tribal lands or real property must satisfy the legal and programmatic requirements of a Mobilehome Park per [H.S.C. §18214](#). Tribal Entity applicants can submit their application with this information to the Department and it will be evaluated on an individual basis. It is recommended Tribal Entity applicants submit an AB 1010 waiver request before applications are due under the applicable NOFA to ensure said lands can be considered a Mobilehome Park.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\), H.S.C.](#) and [50650.7, H.S.C.](#)

Section 302. Homeowner/Homebuyer Loan-to-Value Limits

- (a) The Loan-to-Value Ratio for a Mortgage Assistance CalHome Program Loan, when combined with all other indebtedness to be secured by the property, shall not exceed 100 percent of the sales price plus a maximum of up to 5 percent of the sales price to cover actual closing costs.
- (b) The Loan-to-Value Ratio for an Owner-Occupied Rehabilitation CalHome Program Loan, when combined with all other indebtedness secured by the property, shall not exceed 105 percent of the After-Rehabilitation Value estimated pursuant to §403.4.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), [50650.3\(b\)](#), [H.S.C.](#) and [50650.7, H.S.C.](#)

ARTICLE IV. PROGRAM REQUIREMENTS

Section 400 Homeownership Development Project Loan

Section 400.1 Eligible Applicant

In addition to the requirements of §200, to be eligible to apply for a Homeownership Development Project Loan, an Applicant shall have successfully completed development of a minimum of two similar projects within the last four years, and the Applicant shall have staff that will be committed to the proposed project that possess the knowledge, skills, and ability to perform the tasks required in a Homeownership Development Project. If the Applicant will use a portion of a Homeownership Development Project Loan to provide Mortgage Assistance to qualified First-Time Homebuyers, the Applicant or its Administrative Subcontractor shall also have successfully administered a homebuyer program for a minimum of two years within the four years immediately preceding the application.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\), H.S.C.](#) and [50650.7, H.S.C.](#)

Section 400.2 Eligible Costs

CalHome Program funds in support of a Homeownership Development Project shall be used only for the following costs:

- (a) Purchase of real property;
- (b) Building permits and state and local fees;
- (c) Predevelopment Costs directly related to eligible Homeownership Development Projects, including ADUs and JADUs;
- (d) Onsite Improvements related to eligible Homeownership Development Projects (within the boundaries of the subdivision or individual parcels for scattered site developments). Onsite Improvements do not include construction of housing units;
- (e) Construction Period Expenses, which do not include unit construction costs;
- (f) Escrow, title insurance, recording and other related costs;
- (g) Costs for items intended to assure the completion of construction, such as contractor bond premiums;
- (h) Environmental hazard reports, surveys, and investigations;
- (i) Payoff of bridge Loan financing for site acquisition which has a term of 36 months or less; and

- (j) Attorney fees directly associated with activities related to units funded by the CalHome Program.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\), H.S.C.](#)

Section 400.3 Site Control

To be eligible to apply for a Homeownership Development Project Loan, the Applicant shall have site control of the proposed project property through the application Award date listed in the NOFA, as evidenced by one of the following:

- (a) Fee simple title;
- (b) An enforceable option to purchase, which shall extend, or may be extended, for a minimum of 120 days beyond the deadline for application submittal;
- (c) A disposition and development agreement with a public agency;
- (d) A sales contract, or other enforceable agreement for the acquisition of the property;
- (e) A leasehold interest, or an enforceable option to lease. The option to lease shall extend for a minimum of 120 days beyond the deadline for application submittal. The leasehold term must be for a minimum of 40 years. The leasehold must have provisions that enable the lessee(s) to make improvements on and encumber the property for a term sufficient to secure the CalHome Program lien; or
- (f) Other forms of site control that give the Department equivalent assurance that the project will be able to proceed without inordinate delay. For example, site control as evidenced, in the case of a Tribal Entity and a Homeownership Development Project located on land held in trust by the BIA or land subject to a restriction by the United States against alienation, by a title status report (TSR) issued by the BIA and other documentation as may be required demonstrating site control satisfactory to the Department. An uncertified title status report issued by the BIA will be acceptable to the Department while the Tribal Entity Applicant's application is pending provided a certified title status report, title opinion letter issued for the benefit of the Department or other documentation is provided before Award disbursement.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\), H.S.C.](#)

Section 400.4 Maximum Homeownership Development Project Loan Amount

The maximum Homeownership Development Project Loan amount shall be published in the current NOFA.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 400.5 Homeownership Development Project Loan Terms

- (a) The Department may make Predevelopment Loans to eligible Applicants for development of Homeownership Development Projects, including Program eligible Housing Developments that include ADUs or JADUs, or make permanent Loans for Mutual Housing and limited equity housing cooperatives.
- (b) Proposed development projects shall be ineligible to receive funding if Predevelopment Work has begun or will begin prior to the application due date. “Predevelopment Work” includes grading; site preparation (with the exception of demolition or clearing of property); or site improvements intended for public dedication.
- (c) All CalHome Homeownership Development Project Loans shall be secured by the project real property and improvements, subject only to liens, encumbrances and other matters of record which have been reviewed and approved by the Department on a case-by-case basis. For clarity, in the case of a Tribal Entity and a Homeownership Development Project located on land held in trust by the BIA or land subject to a restriction by the United States against alienation, a CalHome Homeownership Development Project Loan may be secured by the following wherein the Department shall be named as a beneficiary in each security instrument (i) a Declaration of Restrictive Covenants, (ii) lien against the leasehold property interest, or (iii) other mechanism acceptable to the Department.
- (d) The Homeownership Development Project Loan term shall end no later than the date specified in the Standard Agreement.
- (e) Principal and interest payments shall be deferred for the term of the Homeownership Development Project Loan.
- (f) Homeownership Development Project Loans shall be repayable at permanent closings of the individual homebuyer CalHome Program Loans or at the Homeownership Development Project Loan maturity date, whichever occurs first. Up to 100 percent of the Homeownership Development Project Loan may be used to provide Mortgage Assistance to qualified First-Time Homebuyers. The portion of the Homeownership Development Project Loan that is used to provide Mortgage Assistance will be converted to a Grant to the Recipient and the provisions of §402 of these Guidelines, including the provisions of §402.2(d) regarding administrative costs, shall apply to that Grant. The balance of the Homeownership Development Project Loan will be repaid to the Department.
- (g) Homeownership Development Project Loans shall bear interest at the rate of 6 percent simple interest per annum. The Department may forgive accrued interest on a pro rata basis to the extent that the number of Lower-Income Households and disaster-affected Moderate-Income Households originally proposed to be served have been served upon completion of the project.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\)](#).

[H.S.C. and 50650.7, H.S.C.](#)

Section 400.6 Homeownership Development Project Loan-to-Value Limits

Loan-to-Value limits include all liens recorded or to be recorded on the project property.

- (a) When Homeownership Development Project Loan funds are used for the purchase of unimproved real property, the Loan-to-Value Ratio shall not exceed 100 percent of the unimproved appraised value.
- (b) When Homeownership Development Project Loan funds are used for the purchase of improved real property, the Loan-to-Value Ratio shall not exceed 100 percent of the improved appraised value.
- (c) When Homeownership Development Project Loan funds are used for predevelopment or site improvement costs, the Loan-to-Value Ratio shall not exceed 100 percent of the appraised land value, plus predevelopment and/or site improvements costs.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 400.7 Homeownership Development Project Requirements

- (a) Prior to disbursement of Homeownership Development Project Loan proceeds:
 - (1) The Developer Borrower shall be the sole owner of the Homeownership Development Project site (when CalHome Program funds are being used for site acquisition, the Developer Borrower shall be the sole owner of the Homeownership Development Project site upon close of purchase escrow). In the case of a Tribal Entity that is a Developer Borrower and a Homeownership Development Project located on land held in trust by the Bureau of Indian Affairs or land subject to a restriction by the United States against alienation, the Tribal Entity Developer Borrower shall be either the legal beneficiary of said trust, or benefitted by said restriction against alienation, respectively, or shall be the lessee of said trust or restricted land.
 - (2) The Developer Borrower shall have a firm financing commitment(s) for all costs to complete the Homeownership Development Project.
 - (3) The Department shall have approved a final construction budget that ensures that the estimated sales price of the homes to be constructed:
 - (A) Does not exceed the limits established in the NOFA; and
 - (B) Can reasonably be expected to be Affordable to eligible buyers; and
 - (4) The Developer Borrower shall have met all other Department conditions for

disbursement as stated in the Standard Agreement required by §600(a).

- (b) A home assisted with a Homeownership Development Project Loan shall not be sold at a price that exceeds its appraised value.
- (c) Occupancy restrictions on all properties shall be imposed and enforced in a manner which does not violate state or federal fair housing laws, except in the case of project located within Indian Country as provided in these Guidelines.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 401 Self-Help Technical Assistance Project

Section 401.1 Eligible Applicant

In addition to meeting the requirements of §200 of these Guidelines, to be eligible to apply for CalHome Program assistance for a Self-Help Technical Assistance project, the Applicant shall meet the criteria set forth in the California Code of Regulations (CCR), Title 25, Division 1, Chapter 7, Subchapter 6.5, Article 1, §7532 “Eligible Sponsors”, and have successfully completed a minimum of two Self-Help Construction projects within the four years immediately preceding the application.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 401.2 Eligible Costs

CalHome Program funds in support of a Self-Help Technical Assistance project shall be used only for the following costs of direct services. Indirect costs are not permitted.

- (a) Costs for assistance, training, and supervision on Self-Help Construction activities and techniques.
- (b) Homebuyer Education, which will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed the maximum published in the current NOFA.
- (c) Costs of assistance provided in project development which include, but are not limited to, the preparation of contracts for professional services, application for project funding, packaging Households’ applications for assistance, preparation of subdivision maps, review of engineering plans and specifications for construction and Rehabilitation projects, and compliance with appropriate requirements of funding agencies and local government.
- (d) Administrative costs of providing Technical Assistance for the project funded by the Department including, but not limited to, wages, salaries and fringe benefits of clerical and management personnel, and payment for rent, utilities,

communications, printing, and travel expenses.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\), H.S.C.](#)

Section 401.3 Self-Help Technical Assistance Administrative Requirements

- (a) The Recipient shall develop and employ Self-Help Technical Assistance Program Guidelines submitted to and approved by the Department as addressing the following topics:
 - (1) Program Marketing
 - (2) Recruitment of homebuyers and selection criteria
 - (3) Income limits for participation and income determination procedures
 - (4) Criteria for homebuyer participation in the program including:
 - (A) Residency requirements
 - (B) Credit requirements
 - (C) Process of providing reasonable accommodations to Persons With a Disability
 - (5) List of activities to be performed by Self-Help participants
 - (6) Construction training plan
 - (7) Homeownership training plan
- (b) A home assisted with Self-Help Technical Assistance shall not be sold at a price that exceeds its appraised value.
- (c) Prior to the disbursement of an advance, not to exceed 25 percent of the total Grant amount, the Recipient must submit a certification that the Recipient does not have available funds to initiate the project.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\), H.S.C.](#)

Section 402 Mortgage Assistance Program

Section 402.1 Eligible Applicant

In addition to the requirements of §200, to be eligible to apply for CalHome Program funding for a Mortgage Assistance program, the Applicant or its Administrative Subcontractor shall have successfully administered a homebuyer program for a minimum of two years within the four years immediately preceding the application.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.4, H.S.C.](#)

Section 402.2 Eligible Costs

CalHome Program funds in support of a Mortgage Assistance program shall be used only for the following costs:

- (a) Mortgage Assistance for permanent financing of:
 - (1) A dwelling unit, which may include an ADU or a JADU, ready for occupancy; or
 - (2) A unit, which may include an ADU or a JADU, acquired by a Loan such as a HUD FHA 203(k) Loan. This includes Mortgage Assistance for Self-Help Construction housing, except that CalHome Program permanent financing may be disbursed at time of lot purchase where the Self-Help Construction housing is being financed under the USDA-RHS 502 program.
- (b) Homebuyer Education, which will be reimbursed in the form of a Grant from the Department to the Recipient in an amount not to exceed the maximum published in the current NOFA.
- (c) Non-recurring Loan closing costs.
- (d) Administrative costs for the Mortgage Assistance program funded by the Department including, but not limited to, loan closing costs, wages, salaries, and fringe benefits of program, clerical, and management personnel, and payment for rent, utilities, communications, printing, and travel expenses. Administrative costs shall not exceed 10 percent of the total of CalHome Mortgage Assistance disbursements (advances or reimbursements). Administrative costs must be justified for the type and complexity of the Activity, and the Recipient must maintain records to satisfactorily document these charges. This requirement may be satisfied through documents such as invoices, receipts, time tracking, or other documentation of valid program expenses.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\), H.S.C.](#)

Section 402.3 Administrative Requirements

The Recipient of CalHome Program funds to operate a local Mortgage Assistance program shall be responsible for the following activities:

- (a) Providing information and assistance to First-Time Homebuyers on obtaining the maximum amount of first Mortgage financing pursuant to the underwriting requirements in §402.4(a)(3)(A).

- (b) Reviewing CalHome Program required appraisals for property eligibility under value limits established pursuant to §402.4(b)(3). The appraised value shall not exceed these limits.
- (c) In the case of acquisition of existing housing, the Recipient shall be responsible for inspection of properties to be purchased or a review of Uniform Residential Appraisal Reports, including the valuation conditions, to ensure that they conform to the requirements of State Housing Law (California H.S.C., §17910 et seq.). In the case of acquisition of existing housing located on land held in trust by the BIA or land subject to a restriction by the United States against alienation, residential appraisals may conform to other requirements subject to review and approval by the Department.
- (d) If the unit type is a Manufactured Home in a Mobilehome Park, ensuring that the Mobilehome Park has a valid Permit to Operate or conditional Permit to Operate. If the Mobilehome Park is located in Indian Country, a Permit to Operate under California law is not required, however, any permit(s) to operate under tribal law, if applicable, are required.
- (e) Ensuring completion by each assisted Household of a Homebuyer Education class that meets the requirements of §205; and
- (f) Originating, underwriting, packaging, and closing CalHome Program Loans in accordance with program requirements.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 402.4 Underwriting Requirements.

- (a) CalHome Program Recipients shall develop and employ Mortgage Assistance Program Underwriting Guidelines that have been submitted to and approved by the Department as addressing the following underwriting topics:
 - (1) Establish Front- and Back-End Ratios used to qualify the Borrower;
 - (2) What criteria will be used to determine the credit worthiness of the Borrower;
 - (3) Requirements for the first Mortgage:
 - (A) Borrower shall obtain the maximum first lien Mortgage Loan with a term and interest rate from a Mortgage Lender consistent with Affordable Housing Costs as defined in each program's Guidelines.
 - (B) Mortgage Loans shall not include provisions for negative amortization, principal increases, balloon payments, or deferred interest.
 - (4) Financing subordinate to the CalHome Program Loan:

- (A) Fees and/or charges for subordinate financing shall be reasonable Loan origination fees for first Mortgage financing as determined by the Department to be consistent with industry standards.
 - (B) There must not be a balloon payment due before the maturity date of the CalHome Program Loan.
 - (C) All subordinate financing provided shall defer principal and interest payments for the term of the CalHome Program Loan.
- (b) Prior to close of escrow, the Recipient shall ensure that an appraisal has been obtained which meets the following requirements:
- (1) The appraisal shall be prepared by a state-licensed, residential property appraiser. In the case of land held in trust by the BIA or subject to a restriction by the United States against alienation, the appraisal shall take into consideration the unique circumstances surrounding said real property;
 - (2) The appraisal shall use the sales of comparable properties approach to determine value; and
 - (3) Maximum appraised home values at time of purchase or upon completion of acquisition/Rehabilitation work shall not exceed the appraised value limit established by the Department and published in the NOFA.
- (c) Cash out of escrow to Borrowers is limited to the amount deposited into escrow by the Borrowers and not needed for any lender-required minimum down payment.
- (d) Recipients must obtain title insurance in the amount of the CalHome Program Loan at close of escrow.
- (e) Fire insurance (and flood insurance where applicable) requirements are as follows:
- (1) Recipient must require Borrowers to maintain insurance on the property in an amount at least equal to the replacement value of the improvements; and
 - (2) Recipient must be named as additional loss payee on the policy.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 403 Owner-Occupied Rehabilitation

Section 403.1 Eligible Applicant

In addition to the requirements of §200, to be eligible to apply for CalHome Program assistance for an Owner-Occupied Rehabilitation Program, the Applicant or its

Administrative Subcontractor shall have successfully administered a local Owner-Occupied Rehabilitation Program for a minimum of two years within the four years immediately preceding the application.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.4](#) and [50650.7, H.S.C.](#)

Section 403.2 Eligible Costs

CalHome Program funds in support of an Owner-Occupied Rehabilitation program shall be used only for the following costs:

- (a) Cost of Rehabilitation of the property, as defined in Appendix A.
- (b) Cost of building permits and other related government fees.
- (c) Cost of an appraisal, and of architectural, engineering, and other consultant services that are directly related to the Rehabilitation of the property.
- (d) Non-recurring Loan closing costs.
- (e) Replacement cost of a Manufactured Home not on a permanent foundation up to the maximum amount published in the current NOFA in the case where it has been determined by the Recipient it is infeasible to rehabilitate the home. In the case of a disaster, as defined in H.S.C., §50650.3, HCD may, at its discretion and on a case-by-case basis, allow the replacement of a Manufactured Home with a Stick-Built Home of comparable cost; the CalHome Local Program may only provide up to the maximum replacement cost for a Manufactured Home as published in the current NOFA.
- (f) Transport costs for purchase of Manufactured Homes.
- (g) Installation costs for Manufactured Homes.
- (h) Administrative costs for the Owner-Occupied Rehabilitation program funded by the Department including, but not limited to, loan closing costs, wages, salaries and fringe benefits of program, clerical, and management personnel, and payment for rent, utilities, communications, printing, and travel expenses. Administrative costs shall not exceed 20 percent of the total of CalHome Owner-Occupied Rehabilitation disbursements (advances or reimbursements). Administrative costs must be justified for the type and complexity of the Activity, and the Recipient must maintain records to satisfactorily document these charges. This requirement may be satisfied through documents such as invoices, receipts, time tracking, or other documentation of valid program expenses.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 403.3 Administrative Requirements

The Recipient of CalHome Program funds for the operation of a local Owner-Occupied Rehabilitation Program shall be responsible for the following activities:

- (a) Reviewing CalHome Program required After-Rehabilitation appraisals for property eligibility under value limits established in the current published NOFA;
- (b) Originating, underwriting, packaging, and closing CalHome Program Loans in accordance with program requirements; and
- (c) Completion of Rehabilitation construction requirements pursuant to the Owner-Occupied Rehabilitation Program Guidelines required by §403.4 (a).

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3, 50650.3\(b\), H.S.C.](#) and [50650.7, H.S.C.](#)

Section 403.4 Owner-Occupied Underwriting and Construction Requirements

- (a) CalHome Program Recipients shall develop and employ Owner-Occupied Rehabilitation Program Guidelines submitted to and approved by the Department as addressing the following topics:
 - (1) Owner-Occupied Rehabilitation underwriting guidelines, including Borrower credit requirements; and
 - (2) Rehabilitation construction requirements.
- (b) Prior to commencement of Rehabilitation work funded by a CalHome loan, an appraisal shall be obtained with the following requirements:
 - (1) The appraisal may be prepared by Recipient's staff using the sales of comparable properties approach to determine value. If comparable sales are not available, the appraisal shall be prepared by a state-licensed residential property appraiser. In the case of land held in trust by the BIA or subject to a restriction by the United States against alienation, the appraisal shall take into consideration the unique circumstances surrounding said real property;
 - (2) The appraisal shall take into consideration the estimated value of the Rehabilitation work to be completed on the property and shall include the pre-rehabilitated value and the After-Rehabilitation Value; and
 - (3) An appraisal is not required in the case of Rehabilitation work on a Manufactured Home that is not on a permanent foundation; an appraisal is required in the case of Rehabilitation work on a Manufactured Home that is on a permanent foundation.
- (c) Any cash out of escrow to Borrowers is prohibited.

- (d) Recipients must obtain title insurance in the amount of the CalHome Program Loan at close of escrow.
- (e) Fire insurance (and flood insurance where applicable) requirements are as follows:
 - (1) Recipient must require Borrowers to maintain insurance on the property in an amount at least equal to the replacement value of the improvements; and
 - (2) Recipient must be named as additional loss payee on the policy.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 404 Shared Housing Programs

Section 404.1 Eligible Applicant

In addition to the requirements of §200, to be eligible to apply for CalHome Program assistance for a Shared Housing program, the Applicant or its Administrative Subcontractor shall have successfully administered a Shared Housing program for renters or homeowners for a minimum of two years immediately preceding the application.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#), Reference: [50650.3\(b\)](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 404.2 Eligible Costs

CalHome Program Shared Housing Technical Assistance funds shall be used only for the following costs:

- (a) Indirect costs of administering a Shared Housing Local Program, including the costs of providing information and referrals; outreach/marketing costs; program evaluation; and CalHome Program reporting requirements; and/or
- (b) Costs of direct services, including Shared Housing Matching, documentation of match efforts, and match follow-up services.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#), Reference: [50650.3\(b\)](#), [H.S.C.](#)

Section 404.3 Administration Requirements.

- (a) A Shared Housing Technical Assistance Local Program shall, at a minimum, include the following features:
 - (1) Information regarding services available and procedures and program requirements, which shall be provided to all individuals requesting assistance;

- (2) Outreach and marketing activities shall be conducted to reach both potential Homeowner Providers and potential Seekers and provide information about the availability, purpose, and requirements of Shared Housing Match services;
 - (3) Program evaluations shall be obtained from clients (Homeowner Providers and Seekers) by the Shared Housing Technical Services provider to be used as a basis for assessment and improvement of services provided to clients;
 - (4) All services required to effect a Shared Housing Match between a Low- Income qualified Homeowner Provider and a Seeker, which must include, at minimum, intake forms/applications, face-to-face interviews between Homeowner Providers/Seekers and Shared Housing agency staff, reference checks, and income determinations to determine Homeowner Provider eligibility;
 - (5) Documentation of a minimum 10 percent reduction in Housing Costs (or increased income) for Homeowner Providers, except in instances where a Homeowner Provider is age 60 or over or is a Person With a Disability and the Seeker (renter) will be providing services to the Homeowner Provider. In cases that do not meet this requirement, the Recipient shall provide written justification; and
 - (6) Match follow-up services to determine Match satisfaction and to help clients maintain a successful Shared Housing Match.
- (b) A Seeker may not be matched to a Homeowner Provider who rents out more than two rooms in their home.
- (c) The aggregate annual CalHome Program reimbursement cannot exceed 50 percent of the Locality's or Nonprofit Corporation's annual budget for their Shared Housing Match Local Program.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3\(b\)](#) and [50650.7, H.S.C.](#)

Section 405 ADU/JADU Programs

Section 405.1 Eligible Applicant

In addition to the requirements of §200, to be eligible to apply for CalHome Program assistance for an ADU/JADU Program, the Applicant or its Administrative Subcontractor shall have successfully administered a local Owner-Occupied Rehabilitation Program, new construction development involving multiple Homeownership units (including single-family subdivisions), or an ADU/JADU Program for a minimum of two years within the four years immediately preceding the application.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 405.2 Eligible Costs

CalHome Program funds in support of an ADU/JADU Program shall be used only for the following costs:

- (a) Cost of construction, reconstruction, repair, conversion, or rehabilitation.
- (b) Cost of structural modifications to the existing home necessary to accommodate an ADU or a JADU.
- (c) Cost of building permits and other related government fees, including all fees necessary to build and occupy an ADU or a JADU.
- (d) Cost of an appraisal, and of architectural, engineering, and other consultant services that are directly related to the construction.
- (e) Non-recurring Loan closing costs.
- (f) Administrative costs for the ADU/JADU program funded by the Department including, but not limited to, loan closing costs, wages, salaries and fringe benefits of program, clerical, and management personnel, and payment for rent, utilities, communications, printing, and travel expenses. Administrative costs shall not exceed 20 percent of the total of CalHome ADU/JADU disbursements (advances or reimbursements). Administrative costs must be justified for the type and complexity of the Activity, in the sole and exclusive discretion of the Department, and the Recipient must maintain records which satisfactorily document these charges. This requirement may be satisfied through documents such as invoices, receipts, time tracking, or other documentation of valid program expenses.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), and [50650.7, H.S.C.](#)

Section 405.3 ADU/JADU Programs Administration Requirements.

The Recipient of CalHome Program funds for the operation of a local ADU/JADU Program shall be responsible for the following activities:

- (a) Originating, underwriting, packaging, and closing CalHome Program Loans in accordance with program requirements; and
- (b) Completion of construction requirements pursuant to the ADU/JADU Program Guidelines required by §405.4(a).

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), [50650.3\(b\)](#), [H.S.C.](#) and [50650.7, H.S.C.](#)

Section 405.4 ADU/JADU Programs Underwriting and Construction Requirements

- (a) Recipients shall develop and employ ADU/JADU Program Guidelines submitted to

and approved by the Department addressing the following topics:

- (1) ADU and/or JADU underwriting guidelines, including Borrower credit requirements;
 - (2) ADU and/or JADU construction requirements; and
 - (3) ADU and/or JADU site standards required by local jurisdictions.
- (b) Recipients must obtain title insurance in the amount of the CalHome Program Loan at close of escrow.
- (c) Fire insurance (and flood insurance where applicable) requirements are as follows:
- (1) Recipient must require Borrowers to maintain insurance on the property in an amount at least equal to the replacement value of the improvements; and
 - (2) Recipient must be named as additional loss payee on the policy.
- (d) Recipients shall set a minimum tenancy of 30 days and shall not use this program for short-term rentals.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.3](#), [50650.3\(b\), H.S.C.](#) and [50650.7, H.S.C.](#)

ARTICLE V. APPLICATION PROCEDURES

Section 500. Application Process

- (a) The Department shall periodically issue a NOFA that specifies, among other things, the amount of funds available, the minimum/maximum application amount, the minimum/maximum activity amount, minimum/maximum amount per Assisted Unit, the Maximum Sales Price/Value Limit, minimum number of units per Homeownership Development Project, application requirements, the activities eligible for funding, the number of activities that may be applied for in one application, the allocation of rating points, the deadline for submittal of applications, and the schedule for rating and ranking applications and awarding funds.
- (b) In order to implement goals and purposes of the CalHome Program, the Department may adopt measures to direct funding Awards to designated Local Program types or project types including, but not limited to Local Programs or projects that: are utilizing self-help labor; are utilizing Volunteer Labor; involve a Construction Skills Training Program; contribute toward Community Revitalization; are located in Rural Areas or other areas to achieve a reasonable geographic distribution of funding, to the extent feasible; or are located in a geographic area subject to a presidential declaration of disaster or emergency, or a “state of emergency”, or a “local emergency”, as those terms are defined in GC §8558. Such measures may include, but are not limited to:
 - (1) Issuing a separate NOFA for designated Local Program or project types;
 - (2) Awarding bonus points to designated Local Program or project types within a particular NOFA;
 - (3) Reserving a portion of funds in the NOFA for designated Local Program or project types; and/or
 - (4) Notwithstanding anything in these Guidelines to the contrary, a separate NOFA issued pursuant to this subsection may establish an over-the-counter application process, meaning the Department continuously accepts and rates applications until the funding available under the NOFA is exhausted. At a minimum, a separate NOFA shall include a description of the application process and funding conditions, shall require compliance with paragraph (a) of this Section, and shall establish minimum funding threshold criteria consistent with these Guidelines.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: [50650.2, H.S.C.](#) and [50650.3, H.S.C.](#)

Section 501. Application Requirements

Application shall be made in a format provided by the Department. The Department shall request the following information:

- (a) Applicant identification information including: name, address, telephone number, contact person and, for Nonprofit Corporations, corporate governing documents and financial information (e.g., articles and by laws, certificate of good standing from the California Secretary of State, confirmation of 501(c)(3) status, the most recent two years of audited financial statements), and list of legislative representatives for the area where the program or project will be undertaken.
- (b) Authorizing resolutions of the Applicant's governing board shall be provided, and must be approved by the Department, prior to issuance of a Standard Agreement. Authorizing resolutions do not need to be provided as part of the application.
- (c) Documentation evidencing that the Applicant: has the authority to undertake the activities applied for; that it meets the eligibility requirements; that it does not have any unresolved Department audit findings nor pending lawsuits; that if the application is for a construction project, Construction Work has not yet begun; and that it agrees to comply with all program requirements.
- (d) Project or program description including amount applied for, number of units or Households to be assisted, income levels of Households to be assisted, description of prior experience with the type of program or project applied for, geographic location of the activities, financing sources and uses, and description of any contributed labor.
- (e) For Homeownership Development Projects, the description of the project also shall include: a description of how the Applicant has site control; to the extent applicable, the status of all local government approvals; availability of on and off site improvements and utilities; soil condition and environmental conditions; project costs; unit description in terms of size, number of bedrooms; per unit construction cost; estimated sales price and sources of financing; estimated monthly Housing Costs of purchasers; and description of the Homebuyer Education program.
- (f) A description of how the Applicant will comply with the requirements for Local Program/project administration set forth in §204 applicable to the program or project being applied for.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) Reference: and [50650.7, H.S.C.](#)

Section 502. Selection Process

- (a) For applications that pass threshold reviews, those applications will be rated and ranked according to the rating criteria set forth in the NOFA and application.
- (b) For those eligible applications received in an over-the-counter NOFA process, individual Projects will be evaluated for funding on a first-come, first-served basis as set out in NOFA.
- (c) Tiebreaker criteria and methodology will be specified in the NOFA.

- (d) Applications shall be evaluated on the criteria identified in the NOFA.
- (e) Once an Activity is awarded Department funds, the Recipient's acceptance of these Department funds is acknowledging the Activity as submitted and approved by the Department is the activity that is to be funded. Any modification of the Activity, without written approval from the Department, would deem that Award null and void, as the awarded Project is no longer feasible as originally submitted and approved and because the awarded funds are unable to be assumed or assigned.

Section 503. Appeals Process

- (a) The most current version of the Department's Negative Points Policy published on the Department's website (Administrative Notice Number 2022- 01) is hereby incorporated by this reference to these Guidelines as if set forth in full herein, and shall apply with equal force as all other provisions set forth herein.
- (b) If the Applicant is subject to negative points assessment based on the criteria outlined in the Department's Negative Points Policy, HCD shall notify the Applicant in writing within the point score letter and will provide an opportunity to appeal negative points assessment, or any disagreed points assessment, pursuant to the appeals process as set forth in the NOFA. Disqualifying threshold determinations shall also follow a similar process, which shall be set forth in greater detail in the NOFA. For reference, all such appeals must be received by HCD no later than five (5) business days from the date of HCD's threshold review, or initial score letters, as applicable, representing HCD's decision made in response to the application. Any request to appeal HCD's decision regarding an application shall be reviewed for compliance with the Guidelines and the NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of HCD.

Article VI. PROGRAM OPERATIONS

Section 600. Legal Documents

- (a) Upon the Award of funds, the Department shall enter into a Standard Agreement with the Recipient constituting a conditional commitment of funds. This contract shall require the parties to comply with the requirements and provisions of these Guidelines. The Standard Agreement shall encumber state monies in an amount sufficient to fund the approved Local Program or project, subject to limits established in the NOFA and consistent with the application. The Standard Agreement shall contain, but not be limited to, the following as appropriate for the activity.
 - (1) A description of the approved Local Program or project and the permitted uses of CalHome Program funds.

- (2) Provisions governing the amount, terms, and conditions of the Department's development Loan or Grant to Recipient.
- (3) For Homeownership Development Projects, provisions governing the Construction Work and, as applicable, the acquisition of the project site, and the disbursement of Loan proceeds.
- (4) For Self-Help Technical Assistance projects, a budget, and a timetable for completion of the project.
- (5) Requirements for the execution, and where appropriate, the recordation of the agreements and documents required under the CalHome Program.
- (6) For a Local Program or project, the Recipient's responsibilities for operation of the Local Program or completion of the project, including, but not limited to, number of units to be assisted, marketing, CalHome Program Loan processing and funding, construction monitoring and disbursement, report submissions, file documentation.
- (7) For a Homeownership Development Project, the Recipient's responsibilities for the development of the project, including, but not limited to, number of units to be assisted, marketing, processing of individual homebuyer CalHome Program Loans, expiration date, report submissions, file documentation.
- (8) Manner, timing, and conditions for disbursement of CalHome Program or Project funds to Recipients.
- (9) Provisions relating to the placement on or in the vicinity of the Homeownership Development Project site, a sign indicating that the Department has provided financing for the Project. The Department may also arrange for publicity of the Department CalHome Program Homeownership Development Loan in its sole discretion.
- (10) Remedies available to the Department in the event of a violation, breach, or default of the Standard Agreement.
- (11) Requirements that the Recipient permit the Department or its designated agents and employees the right to inspect the Project or Local Program and all books, records and documents maintained by the Recipient in connection with the Local Program or Self-Help Technical Assistance Project Grant or Homeownership Development Project Loan or Local Program individual CalHome Program Loans.
- (12) Special conditions imposed on a case-by-case basis as part of Department approval of the Local Program or Project.
- (13) Terms and conditions required by federal or state law.

- (14) Other provisions necessary to ensure compliance with the requirements of the CalHome Program.
- (b) Prior to the disbursement of funds, the Department shall enter into a 20-year Monitoring Agreement with the Recipient requiring the parties to comply with the requirements and provisions of §207 regarding a Reuse Account established pursuant to the CalHome Program legislation. The Monitoring Agreement shall contain, but not be limited to, the following:
- (1) Requirements regarding the establishment of a Reuse Account for the deposit of CalHome Program Loan repayments, including interest and principal, and the requirements for disbursement of funds from the Reuse Account.
 - (2) The plan for servicing of the CalHome Program Loans as prepared by the Recipient and reviewed and approved by the Department.
 - (3) The plan for the reuse of CalHome Program funds.
 - (4) Requirements for submittal of an annual report.
 - (5) Remedies available to the Department in the event of a violation, breach, or default of the Monitoring Agreement.
 - (6) Requirements that the Recipient permit the Department or its designated agents and employees the right to inspect the Local Program or Project and all books, records and documents maintained by the Recipient in connection with the Reuse Account and long-term Loan servicing.
 - (7) Other provisions necessary to ensure compliance with the requirements of the CalHome Program.
- (c) All homeowner/homebuyer CalHome Program Loans originated by a Recipient shall be evidenced by the following documents and provisions:
- (1) A promissory note evidencing the CalHome Program Loan, payable to the Recipient in the principal amount of the CalHome Program Loan and stating the terms and rate of interest of the CalHome Program Loan consistent with the requirements of the CalHome Program. The Recipient is prohibited from assigning their beneficial interest under the note. Unless the homeowner / homebuyer property is located on trust or restricted land within Indian Country, the note shall be secured by a deed of trust, or other appropriate security instrument acceptable to the Department, on the homeowner/ homebuyer property naming the Recipient as beneficiary. This deed of trust or other appropriate security instrument shall be recorded and shall secure the Recipient's financial interest in the Project.
 - (2) In the case of homeowner Rehabilitation CalHome Program Loans, a Loan agreement between the homeowner and the Recipient governing the

Rehabilitation and the CalHome Program Loan terms. The terms of any other financing provided by the Recipient should also be included.

- (d) Homeownership Development Project Loan legal documents shall include, but not be limited to:
- (1) A promissory note evidencing the Loan, payable to the Department in the principal amount of the Loan and stating the terms of the Loan consistent with the requirements of the CalHome Program. The note shall be secured by a deed of trust on the Project property naming the Department as beneficiary. This deed of trust shall be recorded junior only to such liens, encumbrances and other matters of record approved by the Department and shall secure the Department's financial interest in the Project and the performance of the Developer Borrower's program obligations. In the case of a Tribal Entity and a Project located on land held in trust by the BIA or land subject to a restriction by the United States against alienation, the note may be secured by the following wherein the Department shall be named as a beneficiary in each security instrument (i) a Declaration of Restrictive Covenants, (ii) lien against the leasehold property interest, or (iii) other mechanism acceptable to the Department.
 - (2) A development agreement between the Department and the Developer Borrower, for not less than the term of the Homeownership Development Project Loan, which sets forth the obligations of the parties regarding standards and conditions which control development of the subject property.
- (e) Self-Help Technical Assistance Grant legal documents shall include, but not be limited to, an agreement between the Recipient and Self-Help participants which clearly sets forth what is expected of each party, and which clearly shows what work is expected of the participating Household.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#), [50650.3\(b\)](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 601. Disbursement of Loan and Grant Funds

- (a) CalHome Program funds shall be disbursed on an advance basis or a reimbursement basis. Advances may include, but are not limited to:
- (1) Homeownership Development Project Loan disbursements;
 - (2) Advances of up to 25 percent of the Award for Self-Help and Shared Housing Technical Assistance.
 - (3) Advances of up to 25 percent of the Award for Owner-Occupied Rehabilitation Programs or ADU/JADU Programs up to the amount of the Recipient's anticipated volume of closed Loans for the following 60 days; or

- (4) Advances of up to 25 percent of the Award for escrow for Mortgage Assistance Loans.
- (b) Details of the process for disbursements are as follows:
- (1) CalHome Program funds shall not be obligated to a Recipient prior to the date a Standard Agreement is executed by both the Recipient and the Department. CalHome Program funds may be released only after the Standard Agreement is fully executed and the Department has reviewed and approved the following Recipient submissions:
 - (A) Loan servicing plan.
 - (B) Recipient's applicable Program Guidelines.
 - (C) Loan document templates.
 - (D) Reuse Agreement with verification of established Reuse Account.
 - (E) Fully executed 20-year Monitoring Agreement, and;
 - (F) If Recipient contracts with a third party for any item(s) listed under §601(b)(1), then Recipient shall also submit the legally binding agreement with such third party, together with any and all exhibits, addenda, and amendments thereto, to the Department for review and approval.
 - (2) CalHome Program funds may be requested as either a reimbursement or as an advance. All Recipients shall reconcile advances within ninety (90) days of receipt of funds from HCD. Documentation showing at least two-thirds of the funds previously released for program activities were expended shall be submitted to the Department before another advance request will be processed. Recipients shall also be up to date on all submissions of quarterly, annual, and Reuse Account reports as applicable before another advance request will be processed. Advances that are not used within this timeframe shall be returned to the Department.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#), Reference: [50650.3\(b\), H.S.C.](#), [50650.4](#) and [50650.7, H.S.C.](#)

Section 602. Reporting Requirements

- (a) During the term of the Standard Agreement, and no later than 30 days after the end of each calendar quarter, the Recipient shall submit to the Department a performance report which shall address the following topics;
 - (1) Description of current status of program activity, including number of units assisted,

- (2) Description of activities to be undertaken in the next reporting period,
- (3) Description of problems or delays encountered in program implementation, and course of action taken to address them,
- (4) Description of actions taken to meet program expenditure deadlines,
- (5) Summary of program fiscal status, including:
 - (A) Award amount
 - (B) Funds drawn
 - (C) Remaining balance
- (b) During the term of the Standard Agreement and Monitoring Agreement, no later than 30 days after June 30 of each year, the Recipient shall submit to the Department an annual performance report which shall address the following topics:
 - (1) Number of units assisted with CalHome Program Loans by program activity type,
 - (2) Amount of CalHome Program funds spent on CalHome Program Eligible Activities by category,
 - (3) Summary of fiscal status for the reporting period, including
 - (4) Award amount,
 - (5) Funds drawn as of June 30, and
 - (6) Remaining balance.
- (c) At any time during the term of the Standard Agreement or the Monitoring Agreement, the Department may perform or cause to be performed an independent financial audit of any and all phases of the Recipient's Local Program, Self-Help Technical Assistance Project or Homeownership Development Project. At the Department's request, the Recipient shall provide, at its own expense, a financial audit prepared by a Certified Public Accountant.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#), H.S.C., [50650.7, H.S.C.](#), and [50650.7, H.S.C.](#)

Section 603. Performance Goals

- (a) For all Local Program activities:
 - (1) 100 percent of funds shall be expended within 36 months of the date the

Standard Agreement is executed by the Department. If this goal is not met:

- (A) The remaining unused funds may be disencumbered by the Department;
and
- (B) If less than 95 percent of the funds are expended at the end of the 36th month, the Recipient's next application for funding under the CalHome Program may receive a penalty deduction in the total points awarded pursuant to the current NOFA.

(b) For Homeownership Development Projects:

- (1) The Recipient shall draw down CalHome Program funds or begin onsite construction within 22 months from the date the Standard Agreement is executed by the Department. If this goal is not met, the Department may disencumber all funds and cancel the Department commitment to the Project;
and
- (2) Unit construction must be completed, and CalHome Program Mortgage Assistance Loans closed within 60 months from the date the Standard Agreement is executed by the Department. If the projected number of Assisted Units has not been achieved by the end of the 60th month, the Recipient's next application for funding under the CalHome Program may receive a penalty deduction in the total points awarded pursuant to the current NOFA.

(c) For Self-Help Technical Assistance Grants:

- (1) The Recipient shall begin onsite construction within 12 months from the date of the Award of funds by the Department. If this goal is not met, the Department may disencumber all funds and cancel the Department commitment to the Project; and
- (2) Unit construction shall be completed within 60 months of the date the Standard Agreement is executed by the Department. If this goal is not met, then:
 - (A) The remaining unused funds may be disencumbered by the Department;
and
 - (B) If the projected number of Assisted Units has not been completed by the end of the 60th month, the Recipient's next application for funding under the CalHome Program may receive a penalty deduction in the total points awarded pursuant to the current NOFA.

(d) The Department may exercise its reasonable discretion to disencumber funds discussed under this provision or to grant an extension of time; provided however that any extensions are in all events subject to any and all applicable encumbrances, deadlines, and limitations, including but not limited to H.S.C. 54006(g).

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) and [50650.7, H.S.C.](#)

Section 604. Defaults and Loan Cancellations

- (a) Funding commitments may be canceled by the Department under any of the following conditions:
 - (1) The objectives and requirements of the CalHome Program cannot be met;
 - (2) Implementation of the Local Program or Project cannot proceed in a timely fashion in accordance with the timeframes established in the Standard Agreement; or
 - (3) Funding conditions have not been fulfilled within required time periods.

- (b) In the event of a breach or violation by the Recipient of any of the provisions of the Standard Agreement, the development agreement, the Homeownership Development Project Loan promissory note, or the Homeownership Development Project Loan deed of trust or other security interest, or any other agreement pertaining to the Homeownership Development Project, the Department may give written notice to the Sponsor to cure the breach or violation within a period of not less than 15 days. If the breach or violation is not cured to the satisfaction of the Department within the specified time period, the Department, at its option, may declare a default under the relevant document and may seek legal remedies for the default, including the following:
 - (1) The Department may accelerate all amounts, including outstanding principal and interest, due under the Loan and demand immediate repayment thereof. Upon a failure to repay such accelerated amount in full, the Department may proceed with a foreclosure in accordance with the provisions of the deed of trust and state law regarding foreclosures. In the case of a Tribal Entity and a Project located on land held in trust by the BIA or land subject to a restriction by the United States against alienation, the Department may exercise its beneficiary rights under the security instrument described under §600(d)(1).
 - (2) The Department may seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or the appointment of a receiver to complete the Project in accordance with CalHome Program requirements; and
 - (3) The Department may seek such other remedies as may be available under the relevant agreement or any law.

- (c) Upon receipt of a notice of intent to cancel the commitment from the Department, the Recipient shall have the right to appeal to the Director.

NOTE: Authority cited: [§50406\(n\)](#) and [50650.2, H.S.C.](#) and [50650.3\(b\)](#), and [50650.7, H.S.C.](#)

APPENDIX A- DEFINITIONS

This appendix includes combined definitions for both Homeownership Super NOFA Guidelines and replaces former Guidelines definitions.

AB 434- Assembly Bill No. 434, Chapter 192, Statutes of 2020.

Accessory Dwelling Unit (ADU)- Shall have the same meaning as defined by [subdivision \(j\)\(1\) of Government Code \(GC\) §65852.2](#).

Activity- An eligible use of Program funds that can be either a Homeownership Development Project or a Local Program.

Administrative Subcontractor- Any entity or individual which contracts with the Program Recipient to provide any portion of administrative services to the Local Program Activity. Individuals or groups that are acting in the capacity of developer or owner of a Project shall not act as Administrative Subcontractor for the Activity.

ADU/JADU Program- Funds are provided to a Locality or Nonprofit Corporation to administer a Program to fund the construction, reconstruction, repair, or Rehabilitation of ADUs or Junior Accessory Dwelling Units (JADUs). The Eligible Household is allowed, if assisted through a CalHome Program ADU/JADU Program, to rent or lease an ADU or a JADU unit.

Affordable- As it relates to Housing Costs, this means that the housing obligation can be paid by the person or Household, along with all other financial responsibilities, without endangering the financial stability of the Household.

After-Rehabilitation Value- The appraised value of the property including completed Rehabilitation work.

Agricultural Employment- Employed in the cultivation and tillage of the soil; the production, cultivation, growing and harvesting of any agricultural or horticultural commodities; the raising of livestock, bees, furbearing animals, or poultry; dairying, forestry, and lumbering operations; and any work on a farm as incident to or in conjunction with such farming operations, including the delivery and preparation of commodities for market or storage. Agricultural Employment also includes work done by any person who works on or off the farm in the processing of any agricultural commodity until it is shipped for distribution, whether or not such person is encompassed within the definition specified in [subdivision \(b\) of §1140.4 of the Labor Code](#).

Agricultural Household- An Agricultural Worker or workers and other persons who reside or will reside with an Agricultural Worker in an Assisted Unit.

Agricultural Worker- An individual who derives, or prior to retirement or disability derived, a substantial portion of his/her income from Agricultural Employment.

Annual Income- All income as defined in [24 Code of Federal Regulations \(CFR\), Part 5, §5.609](#) (see Income Calculation and Determination Guide for Federal Programs, Chapter 1, Chapter 2, and Chapter 3). ADU or JADU related income will be exempt from the Annual

Income calculation.

Applicant- The Local Public Entity(ies) and/or Nonprofit(s) applying to the Department for the Program funding. Such Local Public Entity(ies) and/or Nonprofit(s) may also be the Sponsor, defined in these Guidelines. Upon receiving an Award of funds, the Applicant will be referred to as the “Recipient” in the Department’s legal documents relative to an Award of a Grant, or as “Sponsor” in the Department’s legal documents relative to an Award of a Loan. For the purpose of designated Program Guidelines, an Applicant that only receives an Award of Grant funding will, both individually and collectively, be referred to as the “Recipient.”

Assisted Housing Unit (Assisted Unit)- A housing Unit that is subject to Program occupancy restrictions as a result of financial assistance provided under the Program. Assisted Units shall also include Units occupied by a Seeker successfully matched to a Homeowner Provider under a Shared Housing Local Program or a Household provided with Self-Help Technical Assistance in a Project funded pursuant to this subchapter.

Award- A commitment of money in the form of a Program Grant or a Loan that is made by the Department to an Applicant.

Back-End Ratio- The ratio between monthly Household income and monthly Housing Costs plus all payments on long-term installment debt.

Borrower- A homebuyer(s) or existing homeowner(s) who has or will receive a Program Loan made from the Department funded Local Program. This person(s) will sign the promissory note and is or will be the homeowner of the property being financed.

Community-Based Developer– A nonprofit entity (including a Tribal Entity), and/or a Limited Liability Company or Limited Partnership if permitted by the applicable funding Program, which satisfies all of the following requirements at the time of application, as reasonably determined by the Department:

- (a) The entity shall have been operating in the community to be served by the Project described in the application for a period of at least twenty-four (24) consecutive months immediately preceding application submittal;
- (b) The entity shall reasonably define the community to be served by specifying and delineating the applicable neighborhood geographic area on a map showing, among other things, the boundaries thereof and the number of square miles contained therein, not to exceed ten (10) square miles for non-Rural Areas or twenty (20) square miles for Rural Areas; and such defined community shall:
 - (1) be primarily or exclusively located in a Moderate and/or Low Resource area or in a High Segregation & Poverty area, as designated in the most recently updated TCAC/HCD Opportunity Area Map or in such comparable federal map(s) as approved by the Department;
 - (2) include the Project to be funded by the award; and
 - (3) subject to subsection (c) immediately following, include the entity’s corporate office within its boundaries.

- (c) The entity satisfies either of the following geographic requirements, as applicable:
 - (1) Where the proposed Project is located in a non-Rural Area, either: (A) the entity maintains a corporate office within five miles of the proposed Project, or (B) the entity has developed, owned, or operated at least three deed-restricted affordable housing projects located within 10 miles of the proposed Project; or
 - (2) Where the proposed Project is located in a Rural Area, either: (A) the entity maintains a corporate office within 10 miles of the proposed Project, or (B) the entity has developed, owned, or operated at least three deed restricted affordable housing projects located within 20 miles of the proposed Project.
- (d) The entity satisfies both of the following experience requirements:
 - (1) The entity has developed, owned, or operated at least one Homeownership Development Project that is equivalent to the proposed Project in size and scale. The Department may determine experience by evaluating the experience of the entity itself or the experience of senior staff within the organization. If the experience requirement is satisfied by one or more of the Community-Based Developer's senior staff members, then the Standard Agreement and the loan documents shall include a Sponsor obligation to provide the Department with immediate written notice in the event of such member's or members' departure from or termination by the entity.
 - (2) The entity has at least five years' experience in the delivery of Culturally Competent Services and/or Community Benefit Programs to Very Low Income and/or Lower Income Households in the communities served by the entity. This experience must include direct, in-person delivery of at least two Culturally Competent Services and/or Community Benefit Programs to the general public within 10 miles of the proposed Project. Such services or programs must have been provided on an ongoing basis and during core business hours, and they cannot have been provided at an existing affordable housing project.
- (e) The entity serves no more than three distinct geographic communities, as demonstrated by the location or delivery site of corporate offices, affordable housing projects, Culturally Competent Services, and/or Community Benefit Programs.
- (f) The entity has community knowledge, commitment to long-term community investment, and population-specific cultural competency, as demonstrated by evidence of at least two of the following:
 - (1) Receipt of grant funds for services within the relevant community.
 - (2) Bilingual staff members that provide daily language assistance during the entity's delivery of services to the relevant community.
 - (3) A record of hiring within the community.
 - (4) Membership in or recruitment from a local Urban League (or substantially equivalent) organization.

Community Benefit Programs– Such programs include, but are not limited to, the following:

- (a) Free or reduced-cost childcare, after-school care, youth development, or adult daycare programs.
- (b) Community center facilities that are staffed and open to the public at least once a week or a minimum of seven (7) hours each week.
- (c) A medical clinic with a physician, physician’s assistant, or nurse practitioner onsite for a minimum of 40 hours each week.
- (d) Technical assistance or lending to, or investment in, at least ten (10) small businesses within five (5) miles of the proposed Project.
- (e) Job training, digital literacy training, college outreach (linking potential students to college resources and information), or other employment or educational programs or outreach.
- (f) Financial counseling, housing counseling, free tax return assistance, or other economic empowerment programs.
- (g) Food distribution programs.

Community Revitalization- A Program or Project will be considered to contribute towards Community Revitalization if all Units to be assisted with Program funds are, or will be, located within a federal Promise Zone, a Choice Neighborhood Initiative Area, an Opportunity Zone, or a federally designated Justice40 Initiative disadvantaged community.

Construction Skills Training Program- An existing program that trains youth 16 to 24 years old in construction skills.

Construction Period Expenses- Carrying costs during construction, including insurance, construction financing fees and interest, taxes, and any other expenses necessary to hold the property while the eligible Homeownership Development Project, including ADUs and JADUs, is under construction. Construction Period Expenses do not include unit construction costs.

Culturally Competent Services– Services that respect diversity in the community and that respond effectively across cultures, regardless of differences in language, communication styles, abilities, disabilities, beliefs, attitudes, and behaviors.

Department or HCD- The California Department of Housing and Community Development.

Developer- Locality or Nonprofit Corporation that owns the Project land, obtains the Project financing, and develops the Homeownership Development Project.

Developer Borrower- Developer who receives a Program Loan for the development of a Project involving Homeownership Units.

Elderly- The same as defined in [H.S.C., §50067](#).

Eligible Household- A Lower or Very Low-Income Household at or below Moderate-Income Household that is a victim of a disaster as defined in [H.S.C., §50650.3](#) that is:

- (a) A First-Time Homebuyer;
- (b) An existing owner-occupant of property in need of Rehabilitation, including construction, repair, reconstruction, or rehabilitation of an ADU or a JADU;
- (c) A homeowner participant in a Shared Housing Local Program; or
- (d) A First-Time Homebuyer participant in a Self-Help Construction Project.

The Eligible Household shall occupy, or intend to occupy, the property as their principal residence and shall not lease or rent the property (except in the case of a Homeowner Provider assisted through a CalHome Shared Housing Program in renting a room in their home to a Seeker, or in the case of an owner-occupant assisted through a CalHome Program ADU/JADU Program in renting an ADU or a JADU Unit).

First-Time Homebuyer- A Borrower(s) who has not owned a home during the three-year period before the purchase of a home with Program assistance, except that the following individual or individuals may not be excluded from consideration as a First-Time Homebuyer under this definition:

- (a) A displaced homemaker who, while a homemaker, owned a home with their spouse or resided in a home owned by the spouse. A displaced homemaker is an adult who has not within the preceding two years worked on a fulltime basis as a member of the labor force for a consecutive 12-month period and who has been unemployed or underemployed, experienced difficulty in obtaining or upgrading employment, and worked primarily without remuneration to care for their home and family;
- (b) A single parent who, while married, owned a home with their spouse or resided in a home owned by the spouse. A single parent is an individual who is unmarried or legally separated from a spouse and has one or more minor children for whom the individual has custody or joint custody, or is pregnant; or
- (c) An individual or individuals who owns or owned, as a principal residence during the three-year period before the purchase of a home with Program assistance, a dwelling Unit whose structure is:
 - (1) Not permanently affixed to a permanent foundation in accordance with local or state regulations; or
 - (2) Not in compliance with state, local, or model building codes and cannot be brought into compliance with such codes for less than the cost of constructing a permanent structure.

Foundation System- An assembly of materials designed and engineered by an architect or engineer to resist the imposition of external forces once a Manufactured Home or

Mobilehome is installed upon it. This includes a design to withstand vertical and lateral forces due to dead load, roof and floor live loads, wind, and seismic loads in accordance with the California Residential Code.

Front-End Ratio- The ratio between monthly Household income and monthly Housing Costs, including first Mortgage, principal, interest, taxes, and insurance.

Grant- An Award of funds made from the Department to eligible Localities or Nonprofit Corporations to operate Local Programs or to provide Self-Help Technical Assistance to a Project. In the case of a Homeownership Development Project Loan, the portion of that Loan which is used to provide Mortgage Assistance to qualified First-Time Homebuyers is converted to a Grant.

Grant Agreement- The written agreement between the Department and the Developer of a Homeownership Housing Project ensuring compliance with construction, financial and Program obligations.

Homebuyer Education- A specific course of instruction to educate First-Time Homebuyers regarding various aspects of purchasing and maintaining a home.

Homeownership- Any of the following:

1. Fee simple title on real property.
2. A leasehold interest on real property that enables the lessee to make improvements on and encumber the property and has a term sufficient to secure the Program Loan.
3. Ownership of a Manufactured Housing Unit.
4. A share interest in a limited equity housing cooperative.
5. A tribal land assignment, tribal homestead site, or other form of tribally-determined homeownership.
6. An interest in a Mutual Housing Project.

Homeownership Development Project- New construction, rehabilitation, or adaptive reuse on a site, including single-family subdivisions, multifamily Homeownership Projects such as condominium developments, or scattered sites, that is under common ownership, development financing and construction.

Homeownership Development Project Loan (“Project Loan”)- Development loan to the Recipient to be used for purchase of real property, Onsite Improvements, Predevelopment Costs, and Construction Period Expenses. Onsite Improvements do not include construction of housing units. Construction Period Expenses do not include unit construction costs. Up to 100 percent of the Project Loan may be used to provide Mortgage Assistance to qualified First-Time Homebuyers once the homes are built; any portion of the Project Loan used for Mortgage Assistance is converted to a Grant. Any remaining Project Loan amount not used for Mortgage Assistance is repayable to the Department.

Homeowner Provider- A Low-Income person(s) currently residing in a home they own and occupy as a principal place of residence who desires to find a tenant to share their residence.

Household- One or more persons occupying the same housing Unit.

Housing Cost- Pursuant to [Title 25, California Administrative Code, §6920](#), the Housing Cost of a person or family purchasing a housing Unit shall include all of the following associated with that housing Unit:

- (a) Principal and interest on a Mortgage Loan, including any Rehabilitation Loans, and any Loan insurance fees associated therewith.
- (b) Property taxes and assessments.
- (c) Fire and casualty insurance covering replacement value of property improvements.
- (d) Property maintenance and repairs.
- (e) A reasonable allowance for utilities, including garbage collection, sewer, water, electricity, gas, and other heating, cooking, and refrigeration fuels. Utilities does not include telephone service. Such an allowance shall take into consideration the cost of an adequate level of service.
- (f) Homeowner association fees.
- (g) Space rent if the housing Unit is situated on rented land.

Housing Development- A residential housing development that receives assistance from the Program and includes Assisted Housing Units.

HUD- The U.S. Department of Housing and Urban Development.

Indian Country-

- (a) All land located in "Indian Country" as defined by 18 U.S. Code (USC) 1151:
 - (1) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation,
 - (2) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and
 - (3) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.
- (b) All land within the limits of a Rancheria under the jurisdiction of the United States Government.
- (c) All land held in trust by the United States for an Indian Tribe or individual; and

(d) All land held by an Indian Tribe or individual subject to a restriction by the United States against alienation.

Junior Accessory Dwelling Unit (JADU)- In compliance with [GC §65852.22](#), a residential living area contained within a proposed or existing single-family residence that is no more than 500 square feet in size. JADUs can include additions to an existing structure of no more than 150 square feet. JADUs shall include independent provisions for living, sleeping, eating, and cooking (area meeting the definition of Efficiency Kitchen but not a standard Kitchen), and shared or separate sanitation facilities with the main dwelling unit. See also Accessory Dwelling Unit.

Loan- The same meaning as defined in [H.S.C., §50076.6](#).

Loan-to-Value Ratio- The ratio between the amount of all indebtedness liened, or to be liened, against a property and the appraised value of the property securing the liens.

Limited Liability Company- a Limited Liability company where all the members are Nonprofit public benefit corporations. Limited Liability Company eligibility requirements are specified in §200.1 of the Serna Guidelines.

Limited Partnership- A Limited Partnership as defined in [§171.5 of the Corporations Code](#) and in which all of the general partners are either Nonprofit public benefit corporations, Limited Liability Companies, or a combination of Nonprofit public benefit corporations and Limited Liability Companies. Limited Partnership eligibility requirements are specified in §200.1 of the Serna Guidelines.

Local Public Entity or Locality- Any county, city, city and county, Tribal Entity, a community redevelopment agency, or successor agency organized pursuant to [Part 1 \(commencing with §33000\) of Division 24](#), or housing authority organized pursuant to [Part 2 \(commencing with §34200\) of Division 24](#), and any instrumentality thereof, which is authorized to engage in or assist in the development or operation of housing for persons and families of Low-Income. It also includes two or more Local Public Entities acting jointly.

Local Program- Either a First Time Homebuyer Mortgage Assistance, Owner-Occupied Rehabilitation, Self-Help Technical Assistance, Serna Acquisition of Manufactured Housing Activity, CalHome ADU/JADU, or CalHome Shared Housing Program operated by a Local Public Entity or Nonprofit Corporation.

Lower-Income or Low-Income- The same meaning as defined in [§50079.5 of the H.S.C.](#) or another definition if one is provided in a given NOFA for Program funding. In the case of Eligible Activities located within Indian Country, lower-income or low-income shall be determined in accordance with 25 U.S.C. §4103.

Manufactured Home Community- The same meaning as Mobilehome Park as defined in [H.S.C. §18214](#).

Manufactured Housing or Manufactured Home- Pursuant to [H.S.C. §18007](#), https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=18007.&lawCode=HSC means a structure that was constructed on or after June 15, 1976, is transportable in one or more sections, is eight body feet or more in width, or 40 body feet or

more in length, in the traveling mode, or, when erected on site, is 320 or more square feet, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. “Manufactured home” includes any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification and complies with the standards established under the National Manufactured Housing Construction and Safety Act of 1974 (42 U.S.C., Sec. 5401, and following). A Manufactured Home can be in a rental Mobilehome Park, on leased land, or on property owned by the occupant. In these Guidelines, with respect to Manufactured Housing not installed on a permanent foundation, terms that typically apply to conventionally constructed housing or to Loans secured by real property shall be given the appropriate analogous meaning used in the Manufactured Housing industry. For example, rather than holding fee title to the property, a Manufactured Homeowner is listed as the registered owner on the certificate of title issued by the Department.

Maximum Sales Price/Value Limit- The maximum allowable sales price, or the maximum After-Rehabilitation Value of a home assisted with a Program Loan.

Mobilehome- Pursuant to [H.S.C. §18008](#) means a structure that was constructed prior to June 15, 1976, is transportable in one or more sections, is eight body feet or more in width, or 40 body feet or more in length, in the traveling mode, or, when erected onsite, is 320 or more square feet, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation system when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. “Mobilehome” includes any structure that meets all the requirements of this paragraph and complies with the state standards for Mobilehomes in effect at the time of construction. “Mobilehome” does not include a commercial modular, as defined in [H.S.C. §18001.8](#), factory-built housing, as defined in H.S.C. §19971, a Manufactured Home, as defined in [H.S.C. §18007](#), a multifamily Manufactured Home, as defined in [H.S.C. §18008.7](#), or a recreational vehicle, as defined in [H.S.C. §18010](#).

Notwithstanding any other provision of law, if a codified provision of state law uses the term “Mobilehome,” and it clearly appears from the context that the term “Mobilehome” should apply only to Mobilehomes, as defined under subdivision (a), the codified provision shall apply only to those Mobilehomes. If any codified provision of state law, by its context, requires that the term applies to Mobilehomes or Manufactured Homes without regard to the date of construction, the codified provision shall apply to both Mobilehomes, as defined under subdivision (a), and Manufactured Homes, as defined under [H.S.C. §18007](#).

Mobilehome Park- The same as defined in [H.S.C. §18214](#).

Moderate-Income Household- The same as defined in [H.S.C., §50093](#), or another definition if one is provided in a given NOFA for CalHome funding.

Monitoring Agreement- The contract entered into between the Department and a Recipient that allows for the long-term monitoring of Award for compliance with Program Guidelines.

Mortgage- A deed of trust which is used to secure a lien on real property or, in the case of Manufactured Housing, a security instrument sufficient to legally perfect a security interest in the home.

Mortgage Assistance- Permanent financing used towards homebuyer costs, up to a maximum limit as specified in the current NOFA.

Mortgage Assistance Program- Shall consist of providing Mortgage Assistance Loans to Households at or below 80 percent of AMI or to Households below 120 percent of AMI who were victims of a disaster (in compliance with [Health and Safety Code, §50650, subdivision a\(3\)](#)).

Multifamily Housing- A structure or facility established primarily to provide housing that provides four or more living Units, in which ultimately Agricultural Households hold title to individual Units.

Mutual Housing- A multi-Unit Homeownership Development that allows each resident a vested financial interest that has a determinable market value, is divisible and gives the owner an exclusive right to occupy a designated Unit for an indefinite period.

NOFA- Notice of Funding Availability issued by the Department to announce that funds are available and that applications for that funding may be submitted.

Nonprofit- The same as "Nonprofit Corporation" defined in [H.S.C. §50091](#).

Onsite Improvements- encompasses the term "site improvements", as that term is used in *California Health & Safety Code* §50650.3(c)(1) and elsewhere in these Guidelines, and means improvements related to eligible Homeownership Development Projects where such improvements are: (a) located within the boundaries of the subdivision (or individual parcels for scattered site developments), and; (b) are intended for public dedication. Examples of Onsite Improvements include streets, sidewalks, utility connections, sewer lines, water lines, and flood and drainage systems, which are located within the boundaries of the subdivision (or individual parcels for scattered site developments), and intended for public dedication, but in all cases the term Onsite Improvements does not include unit construction.

Owner-Occupied- Real estate in which the person who owns the property also uses the home as their primary residence.

Owner-Occupied Rehabilitation Program- Owner-Occupied Rehabilitation Assistance (OOR) shall consist of loans to Households at or below 80 percent of AMI or at or below 120 percent of AMI for Households who were victims of disaster. Manufactured Housing is eligible, including replacement of a manufactured home pursuant to Guidelines §403.2, subdivision (e), whether located in Mobilehome Park or elsewhere. The repair, full reconstruction, or the addition of an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) is also eligible.

Permanent Foundation – Pursuant to [H.S.C. §18551\(a\)](#), a Manufactured Home shall be considered on a permanent foundation when the Manufactured Home is installed on a Foundation System as a fixture or improvement to the underlying real property, and the Manufactured Home attachment as a fixture or improvement to the underlying real property is inspected, approved by a building official, and the HCD form 433A is recorded with the county where the land is located.

Permit to Operate –A “Permit to Operate” a mobilehome issued by the Mobilehome Parks Program of the Division of Codes and Standards of the California Department of Housing and Community Development.

Person With a Disability- An individual with a physical or mental impairment that limits one or more major life activities as defined by the California Fair Employment and Housing Act (FEHA) and other disability rights statutes ([GC §12955.3](#), [GC §12926\(m\)](#), and [GC §12926\(j\)](#)).

Predevelopment Costs- The costs directly related to Program eligible housing development, including ADUs and JADUs. Predevelopment Costs may include, but are not limited to, the costs of, or the costs associated with, land purchase or options to buy land; professional services such as architectural, engineering, or legal services; permit or application fees; bonding; site preparation; related water or sewer development; or material expenses.

Predevelopment Work – Includes grading, site preparation (with the exception of demolition or clearing of property), and/or site improvements intended for public dedication.

Principal- Employees of the Applicant who are in a position responsible for the oversight and management of development activities.

Program– in the CalHome Guidelines, the term ‘Program’ is defined as the CalHome Program.

Program- in the Serna Guidelines, the term ‘Program’ is defined as the Joe Serna, Jr. Farmworker Housing Grant Program.

Project- An eligible Activity that is a specific, singular endeavor to deliver a tangible output, such as a housing development, as opposed to a Program, which is a combination of activities and is delivered as a single package, such as a Mortgage Assistance Program.

Recipient- An eligible Applicant that has applied or has received approval for an Award of funds from the fund. The term "Recipient" shall include successors in interest and assignees of a Recipient.

Reconstruction - The rebuilding of a structure on the same site in substantially the same manner. Reconstruction is a form of Rehabilitation. The number of dwelling units on a site may not be increased but the number of rooms per unit may be increased or decreased. In the case of a disaster, as defined in H.S.C. §50650.3, replacement of a Manufactured Home pursuant to Guidelines §403.2, subdivision (e) is permitted on a different site if the original damaged unit was on leased land and the owner of the Manufactured Home must relocate to a new property. In the case of a disaster, as defined in H.S.C. §50650.3, HCD may, at its sole discretion and on a case-by-case basis, allow reconstruction of a Stick-Built Home on a different site under limited circumstances (for example, if rebuilding on the same site is infeasible or cost prohibitive due to extensive infrastructure damage, or if the new site is in an area with substantially lower disaster risk than the existing site).

Rehabilitation- In addition to the definition from [H.S.C. §50096](#) and [§50097](#), it can also have

the following meanings:

- (a) Repairs and improvements to a Manufactured Home necessary to correct any condition causing the home to be substandard.
- (b) Installation of a permanent foundation on a Manufactured Home that is Owner-Occupied as a principal place of residence, such that the Manufactured Home is assessed as real property and valued in the same manner as a conventional home.
- (c) Reconstruction.
- (d) Construction, repair, reconstruction, or Rehabilitation of an ADU or a JADU.
- (e) Conversion of an existing space to add an ADU or a JADU.
- (f) Room additions to prevent overcrowding.
- (g) Repairs and improvements which are necessary to meet any locally adopted standards used in local Rehabilitation; and
- (h) Modifications, alterations, and additions necessary to improve accessibility and usability for persons with disabilities who reside in or regularly visit them.

Rehabilitation includes costs incurred for implementing resiliency mitigation measures identified in the Hazard Mitigation Plan or the Safely Element of the General Plan adopted by the jurisdiction in which the Program will be offered.

Rehabilitation does not include replacement of personal property.

Reuse Account- An account established pursuant to §207 of these Guidelines.

Rural Area- The same as defined in [H.S.C. §50199.21](#).

RD or Rural Development- The United States Department of Agriculture acting through the Rural Housing Service, formerly known as the Farmers Home Administration.

Seeker- A person who desires to be placed as a tenant in a home that is Owner-Occupied.

Self-Help Construction- Owner building as defined in [H.S.C., §50692](#) and may include Mutual Self-Help Housing as defined in [H.S.C., §50692\(b\)](#).

Self-Help Technical Assistance- Conducting and administering a Project of technical or supervisory assistance, which will aid Eligible Households in carrying out owner-builder housing efforts.

Shared Housing- A Local Program designed to preserve Homeownership by matching a Homeowner Provider with a Seeker.

Shared Housing Match- A Seeker who has been successfully placed as a tenant into the residence of a Homeowner Provider.

Shared Housing Technical Assistance- The provision of services required to match a Homeowner Provider with a Seeker.

Standard Agreement- The contract entered into between the Department and a Recipient pursuant to §600 of these Guidelines.

Stick-Built Home- A non-manufactured home, constructed entirely (or largely) on-site, using wood for the superstructure of the walls and roof.

Sponsor- *This term is only applicable for Homeownership Development Project Loans.* A Sponsor is an entity that constructs, develops, rehabilitates, purchases, or owns a housing development that is or will be subject to legally enforceable restrictive covenants that require the housing development to provide, at least in part, Affordable housing.

TCAC/HCD Opportunity Area Map- The map or maps approved periodically by the California Tax Credit Allocation Committee (TCAC) as the TCAC/HCD Opportunity Area Map.

Tribal Entity- Any of the following:

- (a) An Indian Tribe as defined under [United States Code \(USC\) §4103\(13\)\(B\) of Title 25](#).
- (b) A Tribally Designated Housing Entity under [25 USC §4103\(22\)](#).
- (c) An Applicant that:
 - (1) is an Indian Tribe listed in the Bureau of Indian Affairs Office of Federal Acknowledgment Petitioner List, pursuant to [CFR §83.1 et. seq. of Title 25](#) or an Indian Tribe located in California that is on the contact list maintained by the State of California Native American Heritage Commission for the purposes of consultation pursuant to GC §65352.3; and
 - (2) has organized a separate legal entity, either a non-profit or for-profit entity, in compliance with CCR tit. 25, §8301(s) and it is demonstrated to the satisfaction of the Department that the separate legal entity is controlled by the Tribal Entity Applicant.

Tribal Households or Tribal Household - means a Household that includes at least one (1) member of either of the following: an Indian Tribe as defined under 25 USC §4103(13)(B) or a non-federally recognized tribe that meets the requirements of a Tribal Entity, as defined herein.

Very Low-Income Household- The same as defined in [§50105 of the H.S.C.](#) or another definition if one is provided in a given NOFA for CalHome funding.

Volunteer Labor- Skilled or unskilled construction labor provided without remuneration.

APPENDIX B- Tribal Eligibility

A. A **Tribal Entity** may qualify for CalHome Program funds if their **Project** meets the following requirements:

(a) Projects are located in **Indian Country** or on fee land within the State of California

AND;

(b) The Applicant meets the following conditions of Award funding to the extent applicable, and, subject to any modifications or waivers as provided for in H.S.C. §50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes of 2019) that shall be set forth in a Standard Agreement. It is noted that these same conditions do not need to be satisfied initially to engage in the competitive Award process:

(1) BIA Approval. To the extent required by applicable law, the Bureau of Indian Affairs (BIA) has approved the Applicant's execution and recordation (as applicable) of all Department-required documents that are subject to 25 CFR Part 152 or 25 CFR Part 162, prior to award disbursement.

(2) Title Insurance. The Department has received title insurance for the property underlying the Project that is satisfactory to the Department. Notwithstanding the foregoing sentence, upon a showing of good cause, for Applicants unable to provide a conventional title insurance policy satisfactory to the Department, this condition may be satisfied by a TSR issued by the BIA Land Title and Records Office or pursuant to a title opinion letter issued for the benefit of the Department but paid for by the Applicant. An uncertified title status report issued by the BIA will be acceptable to the Department while the Tribal Entity Applicant's application is pending, provided a certified title status report or title opinion letter must be provided before award disbursement.

(3) Recordation Requirements. Where recordation of instruments is a condition of Award funding or otherwise required under or pursuant to the Standard Agreement, the subject instrument is recorded if recorded with the Land Titles and Records Office at the BIA or in the appropriate official records of the county in which the Project is located, as may be applicable.

(4) Fee Security Required. For all Projects, except those located on trust or restricted lands within Indian Country, fee security shall be required, unless the terms allowing leasehold security are satisfied as set forth in Title 25 CCR 8316. If a Department Loan/Grant is recorded on fee land, then there must be a restriction preventing that land being put into trust until the Department Loan/Grant term is complete.

B. Per the [Director's Memo and LWSI Omnibus Amendment](#), the Department has removed the Limited Waiver of Sovereign Immunity (LWSI) requirement from this housing program, making it easier for Tribes to access critical housing resources. In addition, AB 1878 prohibits the Department from requiring a waiver for this program to the extent that not requiring such a waiver is not in conflict with

applicable law.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Wendell Johnson, Director of Public Works
Will Pettener, Assistant to the City Manager

Date: February 18, 2025

Subject: Consideration to Adopt a Resolution Approving a Graffiti Abatement Policy

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8364 (Attachment "A"), approving a Graffiti Abatement Policy (Exhibit "A" to Attachment "A").

BACKGROUND:

1. On April 21, 2008, the City Council adopted Ordinance No. 1581, amending the San Fernando Municipal Code regarding Procedures for the Prevention, Prohibition and Removal of Graffiti (Attachment "B").
2. In March 2024, staff began utilizing the My San Fernando App ("GoGov") to track graffiti removal activities.
3. On September 23, 2024, the City onboarded its first full-time dedicated graffiti maintenance worker within the Public Works Department.
4. From March 2024 to February 2025, there have been 674 opened cases submitted on GoGov for "Graffiti and Sign Posting on Public Property"; 593 cases have been closed by staff. Additionally, in the same time frame there have been 626 cases opened for "Graffiti on Private Property", with 584 cases closed (Attachment "C").

ANALYSIS:

Graffiti is a persistent issue that affects the quality of life, property values, and overall community appearance of San Fernando. Graffiti can come in several different forms and is used in many instances as an illegal expression of hate speech, gang markings, acts of revenge, tagging, or mischief. The extent of damage and ability to prosecute offenders varies from case to case, but

Consideration to Adopt a Resolution Approving a Graffiti Abatement Policy

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regardless of the type of graffiti, it is imperative for removal operations to work quickly and efficiently to disincentivize ongoing graffiti cases in the area they have been found.

The City has experienced a significant increase in graffiti activity in recent years. The City's resident and internal staff reporting tool, GoGov, has logged over 200%¹ increase in month-to-month reports of graffiti on private and public property since March 2024 (Attachment "C"). To address this growing concern, an enhancement for Fiscal Year (FY) 2024-2025 was approved for the Public Works Department to hire a full-time, dedicated staff member for graffiti maintenance efforts.

The current City Ordinance No. 1581 (Attachment "B"), which outlines procedures for graffiti prevention, prohibition, and removal of graffiti, provides overarching guidance on the goals and expectations of how staff should work with the community to support graffiti abatement and discourage more graffiti occurrences. To complement this ordinance with updated procedures and role designations, the City is proposing a new Graffiti Abatement Policy.

Overview of Proposed Graffiti Abatement Policy.

The purpose of this policy is to establish the steps needed to efficiently and safely remove graffiti from public and private properties in compliance with City policies, ordinances, and applicable laws. The proposed policy applies to City employees authorized to remove graffiti within the City limits, issue notice of violation and administrative citations, and document and investigate crimes.

The policy outlines the process for graffiti abatement from the time an initial report is made by a member of the community or City employee, to the removal and/or potential referral of the incident to Community Preservation and/or the Police Department. Following the initial transition of graffiti abatement services from the Community Development Department to the Public Works Department in recent years, a detailed reorganization of reporting procedure was proposed but never finalized. The following proposal outlines the abatement procedure and defines the roles of each department involved directly in day-to day operations.

Role of the Public Works Department

Reports of graffiti on private and public property are received by the Public Works Department through:

- a. GoGov tickets, phone calls, emails or direct observation; OR
- b. Active monitoring conducted by any City staff throughout the City on a daily basis.

Upon receipt of a graffiti report, Public Works will respond within 48 hours by visiting the location indicated in the report, providing documentation and referrals to other departments through GoGov, as applicable. If graffiti can be removed and no further referrals to Community

¹ It is important to note that this increase may be due, in part, to improved reporting and tracking methods resulting from implementation of the GoGov Citizen Reporting application.

Consideration to Adopt a Resolution Approving a Graffiti Abatement Policy

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Preservation are necessary, Public Works staff will close the GOGov ticket directly with no further action.

Referrals to Community Preservation

Graffiti will be referred to Community Preservation if one (1) or more of the following apply:

- a. Graffiti is on private property that cannot be accessed from the public right of way.
- b. Graffiti is on a mural or artwork.
- c. The location has five (5) previous graffiti incidents within 12 months.
- d. Graffiti is on glass, brick, stone, or decorative material.

The proposed policy outlines steps taken to report these concerns through GoGov and impose additional notices on private property owners in the case of code enforcement violations.

Referrals to the Police Department

To continue improving graffiti deterrence efforts in the community, graffiti reporting to the Police Department will be directly combined with the GoGov reporting tool. This new referral mechanism will enable staff to easily and quickly provide information that could lead to prosecutions. Considering the growth in these activities within the community, this enhanced reporting effort will be a step forward in tracking and building more comprehensive cases against known gang affiliates and serial taggers.

Release of Liability Agreement

The new policy also incorporates the development of a Release of Liability Agreement (Attachment "D"), which will be mailed out to property owners along frequently affected corridors in the City by May 1, 2025. If the property owners agree to the terms outlined in the agreement and return the form to City staff, it will be logged in the City's Activity Information Management System (AIMS) to provide Public Works staff with permission to remove graffiti immediately without providing additional notice to the property owner. Public Works staff will verify whether a property has completed this release agreement before proceeding with a referral to Community Preservation.

BUDGET IMPACT:

There is no budget impact associated with this update, as graffiti maintenance services for Fiscal Year 2024-2025 are accounted for through a budget enhancement to add a full-time maintenance worker in the Public Works Department.

Consideration to Adopt a Resolution Approving a Graffiti Abatement Policy

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CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8364 approving a Graffiti Abatement Policy.

ATTACHMENTS:

- A. Resolution to No. 8364, including:
 - Exhibit "A": Graffiti Abatement Policy
- B. Ordinance No. 1581
- C. GoGov: One Year Analysis for Public Works
- D. Release of Liability Agreement

RESOLUTION NO. 8364

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, APPROVING A GRAFFITI ABATEMENT POLICY**

WHEREAS, on April 21, 2008, the City Council adopted Ordinance No. 1581, amending the San Fernando City Code regarding Procedures for the Prevention, Prohibition and Removal of Graffiti; and

WHEREAS, in March 2024, staff began utilizing the My San Fernando App ("GoGov") to track graffiti removal activities; and

WHEREAS, updated procedures are necessary to create a clear and efficient reporting process that helps mitigate the City's exposure to increased graffiti activity; and

WHEREAS, a Graffiti Abatement Policy has been created to outline the specific tasks and responsibilities of the Public Works Department, Community Development Department, and Police Department in the process of graffiti removal and reporting; and

WHEREAS, the City Manager seeks to formalize this policy through City Council approval.

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

SECTION 1. The City Council hereby establishes the Graffiti Abatement Policy, attached hereto as Exhibit "A" and incorporated herein by this reference.

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

PASSED, APPROVED, AND ADOPTED THIS 18th day of 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. 8364 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of February, 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
Graffiti Abatement Policy	ORIGINAL DATE February 18, 2025	EFFECTIVE February 18, 2025
	CURRENT DATE February 18, 2025	EFFECTIVE February 18, 2025
CATEGORY	POLICY NO.	SUPERSEDES
Public Works		

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The purpose of this policy is to establish the steps needed to efficiently and safely remove graffiti from public and private properties in compliance with City policies, ordinances, and applicable laws.

SECTION II. SCOPE

This procedure applies to all Public Works employees authorized to remove graffiti within the City of San Fernando limits; all Community Development employees authorized to issue notice of violation and administrative citations; and all Police Department employees authorized to document and investigate crimes.

SECTION III. BACKGROUND

- On April 21, 2008, the City Council adopted Ordinance No. 1581, amending the San Fernando City Code regarding Procedures for the Prevention, Prohibition and Removal of Graffiti.
- Substantive changes were not made to this procedure until March 2024, as staff were required to begin reporting graffiti removal activities on the My San Fernando App (GoGov).
- On September 23, 2024, the City onboarded its first dedicated graffiti maintenance worker, officially shifting the lead on graffiti removal operations to the Public Works Department.
- From March 2024 to February 2025, there have been 674 opened cases submitted on GoGov for "Graffiti and Sign Posting on Public Property"; 593 cases have been closed by staff. Additionally, in the same time frame there have been 626 cases opened for "Graffiti on Private Property", with 584 cases closed.

SECTION IV. PROCEDURE

Reporting and Documentation

Reports of graffiti on private and public property are received by the Public Works Department through:

1. GoGov tickets, phone calls, emails or direct observation; OR
2. Active monitoring conducted by Public Works throughout the City on a daily basis.

Upon receipt of graffiti report, Public Works shall respond within 48 hours by visiting the location indicated in the report. If graffiti was identified through proactive monitoring by a City employee or reported by phone or email through a member of the public, a ticket in the GoGov app shall be opened by Public Works. The ticket shall include a description, location, picture, and square foot measurement of the reported graffiti.

If the graffiti was reported through the GoGov app and a picture is already in the system, staff shall use the existing ticket to administer the remainder of the abatement process. Staff will insert a description, location, picture, and square foot measurement of the reported graffiti if the initial report is missing any of these elements.

If graffiti is on trash enclosures, an email shall be sent to the City's trash service vendor, requesting the dumpster bin to be replaced. The address shall be included in the email. The GoGov ticket shall then be closed with the note "Replacement dumpster requested by email."

SECTION V. PREPARATION FOR REMOVAL

Safety measures will include:

1. Wearing of appropriate Personal Protective Equipment (PPE), including gloves, safety glasses, and mask if needed.
2. Inspection of the site for safety concerns, such as traffic, hazardous materials, or dangerous access points. Ensure proper traffic measures are in place if working near roads.

The following supplies and materials will be readily available and present on the site of the removal:

1. Pressure washer, chemical removers, scrapers, all City approved paint colors, rollers, brushes, poles, drop clothes, cones and cleaning materials.

SECTION VI. RELEASE OF LIABILITY AGREEMENT PROCEDURE

A Release of Liability Agreement (Form # PWD-004.1) will be offered to property owners along frequently affected corridors in the City. If the property owners agree to the terms outlined in the agreement and return the form to City staff, it will be logged in the City's Activity Information Management System (AIMS) to provide Public Works staff with permission to remove graffiti immediately without providing additional notice to the property owner.

Public Works staff will verify whether a property has completed this release agreement before proceeding with a referral to Community Preservation.

SECTION VII. REMOVAL METHODS

- Painted surfaces shall be repainted with the color that most closely matches the surface.
- Signs and poles shall be cleaned with solvent-based cleaners or a work order via GoGov shall be initiated to replace the sign if damage is extensive.
- Care shall be made to avoid paint dropping, spilling, or splattering on sidewalk.

SECTION VIII. PUBLIC WORKS DEPARTMENT REPORTING

1. If graffiti has been removed and no further referrals to Community Preservation are necessary, Public Works staff will upload a picture of the re-painted surface, add the note "Graffiti abated. Case closed."; and close the GoGov ticket.
2. If referrals are needed to Community Preservation, see Section IX.
3. If referrals are needed to the Police Department, see Section X.

SECTION IX. REFERRALS TO COMMUNITY PRESERVATION

Graffiti will be referred to Community Preservation if one (1) or more of the following apply:

1. Graffiti is on private property that cannot be accessed from the public right of way. The GoGov note should state "Graffiti on private property not able to be removed from the public right of way."
2. Graffiti is on a mural or artwork. The GoGov note should state: "Graffiti on mural" or "Graffiti on artwork."
3. The location has five (5) previous graffiti incidents within 12 months. The GoGov note should state: "Sixth incident of graffiti within 12 months."
4. Graffiti is on glass, brick, stone, or decorative material. The GoGov note should state: "Graffiti on surface prohibiting City removal."

Tickets from the GoGov app that are referred to Community Preservation shall be assigned to the Community Preservation Officer (CPO) whose area the graffiti is located.

The CPO is to conduct an inspection within 48 hours of being assigned the ticket and complete the following steps if the graffiti is confirmed:

1. The CPO will add the GoGov note "Code Enforcement case has been opened. Please contact Community Development Department at 818-898-1227 or at CodeEnforcement@sfcity.org for more information" and close the ticket.
2. A case in AIMS shall be opened with reference to the GoGov ticket. A Notice of Violation shall be mailed and posted for violation of Zoning Code Section 106-1143(a)(24). Reasonable time to remove graffiti is outlined in San Fernando Municipal Code (SFMC) 106-1143(a)(2, a-i). The 72 hour notice described in SFMC Section 50-307 can be used if a Notice of Abatement will be issued.
3. Code Enforcement process shall follow SFMC Section 50-304. This allows for the abatement measures to be sought after graffiti has appeared more than five (5) times in 12 months, therefore considered a "graffiti attracting surface".
4. If graffiti is removed, code enforcement case in AIMS shall be closed and pictures uploaded of graffiti abated.
5. If graffiti has not been removed, the administrative citation process outlined in Chapter 1, Articles II and III, administrative process, Code 1-53 and 1-103 shall be followed.

Note: Referrals made to Community Development do not preclude the Community Preservation Officer from self-initiating graffiti cases when canvassing their assigned areas of the City. The same steps should be taken to open a case in GoGov and in AIMS (when applicable) to initiate the graffiti removal process.

SECTION X. REFERRALS TO THE POLICE DEPARTMENT

Graffiti cases will be referred to the Police Department if the graffiti includes:

1. Gang-related content
2. Hate speech
3. Tagging
4. Revenge-based content
5. The private or public property owner is seeking to prosecute the offender

Reports of graffiti shall be provided to the Police Department by:

1. Submitting a report to an eligible Police Department representative through the City's internal GoGov reporting function. Staff will update graffiti reporting criteria to include relevant Police Department referral criteria as needed; OR
2. In the instance where field staff are unable to submit an online report, completing a written report checklist provided to Public Works and Community Development staff. Written reports shall be submitted to the Police Department within seven (7) calendar days.

Police Department staff leading their GoGov administration shall update graffiti reporting criteria to include relevant Police Department referral criteria as needed. An electronic and paper copy of this checklist will be maintained by the Police Department and distributed to both Public Works and Community Preservation for field staff to use as needed.

SECTION XI. DISPOSAL OF WASTE

Staff responsible for removal shall dispose of paint cans, solvent containers, and cleaning materials according to hazardous waste disposal guidelines and any other applicable laws or regulations. To ensure a sanitary work space, staff shall clean tools and equipment thoroughly after each use.

SECTION XII. POST-REMOVAL PROCEDURES

Upon completion of the graffiti removal, staff shall:

1. Inspect the site to ensure all graffiti is fully removed.
2. Monitor frequently targeted areas for recurrence.
3. Ensure Police Department referrals are completed in GoGov or if written reports are taken, provide them as a submission to the Police Department within seven (7) calendar days.

SECTION XIII. AUTHORITY

By order of City Council Motion (Agenda Item No. 7, Resolution No. 8364), Policy adopted by the City Council on February 18, 2025.

- CODE

Chapter 50 - OFFENSES AND MISCELLANEOUS PROVISIONS
ARTICLE VII. GRAFFITI PREVENTION, PROHIBITION AND REMOVAL

ARTICLE VII. GRAFFITI PREVENTION, PROHIBITION AND REMOVAL**Sec. 50-301. Purpose and intent.**

The city council finds and declares as follows:

- (1) Graffiti on public or private property is a condition of blight that not only depreciates the value of property which has been the target of such vandalism, but also depreciates the value of the adjacent and surrounding properties so as to create a negative impact upon the entire community.
- (2) Graffiti has also been found to be associated with criminal activity and delinquency. It is also a means of identification and intimidation utilized by gangs and its presence may further gang-related activities. The power of graffiti to create fear within the community and blight upon the landscape, devaluing property and detracting from a sense of community enjoyed by the residents of the city goes beyond the cost of clean-up or removal. Not only is graffiti a criminal act of vandalism, but it is also a social crime upon the quality of life and freedom from intimidation that residents desire in their neighborhoods.
- (3) Acts of graffiti are most-often committed by persons under the age of 18 years using aerosol containers of spray paint or felt-tip markers, or both. These implements of graffiti are frequently stolen from retail stores by minors, and, as such, retail stores that display or sell these implements should be required to take reasonable steps to prevent their theft.
- (4) California Government Code § 53069.3 authorizes the city, under certain circumstances, to provide for the removal of graffiti and other inscribed materials from private as well as public property. Unless the city causes graffiti to be removed from public and private property, it tends to remain. Other properties then become the target of graffiti with the result that the entire neighborhood is affected and becomes a less desirable place in which to be.
- (5) In the past, the city has appropriated funds for the removal of graffiti from privately owned real or personal property located within the city. While this public service benefits the entire community, it provides no incentive to private property owners to deal directly with the problem and to formulate their own ideas, solutions, and mitigation measures to avoid being victimized time and time again. The perpetual provision of free graffiti removal services is not an effective deterrent to the escalation of graffiti vandalism and is not a cost effective use of public funds.
- (6) It is the purpose and intent of the city council of this city, through the adoption of this Article, to provide additional enforcement tools to protect public and private property from acts of vandalism and defacement. Such acts are destructive of the rights and values of private property owners as well as of the entire community. It is the further intent of the city council, through the adoption of this article, to provide notice to all of those who disregard the property rights of others, that the city will strictly enforce the law and seek vigorous prosecution against those persons engaging in the defacement of public or private properties.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-302. Definitions.

For the purposes of this article, the following words shall have the meanings respectively ascribed to them in this section:

Adhesive label shall mean any so called "bumper sticker", sheet of paper, fabric, or plastic, or other substance with an adhesive backing.

Aerosol paint container shall mean any aerosol container, regardless of the material from which it is made, which is adapted or made for the purpose of spraying paint, undercoating, spray insulation, or other substance capable of defacing property.

City agents shall mean city employees, representatives, or contract agents.

Enforcement officer shall mean any city official authorized to enforce the provisions of this article, including, but not limited to, the city's police department, code enforcement department, and public works department, as well as any contract agent authorized by the city to abate graffiti nuisances described in this article.

Felt-tip marker shall mean any indelible marker or similar implement with a tip which, at its broadest width, is greater than one-eighth of an inch and which contains an ink or other pigmented liquid.

Graffiti shall mean any unauthorized inscription, word, figure, mark, or design that is written, marked, etched, scratched, drawn, painted or engraved on or otherwise glued, posted, or affixed to or on any surface of any public or private real or personal property within the city to the extent that the same was not authorized in advance by the owner or occupant thereof.

Graffiti implement shall mean an aerosol paint container, a felt tip marker, gum label, paint stick, graffiti stick, etching tool capable of scarring glass, metal, concrete, wood, or any other surface, or adhesive label. "Graffiti implement" shall also include any other device capable of being used to leave a visible mark at least one-eighth of an inch in width upon any surface of any material.

Minor shall mean any person under the age of 18 years.

Paint stick or graffiti stick shall mean a device containing a solid form of paint, chalk, wax, epoxy, or similar substance capable of being applied to a surface by pressure, and upon application, leaving a mark at least one-eighth of an inch in width.

Responsible party shall mean any person who owns, possesses, occupies, or otherwise has responsibility for the repair or maintenance of personal or real property on which there exists graffiti. Responsible party shall also include any minor (or parent or guardian of a minor) or other person who causes or permits the application of graffiti or other inscribed material.

Retrofitting shall mean and include, without limitation, the restoration, modification, or alteration of a structure with new or modified parts, devices, systems, or equipment to remove graffiti, to prevent or inhibit the recurrence of graffiti, or to return the structure to an acceptable, usable, unblemished, unblighted, or original state or condition in compliance with all applicable laws.

Structure shall mean any structure as defined in the city's building code, and shall include, but not be limited to, buildings, walls, fences, sidewalks, curbs, poles, signs, and cargo/shipping containers.

Vehicle shall mean a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-303. Accessibility to graffiti implements.

- (a) *Display requirements.* It shall be unlawful and a misdemeanor for any person or business engaged in a commercial enterprise to display for sale, trade, loan, or exchange any graffiti implement except in an area from which the public shall be securely precluded from entering without employee assistance. Two such acceptable methods for displaying graffiti implements for sale shall be by containment in (i) a completely enclosed cabinet or other storage device which shall be permanently affixed to a building or structure, and which shall, at all times except during access by authorized representatives, remain securely locked; or (ii) in an enclosed area behind a sales or service counter from which the public is precluded from entry. Nothing herein shall relieve such person or business entity from, at all times, complying with the requirements of the California Penal Code § 594.1(c) by posting signs as described therein.
- (1) Any person or business engaged in the retail sale of etching cream or aerosol container of paint must display at a conspicuous location a legible sign measuring not less than 12 inches by 12 inches with letters at least one-half inch in height which states:
- "It is unlawful for any person to sell or give to any individual under the age of eighteen years, any etching cream or aerosol container of paint that is capable of defacing property, except as provided in Section 594.1 of the California Penal Code. Any person who maliciously defaces real or personal property is guilty of vandalism which is punishable by a fine, imprisonment, or both."
- (b) *Storage requirements.* It shall be unlawful and a misdemeanor for any person or business engaged in the commercial enterprise of selling, providing, loaning, trading, or exchanging graffiti implements to store any graffiti implement except in either (i) a completely enclosed room which shall, at all times except during access or actual occupancy by the owner or authorized adult representative of the owner, remain securely locked; or (ii) in a completely enclosed cabinet or other storage device which shall be permanently affixed to a building, and which shall at all times except during access by the owner or an authorized adult representative of the owner, remain securely locked. For purpose of this section, an owner or authorized representative of the owner shall be deemed to actually occupy a room even during brief periods of absence if the room is contained within a larger building which is occupied by the owner.
- (c) *Civil responsibility for wrongful display or storage.* Any person or business who displays or stores or permits the display or storage of any graffiti implement in violation of the provisions of this section shall be personally liable for any and all costs, including attorneys fees and court costs, incurred by any party in connection with the removal of graffiti, the repair of any property containing graffiti, or such party's prosecution of a civil claim for reimbursement or damages resulting from such graffiti removal or property repair, arising from the use by any person of such wrongfully displayed or stored graffiti implement in violation of this section or of any provision of the California Penal Code.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-304. Graffiti constitutes a nuisance.

Pursuant to California Government Code § 38771, the city council hereby declares the following conditions to constitute a public nuisance:

- (1) Graffiti visible from real property (whether privately or publicly owned), public street, sidewalk, alley, or other public right-of-way or other area open to the public;
- (2) The existence of any surface of a structure, tree, shrub, sidewalk, curb, or vehicle on any privately owned parcel of land which has been defaced with graffiti after removal more than five times in 12 months (hereinafter, "graffiti attracting surface").

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-305. Graffiti removal requirement.

Notwithstanding any other provision of this Code, it shall be unlawful and a misdemeanor for any person to maintain graffiti, that is, to cause, permit, aid, abet, or suffer any graffiti which is visible from any real property (whether privately or publicly owned), public street, sidewalk, alley, or other public right-of-way or other area open to the public to remain on any structure, tree, shrub, or vehicle owned, possessed, or within the custody or control of such person, or located on real property owned, possessed, or within the custody or control of such person.

- (1) Each day that graffiti is maintained constitutes a new and separate offense, and is subject to the penalties set forth in Chapter 1, Articles II and III of this Code.
- (2) Enforcement of this section shall be stayed pending a final order upon appeal of a notice of abatement.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-306. Abatement of graffiti by city.

- (a) The city council authorizes the appropriation and use of public funds for abatement of the public nuisance conditions listed in section 50-304 of this Code, that is, either the removal of the graffiti or other inscribed material from publicly or privately owned real or personal property located within the city, or if the graffiti cannot be removed cost effectively, the repair or replacement of the portion of the property that was defaced, or to otherwise abate graffiti attracting surfaces, and the director of public works, or his or her designee, is authorized to immediately abate the nuisance pursuant to the following conditions:
 - (1) In abating the public nuisance from public property owned or leased by the city, the painting, repair, and/or replacement of an area more extensive than where the graffiti is located shall not be authorized, except where the director of public works, or his or her designee, determines that a more extensive area must be repainted, repaired, and/or replaced.
 - (2) Where the structure or surface is owned by a public entity other than the city, the removal of graffiti by city agents may be performed only after securing the consent of the public entity having jurisdiction over the structure or surface and only after such entity executes an appropriate release and right of entry form permitting such graffiti removal. In abating the public nuisance from a structure or property owned by another public entity, the painting, repair, and/or replacement of an area more extensive than where the graffiti is located shall not be authorized, except where (i) the director of public works, or his or her designee, determines that a more extensive area must be repainted, repaired, and/or replaced in order to avoid aesthetic disfigurement to the neighborhood or community; or (ii) the other public entity agrees in writing to pay for the costs of repainting, repairing, and/or replacing a more extensive area.
 - (3) Where the structure or surface is privately owned, the removal of graffiti by city agents may be performed only after securing the consent of the owner or possessor and only after the owner or possessor executes an appropriate written release and right of entry form permitting such graffiti removal. In abating the public nuisance from a structure or property owned by a private party, the painting, repair, and/or replacement of an area more extensive than where the graffiti is located shall not be authorized, except where (i) the director of public works, or his or her designee, determines that a more extensive area must be repainted, repaired, and/or replaced in order to avoid aesthetic disfigurement to the neighborhood or community; or (ii) a responsible party agrees in writing to pay for the costs of repainting, repairing, and/or replacing a more extensive area.

- (b) As an alternative to the procedure provided in the first sentence of subsection (a)(3) of this section, Enforcement Officer(s) shall have the authority to cause the abatement and removal thereof in accordance with the procedure set forth in section 50-307.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-307. Abatement of graffiti by city without consent of property owner or possessor.

If the consent of the private property owner or possessor of the property cannot be obtained, a public nuisance condition listed in section 50-304 of this Code which is located on privately owned real or personal property within the City may be abated by the city at the owner's expense as a public nuisance pursuant to the following provisions:

- (1) *Notice of abatement.* The enforcement officer shall issue a "Notice of Graffiti Nuisance and Intent to Abate by City Agents" (hereinafter, "notice of abatement") to the owner and/or person in possession of the property on which the nuisance exists, or to any other party responsible for the nuisance, requiring the abatement of the nuisance within 72 hours of the date of service of the notice of abatement, or within some other longer reasonable time period in connection with a graffiti attracting surface.
- (2) *Contents of notice of abatement.* A notice of abatement issued pursuant to this section shall contain the following provisions:
 - a. The address of the real property on which the nuisance condition exists.
 - b. A brief description of the nuisance condition(s).
 - c. A reference to the law prohibiting or pertaining to the nuisance condition.
 - d. A brief description of the required corrective actions.
 - e. A time period and/or schedule in which to complete the nuisance abatement actions (with all required city approvals, permits and inspections, when applicable) pursuant to the time limits proscribed in subsection (a) of this section.
 - f. The period and manner in which a responsible party may contest the notice of abatement pursuant to section 50-307 of this Code. No such right shall exist when the city is not seeking to establish the right to abate a public nuisance with city agents.
 - g. A statement that if the violations are not abated within the time specified or a timely appeal is not made, such nuisance may be abated by city agents, in the manner stated in this notice and that all costs of the abatement shall be assessed against the responsible part(ies) and/or the subject property, as a lien or as a special assessment, at the city's election, in accordance with the nuisance abatement provisions of sections 1-152 through 1-154, 50-307 through 50-308, 106-1152 through 106-1154, or any applicable combination thereof.
- (3) *Service of notice of abatement.* A notice of abatement issued pursuant to this section shall be served (i) by personal service on the owner, occupant or person in charge or control of the property; (ii) by posting at a conspicuous place on the property or abutting public right-of-way; or (iii) by sending a copy of the notice by United States mail addressed to the owner or person in charge or control of the property, at the person's mailing address according to the last equalized assessment roll of the Los Angeles County Assessor's Office, or if the owner's address is unknown, then in care of the property address. Service by mail shall be complete at the time of deposit with the U.S. Postal Service, and such service shall be made on the day the notice is dated and by affidavit, the original of which shall be filed with the city clerk. Failure of any responsible party to receive a Notice of Abatement properly

addressed pursuant to this subdivision and mailed shall not invalidate any action or proceeding pursuant to this Chapter.

- (4) *Deadline for owner to abate.* The owner shall within 72 hours of the date of service of the notice of abatement, or within a longer time period if specified in the notice of abatement, remove the graffiti or be subject to abatement of the graffiti by the City and assessment of the costs of such abatement as a lien or special assessment against the subject property in accordance with the nuisance abatement provisions of sections 1-152 through 1-154, 50-307 through 50-308 or 106-1152 through 106-1154 of this Code, or any applicable combination thereof. The enforcement officer may extend the period of time in which to abate graffiti upon a showing of good cause.
- (5) *Method of abatement.* When graffiti is being abated by the repainting of the surface on which the graffiti exists, the responsible party shall use paint that matches the color of the remaining portions of the real or personal property being painted or as otherwise approved by the director of community development, or his or her designee. As it relates to a graffiti attracting surface, a notice of abatement may require, but shall not be limited to, any of the following modifications (or combinations thereof) as methods of abatement the costs of which are to be borne by the responsible part(ies):
- a. Retrofitting of the graffiti attracting surface;
 - b. Application or use of anti-graffiti materials, or both, to the graffiti attracting surface such as anti-etching films or anti-graffiti paints;
 - c. Installation of landscaping so as to screen or to provide a barrier to the graffiti attracting surface; and,
 - d. Installation of additional lighting.

Each of the modifications listed in the notice of abatement shall use materials, methods, or designs approved in advance by the director of community development, or his or her designee.

- (6) *Appeal of notice of abatement.*
- a. *Right of appeal from a notice of abatement.*
 1. A responsible party may contest a notice of abatement by filing a written request for an appeal with the city clerk within three business days of service of the notice of abatement. A written request for an appeal shall contain the following information:
 - (a) Name, address, and telephone number of each responsible party who is appealing the notice of abatement (hereinafter, "appellant").
 - (b) Address and description of real property upon which the city intends to enter and abate a public nuisance.
 - (c) Date of notice of abatement being appealed.
 - (d) Specific action or decision being appealed.
 - (e) Grounds for appeal in sufficient detail to enable the hearing officer to understand the nature of the controversy.
 - (f) The signature of at least one appellant.
 2. Failure of the city clerk to receive a timely appeal constitutes a waiver of the right to contest a notice of abatement. In this event, the notice of abatement is final and binding.
 3. The provisions of this section only apply to instances where the city has elected to establish the right, but not the obligation, to abate public nuisances with city agents. In no event does this article limit the right of city officials to issue alternative written or oral notices of

code violations to responsible persons (as the term "responsible persons" is defined in section 1-52 of this Code), or to cause the abatement of public nuisances in a different manner, including without limitation, by court orders arising from the city's exercise of its criminal or civil remedies. In such instances, a responsible person shall receive a right to hearing and other due process rights in court.

b. *Appeal hearing.*

1. Any responsible party who contests a notice of abatement shall, subject to filing a timely appeal, obtain review thereof before a hearing officer, which hearing officer shall be appointed pursuant to section 1-62 of this Code. The city clerk shall schedule the administrative appeal no later than 30 days, and no sooner than seven calendar days, after receipt of a timely filed request for appeal. The appellants listed on the written request for an appeal shall be notified in writing at least five days prior to the date of the hearing by first class mail of the date, time, and location of the hearing. The time in which to abate the nuisance pursuant to the notice of abatement is stayed pending the outcome of the hearing.
2. At the place and time set forth in the notification of appeal hearing, the hearing officer shall hear the testimony of the appellant(s), the issuing enforcement officer, and/or their witnesses, as well as any documentary evidence presented by these persons concerning the alleged public nuisance(s).
3. Appeal hearings are informal, and formal rules of evidence and discovery do not apply. The city bears the burden of proof to establish a nuisance exists by a preponderance of evidence. The notice of abatement and any additional reports submitted by the enforcement officer(s) shall constitute prima facie evidence of the facts contained in those documents and such enforcement officer(s) are not required to participate in the appeal hearing. The appellant, and city, as well as all other interested persons, shall have the opportunity to present evidence and to cross-examine witnesses. The appellant, or other interested persons, may represent themselves or be represented by anyone of their choice. The appellant, or other interested persons, may bring a language interpreter to the hearing at their sole expense.
4. If the appellant(s) fail to attend the scheduled hearing, the hearing will proceed without the appellant(s), and the appellant(s) will be deemed to have waived the right to a hearing.

c. *Notice of decision; order of abatement.*

1. Within a reasonable time, not to exceed ten calendar days following conclusion of the hearing, the hearing officer shall make any one or more of the following determinations in a written decision (hereinafter, "order of abatement"):
 - (a) A finding and description of each nuisance condition at the subject property, or the non-existence thereof. In the event of a finding of non-existence of all nuisance conditions contained in the notice of abatement, the hearing officer shall cancel the notice of abatement.
 - (b) The name of each person responsible for a nuisance condition, or conditions, at the subject property, as well as the name of any appellant who lacks responsibility therefor.
 - (c) The required corrective action and completion date for each unabated nuisance condition.

- (d) Any other finding, determination or requirement that is relevant or related to the subject matter of the appeal.
 - 2. The decision of the hearing officer is final and conclusive. The order of abatement shall also contain the following statement: "The Hearing Officer's decision is final, and judicial review of this decision is subject to the time limits set forth in California Code of Civil Procedure Sections 1094.5 et seq."
 - 3. A copy of the order of abatement shall be served on all appellants by first class mail to the address(es) stated on the appeal form. In the event that a responsible party was originally served with a notice of abatement but was not an appellant, such responsible party shall also be served by first class mail to the address at which the notice of abatement was served (or, if the city has been provided a subsequent change of address for the responsible party, at the responsible party's current address). Failure of an appellant or a responsible party (or both) to receive a properly addressed and mailed order of abatement shall not invalidate any action or proceeding by the city pursuant to this article.
 - 4. The failure of any appellant to comply with an order of abatement by completing each of the requisite corrective actions in the manner and time set forth in the order of abatement constitutes a misdemeanor offense punishable in accordance with chapter 1, article II of this Code.
- (7) *Abatement by city agents.* If no appeal is filed, or if the appeal is denied following a hearing, and if the owner fails to remove or fails to cause the graffiti to be removed by the designated date, or such continued date thereafter as the enforcement officer approves, then the director of public works shall cause the graffiti to be abated by city agents, and the city agents may enter upon the premises for such purposes after obtaining a warrant authorizing the entry upon the property for abatement of the graffiti.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-308. Costs of abatement.

The costs of abatement shall be determined pursuant to sections 106-1152 through 106-1153 of this Code; provided, however, in the event that the cost of abatement is being assessed against a graffiti perpetrator, the calculation of the costs of abatement of graffiti shall also include the related administrative costs as provided in section 50-309. The costs of abatement shall constitute a personal obligation against the responsible parties, and may be assessed in any, or a combination, of the following manners:

- (1) Special assessment or nuisance abatement lien in accordance with the provisions of sections 1-152 through 1-154, or section 106-1154 of this Code;
- (2) Graffiti abatement lien or special assessment against any parcel of land owned by a minor (or a parent or legal guardian of any minor) or other person creating, causing, or committing a graffiti nuisance, as authorized by section 38772 of the California Government Code and in accordance with section 50-309 of this Code;
- (3) Any other manner provided in the city's graffiti removal program (in instances where the owner or tenant of a property where a graffiti nuisance exists consents to the removal of the nuisance by city agents); and,
- (4) Any other manner provided or authorized by law.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-309. Abatement of graffiti by city at graffiti perpetrator's expense.

- (a) The cost of abatement of graffiti, as well as related administrative costs, shall become a lien against any property owned by any minor or other person creating, causing, or committing the nuisance and shall be a personal obligation of such minor or other person as set forth in Government Code § 38772. The parent or guardian having custody and control of such minor shall be jointly and severally liable with the minor and the expense of abatement of such graffiti shall be a personal obligation and become a lien or an assessment on the property of such parent or guardian.
 - (1) For purposes of this section, the term "related administrative costs" includes, but is not limited to, court costs, attorney's fees, and the law enforcement costs incurred by the city in identifying and apprehending the minor or other person who created, caused, or committed the graffiti or other inscribed material on property of another within the city.
- (b) *Graffiti nuisance abatement lien.*
 - (1) The city may collect the costs of abatement of graffiti, as well as related administrative costs, by a graffiti nuisance abatement lien upon the parcel of land owned by the minor or other person who applied graffiti to the property, or upon the parcel of land owned by the parent or guardian having custody and control of the minor.
 - (2) If the total costs of abatement of the graffiti and related administrative costs, as determined by the city council pursuant to section 106-1153, are not paid to the city in full within ten days after the date of the notice from the city, the city clerk may record, in the county recorder's office in the county in which the parcel of land is located, a graffiti nuisance abatement lien, which, from the date of recording, shall have the force, effect, and priority of a judgment lien.
 - (3) Prior to the recordation of the lien, notice of the lien shall be personally served upon the person owning the lot or parcel of land upon which the lien is sought, whether such person may be the minor, other person, or parent or guardian of the minor, in accordance with California Government Code Section 38773.2. The date upon which service is made shall be entered on or affixed to the face of the copy of the notice at the time of service. However, service of such notice without such date shall be valid and effective.
 - (4) The graffiti nuisance abatement lien shall specify the amount of the lien, that the lien is imposed on behalf of the city, the street address, legal description, and assessor's parcel number of the parcel upon which the lien is imposed, and the name and address of the recorded owner of the parcel.
 - (5) The lien will continue in full force and effect until the entire amount due is paid in full.
 - (6) The graffiti nuisance abatement lien may be foreclosed by an action brought by the city. The city may recover from the parcel owner any costs incurred regarding the processing and recording of the lien and providing notice to the parcel owner as part of its foreclosure action to enforce the lien or as condition of releasing the lien upon payment.
 - (7) If the lien is discharged, released, or satisfied, either through payment or foreclosure, notice of the discharge shall be recorded by the city. A graffiti nuisance abatement lien and the release of the lien shall be indexed in the grantor-grantee index.
- (c) *Special assessment.*
 - (1) As an alternative to the procedure set forth in subsection (b) of this section, the city may make the costs of abatement of graffiti, as well as related administrative costs, a special assessment against the parcel of land owned by the minor or other person or by the parent or guardian having custody and control of the minor, as provided in Government Code § 38773.6.

- (2) If the total costs of the abatement of the graffiti and related administrative costs, as determined by the city council pursuant to section 106-1153, are not paid to the city in full within ten days after the date of the notice from the city, the city may cause the total costs of abatement, including related administrative costs, to be charged to the owner of the subject lot or parcel on the next regular tax bill.
- (3) The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes. All laws of the state applicable to the levy, collection and enforcement of municipal taxes shall be applicable to the special assessment. However, if any real property to which the cost of abatement and related administrative costs relate has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attaches thereon prior to the date on which the first installment of the taxes would become delinquent, then the cost of abatement and related administrative costs shall not result in a lien against the real property but shall instead be transferred to the unsecured roll for collection.
- (4) Notices or instruments relating to the abatement proceeding or special assessment may be recorded.
- (5) Upon entry of a second or subsequent civil or criminal judgment within a two-year period finding a minor or other person described in paragraph (3) of subdivision (d) of California Government Code Section 38772 is responsible for a condition that may be abated as a nuisance pursuant to subsection (a) of this section, the court may order such minor or other person to pay treble the costs of the abatement.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-310. Prevention of graffiti through land use entitlements.

In approving tentative or parcel maps, subdivision maps, conditional use permits, variances, or other discretionary land use entitlements, the city shall consider imposing conditions reasonably related to the control of graffiti or the mitigation of the impacts of graffiti, or both. Such conditions may include, without limitation, any or all of the following:

- (1) Installation and use of anti-graffiti materials (as approved by the director of community development, or his or her designee) on surfaces which are likely to be graffiti attracting surfaces;
- (2) Installation and use of landscaping to screen or provide a barrier to surfaces prone to graffiti or are likely to be a graffiti attracting surface;
- (3) Installation and use of additional lighting to areas that are likely to be graffiti attracting surfaces and areas adjacent thereto;
- (4) Applicant or owner shall immediately remove any graffiti at the property;
- (5) Right of access by city agents to remove graffiti from any surface that is open and accessible from city property, or any public right-of-way; and,
- (6) Applicant or permittee to supply the city with sufficient matching paint and/or anti-graffiti material on demand for use in the abatement of graffiti by city agents.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-311. Reward for information.

- (a) Pursuant to California Government Code § 53069.5, the City does hereby offer a reward in an amount to be established by resolution of the City Council, for information leading to the arrest and conviction of any person for a violation committed within the City of California Penal Code § 594 or 594.3 (by the use of graffiti), 640, 640.5, 640.6, or section 50-303 of this article. In the event of multiple contributors of information, the reward amount shall be divided by the City in the manner it shall deem appropriate. For the purposes of this section, diversion of the offending violator to a community service program, or a plea bargain to a lesser offense, shall constitute a conviction.
- (b) Claims for rewards under this section shall be filed, in writing, with the city clerk. Each claim shall:
 - (1) Specifically identify the date, location, and kind of property damaged or destroyed,
 - (2) Identify by name the person who was convicted, and,
 - (3) Identify the court and the date upon which the conviction occurred.
- (c) No claim for a reward shall be allowed by the city council unless the city investigates and verifies the accuracy of the claim and determines that the requirements of this section have been satisfied. The investigation must determine that the claimant's information was relevant and directly responsible for the arrest and conviction of the suspect.
- (d) Any person committing graffiti vandalism, and if that person is an unemancipated minor, then the parent or lawful guardian of the minor, shall be civilly liable for any reward paid pursuant to this section.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-312. Parental responsibility.

Pursuant to California Civil Code § 1714.1(b), where graffiti is applied by an unemancipated minor, the parents or legal guardian of the minor shall be jointly and severally liable for payment of civil damages resulting from the misconduct of the minor in an amount not to exceed the amount specified in California Civil Code § 1714.1(b) as it is adjusted periodically by the Judicial Council. The parent or legal guardian of the minor shall also be civilly liable for any reward paid pursuant to section 50-311 of this article.

(Ord. No. 1581, § 5, 4-21-2008)

Sec. 50-313. Penalties.

- (a) *Criminal penalties.* Any violation of this chapter shall constitute a misdemeanor offense and subject to the penalties set forth in chapter 1, article II of this Code.
- (b) *Additional penalties.* Whenever deemed appropriate, it is the city's intent to petition a sentencing court to impose the following additional penalties or conditions of any grant or probation, diversion, deferred entry of judgment, or other court supervision (including upon a determination that a minor is to be a ward of the court as a result of committing an act of vandalism or graffiti) upon conviction:
 - (1) Suspension or delay in issuance of driver's license (pursuant to California Vehicle Code § 13202.6);
 - (2) Community service and/or graffiti removal service (pursuant to California Penal Code §§ 640.6 and 1203 et seq., Welfare & Institutions Code §§ 728 and 729.8, and Vehicle Code § 42001.7); and,
 - (3) Payment of restitution for the expenses/costs of abatement pursuant to California Penal Code § 1202.4, California Government Code § 38772, or other state law.

- (c) Cumulative remedies. The remedies provided in this Ordinance are in addition to other remedies and penalties available under provisions of other applicable city ordinances, the laws of the State of California, or the laws of the United States."

(Ord. No. 1581, § 5, 4-21-2008)

Internal and External Requests One Year Analysis for Public Works
Ending February 2025

Topic	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	Total
Graffiti and Sign Posting on Public Property													
Start of month	39	40	32	30	20	29	65	125	130	130	122	117	
Opened	50	56	60	52	82	95	93	70	39	27	40	10	674
Closed	49	64	62	62	73	59	33	65	39	35	45	7	593
Graffiti on Private Property													
Start of month	15	25	53	23	17	25	20	37	70	73	71	53	
Opened	68	59	42	56	54	49	61	89	55	49	32	12	626
Closed	58	31	72	62	46	54	44	56	52	51	50	8	584

**CONSENT TO ENTER
 RELEASE OF LIABILITY AND WARRANTY OF WORK**

TO THE CITY OF SAN FERNANDO:

The undersigned owner of the property, or agent representing the property owner at the address indicated below, the "Property", hereby consents to entry upon the Property by personnel and equipment of the City of San Fernando Public Works Department as is necessary to perform installation or maintenance, as follows:

DESCRIPTION OF WORK TO BE PERFORMED

ADDRESS OR LOCATION OF WORK SITE

I authorize the City of San Fernando Public Works Department to enter said Property and use tools, equipment, and materials with full knowledge in order to perform above work.

I agree that the City of San Fernando and all employees, officials, agents, representatives, and sureties of the City and each of them shall NOT be responsible or liable for any injury, damage, loss, or expense to my person and/or property incurred during or arising out of entry upon my property for the above described services. I hereby release the City of San Fernando and all employees, officials, agents, representatives, and sureties of the City, and each of them, and do agree to indemnify, defend, and hold harmless the same against any and all claims, suits, causes of action, debts, demands, injuries, damages, liabilities, and manners of actions or expenses of every kind or nature incurred or arising by reason of entry upon my Property for the above described services or conducting of the above described services including, but not limited to, any personal injuries or incidental damage to shrubs or plants.

I RECOGNIZE THAT THE WARRANTY OF THE WORK PERFORMED SHALL BE IN EFFECT FOR THE SPECIFIED DURATION INDICATED BELOW, AFTER THE DATE THE WORK PERFORMED HAS BEEN COMPLETED.

I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS.

PROPERTY OWNER/AGENT NAME		PHONE NUMBER
ADDRESS	CITY	STATE & ZIP CODE
SIGNATURE		DATE
WORK COMPLETED DATE	DURATION FOR WHICH AGREEMENT IS VALID	
	<input type="checkbox"/> Calendar Days <input type="checkbox"/> Business Days	

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Wendell Johnson, Director of Public Works
Patsy Orozco, Civil Engineering Assistant II

Date: February 18, 2025

Subject: Consideration to Adopt a Resolution Initiating Proceedings for Fiscal Year 2025-2026 Levy of Annual Assessments for the Landscaping and Lighting Assessment District and Ordering the Engineer's Report

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8366 (Attachment "A") initiating the proceedings for the Fiscal Year (FY) 2025-2026 Levy of Annual Assessments for the Landscaping and Lighting Assessment District; and
- b. Order the preparation of the Engineer's Report

BACKGROUND:

1. In Fiscal Year (FY) 1981-1982, the City Council established a citywide Landscaping and Lighting Assessment District (LLAD) pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, to cover street lighting maintenance and operational costs. The LLAD is comprised of 5,178 parcels and the assessment, based on benefit, has been levied each year since that time.
2. In April 1995, the City Council accepted staff's recommendations to continue using the current assessment methodology with the exception of those assessments for single family corner lots, which would be based on front footage only (side yards not included). The change in assessing corner lots began in FY 1995-1996 and has continued through the present year.
3. In FY 2002-2003, the City conducted property owner protest ballot proceedings for a proposed assessment increase. The proposed increase was not approved.

Consideration to Adopt a Resolution Initiating Proceedings for Fiscal Year 2025-2026 Levy of Annual Assessments for the Landscaping and Lighting Assessment District and Ordering the Engineer's Report

Page 2 of 3

4. In FY 2003-2004, the City again submitted a proposed assessment increase to the property owners based on the LLAD's estimated expenses and revenues. The property owners approved the proposed assessment increase and established new maximum assessment rates for the various land use classifications within the LLAD.
5. For FY 2023-2024, the LLAD Engineer's Report determined that estimated operating and personnel costs would be \$331,181. The total assessment levy of \$331,181 was submitted to the Los Angeles County Assessor's Office for processing.

ANALYSIS:

A Landscape Lighting Assessment District (LLAD) is a designated geographical area where property owners are required to pay a special assessment for the installation, operation, maintenance, and improvement of outdoor lighting within that area. The purpose of a LLAD is to improve the aesthetic appeal, safety, and security of the neighborhoods through the use of well-designed and maintained outdoor lighting. Property owners within the district typically vote to establish the district and agree to pay the assessment fees. The fees are calculated to equitably assess properties in accordance with special benefits received from improvements and to cover the cost of maintenance and operation of the lighting system within the City's streets.

The City's LLAD has been in effect since FY 1981-1982, under the 1972 Landscaping and Lighting Assessment District Act. The current methodology for assessments has been used since 1995 and staff will continue with the same methodology this year.

The City has awarded an administrative services agreement with Willdan Financial Services to prepare the required LLAD Engineer's Report for Fiscal Years 2025-2030. The firm is currently under an engineering services agreement with the City and are experienced and very familiar with the City's LLAD. The work timeline is shown in Attachment "B", and the proposed scope of services to prepare the Report is consistent with last year's LLAD proceedings. The proceedings will be conducted in accordance with the State of California Landscaping and Lighting Act of 1972.

The costs outlined in the Engineer's Report for FY 2025-2026 will be included in the proposed City's Budget and will be assessed in FY 2025-2026 after City Council consideration and approval. City staff recommends using the same assessment methodology. The exact amounts and the assessment rate comparison will be shown in the Engineer's Report.

Consideration to Adopt a Resolution Initiating Proceedings for Fiscal Year 2025-2026 Levy of Annual Assessments for the Landscaping and Lighting Assessment District and Ordering the Engineer's Report
Page 3 of 3

BUDGET IMPACT:

Sufficient funding has been allocated in the current FY 2024-2025 Adopted Budget within Account No. 027-344-0000-4260 (Street Lighting Fund – Operating Expenses) to cover the cost of ordering the Engineer's Report.

CONCLUSION:

Staff recommends that the City Council direct staff to proceed with the FY 2025-2026 LLAD by adopting the resolution to initiate procedures and ordering the Engineer's Report.

ATTACHMENTS:

- A. Resolution No. 8366
- B. Work Schedule

RESOLUTION NO. 8366

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE FISCAL YEAR 2025-2026 LEVY OF ANNUAL ASSESSMENT FOR THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT, AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT PURSUANT TO THE PROVISIONS OF DIVISIONS 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

WHEREAS, the City Council of the City of San Fernando proposes to levy the annual assessment for the Landscaping and Lighting Assessment District (hereinafter referred to as the "District") pursuant to the provisions of Division 15, Part 2, of the Streets and Highways Code of the State of California, being the "Landscaping and Lighting Act of 1972"; and

WHEREAS, the City Council of the City of San Fernando proposes that the net annual cost for improvement, maintenance and/or service of certain public facilities shall be fairly distributed among all assessable lots and parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements within the District; and

WHEREAS, the provisions of said Division 15, Part 2, require a written Engineer's Report in accordance with Chapter 3 (commencing with Section 22620).

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

SECTION 1. The above recitals are all true and correct.

SECTION 2. WILLDAN FINANCIAL SERVICES, is hereby ordered to prepare and file with the City Council a "Engineer's Report" relating to the 2025-2026 levy of annual assessment for said District in accordance with the provisions of Chapter 3 (commencing with Section 22620) of Part 2 of Division 15 of the Streets and Highways Code of the State of California.

SECTION 3. Upon completion, said "Engineer's Report" shall be filed with the City Clerk who shall then submit the same to this City Council for its consideration pursuant to Section 22623 of said Street and Highways Code.

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

PASSED, APPROVED, AND ADOPTED this 18th 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. 8366 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of February, 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

Fiscal Year (FY) 2025-2026 Landscaping and Lighting Assessment District

All dates are in Calendar Year 2025.

- | | |
|-----------------------------|---|
| February 18 | City Council adopts a Resolution initiating proceeding and ordering the preparation of an Engineer's Report. |
| February 19 | City Engineer authorizes Willdan Financial Services to begin work using same methodology (as used in FY 2024-2025) for the Engineer's Report. |
| February 20–April 19 | Prepare cost estimate and include/reference in the FY 2025-2026 street lighting budget, considering the FY 2025-2026 expenditures. |
| February 20-April 19 | Compile parcel and zone changes for FY 2025-2026. |
| April 30 | Willdan Financial Services submits the Engineer's Report to the City. |
| May 19 | Resolution approving the Engineer's Report, declaring the intention to order the annual lighting assessment and setting a date for the Public Hearing (June 16, 2025). |
| May 19 | Send notice of Public Hearing with a copy of the Resolution for June 6, 2025 publication (10+ days prior to Hearing). |
| June 16 | Public Hearing - Resolution declaring the continued maintenance of City street lights and confirming the annual assessment; Resolution is authorizing the addition of special assessment to the tax bill. |
| August 10 | Submission of direct assessment via magnetic tape to Los Angeles County Auditor-Controller; City of San Fernando 2025-2026 Landscaping and Lighting District Account No. 240.52 (signed by the City Manager). |
| August 10 | Submit parcel exception checklist to Los Angeles County Assessor's Office by City and Willdan Financial Services. |

Note: Street lighting assessment proceedings are performed in advance so that assessments may appear in the Los Angeles County Tax Rolls the same year lighting costs are incurred, FY 2025-2026.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Wendell Johnson, Director of Public Works
Patsy Orozco, Civil Engineering Assistant II

Date: February 18, 2025

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for the Pioneer Park Playground Renovation Project

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the work completed by Great Western Recreation dba Great Western Installations Inc. for the Pioneer Park Playground Renovation Project; and
- b. Authorize the issuance and filing of the Notice of Completion (Attachment "A") with the Los Angeles County Office of the Registrar-Recorder/County Clerk.

BACKGROUND:

1. On September 18, 2023, the City Council awarded a Contract Services Agreement to Great Western Recreation for the Pioneer Park Playground Renovation Project (Contract No. 2196). The City Council directed staff to conduct community engagement to receive input from the community on the desired aspects of the project. Staff indicated that a series of community engagement meetings were planned to gather input and ideas from the community, which would be incorporated into the final playground design.
2. On September 30, 2023, staff hosted the first of three (3) community meetings to gather feedback with the aid of Pacoima Beautiful, who canvassed the Pioneer Park neighborhood and tabled at the park. This meeting was held at 10:00 a.m. on a Saturday to allow working residents the opportunity to attend. Six (6) individuals participated in this meeting.
3. On October 12, 2023, a second public meeting was held in conjunction with the regular Parks, Wellness, and Recreation Commission (PWRC) meeting. This provided the public and the PWRC, the opportunity to review and provide feedback on the proposed design. In addition to the PWRC recommendations, two (2) comments were provided by members of the public.

Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for the Pioneer Park Playground Renovation Project

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4. On October 26, 2023, the final community meeting was held at the Pioneer Park Puig House. Three (3) individuals attended and no new feedback that had not already been discussed was provided.
5. On November 9, 2023, staff presented two (2) additional playground designs to the PWRC, which incorporated the ideas gathered from the community. The PWRC considered all optional design elements put forth by residents and concurred that the most important design element that should be considered was additional shading for the playground.
6. On December 4, 2023, staff presented all design options to the City Council for final approval. The City Council considered the feedback collected from the community engagement meetings, as well as the recommendations from the PWRC, and directed staff to return with a final design option that focused on maximum shade coverage with fewer gaps for sunlight to get through.
7. On January 16, 2024, the City Council continued the item to the February 5, 2024 Regular City Council meeting.
8. On February 5, 2024, the City Council selected playground design and shade structures for the Pioneer Park Playground Renovation Project.
9. On June 14, 2024, a Notice to Proceed with the work for the project was issued to Great Western Recreation dba Great Western Installations.
10. On January 23, 2025, the playground equipment and shade structures were installed and the City deemed the work complete by Great Western Recreation dba Great Western Installations Inc.
11. On February 8, 2025, the City had the Ribbon Cutting Ceremony and officially opened the new playground to the community.

ANALYSIS:

The Pioneer Park Playground Renovation Project aimed to transform the existing playground into a safer, more engaging, and inclusive space for the community. The updated design emphasized multi-functionality and aesthetic appeal while fostering physical activity, imaginative play, and social interaction. Key features included age-appropriate equipment, inclusive play structures, musical elements, and ample shade coverage.

The project underwent an extensive review process, beginning with community engagement meetings to gather resident input. The Parks, Wellness, and Recreation Commission (PWRC) reviewed the feedback and provided recommendations for City Council consideration. On

Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for the Pioneer Park Playground Renovation Project

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December 4, 2023, staff presented to City Council a report summarizing the results of the community engagement process and the PWRC’s recommendations. On February 5, 2024, City Council selected the design and shade structures for the Pioneer Park Playground Renovation Project.

The Pioneer Park Playground Renovation Project aimed to revitalize the existing playground area, making it a safer, more engaging, and inclusive space for the community. The design focused on creating a multifunctional and aesthetically pleasing environment that encouraged physical activity, imaginative play and social interaction. Key features of the renovation included age appropriate equipment, inclusive play structures, musical elements, and shade coverage.

The Pioneer Park Playground Renovation Project has been completed and is in general conformance with the approved design and installations. Project acceptance and filing the Notice of Completion allows for the project to be closed out.

BUDGET IMPACT:

The total budget for this project was \$620,523 with final project costs coming in slightly under budget at \$620,293. The current funding sources for the project are State per Capita Grant, LA County Measure A Grant, and American Rescue Plan Act (ARPA) Funds. A summary of the project funding is as follows:

Pioneer Park Playground Renovation Project		
Funding Source	Account No.	Current Funding
State Per Capita Grant	010-420-0671-4600	\$192,862
LA County Measure A Grant	010-423-3643-4600	\$172,426
ARPA Funds	121-420-0671-4600	\$255,235
Project Total Costs:		\$620,523

CONCLUSION:

Staff recommends the City Council accept the work completed by Great Western Recreation dba Great Western Installations Inc. for the Pioneer Park Playground Renovation Project; and authorize the issuance and filing of the Notice of Completion with the Los Angeles County Office of the Registrar-Recorder/County Clerk.

ATTACHMENT:

- A. Notice of Completion

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

City of San Fernando
Julia Fritz, City Clerk
San Fernando City Hall
117 Macneil Street
San Fernando, CA 91340

Space Above This Line Reserved For The Recorder's Use

EXEMPT FROM RECORDING FEES PER GOVT CODE SECTION 6103

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

- NOTICE IS HEREBY GIVEN THAT:** work on the Pioneer Park Playground Renovation Project has been completed, and it is recommended that a Notice of Completion be executed and recorded
- NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340
- DESCRIPTION OF THE PUBLIC WORK:** Design and installation of Pioneer Park Renovation Project. OMNIA Partners Cooperative Purchase Ref. No. 2017001134 consisted of the design and installation of playground and outdoor exercise equipment for the Pioneer Park Playground Renovation Project.
- DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of San Fernando, County of Los Angeles, State of California, and is described as: Pioneer Park located at 828 Harding Avenue, San Fernando, CA 91340.
- ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on February 18, 2025.
- NATURE OF OWNER'S INTEREST:** Public Right of Way (Public Street)
- NAME AND ADDRESS OF CONTRACTOR:** Great Western Recreation DBA Great Western Installations, Inc., 975 S. State Hwy 89, Logan, UT 84321
- DECLARATION:** I, Wendell Johnson, duly appointed Director of Public Works of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Wendell Johnson, Director of Public Works
City of San Fernando, California

Date

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 Los Angeles)

On _____ before me, Julia Fritz, Notary Public, personally appeared, Wendell Johnson 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 _____
Julia Fritz, Notary Public

(Seal)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erika Ramirez, Director of Community Development
Marina Khurstaleva, Associate Planner

Date: February 18, 2025

Subject: A Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, either:
 1. Adopt Resolution 8365 (Attachment “A”) titled, “A Resolution of the City Council of the City of San Fernando, California, Approving an Appeal Filed by the Applicant, Midland Contractors, Inc., overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD);

OR

2. Deny the Appeal and affirm the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001, and of issuing a Certificate of Use for the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

A Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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BACKGROUND:

1. On January 2, 2024, an application was received for a Site Plan Review (2024-001) to develop a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development, including Two (2) Deed Restricted Affordable Units, and Two (2) Detached Accessory Dwelling Units located at 833 N. Brand Boulevard in the R-2/PD Zone.
2. On August 14, 2024, the application was deemed complete and scheduled for a Planning and Preservation Commission meeting to consider approval of a Certificate of Use in accordance with San Fernando Municipal Code (SFMC) Section 106-644(a).
3. On October 3, 2024, a Notice of Public Hearing was published in the San Fernando Valley Sun Newspaper and mailed to property owners of record within a 500-foot radius of the Project Site.
4. On October 14, 2024, a public hearing was held before the Planning and Preservation Commission to consider a request for the approval of Site Plan Review 2024-001 and issuance of a Certificate of Use at 833 N. Brand Boulevard. The Commission voted 3-1-1 to deny the request.
5. On October 22, 2024, an appeal of the Planning and Preservation Commission's decision was received from Midland Contractors Inc. ("Appellant")
6. On November 20, 2024, a Special Neighborhood Watch meeting on Housing and Zoning was held at City Hall to provide a presentation and answer questions related to state housing laws, Regional Housing Needs Assessment (RHNA), Housing Element law, and City zoning regulations.
7. On January 22, 2025, notices of the February 5, 2025, community meeting were mailed out to residents and property owners within 500 feet of the Project site.
8. On February 5, 2025, a community meeting was hosted by the applicant to present revised plans and answer questions regarding the project.
9. On February 6, 2025, a Notice of Public Hearing was published in the San Fernando Valley Sun Newspaper and mailed to property owners of record within a 500-foot radius of the Project Site to notify of the Appeal hearing scheduled on February 18, 2025. The notice was published and mailed in both English and Spanish.

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ANALYSIS:

A zoning code is a fundamental part of the city’s legal framework, regulating land use and development to implement the broader goals of the general plan—a long-term policy document that guides the city’s growth, land use, housing, transportation, and sustainability efforts. The zoning code dictates how properties can be used within designated zones—such as residential, commercial, industrial, or mixed-use—and may include additional regulations for historic preservation or environmental protection. It also establishes the review process for development projects, determining whether they are permitted by right or require discretionary approval under specific conditions. The City’s zoning map, included as Attachment “B,” provides a visual reference.

“By Right Approval” versus “Discretionary Approval”

In the City of San Fernando, if a proposed project is allowed by right, then it requires the applicant to submit a Site Plan Review application to ensure conformity with the Zoning Code, consistency with the general plan, any applicable specific plans, and adopted design guidelines. Conditions of approval may be placed on the project to ensure compliance is maintained for the life project. Once the Site Plan has been deemed complete and in conformance with the above codes and legislative policies, it is approved by the Director of Community Development.

If the zone requires a Conditional Use Permit (CUP) for the proposed development’s use then the Planning and Preservation Commission approves the CUP. Conditional uses are those uses that have a special impact or uniqueness such that their effect on the surrounding environment cannot be determined in advance of the use being proposed for a particular location. Additionally, certain zones and specific uses in San Fernando also require specific approvals or actions by the Planning and Preservation Commission or other commissions. One (1) such instance is that of the Precise Development (PD) Zone. The PD zone is an overlay zone that requires the development of land to be subject to the issuance of a Certificate of Use by the Planning and Preservation Commission. These types of approvals are considered “discretionary” because the decision maker, in this case the Commission, uses judgment and deliberation to decide whether to approve or deny the project. The decision is also based on specific findings fact specified in the Zoning Code.

833 N. Brand Boulevard Development Proposal (Site Plan Review No. 2024-001).

On January 2, 2024, a Site Plan Review application was received to demolish a 1,320 sq. ft. single family residence and accessory structures for the construction of a 3-story, 10-unit townhouse style multi-family residential development with two (2) detached Accessory Dwelling Units (ADUs) and associated site improvements at 833 N Brand Boulevard. Although there are single family residences in that area, the proposed site is zoned for Multiple-Family Dwelling (R-2 Zone), which is intended to provide for medium density residential development. The R-2 Zone allows

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for multi-family developments at a density of one (1) unit per 2,562 square feet of net lot area. The density calculation for the proposed project is provided below under *project description*.

The subject property is also located with a Precise Development Overlay Zone, which was approved by the City in 1989. Pursuant to SFMC Section 106-644, *development of land in a PD precise development zone for any specific use shall be subject to the issuance of a certificate of use*. The Planning and Preservation Commission is the authority body that issues the certificate of use.

Project Description

The proposed development is designed with two (2) separate structures: one (1) structure contains ten (10) townhome style rental units along the length of the property and the second structure contains two (2) detached ADUs at the rear of the property. The townhome style dwelling units are three (3) stories with the first floor consisting of a garage and the second and third floor consisting of living area. Each unit has a 2-car enclosed garage, storage area (on the garage level), and a private open space area. The garages are accessible by a single driveway along the length of the property accessed from North Brand Boulevard. Front entrances are accessed from a pedestrian walkway along the side of the property, also accessed from North Brand Boulevard. The applicant has revised the site plan to relocate the building with the ten (10) townhome style dwellings from the east side of the property to the west side of the property. This allows for vehicle entrance from front and rear of the property. Elevations have also been revised to reduce the massing of the building. Revised plans are included as Attachment “D”.

One (1) of the units will be ADA-compliant, providing an accessible route to the primary entry and one (1) additional bedroom with a bathroom on the first floor. The project development program is summarized in the table below:

Building 1										
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10 ADA
Total area (sq. ft.)	1,935	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	2,285
Bedrooms	3	3	3	3	3	3	3	3	3	4
Bathrooms	3	3	3	3	3	3	3	3	3	4
Private open space (sq. ft.)	150 patio	150 patio	150 patio	150 patio	150 patio	150 patio	150 patio	150 patio	150 patio	150 balcony

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Building 2		
	Unit 1 (1 st Floor)	Unit 2 (2 nd Floor)
Total area (sq. ft.)	690	697
Bedrooms	1	1
Bathrooms	1	1

Application Review

The application required a review for compliance with a number of state laws and local regulations. Specifically, the application required Site Plan Review, a Certificate of Use pursuant to the Precise Development Zone, State Housing Accountability Act compliance, State Density Bonus Law, and State Residential Replacement Determination. A more detailed description of the process for each of these review activities is provided as Attachment “C.”

As previously mentioned, the R-2 Zone allows for one (1) unit per 2,562 square feet of net lot area. Based on the lot area of 18,000 square feet, a maximum of eight (8) units are allowed on the site. However, by proposing to designate one (1) unit as a covenant restricted unit for a Very Low Income household, the project is entitled to a 32.5% density bonus per State law, allowing up to three (3) additional units. The Applicant proposed a total of ten (10) dwelling units as part of the primary structure; eight (8) permitted by right and two (2) permitted under the Density Bonus provisions. In addition to the primary structure, two (2) detached ADUs are permitted per Government Code Section 66323(a)(3).

Originally, 1-unit was proposed as a covenant restricted unit for a Very Low Income household, however, the project will be conditioned to make two (2) of the units covenant restricted for Very Low Income under the Replacement Unit Determination law.

Although the two (2) structures fall within the by-right requirements of the Zoning Code, the Precise Development Overlay Zone requires discretionary approval of a Certificate of Use by the Planning & Preservation Commission, which is similar to a Conditional Use Permit.

October 14, 2024 Planning and Preservation Commission Meeting.

At a public hearing on October 14, 2024, the proposed development was presented to the Planning and Preservation Commission to consider the issuance of a Certificate of Use. The Commission denied the request on a vote of 3-1-1. Commission comments were related to the following concerns:

A Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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- Increased density in the area;
- Increased traffic (residential and delivery);
- Parking impacts;
- Construction impacts;
- Asthma rates;
- Design; and
- Impacts to sewer and water.

Public Comments:

Public comments were provided by residents, expressing concerns about the number of units proposed, increased residential traffic, increased deliveries, impacts to parking, conjunction, height of the structures, impacts to sewer and water infrastructure, and notification. A petition signed by 122 residents opposed to the construction of the project was submitted to the Commission Secretary.

February 5, 2025 Community Meeting.

On February 5, 2025, a community meeting hosted by the Applicant was held at Las Palmas Park. The purpose of the meeting was to provide a forum in which residents could ask questions and provide comments directly to the Applicant. There were approximately nine (9) people in attendance. Issues of concern that were expressed were in regards to parking, infrastructure and the density. Residents asked the developer to reduce the number of units and consider changing the proposed project from a for rent apartment development or a single family for sale development.

Project Modifications.

Based on community and staff feedback, the applicant relocated the residential structure from the west to the east side of the Project Site. This change improves rear access, reduces traffic on Brand Boulevard by creating two (2) entry points rather than one (1), and minimizes massing by placing the structure next to a two-story residence instead of a single-story home.

APPEAL:

On October 22, 2024, Midland Contractors Inc., timely filed an appeal, (“Appellant”), to the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001 and of issuing a Certificate of Use for the Project described above.

In summary the Appellant, Midland Contractors Inc., states that the project adheres to all the planning requirements of the R-2/PD zone, complies with the requirements of Public Works and

A Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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has a Notice of Exemption from a City Certified CEQA consultant. The appellant further states that they request an approval of the request since all the City provisions required to approve the project have been fulfilled.

CITY COUNCIL REVIEW AUTHORITY:

The City Council's review authority for this appeal is governed by SFMC Section 106-79, which provides that the City Council may approve, approve with conditions, or disapprove the application and shall render its decision by resolution within 30 days after the conclusion of the hearing. In its consideration of this matter, the City Council may take the following actions:

- Approve the Appeal, overturn the Planning and Preservation Commission's decision to Deny Site Plan Review No. 2024-001 and the Issuance of a Certificate of Use, and Issue a Certificate of Use for the Project (Staff Recommendation).
- Deny the Appeal and affirm the Planning and Preservation Commission's decision.

ENVIRONMENTAL REVIEW:

No further environmental analysis is required upon approving the Appeal as the project has been reviewed by the City for compliance with the California Environmental Quality Act (CEQA). A Class 32 – In-Fill Development Exemption (Exhibit "B" to Attachment "A") was prepared by environmental consultant firm, Chambers Group, Inc. Based on the provided analysis, the proposed Project meets all the conditions of Class 32 categorical exemption: it is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulation; the proposed development occurs within the City limits on a project site of no more than five acres substantially surrounded by urban uses; the Project site has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

The Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2: the project is not located in environmentally sensitive areas; there is no potential for the significant cumulative impact of successive projects; there are no unusual circumstances; the Project may not result in damage to scenic resources; the site is not on any list of hazardous waste sites; and the property does not qualify as a historic resource. Therefore, the proposed Project is exempt from further CEQA review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects. Based on this analysis, no significant environmental effects would result from this project and the use of a categorical exemption is appropriate.

A Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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The denial of the Appeal is not subject to California Environmental Quality Act (CEQA) as the action has been determined to not be considered a "project," under CEQA as defined in Public Resources code section 21065 as the denial does not have the potential to affect the environment, nor to cause a reasonable foreseeable indirect physical change in the environment.

BUDGET IMPACT:

Adoption of Resolution No. 8365 will not impact the current Fiscal Year (FY) 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a Public Hearing; pending public testimony, to consider approving:

1. Approve Resolution 8365 (Attachment "A") titled, "A Resolution of the City Council of the City of San Fernando, California, Approving an Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission Denial of Site Plan Review No. 2024-001, and Issue a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

Alternatively the City Council may consider to:

2. Deny the Appeal and affirm the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and of Issuing a Certificate of Use for the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

ATTACHMENTS:

- A. Resolution 8365 including
Exhibit "A": Conditions of Approval
Exhibit "B": Class 32 CEQA Exemption
- B. City of San Fernando Zoning Map
- C. Review Process for 833 N. Brand Boulevard
- D. Original Project Plans
- E. Revised Site Plan and Elevations

RESOLUTION NO. 8365

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING AN APPEAL FILED BY THE APPLICANT, MIDLAND CONTRACTORS INC., OVERTURNING THE PLANNING AND PRESERVATION COMMISSION’S DENIAL OF SITE PLAN REVIEW NO. 2024-001, AND ISSUE A CERTIFICATE OF USE TO ALLOW THE DEVELOPMENT OF A 3-STORY, 10-UNIT TOWNHOUSE STYLE RESIDENTIAL MULTI-FAMILY DEVELOPMENT, THAT INCLUDES TWO DEED RESTRICTED AFFORDABLE UNITS AND WITH TWO DETACHED ACCESSORY DWELLING UNIT AT 833 NORTH BRAND BOULEVARD IN THE MULTI-FAMILY DWELLING/PRECISE DEVELOPMENT OVERLAY (R-2/PD) ZONE

WHEREAS, an application was filed by Jacques Mashihi, 8671 Wilshire Blvd., Suite #610, Beverly Hills, CA 90211 (the “Applicant”), to request for the approval of a Site Plan Review and issuance of the Certificate of Use to allow demolition of a 1,320 sq. ft. single family residence and accessory structures and construction of a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached Accessory Dwelling Units (ADUs) and associated site improvements at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, the Applicant has requested approval pursuant to Section 106-644 of the City of San Fernando Municipal Code (SFMC), the R-2/PD allows for multifamily residential developments as a permitted use, and the proposed use meets the minimum development standards set forth in Section 106-967 and has been processed in accordance to Sections 106-111 to 106-113 and of the SFMC; and

WHEREAS, the proposed project is considered a “project” as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, the project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and it qualifies for an exemption from further environmental review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects; and

WHEREAS, on October 14, 2024, after conducting a duly noticed public hearing on the subject application, including full consideration of the application, plans, staff report, environmental information and all testimony presented, the Planning and Preservation Commission on a vote of vote of 3-1-1, denied Site Plan Review No. 2024-001 and did not issue a Certificate of Use to allow the demolition of a 1,320 sq. ft. single family residence and accessory structures to construct a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached accessory dwelling units and associated site improvements at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, On October 22, 2024, Midland Contractors Inc., timely filed an appeal, (“Appellant”), to the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001 and of issuing a Certificate of Use for the Project, pursuant to San Fernando Municipal Code (SFMC) Section 106-77, claiming the project adheres to all the planning requirements of the R-2/PD zone, complies with the requirements of Public Works and has a Notice of Exemption from a City Certified CEQA consultant. The appellant concludes the Appeal shall be approved as all the City provisions required to approve the project have been fulfilled; and

WHEREAS, on February 18, 2025, the City Council conducted a duly noticed public hearing on the Appeal of the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to allow the development of a 3-story, 10-unit townhouse style residential multi-family swelling structure that includes two (2) deed restricted affordable units and with two (2) detached accessory dwelling unit at 833 North Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay (R-2/PD) zone.

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

SECTION 1. Recitals.

The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Environmental Findings

The proposed project has been reviewed by the City for compliance with the California Environmental Quality Act (CEQA). A Class 32 – In-Fill Development Exemption Memo was prepared by environmental consultant firm, Chambers Group, Inc. Based on the provided analysis, the proposed Project meets all the conditions of Class 32 categorical exemption: it is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulation; the proposed development occurs within the City limits on a project site of no more than five acres substantially surrounded by urban uses; the Project site has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

The Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2: the project is not located in environmentally sensitive areas; there is no potential for the significant cumulative impact of successive projects; there are no unusual circumstances; the Project may not result in damage to scenic resources; the site is to on any list of hazardous waste sites; and the property does not qualify as a historic resource. Therefore, the proposed Project is exempt from further CEQA review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects. Based on this analysis, no significant environmental effects would result from this project and the use of a categorical exemption is appropriate. Since no new significant information has been found that would impact the CEQA Exemption; no additional environmental analysis is required.

SECTION 3. Certificate of Use Findings

Pursuant to SFMC Sec. 106-644, all procedures regarding issuance of a Certificate of Use in a Precise Development Zone, or the revocation or modification thereof, shall be governed by provisions establishing procedures related to Conditional Use Permits. Pursuant to San Fernando Municipal Code Section 106-145 the following findings shall be made for approval of a Conditional Use Permit:

Finding 1: The proposed use is one (1) (conditionally) permitted within the subject zone and complies with all of the applicable sections of this chapter.

Evidence: Pursuant to SFMC Sec. 106-387, the R-2 Multiple-Family Dwelling Zone allows for the development of multiple-family dwelling units and accessory dwelling units (ADUs) as a permitted use. The California State Density Bonus Law (Government Code Section 65915) allows for an increased density. The approval of the requested Certificate of Use would allow for the proposed entitlement of a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs.

The proposed project is also eligible for up to two (2) concessions or incentives under Density Bonus Law. This allows for the request to modify development standards that would otherwise make the project financially infeasible, or waivers from standards that would prevent the project from being built at the allowable density. This project has requested one incentive: an increase in lot coverage from 40% permitted in the R-2 zone to 42%.

Finding 2: The proposed use would not impair the integrity and character of the zone in which it is to be located.

Evidence: The City's General Plan Land Use Element designates the Project site as Medium Density Residential land use and the site is zoned Multiple-Family Dwelling with a Precise Development Overlay Zone (R-2/PD). Pursuant to The City's General Plan Land Use Element, future uses that are envisioned for the area include multi-family residential development.

To ensure the protection and preservation of the surrounding neighborhood, while fostering and promoting growth in the zone, the city's standard conditions of approval would be adopted to address issues associated with noise, trash and debris, and other public nuisance conditions. Noncompliance with the adopted conditions of approval would require the City to seek corrective action from the property owner.

Finding 3: The subject site is physically suitable for the type of land use being proposed.

Evidence: The Project Site is a generally flat 18,000 sq. ft. or 0.41 acre parcel and is located on the western side of North Brand Boulevard, south of Lucas Street and north of Glenoaks Boulevard. The Project Site abuts similarly zoned properties

R-2/PD Overlay the north, west, and east. The neighboring properties to the south, across the street, are zoned R-1 Single Family Residential. Parking for the project will consist of 20 parking spaces in a garage and 2 additional guest parking spaces. Therefore, the site is physically suitable as proposed.

Finding 4: The proposed use is compatible with the land uses presently on the subject property.

Evidence: The project site is designated by The General Plan Land Use Element as Medium Density Residential. The proposed Certificate of Use to a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs would be compatible with the present land use. Currently the site is occupied with a residential use and therefore, the proposed residential use is compatible with the land use present on the subject property.

Finding 5: The proposed use would be compatible with existing and future land uses within the zone and the general area in which the proposed use is to be located.

Evidence: The Precise Development Overlay Zone (R-2/PD) allows uses permitted in the R-2 Multiple-Family Dwelling zone where future uses include residential uses. In 1987, this block was designated for Medium Density Residential land use in the General Plan Land Use Element. On February 21, 1989, the City Council adopted Ordinance No. 1332 changing the zoning from Single-Family Residential (R-1) and Multiple-Family (R-3) to Multiple-Family Dwelling Precise Development (R-2 PD) for properties located at the area between Lucas Street, Glenoaks Boulevard, Brand Boulevard and the Alley east of Maclay Avenue. The request to allow the multi-family use would entitle the already existing project site and therefore, is compatible with the land use present on the subject property.

Finding 6: There would be adequate provisions for water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

Evidence: The existing site is adequately served by existing water, sanitation, and public utilities. Any required future improvements to infrastructure and public utilities with the change of occupancy would be required to be developed in compliance with the requirements of the city's building and health and safety codes, including any requirements for offsite improvements and utility connections from the City's Public Works Department.

Finding 7: There would be adequate provisions for public access to serve the subject proposal.

Evidence: The Project Site is a generally flat 18,000 sq. ft. or 0.41 acre parcel and is located on the western side of North Brand Boulevard, south of Lucas Street and north of Glenoaks Boulevard. Parking for the project will consist of 20 parking

spaces in a garage and 2 additional guest parking spaces. The site will provide shared use of the existing driveway approach off of N Brand Blvd.

Finding 8: The proposed use would be appropriate in light of an established need for the use at the proposed location.

Evidence: The proposed Project is consistent with the Housing Element Goal 2.0, Policy 2.1, which is *to provide adequate housing sites to facilitate the development of a range of residential housing types in San Fernando that fulfill regional housing needs* by constructing 8 new market rate housing units and 2 ADUs, while maintaining 2 Very Low Income housing unit. This will further the intent of the 6th Cycle Regional Housing Needs Assessment (RHNA), 2021-2029, as prepared by the Southern California Association of Governments and the State of California Housing and Community Development Department, which call for an addition of 1,795 housing units in San Fernando in the RHNA planning period ending in 2029.

Finding 9: The proposed use is consistent with the objectives, policies, general land uses and programs of the city's general plan.

Evidence: The City's General Plan Land Use Element designates the Project Site as Medium Density Residential land use area, a location where future uses envisioned for the area to provide multi-family developments. The entitlement of a new 10-unit residential development, including 2 deed restricted affordable units, with 2 ADUs would meet the density standards and would meet the goals of the R-2/PD Overlay to t and supports the Housing Element Goal 2.0, Policy 2.1. The density for this site allows for a maximum of 37 dwelling units per acre; this site measuring 0.41 acres would allow for a maximum of 8 units. Two additional units are allowed under the provisions of State Density Bonus law, and two ADUs are permitted per Government Code Sec. 66323(a)(3). Additionally, two units are required to be deed restricted to affordable households at the very low income level. Therefore, the proposal is consistent with the General Plan.

Finding 10: The proposed use would not be detrimental to the public interest, health, safety, convenience or welfare.

Evidence: The requested Certificate of Use to allow a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs will not be detrimental to the public interest, health, safety, convenience or welfare due to the fact that the proposed use will be consistent with and complement established uses within the vicinity. The proposed entitlement will provide a new paved driveway, new landscaping and new garages which will serve the tenants and provide an overall improvement to the site. With the adoption of the recommended conditions of approval for the requested Certificate of Use, the applicant would be required to provide sufficient safeguards to deter any potential public nuisance issues and protect public interest, health, safety, convenience or welfare.

SECTION 5. Determination

Pursuant to all of the foregoing, the City Council of the City of San Fernando, California, hereby approves the appeal filed by the Appellant and overturns the Planning and Preservation Commission denial of Site Plan Review No. 2024-001 and issues a Certificate of Use, subject to conditions of approval attached hereto as Exhibit "A".

SECTION 6. Certification of the Resolution

The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and shall cause a certified resolution to be filed in the Office of the City Clerk. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED, AND ADOPTED this 18th 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. 8365 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of February, 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

Exhibit A CONDITIONS OF APPROVAL

PROJECT NO.: Site Plan Review No. 2024-001
Certificate of Use

PROJECT ADDRESS: 833 N Brand Blvd, San Fernando, CA 91340
(Assessor’s Parcel Number 2515-015-009)

PROJECT DESCRIPTION: Site Plan Review and Certificate of Use for a new 10-unit residential development, including 2 deed restricted affordable units, with 2 ADUs.

The following conditions shall be made a part of the approval of the project, and shall be complied with in their entirety, as determined by the Community Development Department:

NO.	CONDITION OF APPROVAL	AGENCY	COMPLIANCE VERIFICATION
GENERAL			
1.	This Site Plan Review and Certificate of Use are granted for the land use and development of the Property as described in this application and any attachments thereto, as reviewed by the Planning and Preservation Commission on October 14, 2024, and shall be maintained in substantial conformance with the plans and materials, except as herein modified to comply with these Conditions of Approval.	Planning	
2.	<u>Expiration.</u> The Site Plan Review and Certificate of Use approval to which these Conditions of Approval apply shall expire one year from the date of final approval of said Site Plan Review and Certificate of Use if the approval has not been exercised by submitting construction plans to the Building Division for plan check review. An applicant may request an extension of said expiration date by filing a written request with the Planning Division prior to the expiration of the approval. The Community Development Director may grant extensions of 6 months but no more than 2 or a total of 12 months of extended time may be given.	Planning	

3.	<u>Alterations.</u> Any expansion to this use or exterior alterations will require the submittal of a separate application(s) and shall be reviewed and approved under separate permit(s).	Planning	
4.	<u>Acceptance.</u> Within 30 days of this approval, the applicant and property owner shall certify his/her acceptance of the conditions of approval or modifications thereto by signing the acceptance form and shall be bound by all of the conditions.	Planning	
5.	<u>Recordation.</u> The applicant shall provide the Community Development Department with proof that the conditions of approval have been recorded with the Los Angeles Registrar Recorder/County Clerk's Office.	Planning	
6.	<u>Indemnification.</u> The property owner and the project applicant, shall indemnify, protect, hold harmless and defend the City and any agency or instrumentality thereof, and/or any of its officers, employees and agents from any and all claims, actions, or proceedings against the City to attack, set aside, void, annul, seek monetary damages resulting from an approval of the City, or any agency or instrumentality thereof, advisory agency, appeal board or legislative body including actions approved by the voter of the City, concerning the entitlement application. City shall promptly notify both the property owner and developer of any claim, action, or proceeding to which this condition is applicable and shall further cooperate fully in the defense of the action. The City reserves its right to take any and all action the City deems to be in the best interest of the City and its citizens in regard to such defense. The property owner and developer shall defend, indemnify and hold harmless the City for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report or related environmental assessment) if made necessary through the initiation of the project.	All Depts.	
7.	<u>Code Compliance.</u> The project shall be in compliance with all of the provisions of the San Fernando Municipal Code. The applicant shall also comply with all other requirements of any applicable federal, state,	All Depts.	

	or local law, ordinance, or regulation, including 2022 California Building, Electrical, Plumbing, Mechanical, Energy & Green Building Standards Codes.		
8.	<u>Construction Hours.</u> Construction activity on Mondays through Fridays shall comply with the current San Fernando City Code standards for construction of 7:00 a.m. to 6:00 p.m. In addition, any construction on Saturday shall be from 8:00 a.m. to 6:00 p.m. Unless otherwise allowed in the City’s Noise Ordinance, no construction shall be allowed on Sundays and Federal Holidays.	Building	
9.	<u>Waste.</u> All project-related solid and recyclable waste materials removal shall be in accordance with SFMC Chapter 70 – “Solid Waste and Recyclables Collection Services”. All trash receptacles shall be placed in a confined area within the property out of sight of the public right of way as well as off of public property except for trash collection activities. The property shall provide adequate trash and recycling capacity and shall comply with Assembly bills 939, 1826 and 341 waste diversion goals. Please contact Brianna N. Solis at Bsolis@republicservices.com to ensure collection services are provided.	Public Works	
10.	<u>Property Maintenance.</u> The subject site and its immediate surrounding area shall be maintained in a clean, neat and orderly manner at all times and shall comply with the property maintenance standards as set forth in the San Fernando City Code.	Code Enforcement	
11.	<u>Landscape.</u> All proposed on-site and off-site plantings shall be kept in a healthy and growing condition, consistent with the design of a landscaping and irrigation plan approved by the Community Development Department. Fertilization, cultivation, tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.	Planning, Code Enforcement	
12.	<u>Signage.</u> No signage shall be allowed on the property. The only allowable signage permitted on a temporary basis shall be “For Lease” signage to indicate a vacancy at the property.	Planning	

13.	<u>Graffiti.</u> The property owner shall remove any graffiti from the project site within 24 hours of its occurrence, or as requested by the City.	Police / Public Works	
14.	<u>Site Inspections.</u> The Community Development Department shall have the authority to inspect the site to assure compliance with these conditions of approval. The applicant and all successors shall grant the right of access to authorized agents of the City of San Fernando to conduct periodic inspections of the property.	Planning, Building, Code Enforcement	
15.	A copy of these conditions of approval shall be printed on the building construction plans.	Building	
Prior to Issuance of a Building Permit <i>(NOTE: Additional comments may be added during Plan Check)</i>			
16.	<u>Replacement Unit Determination.</u> Pursuant to SB 330/ SB 8 / AB 1218 and the requirements of Government Code Section 66300.6, the City performed an affordability analysis of two existing rental units. Based on this analysis, the proposed development shall provide 2 units of comparable size restricted to Very Low Income households. The 2 affordable units shall be identified on the plans.	Planning	
17.	<u>Affordable Housing Agreement.</u> An Affordable Housing Agreement must be executed with the City recorded with the Los Angeles County Registrar / Recorder prior to the issuance of building permits.	Planning	
18.	<u>ADA Compliance.</u> Increase the width of the staircase leading to the 2 nd floor in the ADA unit to ensure its adaptability to accommodate a wheel-chair lift if needed.	Planning	
19.	<u>Quimby Fee.</u> The City's residential development fee for parkland acquisition or enhancement ("Quimby fee") shall be paid in full. The required development fee is calculated with a formula: land value per square foot times number of dwelling units times 235 square foot per unit. Staff will establish land value by either an independent appraisal (at the applicant's expense) or by the applicant providing the City with satisfactory proof of purchase.	Planning	

20.	<u>Construction Plans.</u> The submitted plans must be stamped and signed by an architect or engineer licensed in the State of California (Business & Professions code Sections 5537, 5538 & 6737.1).	Building	
21.	<u>Grading Permit.</u> All grading shall conform to the 2022 California Building Code, and all other relevant laws, ordinances and resolutions governing grading as adopted by The City of San Fernando. The applicant shall be submit geotechnical and/or soils reports to the Building & Safety Department for review and approval to obtain a grading permit prior to commencing any grading or site excavation.	Building, Public Works	
22.	<u>Grading & Paving Requirements.</u> This project must comply with all Grading & Paving requirements designated in the California Green Building Standards Section 5.106.10 These include the following: <ul style="list-style-type: none"> • Swales • Water collection & disposal systems • French drains • Water retention gardens • Other measures which keep surface water away from other buildings. 	Building	
23.	<u>A Drainage Study</u> of the site shall be performed and any improvements necessary to prevent runoff from any future development onto adjacent properties shall be provided or ensured by a bond.	Public Works	
24.	<u>Soil Contamination.</u> The applicant shall verify to the City's satisfaction that there is no existing contamination of soil on the site.	Building	
25.	<u>A Landscape and Irrigation Plan</u> shall be submitted in compliance with the latest State Model Water Efficient Landscape Ordinance (MWEL0) and the City's Water Efficient Landscaping regulations in Division 5 and Section 70-147 of the San Fernando Municipal Code (SFMC). The Landscape and Irrigation Plan shall include both on-site and off-site landscaping and irrigation with details of but not limited to, plant species, size, count, ground cover, and hardscape material. The plan shall also show two trees on the parkway (see Public Works Condition #20).	Building, Public Works	

26.	<u>Fences and Walls.</u> A complete fence and wall plan shall be submitted with plans for approval. Include details of footing, materials, etc.	Planning, Building	
27.	<u>An Exterior Lighting Plan</u> including the manufacturer's specifications of the outdoor light fixtures, location, height, and method of shielding on the property, with electrical & energy calculations. All exterior lighting must be shown on Exterior Elevation Plans.	Building	
28.	<u>A complete ADA Plan</u> (interior & exterior). Include path of travel, stripping, dimensions, signage, etc.	Building	
29.	<u>Fire Sprinklers.</u> This project shall have fire sprinklers and comply with all relevant laws, ordinances & resolutions governing fire sprinklers as adopted by the City of San Fernando (Current Building Codes apply).	Building	
30.	<u>Demolition Permit.</u> A demolition permit for existing structures must be obtained with The City of San Fernando Building & Safety Department prior to any onsite demolition. The demolition shall comply with all applicable building and safety code requirements and clearance shall be obtained from the South Coast Air Quality Management District ("SQAQMD") prior to any demolition, excavation or renovation. Call (909) 396-2000 for further information. Failure to comply with the provisions of Rule 1403 may result in a penalty of up to \$25,000 per day.	Building	
31.	<u>Fire Department.</u> Apply to the City of Los Angeles Fire Department, Fire Life Safety Unit and Hydrants and Access Unit at FIMS website (lafd.org) and provide their conditions to the City of San Fernando Planning Division. Register online using the property address of 222 N. Fremont Ave., Los Angeles, CA 90012. After that, you can enter the correct address in the project description; it will be updated and flagged internally. Upload San Fernando application and set of plans as an attachment.	Building Planning	
32.	<u>Fees.</u> A proof of payment of school fees and Public Works fees shall be provided to the Building Division.	Public Works LAUSD Building	

Prior to Issuance of a Certificate of Occupancy			
33.	<p><u>Public Works Requirements.</u> The property owner shall comply with the requirements for development and improvement of the site as listed in the attached "Public Works Department Development / Improvement Review Checklist." (See Attachment 1). Contact person: Patsy Orozco, 818-898-1224, POrozco2@sfcity.org</p>	Public Works	
34.	<p><u>Utilities.</u> All on-site utilities shall be located underground. Applicant shall provide any easements as necessary. Overhead utility facilities and distribution lines located on the site or off-site adjacent to the perimeter of the site shall be removed and/or placed underground unless determined to be unfeasible by Community Development Department. The applicant shall comply with all development standards and health and safety requirements or guidelines of any relevant utility company, the Public Utilities Commission and the City of San Fernando ("City") relating to construction or residential occupancy in proximity to any remaining overhead utility distribution facilities, and to the design of new utilities placed underground or elsewhere.</p>	Planning, Public Works	
35.	<p><u>Electrical equipment.</u> Electrical distribution facilities/equipment (transformers, load centers, panel boxes and meters, major conductors, underground conduits, etc.) shall be designed/located in conformance with California Public Utilities Commission recommendations for "prudent avoidance" of exposures of dwelling unit occupants to power frequency electromagnetic fields (EMF) that are above background levels.</p>	Building	
36.	<p><u>Surface Runoff.</u> All requirements of the National Pollutant Discharge Elimination System (NPDES) shall be complied with and an NPDES permit, including but not limited to the installation of any required clarifiers and/or on-site infiltration system, must be obtained prior to any occupation or use of the site. During construction, the project site shall comply with all applicable Best Management Practices (BMPs).</p>	Public Works	
37.	<p><u>Tree Protection.</u> Provide a Tree Protection Tree for the</p>	Building	

	existing Camphor Tree to ensure its health and safety during the construction.		
38.	<u>Anti-graffiti Coating.</u> The property owner shall apply two coats of anti-graffiti paint on all exterior building walls.	Building, Code Enforcement	
39.	<u>Outdoor Lighting.</u> Provide sufficient lighting for outdoor areas. Pedestrian walkways, back lanes and access routes open to public spaces should be lit so that a person with normal vision is able to identify a face from a distance of about 10 meters. Light fixtures should be protected against casual vandalism by means of vandal resistant materials and design.	Police	
40.	<u>Security surveillance cameras</u> and video recording system shall be installed on the exterior of the building with view directed towards the streets. The cameras and recording system shall be of adequate quality, color rendition, resolution to allow the identification of any individual present on the site and have the ability to capture and retain recordings for a minimum of 30 days.	Police	
41.	<u>Final Inspection.</u> A final inspection shall be conducted by the Planning Division to ensure the development complies with the approved site plan review and all conditions attached thereto.	Planning	
42.	<u>Modifications.</u> Unless the chief Community Development Director deems a proposed change to the approved plans and operation a minor modification, any and all other modifications to the development plan, including these conditions of approval, shall require review and approval by the Planning and Preservation Commission.	Planning	

Attachment 1: Public Works Checklist

**Multi-Family Residential Development in San Fernando, CA
Notice of Exemption (NOE)**

The City of San Fernando (City), as the Lead Agency under the California Environmental Quality Act (CEQA), proposes to construct a Multi-Family Residential Development Project in San Fernando, California (Proposed Project).

Project Location: The Project site is located at 833 North Brand Boulevard, San Fernando, CA 91340.

Description of Project: Midland Contractors, Inc. is proposing to develop a small (12-unit) multi-family residential development located at 833 North Brand Boulevard, San Fernando, CA 91340-1412. Nine units will be standard, one unit will be designated for affordable housing at a very low income level, and two units will be Accessory Dwelling Units (ADUs). Open space will be provided totaling 1,000 square feet. The City has preliminarily determined the Project may meet the criteria for an Article 19 Section 15332 Class 32 Infill Development Project Categorical Exemption (CE).

Project Schedule: The Proposed Project is expected to break ground in December 2024 and be completed by December 2025. Construction activities will take place between the hours of 7:00 a.m. and 6:00 p.m. on Monday-Friday, 8:00 a.m. to 6:00 p.m. on Saturday, and will not take place on Sunday or a Federal holiday.

Reason Why Project is Exempt:

The proposed activity is a project subject to CEQA. However, it is exempt from further environmental analysis under a *Class 32 In-Fill Development Projects (CEQA Guidelines § No. 15332)*.

- Class 32 categorical exemption consists of projects as in-fill development meeting the following conditions:
 - The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
 - The proposed development occurs within the city limits on a project site of no more than five acres substantially surrounded by urban uses.
 - The project site has no value as habitat for endangered, rare, or threatened species.
 - Approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality.
 - The site can be adequately served by all required utilities and public services.

The Multi-Family Residential Development in San Fernando, CA Project meets all the conditions of Class 32 categorical exemption. The Proposed Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2. Consequently, as documented below, the Proposed Project is exempt from further CEQA review.

- (a) Location.** The improvements will occur entirely within the city limits which is located in an urbanized community. The Project site is 0.41 acres. The Project site is located within the Multiple-Family Dwelling / Precise Development Overlay Zone (R-2 PD) (City, 2019). The existing conditions on the Project site are disturbed, including a 1,320 sq. ft. single-family house and two accessory structures. Minor ground disturbance would occur during construction but would be limited to previously disturbed surfaces. The Proposed Project would not impact environmentally sensitive areas or an environmental resource of hazardous or critical concern. This exception does not apply to the Proposed Project.

NOE Justification Report

- (b) Cumulative Impact.** As further discussed below under (c) Significant Effects, the Proposed Project would not have a significant effect on the environment, including those due to unusual circumstances. The Proposed Project would use a previously disturbed lot to develop family housing that is consistent with the R-2 Zoning Code and adopt the San Fernando Design Guidelines for Multi-Family Residential Development. The Proposed Project would increase family housing in the area. Accordingly, since the Proposed Project would not result in any significant environmental impacts, project implementation would not add appreciably to impacts of any existing or foreseeable future projects (City of San Fernando, 2024) that could result in a significant cumulative impact. Any incremental impacts, if any, would be negligible. Potential future projects would be required to conduct a separate environmental analysis and mitigate any potential impacts to less-than-significant levels. The Proposed Project would not result in any significant cumulative impacts. This exception does not apply to the Proposed Project.
- (c) Significant Effect.** The construction of family housing in an area that includes multi-family and single-family residences is not considered an unusual circumstance. The Project site is currently a single-family home. The Proposed Project would follow design guidelines designated by the City and would not appear visually incompatible with existing equipment and accessories on the Project site. Normal operations will be similar and consistent with current uses surrounding the Project site. The Proposed Project is located within a disturbed, urbanized environment and will not involve the removal of any vegetation or scenic trees, nor would it impact any scenic vistas within the immediate area. Impacts to traffic, noise, air quality, and water quality are described below:

Traffic: Per the Institute of Transportation Engineers (ITE) Trip Generation Manual 11th Edition (2021), the Proposed Project would generate 88 average daily trips. The average daily trips are calculated using the ITE trip generation factor for low-rise multi-family residential units of 7.32 average daily trips per unit. Small projects that generate fewer than 110 daily trips are determined to have a less-than-significant transportation impact and do not require further study (OPR, 2018).

Noise: The City's Noise Ordinance is included in Chapter 34 Article II of the City's Municipal Code. Per the Municipal Code, the maximum permissible ambient noise level for residential uses shall not exceed 55 dBA between the hours of 7:00 a.m. and 10:00 p.m. and 50 dBA between the hours of 10:00 p.m. and 7:00 a.m. Operational noise levels would be similar to existing levels, would not exceed noise levels of typical residential communities, and would be required to comply with the noise levels identified in the Municipal Code. Additionally, construction of the Proposed Project would be required to occur outside of the hours of 6:00 p.m. and 7:00 a.m. on weekdays and 6:00 p.m. and 8:00 a.m. on Saturdays, or at any time on Sundays or on federal holidays. The construction noise would be required to remain under 70 dB at the property line.

The City's General Plan Noise Element (1987) identifies the Project site experiences a Community Noise Equivalent Level (CNEL) in between 65 and 70. Due to the Project site's proximity to N. Maclay Avenue and Glenoaks Boulevard, both classified as Major Arterials, and proximity to nearby commercial and industrial uses, it is unlikely that the Proposed Project would result in a significant noise impact. Compliance with the City's Noise Ordinance and proximity to nearby high levels of ambient noise would reduce any impact associated with noise to less than significant.

Air Quality: Construction would result in a temporary increase of emissions and operational emissions would be similar to existing conditions and typical of residential development. The South Coast Air Quality Management District (SCAQMD) established screening tables for identifying projects that would result in potentially significant impacts associated with air quality.

NOE Justification Report

Per the SCAQMD CEQA Handbook (1993), multi-family projects with fewer than 261 units are generally assumed to result in less than significant air quality impacts. Additionally, SCAQMD has developed sample construction scenarios designed to be used by local lead agencies as models or templates for analyzing construction air quality impacts for projects undergoing an environmental analysis under. The sample construction scenarios have been developed to generically represent a broad range of project types that occur in the district, e.g., commercial, residential, educational, etc.). The sample construction scenario is divided into five non-overlapping phases: demolition, site preparation, grading, building, and architectural coatings and paving. The construction scenarios can be used in their entirety to represent similar construction for similar projects. The construction scenarios are based on actual numbers of construction equipment and activity (hours of operation, area disturbed, dirt and debris handled, etc.) obtained from construction site surveys. The one-acre sample construction scenario which reflects construction of a one-acre site with residential uses resulted in less than significant impacts associated with air quality impacts during construction (SCAQMD 2024). The Proposed Project size is less than one-acre and it can be reasonably assumed that the Proposed Project would result in less than significant air quality impacts.

As discussed above, SCAQMD has determined that residential projects similar in scope and size would not result in significant impacts associated with air quality.

Water Quality: According to the Regional MS4 Permit (Order No. R4-2021-0105), construction sites less than one-acre are required to implement an effective combination of erosion and sediment control best management practices (BMPs) (e.g. wind erosion controls, perimeter controls, water conservation practices, spill prevention and control) to prevent erosion and sediment loss and the discharge of construction waste. The Project site is small (0.41 acre) and would comply with Article III, Section 34-96 of the City's Municipal Code which requires owners or developers to implement stormwater pollution control requirements for construction activities. The Proposed Project would connect to the existing water lines and would not have an impact on groundwater supplies. Implementation of BMPs associated with MS4 Permit requirements and adherence to City requirements, the Project's construction-related activities would not violate any water quality standards or otherwise substantially degrade surface or groundwater quality.

Therefore, no reasonable possibility exists that the Proposed Project would have a significant effect on the environment due to unusual circumstances.

- (d) **Scenic Highways.** The Proposed Project is the construction of a new facility that would not directly or indirectly affect an officially designated scenic highway or scenic resources near a scenic highway. Therefore, this exception does not apply to the Proposed Project.
- (e) **Hazardous Waste Sites.** The Proposed Project has not been designated as a hazardous waste site (SWRCB 2024, DTSC 2024). There are no listed hazardous waste sites located immediately adjacent to the Project site (SWRCB 2024, DTSC 2024).
- (f) **Historical Resources.** The Proposed Project includes the construction of 12 residential units. The house currently located within the Project site was initially identified as an eligible historic resource (City 2002); however, after the Survey, the structure has been significantly altered, has lost its integrity and does not qualify as a historical resource anymore. Therefore, it is reasonable to assume that the Proposed Project is not determined to be a historically significant site. Should human remains be uncovered during Proposed Project activities, as specified by State Health and

NOE Justification Report

Safety Code Section 7050.5, no further disturbance shall occur until the Los Angeles County Coroner has made a determination of origin and disposition pursuant to Public Resources Code 5097.98.

References:

California Department of Toxic Substances Control (DTSC)

2024 Envirostor Database. at:

<https://www.envirostor.dtsc.ca.gov/public/map/?myaddress=833+North+Brand+Boulevard%2C+San+Fernando%2C+CA+91340>

California State Water Resources Control Board (SWRCB)

2024 Geotracker database. at:

<https://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=833+North+Brand+Boulevard%2C+San+Fernando%2C+CA+91340>

City of San Fernando (City)

2002 City of San Fernando Historic Resources Survey (on file at the Community Development Department)

2005 General Plan Historic Preservation Element. at: <https://ci.san-fernando.ca.us/wp-content/uploads/2015/11/Historic-Preservation-Element-with-adoption-date.pdf>

2019 City of San Fernando Zoning Map. at: <https://ci.san-fernando.ca.us/wp-content/uploads/2020/01/City-of-San-Fernando-Zoning-Map.pdf>

2024 San Fernando Major Projects and Programs. at: <https://ci.san-fernando.ca.us/citys-major-projects-programs/>

Institute of Transportation Engineers

2021 Trip Generation Manual, 11th Edition

Office of Planning and Research

2018 Technical Advisory on Evaluating Transportation Impact in CEQA at: https://opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf

South Coast Air Quality Management District

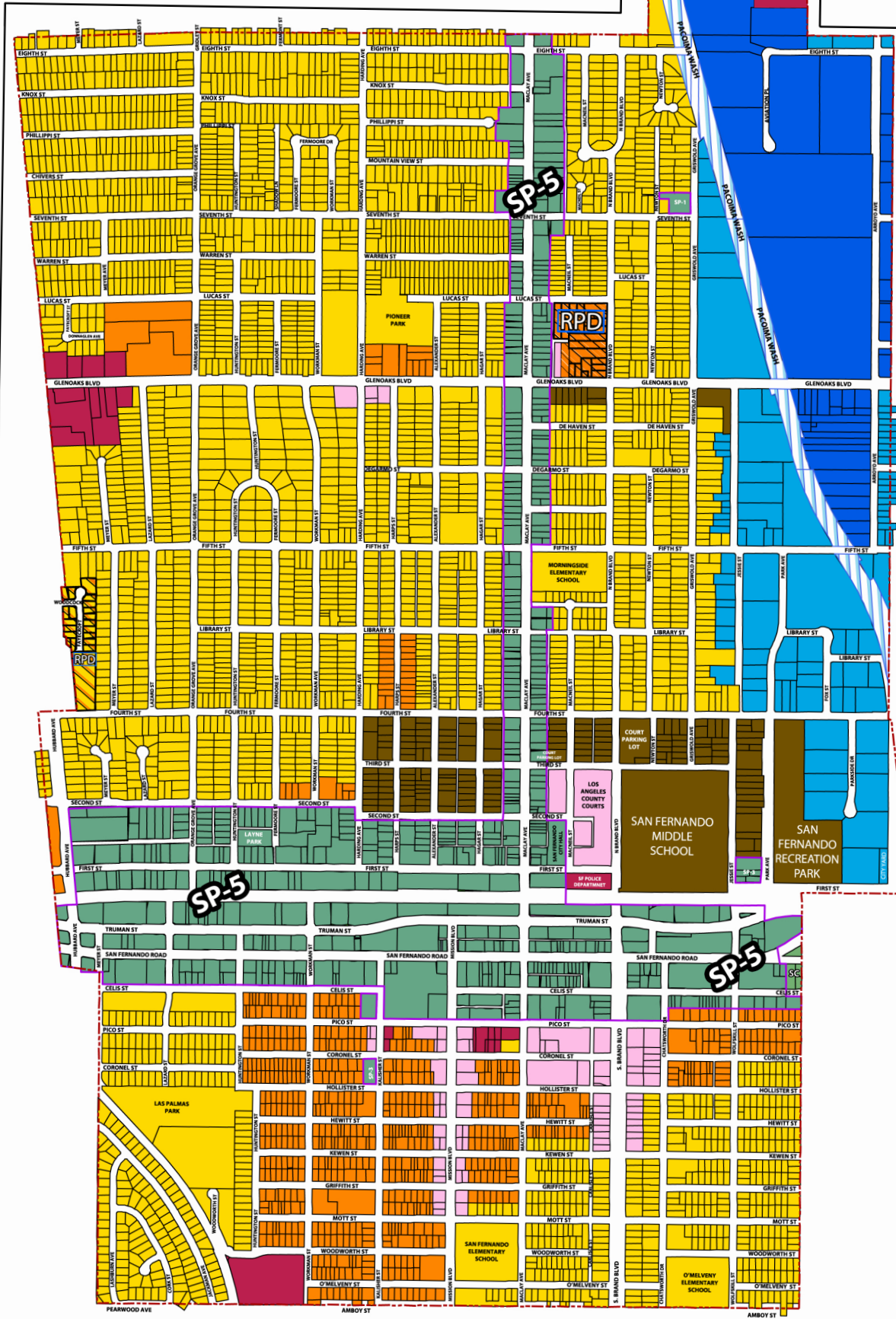
1993 California Environmental Quality Act Air Quality Handbook

2024 Localized Significance Thresholds, Appendix A – One Acre Site Example. At: <https://www.aqmd.gov/home/rules-compliance/ceqa/air-quality-analysis-handbook/localized-significance-thresholds>















SAN FERNANDO

COMMUNITY DEVELOPMENT DEPARTMENT



ZONING MAP

-  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 Light Industrial
-  SP-5 Corridors Specific Plan
-  RPD Residential Planned Development
-  PD Precise Development Overlay
-  City Boundary



Application Review Process re: 833 N. Brand Boulevard

Site Plan Review.

According to SFMC Sec. 106-111, the purpose of the Site Plan Review procedure is to ensure conformity with the provisions of the Zoning Code and adopted Design Guidelines. The maximum lot coverage for the R-2 zone is 40%. The proposed project exceeds the maximum by 2%; however, the application includes a request to waive the standards as an incentive in accordance to the requirements of State Density Bonus law.

Precise Development Zone Approval Procedure.

Pursuant to SFMC Sec. 106-644, development of land in a Precise Development Zone (PD) for any specific use shall be subject to the issuance of a Certificate of Use. Only those uses permitted in the zone to which the PD precise development overlay zone is added shall be permitted under conditions of this division. All procedures regarding a Certificate of Use in a Precise Development Zone, or the revocation or modification thereof, shall be governed by provisions establishing procedures related to Conditional Use Permits.

The Planning and Preservation Commission shall have the authority, as an administrative act, subject to the provisions of this section, to require conditions of development in addition to those required by the zone, where it is determined that such conditions are necessary to further the objectives of the general plan and are in harmony with the intent, purpose and spirit of the Zoning Code and/or where such additional requirements are deemed essential to protect the public safety and general welfare of the community. All special conditions established by the commission in accordance with this section may be appealed to the council.

Housing Accountability Act.

Pursuant to the State Housing Accountability Act (Government Code Section 65589.5), a local government must approve a housing development project that complies with all objective rules in the general plan, zoning ordinance, subdivision ordinance, and design standards. The government must approve the project at the proposed density. The only exception is if the local government makes written findings that (1) the project will have a specific, adverse impact on public health or safety, and (2) there is no way to mitigate the adverse impact other than by disapproving the project or conditionally approving it at a lower density. These written findings must be based on a preponderance of the evidence in the record. The health or safety impact identified must be significant, quantifiable, and direct, and it must be based on identified written public health or safety standards.

Density Bonus Law.

The California State Density Bonus Law (Government Code Section 65915) is a housing policy designed to encourage the development of affordable housing by offering developers increased density and other incentives. Under this law, developers can build more units than normally allowed by local zoning laws if they include a certain percentage of affordable housing in their projects. The law also provides other benefits, such as reduced parking requirements or waivers of certain design standards, to make it easier for developers to build.

ATTACHMENT "C"

The project proposes one unit designated as a Very Low-Income Affordable unit, which triggers a Density Bonus Review in accordance with Division 15 of Article VI of the Zoning Code. Under this provision, the project must utilize the Density Bonus, incentives, and waivers, with the affordable unit subject to a covenant lasting a minimum of 55 years. An affordable housing agreement must also be executed with the City, which will be a condition of project approval and must be in place prior to the issuance of building permits.

With one (1) Very Low-Income unit out of the eight (8) units permitted under the zone density of 6-17 dwelling units per acre (10% of the allowable units), the project qualifies for a 32.5% density bonus. Very Low-Income category is an annual income of \$43,950 for a household of four (4) individuals. The annual income goes up incrementally with each additional person in the household.

The project is also eligible for up to two (2) concessions or incentives to modify development standards that would otherwise make the project financially infeasible, or waivers from standards that would prevent the project from being built at the allowable density. However, the applicant has requested only one incentive: an increase in lot coverage from 40% permitted in the R-2 zone to 42%.

Replacement Unit Determination

In 2021, SB 330 was amended and SB 8 was signed into California law, which establish standards relating to the replacement of residential units that will be demolished for a housing development project. This requires the City to determine the level of affordability of the housing unit that is to be demolished and to determine if it may be required to be replaced at the determined level of affordability.

State law creates a rebuttable presumption that lower income, low income, or very low-income households occupied these units in the same proportion that Lower Income, Low Income, or Very Low-Income households to all renter households within the jurisdiction as determined by the most recently available data from the United States Department of Housing and Urban Development's (HUD) Comprehensive Housing Affordability Strategy database. The level of affordability depends on the status of the unit (occupied, unoccupied, vacated, or demolished). In the case of the proposed project there are two rental residential dwelling units that have been deemed as protected by the process described above. As a result the proposed development will be conditioned to provide **two (2) units** of comparable size restricted to Very Low Income households.

ATTACHMENT "D"

- 1) SCOPE OF WORK:
 - a) DEMOLISH OF THE EXISTING SINGLE FAMILY HOME AND ACCESSORY STRUCTURES.
 - b) PROPOSED 3 STORY 10 TOWNHOME + 2 ADU INCLUDING ONE STREET LEVEL GARAGE

- 2) PROPERTY ADDRESS: 833 N BRAND BLVD. SAN FERNANDO, CA 91340

- 3) OWNER: BRAND ESTATE LLC

- 4) PROJECT ARCHITECT: WEST PACIFICA DESIGN CONSTR. INC. - JACQUES MASHIHI, AIA

- 5) PROPERTY ZONE: R2-PD

- 6) DENSITY ANALYSIS:

8 BASE DENSITY UNITS (18,000SF/2,562) + 2 DENSITY BONUS UNITS
 1 VERY LOW INCOME AFFORDABLE UNIT= 10% AFFORDABLE UNITS
 (0.10 X 8 = ~1 UNIT) = 32.5% DENSITY BONUS = 8 X 0.325 = 2.6
 ADDITIONAL UNITS ROUNDED UP PER CA GOVT. CODE SECTION 65915)
 ALLOWS FOR UP TO THREE (3) ADDITIONAL UNITS
 9 MARKET RATE AND 1 VERY LOW AFFORDABLE UNIT AND 2 ADUS

- 7) LOT SIZE BASED ON SURVEY: 18,000 SQ. FT.

- 8) TOTAL OPEN SPACE REQUIRED: # OF UNITS x 100 = 10 x 100 = 1,000 SQ. FT.
 TOTAL OPEN SPACE PROVIDED: 1,000 SQ. F.T @ REAR
 TOTAL LANDSCAPED OPEN SPACE PROVIDED: 250 SQ. FT.

- 9) TOTAL REGULAR PARKING PROVIDED: 20 (2 PER UNIT)
 TOTAL GUEST PARKING PROVIDED: 2

- 10) BUILDING FOOTPRINT: 42% (REQUIRING INCENTIVE FOR ADDITIONAL 2%).

- 11) NOTE: THE DRAINAGE PLAN WILL BE PROVIDED BY THE ENGINEER

LEGAL DESCRIPTION:
 OBJECTID 5892
 AIN 2515015009
 APN 2515-015-009
 SITUSHOUSENO 833
 SITUSFRACTION
 SITUSDIRECTION N
 SITUSUNIT
 SITUSSTREETBRAND BLVD
 SITUSADDRESS 833 N BRAND BLVD
 SITUSCITY SAN FERNANDO CA
 SITUSZIP 91340-1412
 SITUSFULLADDRESS 833 N BRAND BLVD
 SAN FERNANDO CA 91340
 TAXRATEAREA 00660
 TAXRATECITYSAN FERNANDO

UNIT TABLE			
UNIT #	# OF BEDROOM	UNIT AREA	DESCRIPTION
UNIT 101	3 BEDROOM	1,935 SQ. FT.	-
UNIT 103	3 BEDROOM	1,825 SQ. FT.	-
UNIT 105	3 BEDROOM	1,825 SQ. FT.	-
UNIT 107	3 BEDROOM	1,825 SQ. FT.	-
UNIT 109	3 BEDROOM	1,825 SQ. FT.	-
UNIT 111	3 BEDROOM	1,825 SQ. FT.	-
UNIT 113	3 BEDROOM	1,825 SQ. FT.	-
UNIT 115	3 BEDROOM	1,825 SQ. FT.	-
UNIT 117	3 BEDROOM	1,825 SQ. FT.	-
UNIT 119	4 BEDROOM	2,285 SQ. FT.	ADA
UNIT 121	1 BEDROOM	690 SQ. FT.	ADU #1
UNIT 123	1 BEDROOM	697 SQ. FT.	ADU #2
TOTAL: 12 UNITS			

REV	DATE	REVISIONS
1	1/15/25	ISSUED FOR PERMITS
2	1/22/25	REVISED PER COMMENTS
3	1/29/25	REVISED PER COMMENTS
4	2/5/25	REVISED PER COMMENTS
5	2/12/25	REVISED PER COMMENTS
6	2/19/25	REVISED PER COMMENTS
7	2/26/25	REVISED PER COMMENTS
8	3/5/25	REVISED PER COMMENTS
9	3/12/25	REVISED PER COMMENTS
10	3/19/25	REVISED PER COMMENTS
11	3/26/25	REVISED PER COMMENTS
12	4/2/25	REVISED PER COMMENTS
13	4/9/25	REVISED PER COMMENTS
14	4/16/25	REVISED PER COMMENTS
15	4/23/25	REVISED PER COMMENTS
16	4/30/25	REVISED PER COMMENTS
17	5/7/25	REVISED PER COMMENTS
18	5/14/25	REVISED PER COMMENTS
19	5/21/25	REVISED PER COMMENTS
20	5/28/25	REVISED PER COMMENTS
21	6/4/25	REVISED PER COMMENTS
22	6/11/25	REVISED PER COMMENTS
23	6/18/25	REVISED PER COMMENTS
24	6/25/25	REVISED PER COMMENTS
25	7/2/25	REVISED PER COMMENTS
26	7/9/25	REVISED PER COMMENTS
27	7/16/25	REVISED PER COMMENTS
28	7/23/25	REVISED PER COMMENTS
29	7/30/25	REVISED PER COMMENTS
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33	8/27/25	REVISED PER COMMENTS
34	9/3/25	REVISED PER COMMENTS
35	9/10/25	REVISED PER COMMENTS
36	9/17/25	REVISED PER COMMENTS
37	9/24/25	REVISED PER COMMENTS
38	10/1/25	REVISED PER COMMENTS
39	10/8/25	REVISED PER COMMENTS
40	10/15/25	REVISED PER COMMENTS
41	10/22/25	REVISED PER COMMENTS
42	10/29/25	REVISED PER COMMENTS
43	11/5/25	REVISED PER COMMENTS
44	11/12/25	REVISED PER COMMENTS
45	11/19/25	REVISED PER COMMENTS
46	11/26/25	REVISED PER COMMENTS
47	12/3/25	REVISED PER COMMENTS
48	12/10/25	REVISED PER COMMENTS
49	12/17/25	REVISED PER COMMENTS
50	12/24/25	REVISED PER COMMENTS
51	1/7/26	REVISED PER COMMENTS
52	1/14/26	REVISED PER COMMENTS
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55	2/4/26	REVISED PER COMMENTS
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208	1/8/29	REVISED PER COMMENTS
209	1/15/29	REVISED PER COMMENTS
210	1/22/29	REVISED PER COMMENTS
211	1/29/29	REVISED PER COMMENTS

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SAN FERNANDO, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS: MACLAY RANCHO NE 60 FT OF LOT 13 BLK 129, PER MAP RECORDED IN BOOK 291, PAGES 17 TO 18, INCLUSIVE, OF MAPS, RECORDS OF LOS ANGELES COUNTY. APN: 2515-015-009

TOPOGRAPHY SURVEY

PREPARED FOR:

Midland Contractors Inc

818-652-1275

NOTES:

1. THE LEGAL DESCRIPTION, BOUNDARIES AND EXCESSIVE SHOWN HEREON ARE PER RECORD DATA
2. MISC. DATA: TOTAL PROPERTY AREA: 18000.00 SQ.FT.

BENCH MARK:

BENCH MARK: ASSUME AS SEWER MANHOLE ON N BRAND BLVD ELEVATION: 104.59

No.	Revision/Issue	Date

Firm Name and Address

MOLAI LAND & DESIGN
24309 BURBANK BLVD
WOODLAND HILLS, CA 91367
918-328-0225
MOLAI25@YAHOO.COM



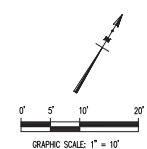
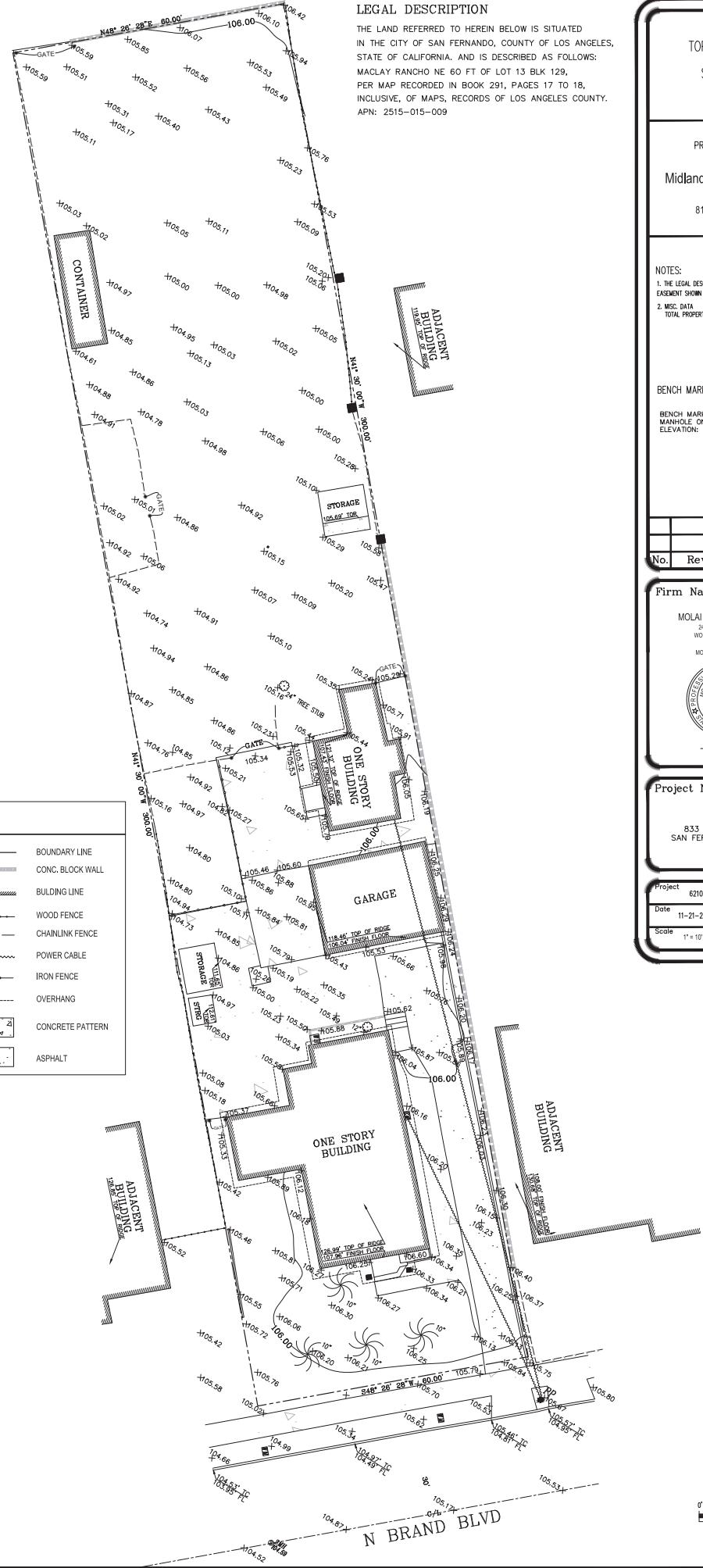
Project Name and Address

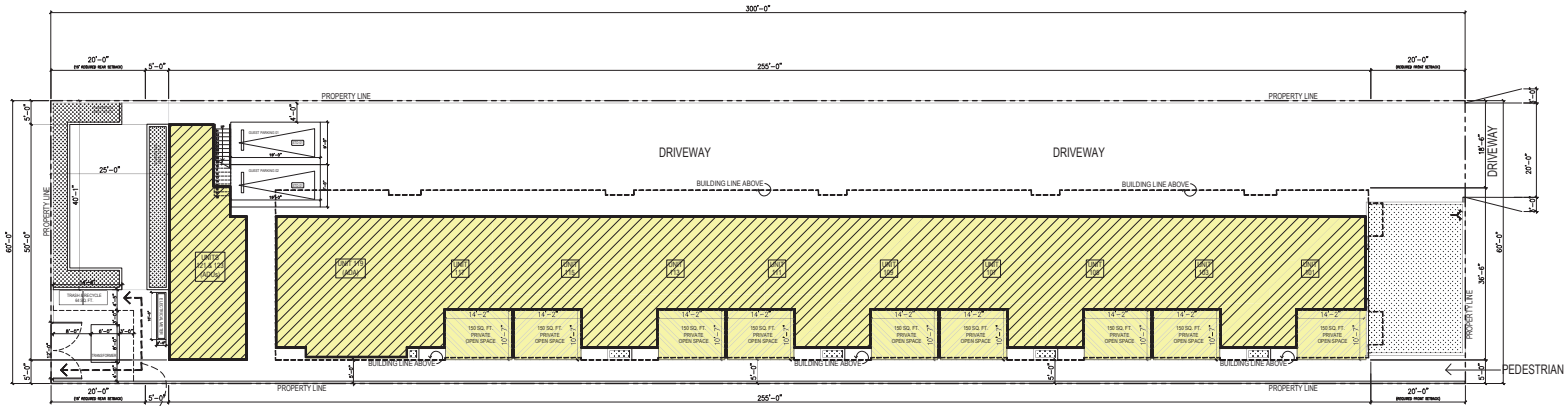
833 N BRAND BLVD
SAN FERNANDO CA 91340

Project	6210	Sheet	1 OF 1
Date	11-21-2023		
Scale	1" = 10'		

LEGEND

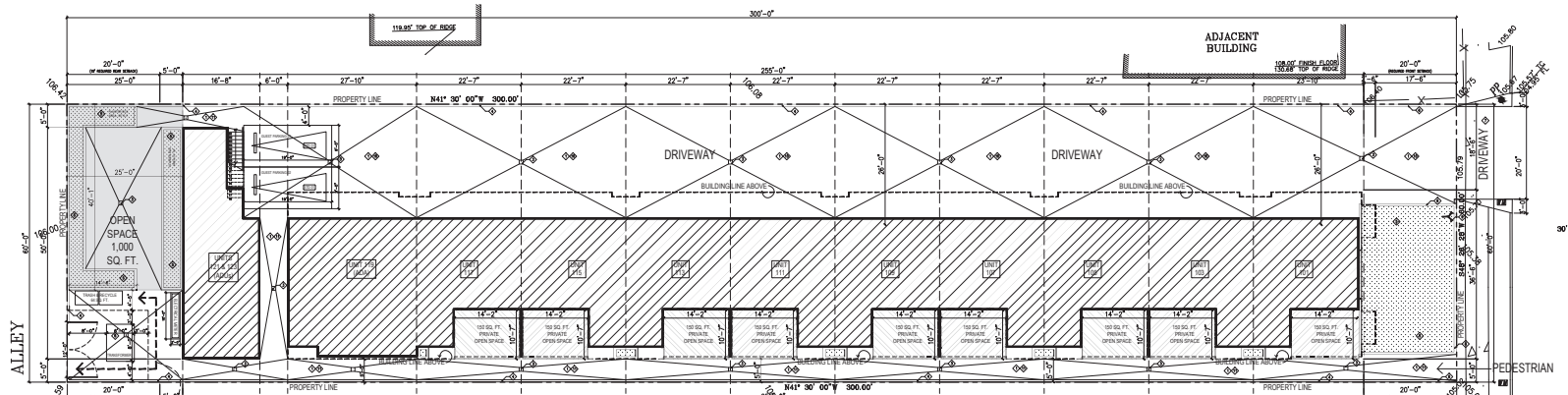
	WATER METER		BOUNDARY LINE
	ELECTRICAL METER		CONC. BLOCK WALL
	MAIL BOX		BUILDING LINE
TC	TOP OF CURB		WOOD FENCE
FL	FLOWLINE		CHAINLINK FENCE
EG	EDGE OF GUTTER		POWER CABLE
TW	TOP OF WALL		IRON FENCE
	SEWER MANHOLE		OVERHANG
CL	CENTER LINE		CONCRETE PATTERN
+	SPOT ELEVATION		ASPHALT
	TREE		





PROPOSED BUILDING FOOTPRINT

TOTAL LOT AREA: 18,000 SQ. FT.
 TOTAL BUILDING FOOTPRINT (INCLUDING ADU) : 7,557 SQ. FT.
 TOTAL BUILDING FOOTPRINT PERCENTAGE: %42



PROPOSED SITE PLAN

SCALE: 3/32"=1'-0"

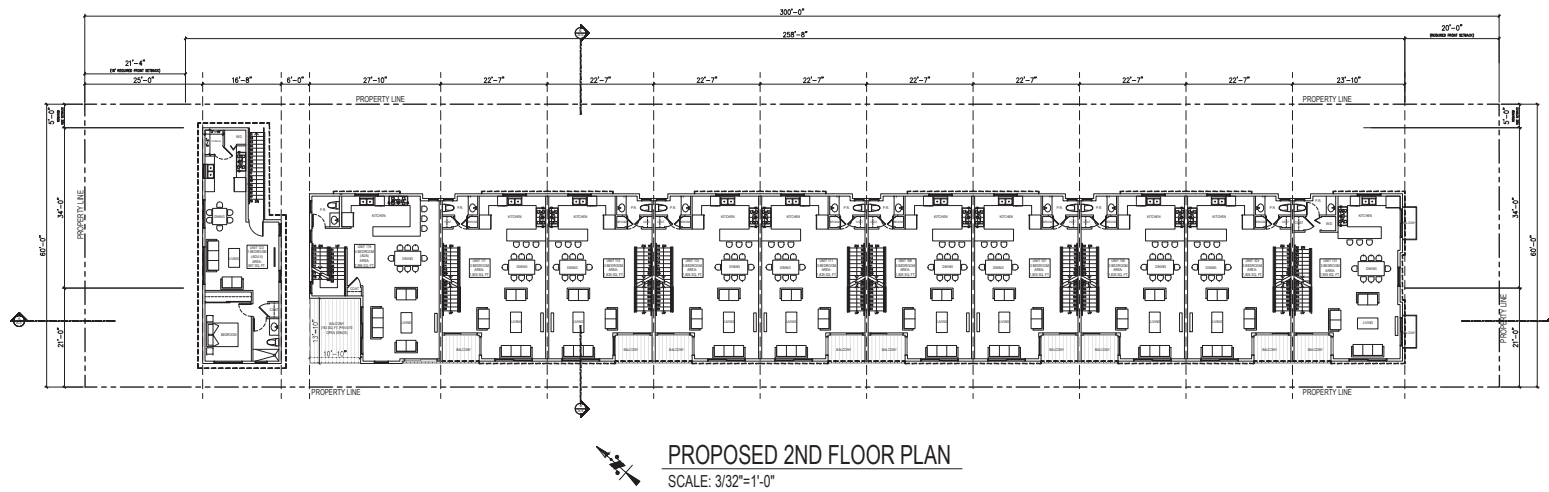
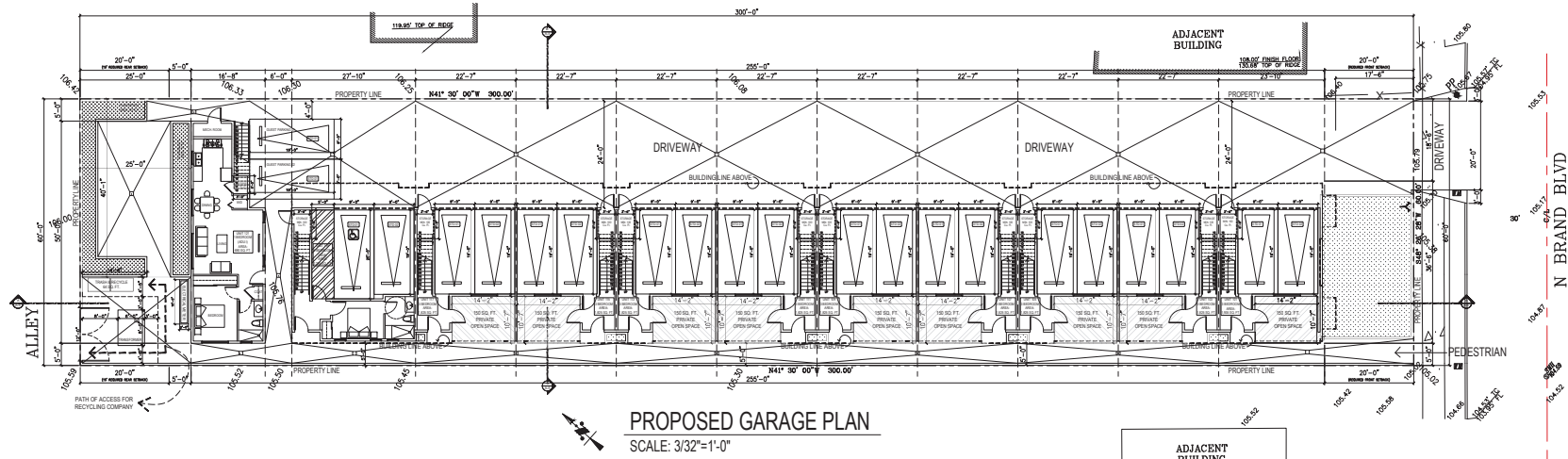
SITE PLAN KEY NOTES	
①	SLOPE ALL FINISH GRADES AWAY FROM BUILDING (2%).
②	MAINTAIN A MINIMUM OF 6" FROM GRADE TO ANY WOOD.
③	AREA DRAIN (SEE PLUMBING DWG)
④	FENCES, PLANTERS & RETAINING WALLS SHALL NOT EXCEED 4' FROM FRESH FLOOR @ REQUIRED SEE TIME AND RISE TIME MATERIAL (CM)
⑤	PERMANENT PLANTERS (FOR MORE DETAILS SEE SANITATION PLAN)
⑥	PROVIDE MAX. 48" HIGH FENCE OR PLANTER WALL AT FRONT SETBACK FROM NATURAL GRADE.
⑦	CONSTRUCT (N) DRIVEWAY PER L.A. REQUIREMENTS OBTAIN RELATED PERMITS FROM PUBLIC WORKS.
⑧	INSTALL TRANSFORMER PAD FOR ELECTRICAL DRAWINGS APPROVED BY D.M.P.A CITY OF L.A.
⑨	FIRE DEPARTMENT CONNECTION (F.D.C.)
⑩	CONCRETE DRIVEWAY
⑪	PAVERS

REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
 JACQUES MASHIHI ARCHITECT A.I.A.
 BEVERLY HILLS, CALIF. 90211
 P D
 TEL: (310) 855-2450
 FAX: (310) 855-2450
 E-mail: westpac@westpac.net

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Fernando, CA 91340

DESIGNED BY: [Signature]
 DRAWN: [Signature]
 SCALE: AS SHOWN
 DATE: 02/24/25
 SHEET: A-1



REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 10000 SHERBORN BLVD., SUITE 90211
 BEVERLY HILLS, CA 90211
 TEL: (310) 855-2450
 FAX: (310) 855-2450
 E-mail: wpd@westpacifica.com

PROJECT	PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER	Brand Estate LLC
LOCATION	833 N Brand Blvd, San Francisco, CA 94140
DATE	AS SHOWN
SCALE	AS SHOWN
DRWING	AS SHOWN
DATE	AS SHOWN
BY	AS SHOWN
CHKD	AS SHOWN
APP'D	AS SHOWN

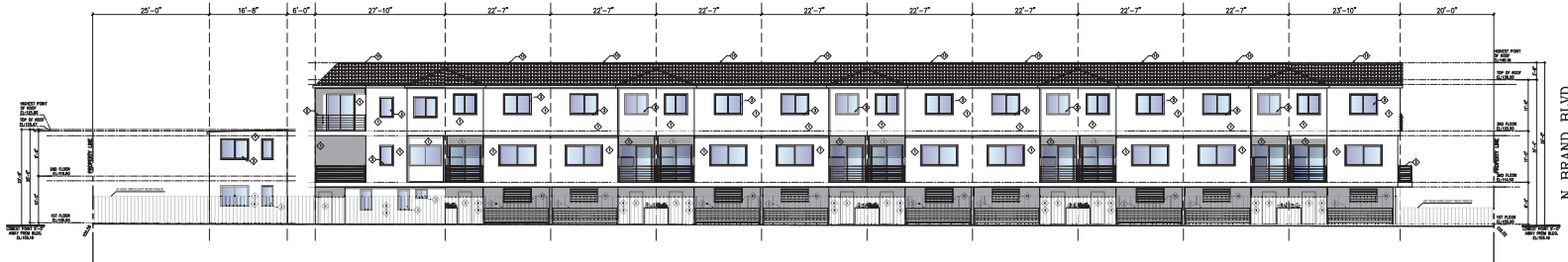
ELEVATION KEY NOTES	
	SMOOTH STUCCO FINISH COLOR LIGHT RIDGE
	42" HORIZONTAL METAL RAILING
	AL. FRAME DBL. GLAZED WINDOW (SEE SCHEDULE)
	DOWNSPOUTS (SEE ROOF PLAN)
	ENTRY DOOR - MATERIAL: WOOD
	PROVIDE APPROVED QUALITY RESISTANT FINISH FOR THE FIRST 3' OF EXTERIOR WALL. GENESIS COATING INC. RESISTANT RESINETA. RESINETA
	6" HIGH CONC. BLOCK WALL MEASURED FROM NAT. GRADE
	WALL 84" HIGH FENCE ON PLANTER WALL AT FRONT SETBACK FROM NATURAL GRADE.
	STONE VENEER @ 1ST FLOOR
	PARKING METAL LOUVER
	ROOFING TILE
	GARAGE DOOR
	STORAGE DOOR - GRAY - HOLLOW METAL



PROPOSED NORTH ELEVATION
SCALE: 3/32"=1'-0"

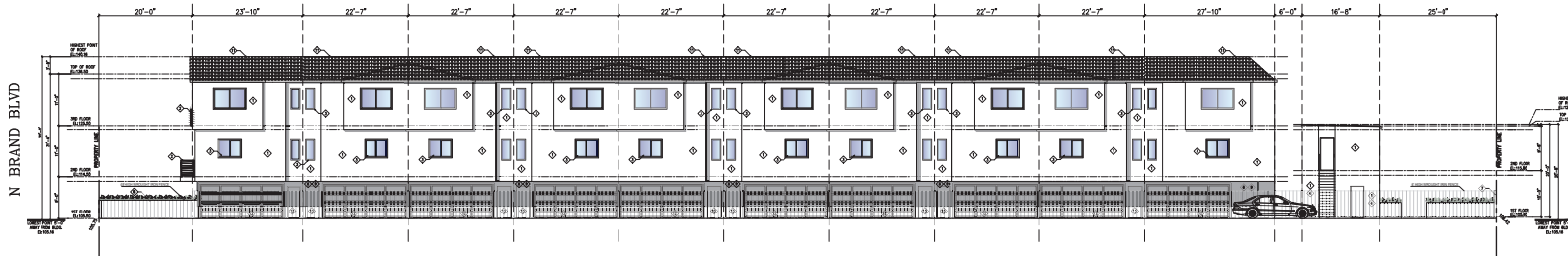


PROPOSED SOUTH ELEVATION
SCALE: 3/32"=1'-0"

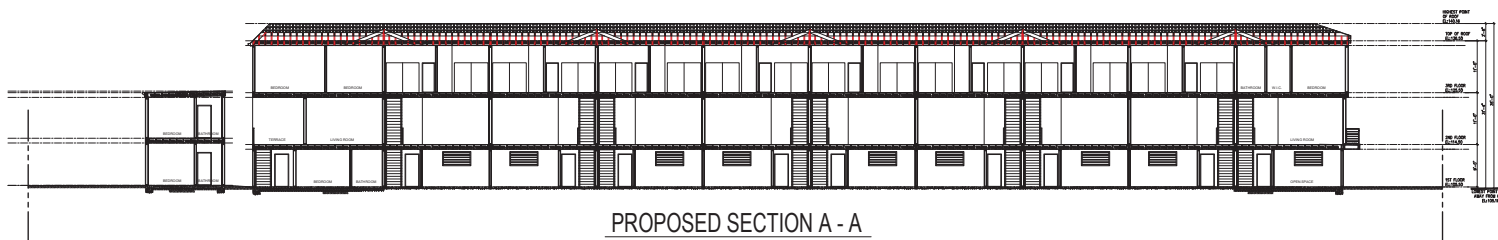


PROPOSED EAST ELEVATION
SCALE: 3/32"=1'-0"

STAIRCASE INFO.: MAX. HEIGHT OF EACH STEP: 7.5"
 THREAD OF EACH STEP: 10"
 WIDTH SIZE OF EACH STEP: 44"
 NUMBER OF STAIRS FROM 1ST TO 2ND FLOOR: 16
 NUMBER OF STAIRS FROM 2ND TO 3RD FLOOR: 18
 NUMBER OF STAIRS FROM 3RD TO ROOF: 18



PROPOSED WEST ELEVATION
SCALE: 3/32"=1'-0"



PROPOSED SECTION A - A
SCALE: 3/32"=1'-0"

REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
 JACQUES MASHIHI ARCHITECT A.I.A.
 833 N BRAND BLVD., SUITE 90211
 BERKELEY, CALIF. 94711
 P: (916) 853-2450
 F: (916) 853-2450
 E: jmq@westpacifica.com

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Francisco, CA 94140

DATE: 02/18/25
 SCALE: AS SHOWN
 SHEET: A-4



REV	DATE	REVISIONS
1		
2		
3		
4		
5		

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 11111 BUCKLEY BLVD., SUITE 90211
 BEVERLY HILLS, CA 90211
 TEL: (310) 855-2420
 FAX: (310) 855-2420
 E-mail: westpac@westpac.net

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Fernando, CA 91340

DATE: 02/12/24
 SCALE: AS SHOWN
 SHEET: R-1



PROPOSED EAST ELEVATION



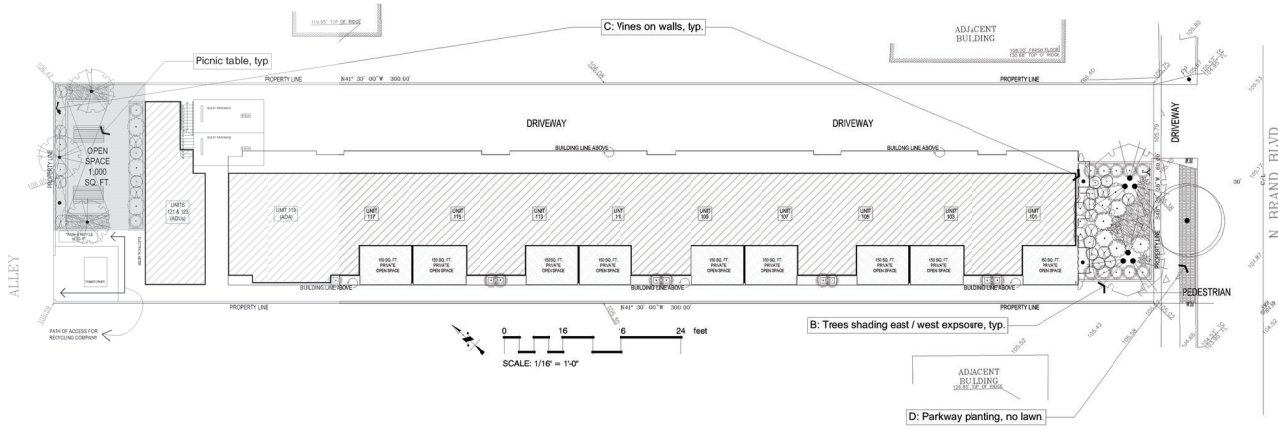
PROPOSED WEST ELEVATION

REV	DATE	REVISIONS
1		
2		
3		
4		
5		

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 11111 BELLEVUE BLVD., SUITE 90211
 BEVERLY HILLS, CA 90211
 P D
 TEL: (310) 853-2420
 FAX: (310) 853-2420
 E-mail: wpd@westpacifica.com

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Fernando, CA 91340

DATE: 02/18/25
 SCALE: AS SHOWN
 SHEET: R-2



LANDSCAPE TABULATIONS	
COMMON OPEN SPACE PROVIDED	
Rear Yard	1,000 SF
TOTAL:	1,000 SF
25% REQUIRED LANDSCAPE AREA:	250 SF
LANDSCAPE AREA PROVIDED	
Rear Yard	323 SF
TOTAL:	323 SF
LANDSCAPE TO OPEN SPACE RATIO:	32.3 %

REQUIRED AND PROVIDED TREES TABLE			
TREES	NUMBER	RATIO	REQ.
EXISTING TO BE REMOVED	0	1 to 1	0
EXISTING PARKWAY TREES TO BE REMOVED*	0	2 to 1	0
TOTAL ON SITE TREES TO BE REPLACED			0
PER UNIT	12	1 TREE/4 UNITS	3
		MN. NO. TREES REQ.	3
*NOTE Parkway tree removal must be permitted by Los Angeles Urban Forestry Division			
Guideline C: 1 tree/500 SF landscape area in the project			
Front yard planted area:	625 SF		
Required shade trees (s):	1/500 SF		2
Provided shade trees (s):			2
TREES PROVIDED			
LOCATION	SHEET	SIZE	QTY.
PLANTING AREAS	L1	24" BOX	5
PLANTING AREAS (EXTG)	L1		0
PARKWAY	L1	24" BOX	1
PARKWAY (EXTG)	L1		0
TOTAL TREES			6

PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL / COMMON NAME	CONTAINER	SIZE @ INSTALLATION	SIZE @ MATURITY	WUCOLS	SPAONG
TREES							
	3	Chilopsis linearis 'Bubba' Bubba Desert Willow	24"-box	15-20 H x 10-15' W	Low	Very Low	
	2	Parkinsonia x 'Desert Museum' Desert Museum Palo Verde	24"-box	20' H x 20-25' W	Low	Very Low	
	1	Street Tree (new) species TBD by Urban Forestry	24"-box				
SHRUBS							
	3	Agave parviflora Durango Soft Agave	5 gal.	2'-3' H x 3'-4' W	Low		
	5	Carpenteria californica Elizabeth Elizabeth Bush Anemone	5 gal.	4'-6' H x 3'-4' W	Low	Low	
	10	Dalea greggii Trailing Indigo Bush	5 gal.	1'-2' H x 4'-6' W	Low		
	4	Mascagnia macroptera Yellow Crowned Vine	5 gal.	15-20 vine	Low	Low	
	21	Muhlenbergia rigens Deer Grass	5 gal.	3'-4' H x W	Low	Low	
	11	Phormium tenax Jerusalem Sage	5 gal.	3'-4' H x W	Low	Low	
	10	Salvia leucantha 'Santa Barbara' Santa Barbara Mexican Bun Sage	5 gal.	2'-3' H x 3'-4' W	Low	Low	
GROUND COVERS							
	718	Dymondia marginata Silver Carpet Dymondia	flat	Plug		Low	6" o.c.
	51	Festuca x 'Siskiyou Blue' Siskiyou Blue Fescue	1 gal.	1'-2' H x W	Low		24" o.c.

MWEO CALCULATIONS								
Maximum Applied Water Allowance (MAWA)								
MAWA = (Eto) x 0.62 x [(0.55 x LA) + (1 - 0.55 x SLA)]								
LANDSCAPE		ETAF		SLA		MAWA		
(Eto)	AREA (LA)	ETAF						
50.1	1,138	0.55		0.00		19,441.71	GAL/YR	
Estimated Total Water Use (ETWU)								
ETWU = (Eto) x (.62) x (PF) x (MAE) x (SLA)								
						ETWU		
						13,245.45 GAL/YR		
Hydrozone Table for Calculating ETWU								
Zone	Planting Description	Water Needs	PF	Irrigation Method	IE (PF)IE	ETAF Area (HA)	ETAF x HA	
1	Gr/Str/Secc/Vines	Low	0.3	Drip	0.81	0.37	287	108
2	Trees	Low	0.3	Drip	0.81	0.37	40	15
3	Parkway Tree	Moderate	0.5	Drip	0.81	0.62	20	12
4	Parkway GC	Low	0.3	Drip	0.81	0.37	153	57
5	Gr/Str/Secc/Vines	Low	0.3	Drip	0.81	0.37	287	108
6	Grasses	Low	0.3	Drip	0.81	0.37	27	10
7	Trees	Low	0.3	Drip	0.81	0.37	60	22
8	Gr/Strubs/Vines	Low	0.3	Drip	0.81	0.37	284	98
Sum					0.81	0.40	1,138.00	426.42
						A	B	
Special Landscape Areas						1.00	0	
Sum						1.00	0.00	
						C	D	
ETAF CALCULATIONS								
Regular Landscape Areas				All Landscape Areas				
Total ETAF x Area (A)		(B)	426.42	Total ETAF x Area (B+D)		426.42		
Total Area (A)		(B)	1,138.00	Total Area (A+C)		1,138.00		
Average ETAF (B / A)		0.37		Average ETAF (B + D / C + A)		0.37		

CITY POINTS			
Potential Landscape Area (Lot Area minus Building Footprint)			
LOT AREA	18,000 SF		
BUILDING FOOTPRINT	7,567 SF		
TOTAL POTENTIAL LANDSCAPE AREA:	10,433 SF		
Total points required per Guideline C.20 (Lot area 18,000 SF)			
DETAIL OF POINTS PROVIDED			
Soil amended to Class 1 TOPSOIL Match	POINTS PER ITEM	QTY.	POINTS CLAIMED / CALLOUT SHEET
Trees shading east and west exposure	2/25 H	2	4 B - L1
Mines on walls/fences	2/50 H	2	4 C - L1
Parkway planting - no lawn	1/50 H	4	8 D - L1
GUIDELINES O PROVIDED POINTS TOTAL:			21
Total points required for Guideline AA.300 (Lot area 18,000 SF)			
Landscape meter (25% of required points)			
Sensor for rain	25%	1	25 D - L2
Automatic irrigation controller	1	1	1 E - L2
Drip irrigation	5	1	5 F - L2
Mulch	5/area	7	35
Plants requiring monthly summer water after established for 3 years	10	1	10 Legend L-1
	294	839	1,638 Legend L-1
GUIDELINES AA PROVIDED POINTS TOTAL:			1,664
The subdivisor shall record a covenant and agreement satisfactory to the Advisory Agency guaranteeing that:			
a. The planting and irrigation system shall be completed by the developer/builder prior to the close of record of 50 percent of the units of the project or phase.			
b. Sixty days after landscape and irrigation installation, the landscape professional shall submit to the homeowners' property owners association a Certificate of Substantial Completion (12.441 O.L.A.M.C.)			
c. The developer /builder shall maintain the landscaping and irrigation for 60 days after completion of the landscape and irrigation installation.			
d. The developer/builder shall guarantee all trees and irrigation for a period of six months and all other plants for a period of 60 days after landscape and irrigation installation.			

General Notes

Green Building Notes
Prescriptive Approach

A minimum 3-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas, except turf areas, creeping or rooting groundcovers, or dried-seeding applications when mulch is contraindicated.

Unless contradicted by a soils test, compost at a minimum rate of 4 cubic yards per 1,000 square feet of permeable area, shall be incorporated to a depth of 6 inches into the soil.

For projects that include landscape work, the Landscape Certification, Form GRN 12, shall be completed prior to final inspection approval. (State Assembly Bill No. 1881, S.304-1)

I agree to comply with the requirements of the prescriptive compliance option of the MWEO.

Signed: see stamp

Date 01/03/2024

- NOTES:**
- Refer to Civil plans for LID and drainage systems.
 - If plant availability requires changes to the plant palette, please contact landscape architect for substitutions.

No.	Revision/Issue	Date
1	SITE PLAN REVISE	2024/08/01

Designed By:
HARMONY GARDENS
6620 MURIELLA AVE.
VAN NUYS, CA 91405
818-505-9103
don@harmonygardens.net
harmonygardens.net

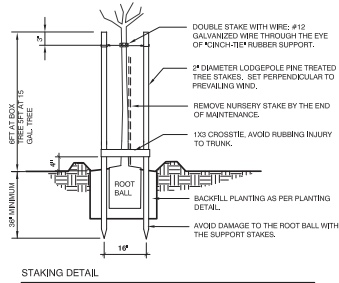


Client/Project:
Brand Estate, LLC
833 N Brand Blvd.
San Fernando, CA 91340

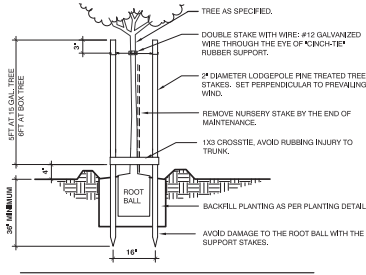
LEGAL DESCRIPTION
AIN: 2515-015-009
District: North District Office
Region: 03
Cluster: 03126 SAN FERNANDO

Project:
833 N. Brand Blvd., SF
Date:
2023/12/20
Scale:
1/16"=1'-0"

Sheet:
LANDSCAPE
PLAN
L1.1



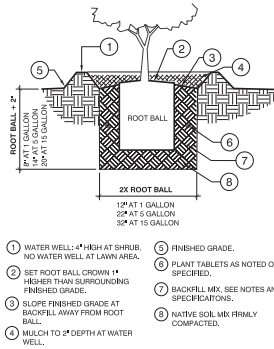
STAKING DETAIL



3 SHRUB PLANTING

1\"/>

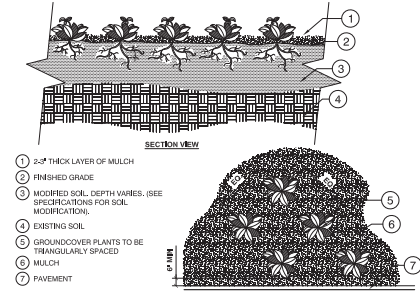
FX-PL-FXSHRB-07



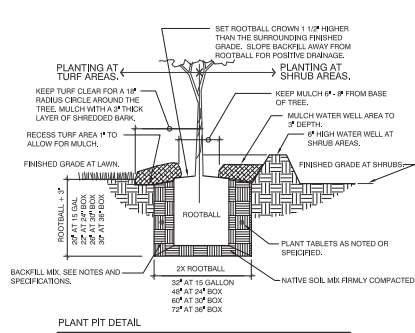
4 GROUNDCOVER

3/4\"/>

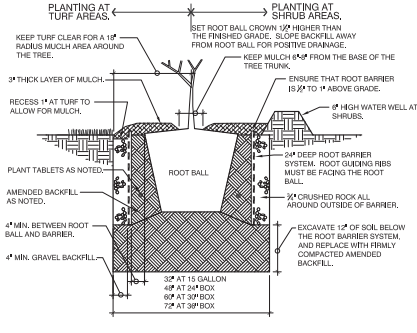
FX-PL-FXGROU-01



NOTES:
 1. SEE PLANTING LEGEND FOR GROUNDCOVER SPECIES, SIZE, AND SPACING DIMENSION.
 2. SMALL ROOTS (1/4\"/>



PLANT PIT DETAIL



1 TREE PLANTING DOUBLE STAKE

1\"/>

FX-PL-FX-TREE-10

2 ROOT BARRIER TREE PLANTING

1\"/>

FX-ML-12

General Notes

No.	Revision/Issue	Date
1	DESCRIPTION	YYYYMMDD

Designed By:
 HARMONY GARDENS
 6620 MURRETTA AVE.
 VAN NUYS, CA 91405
 818-565-9193
 don@harmonygardens.net
 harmonygardens.net

NO BULL DOGS
 YOU DIG

Client/Project:
 Brand Estate, LLC
 833 N Brand Blvd.
 San Fernando, CA 91340

Project: 833 N. Brand Blvd., SF	Sheet: PLANTING DETAILS
Date: 2024/01/03	Scale: per detail
L1.2	

PLANTING SPECIFICATIONS

Scope

A. The Contractor shall furnish and install plant materials as indicated on the drawings and as specified. Planting shall be performed by personnel familiar with planting procedures and under supervision of a qualified planting foreman adjudged by the Landscape Architect to be capable of performing the class and scale of work contemplated.

B. General Contractor of Owner shall supply to Landscape Contractor a grade condition of within 2% of 1 foot of finish grade.

Inspections

A. Inspections will be made by the Owner or Owner's Representative. Contractor shall be on the site when inspections are made. Request inspection by telephone at least two (2) working days in advance of date desired. Contractor will not be permitted to initiate the succeeding steps of work until he has received approval to proceed by the Inspector.

B. Contractor shall find out from the Owner or Owner's Representative if a soils test has been made and shall not begin work on the site until the results of such tests are known unless told otherwise by Owner. Contractor shall obtain soils test and send report to Owner or Owner's Representative if no such test exists and pay all costs for such reports. Soil amendments and general backfill mixes listed below are for bid purposes only. Contractor will be responsible for providing mixes as specified based on the results of soil tests.

C. Inspection is required for the following:

- When trees and other plant material are spotted for planting, but before planting occurs.
- When planting and all other specified work has been completed.

MATERIALS

A. Topsoil

1. Existing soil on the site shall be used as topsoil for planting purposes insofar as possible, but shall be free of cobbles, oil, weeds, plaster, concrete, gasoline, paint, solvents, or other foreign matter. Contaminated soil shall be removed and replaced with acceptable existing soil or imported soil.

B. Imported Topsoil

1. Imported topsoil shall be fertile, friable, clean, sanitary, free of weeds, rocks, gravel, debris, and other deleterious matter. Soil shall contain sufficient quantities of available nitrogen, phosphorous, potassium, calcium, and magnesium to support normal plant growth.

2. Topsoil shall be subject to inspection at the source from which it is obtained before delivery, but such approval shall not impair the right of inspection and rejection at the site during delivery and progress of work. Rejected topsoil shall be removed immediately from the site.

3. Furnish the Owner or Owner's Representative with the following information 30 days prior to the importation of topsoil:

4. Specific location of topsoil source.

5. Contractor shall submit topsoil to soil testing Laboratory for conformance testing. Contractor shall have report sent to Owner or Owner Representative and shall pay all costs.

6. Contractor shall amend imported topsoil according to soil testing specifications.

C. Soil Amendments (for bid purposes only): All planting areas shall be prepared by incorporating the following amendments:

Amounts per 1,000 square feet:

- 100 lbs. of Gro-Power Plus
- 100 lbs. of Gypsum
- 3 cu. yd. nitrated shavings or Organic Alternative:
- 3 cu. yd. of Organic (no sludge included) Compost

D. Backfill

1. Backfill shall be the following: (for bid purposes only):

- 6 parts by volume site soil
- 4 parts by volume nitrated organic amendment
- 5 lbs. Gro-Power Plus per cu. yd. of mix

2. Backfill for Succulents, Cacti, and other drought-tolerant plants shall be the following:

- 6 parts coarse peat moss
- 2 parts planter mix
- 8 parts volcanic rock
- 100 lbs. washed sand
- 5 lbs. Gro-Power

3. Backfill for Palms shall be the following:

- 100% coarse sand for at grade planting

E. On-slab Planter mix shall be the following: 33% Peat moss 33% Vermiculite (coarse grade) 33% Sand plus nutrients and minerals (triple super phosphate, potassium sulfate, urea formaldehyde, lime, gypsum and iron sulfate). Contractor shall submit samples of the mix to soil testing Laboratory for conformance testing. In addition, small amounts of the components (1 quart each bark and sand, 1 cup each of other ingredients) shall be delivered for lab to mix to specifications and compare.

Contractor shall have report sent to Owner or Owner's Representative and shall pay all costs.

1. Quality and size of all plants shall conform to the California Standard Grading Code of Nursery Stock and shall be No. 1 grade. Plants shall be vigorous, of normal growth, free from disease, insects, insect eggs and larvae. All plants shall equal or exceed the measurements specified in the plant list and be supplied from those sources indicated when a source is specified.

2. Container stock shall have grown in containers for at least one year, but not over two years. Samples shall be shown to prove that no root bound conditions prevail. No container plants that have cracked or broken balls or earth when taken from containers shall be planted, except on special approval of the Owner or Owner's Representative

3. Plants shall have been grown under climatic conditions comparable to those of the project site, unless otherwise specifically approved by the Owner or Owner's Representative.

4. Nomenclature conforms to the customary usage: For clarification, the term multi-trunk defines a plant having a minimum of three trunks and a maximum of five trunks of nearly equal diameter.

5. Sod to be freshly cut and provided with minimum 3/4" thick root area and at least 6-12 months old. All sod to be protected from sun and wind drying while being shipped and prior to planting.

6. Inspection: Plants shall be subject to inspection and approval by the Owner or Owner's Representative at the place of growth or upon delivery, for quality, size and variety. Such approval shall not impair the right of inspection and rejection at the site, during progress of work, for size and condition of ball or roots, latent defects or injuries. Rejected plants shall be removed immediately from the site.

7. Certificate of Inspection: To accompany shipment of plant materials shall be furnished which may be required by Federal, State, County or other authorities.

8. Identify each species and variety with a weatherproof label.

9. Protection: Plants shall be protected at all times from sun and drying wind, and shall be kept watered.

10. Nursery Order Placement: Place plant material order sufficiently in advance of planting to insure availability of plant materials and sizes specified.

11. Names of Plants and Standards: All plant materials shall conform to the standards as outlined by the Association of Nurseriesmen.

12. Substitutions will not be permitted without proof of the unavailability of any specified material. In the event it is impossible to provide the quantities or varieties of plants specified, the Owner or Owner's Representative must be given notice in writing to submit a revised plant list. When substitutions are made, all requirements of the plant list shall be met, and in no case shall substitutions be made without approval of the Owner or Owner's Representative. The cost of substitute plants shall not exceed the original plants, except by the written approval of the Owner or Owner's Representative. Contractor may supply larger plants than those specified in the plant list at no additional cost, in which case, the root systems shall be proportional to the size of the component parts of the plants.

13. Verification of dimensions and quantities: All scaled dimensions are approximate. Before proceeding with any work, the Contractor shall carefully check and verify all dimensions and quantities, and shall immediately inform the Owner or Owner's Representative of any discrepancy between the drawings and/or specifications and actual conditions. No work shall be performed in any area where there is a discrepancy until Owner or Owner's Representative has given approval of it.

F. Tree Ties: Corded rubber tree ties approved by Owner or Owner's Representative.

G. Tree Stakes: Tree stakes shall be black painted 1 1/2" Schedule 40 steel pipe (actual dimension) or as shown on detail.

H. Wood Bark mulch: Use 1/2" to 3/4" diameter wood bark. If not available in bulk quantity use bagged wood bark.

EXECUTION

Installation

A. Commencement of Work

1. The irrigation system shall have been installed and approved prior to soil preparation.

2. Within five days after notification by the Owner or Owner's Representative conduct operations continually to completion, unless weather conditions are unfavorable. All work shall conform to high standards of practice within the trade.

B. Site clearance: Clean up and remove from the planting areas weeds and grasses, including roots, and any minor accumulated debris and rubbish before commencing work. Existence of major amounts of construction debris shall be called to the attention of the General Contractor or Owner for removal.

C. Storage: Secure permission to store plants of the project site, and insure that they are protected from damage by sun, rain, wind and construction work.

D. Weed Control

1. All landscape areas to receive an application of Surfiant 75W and Devindol following manufacturer's instructions for rate, method and sequence with planting.

2. Application is to be made by licensed personnel.

3. Apply 1/2" to 1" water within two or three hours after applying this combination. This will incorporate the herbicides into the soil surface to control the susceptible weeds.

E. Equipment

a. Add the recommended rate of Surfiant 75W and Devindol to the spray tank during the filling operation. Apply in enough water to assure adequate coverage, 50 to 250 gallons per acre.

b. Use any properly calibrated low-pressure boom-type herbicide sprayer with 50-mesh or coarser screens in strainers, nozzles and suction units. Spray equipment shall provide vigorous bypass agitation during application.

c. Spray equipment shall be calibrated before use and checked frequently during application to insure a uniform spray pattern.

F. Caution

a. Harmful if swallowed or absorbed through the skin. Avoid contact with skin, eyes, and clothing. In case of contact, flush with water. Do not contaminate food.

b. Do not contaminate any body of water by direct application, cleaning of equipment or disposal of wastes.

E. Soil Preparation:

1. No soil preparation work shall occur when moisture content is so great that excessive compaction will occur, nor when it is so dry that dust will form in the air, or that clods will not break readily. Apply water if necessary to provide ideal moisture content for tilling and planting.

2. Prior to placing conditioners and fertilizer, scarify all planting areas, except slopes exceeding 2:1 to a depth of 12" below grade.

3. Grade all areas to be amended and lower, or fill areas not to grade.

4. Incorporate soil amendments into existing soil by means of a Rototiller to a depth of 6" using the soil amendments in MATERIALS paragraph (subsection C) thoroughly.

F. Planting

1. Position plants as indicated in drawings. Secure city approval of plant locations if required by local authority, or call Owner or Owner's Representative prior to planning for inspection. Before excavating pits, make necessary adjustments if indicated. The irrigation system shall be operative and tested prior to any planting.

2. Excavate pits with vertical sides for all plants. If hardpan or compacted soil is encountered, use a soil auger, digging-bar, or posthole digger to loosen soil and ensure drainage. Pits shall be twice the diameter and at a depth equal to the container or rootball. Dig 3-6 inches deeper around the edges of the hole's bottom to create a plateau of undug soil to support plant at proper depth. Where drainage is a problem, plant so the upper half of the root balls is above grade and add a ring of soil around root ball that gradually tapers down to the natural grade.

3. Remove plants from container and inspect root ball. Cirdling, matted, and knined roots on outer surface should be trimmed away.

4. Refill holes with backfill mixture about halfway up the rootball. Soil amendments, if used, should generally not exceed 5% by volume. Tamp mixture around root ball. Water sufficiently to thoroughly settle backfill. Allow water to drain then fill remaining void with soil. Tamp firmly and water again to settle. Make permanent basin and water plant immediately. The top of the root ball should sit 1 to 3 inches above soil grade.

5. Once a tree has been planted and thoroughly watered to settle soil, exposed soil to be covered with 2 to 3 in. wood mulch. Keep mulch 3 to 4 in. from the trunk.

6. After planting has been completed, double stake all trees, up to and including 24" box specimens, as follows:

a. On-grade trees: place stake in prepared hole and drive stake one foot into solid ground. Plant tree as close to stake as possible without crowding roots. Fasten tree to stake in at least two places (preferably 6" below top of stake and 3 feet below first) by using flat-woven polypropylene 1/4", 900-lb. break strength tree ties. The trees loosely to permit crown to move 4 to 6 in. in the wind. Stakes shall be 1" - 2" (actual dimension) 10' lodgpole stake. Stakes should be place at right angles to prevailing winds. Install 24" below finish grade.

7. Finish grade all planting areas to a smooth and even condition making certain that no water pockets or irregularities remain. Remove and dispose of all foreign materials, clods and rocks over 1-1/2 inches in diameter. Final grade shall be one inch below existing walkways, sloping to drain to adjacent concrete or asphalt surfaces, drain swale or catch basins. Surface drainage shall flow away from all building foundations.

8. Groundcover shall be planted as specified in triangular configurations. After groundcover has been planted, water thoroughly.

G. Wood Bark Mulch: Apply a minimum of 2" layer in all shrub areas without groundcover planting. Wood bark shall not be applied to groundcover areas.

H. Clean Up

1. During the course of the work, remove surplus materials from the site and leave premises in a neat and clean condition.

2. Clean up and remove all remaining debris and surplus materials upon completion of work, leaving the premises neat and clean.

3. Remove all tags, labels, nursery stakes and ties from all plants.

MAINTENANCE

A. After all work indicated on the drawings or herein specified has been completed, inspected and approved by the Owner or Owner's Representative, maintain all planted areas for a period of 90 days.



B. During the maintenance period specified above, all plants and planted areas shall be kept well-watered at all times; weeds and grass shall be removed and disposed of; basins and depressions shall be maintained and cultivated and kept well formed around trees and shrubs; the water system will be maintained and repaired and the entire project shall be so cared for that a neat and clean condition will be presented at all times.

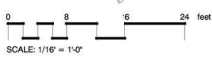
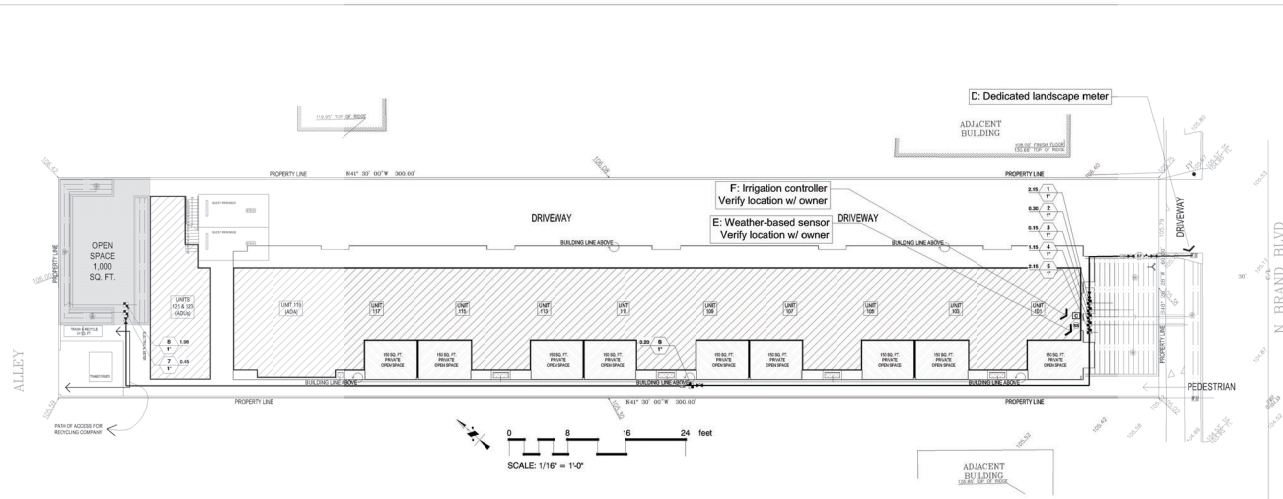
C. The Contractor shall maintain a sufficient number of men and adequate equipment to perform the maintenance work herein specified from the time of planting until completion of the maintenance period and acceptance by the Owner.

GUARANTEE

A. Within 15 days after notification by Owner, remove and replace all plant materials which for any reason fail to meet these requirements of the guarantee. All plant materials shall be the same as originally specified on the planting plan.

B. All trees, shrubs, and plant material 15-gallon size and smaller shall be guaranteed for a period of 3 months; larger than 15 gallon shall be guaranteed for a period of one year. This includes replacement of material, which has been correctly maintained after final acceptance. This does not include replacement of material improperly maintained after final acceptance.

General Notes		
1	DESCRIPTION	YYYYMMDD
No.	Revision/Issue	Date
Designed By: DR HARMONY GARDENS 6620 MURETTA AVE. VAN NUYS, CA 91405 500@harmongardens.net 818-617-9923 harmongardens.net		
 		
Client: Brand Estate LLC 833 N Brand Blvd. San Fernando, CA 91340		
Project 833 N. Brand Blvd., SF	Sheet LANDSCAPE SPECIFICATIONS	L1.3
Date 2024/01/03	Scale N/A	



IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	DETAIL
	Hurter I2C-101-25-LF 1\"/> Drip Control Zone Kit. 1in. ICV Globe Valve with 1in. HY100 filter system. Pressure Regulation: 25 psi. Flow Range: 5 GPM - 15 GPM. 150 mesh stainless steel screen.	8	
	Hurter HDL-06-12-CV Drip Ring	6	
	Area to Receive Drip Line Hurter HDL-06-12-CV HDL-06-12-CV: Hurter 3/8in. w/ 0.6 GPH emitters at 12\"/>		
	Hose Bibb owner to select location(s)	2	
	Nibro Gate Valve Size per line	5	
	Wilkins 600 Pressure Reducing Valve	1	
	Fabco 825Y 1\"/> Reduced Pressure Backflow Preventer	1	
	Hurter I2C-0800-M 8 Station Outdoor Modular Controller. Two-Expander Modules Required. Metal Cabinet.	1	
	Hurter Solar-Sync Solar, rain freeze sensor with outdoor interface, connects to Hurter PCC, Pro-C, and I-Core Controllers install as noted. Includes 10 year lithium battery and rubber module cover, and gutter mount bracket. *Wired.	1	
	Irrigation Lateral Line: IVC Schedule 40	363.5 LI.	
	Irrigation Mainline: PVC Schedule 40	357.5 LI.	
	Pipe Sleeve: PVC Schedule 80	21.8 LI.	
	Valve Callout # + = Valve Number # + = Valve Floor # + = Valve Size		

IRRIGATION VALVE LEGEND						
VALVE NO.	PRESSURE	GPM	APP. IN./HR.	QTY.	SPACING	TOTAL GPM
1	30	0.01	0.72	215	16"	2.15
2	30	0.01	0.72	30	16"	0.30
3	30	0.01	0.72	15	16"	0.15
4	30	0.01	0.72	115	16"	1.15
5	30	0.01	0.72	215	16"	2.15
6	30	0.01	0.72	20	16"	0.20
7	30	0.01	0.72	45	16"	0.45
8	30	0.01	0.72	198	16"	1.98

STATIC PRESSURE AT METER: 80 PSI, per San Ferrando Water Dept. 01/04/2024

IRRIGATION SCHEDULING

WATER DURING PLANT ESTABLISHMENT:
SHRUB AND GROUND COVER SYSTEMS:
10 MIN, 1X PER DAY, FOR FIRST 10 DAYS

SPRING WATERING AFTER PLANT ESTABLISHMENT:
TREE, S-RHRUB AND GROUND COVER SYSTEMS:
6 MIN, 3X PER WEEK

SUMMER WATERING AFTER PLANT ESTABLISHMENT:
SHRUB AND GROUND COVER SYSTEMS:
10 MIN, 3X PER WEEK

FALL WATERING AFTER PLANT ESTABLISHMENT:
TREE, S-RHRUB, AND GROUND COVER SYSTEMS:
6 MIN, 3X PER WEEK

WINTER WATERING AFTER PLANT ESTABLISHMENT:
SHRUB AND GROUND COVER SYSTEMS:
10 MIN, 2X PER WEEK

ALL IRRIGATION SYSTEMS TO BE OPERATED IN EARLY MORNING OR IN THE EVENING.

- NOTES:**
1. Pressure-regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation devices.
 2. Check valves or anti-drain valves are required on all sprinkler heads where low-point drainage could occur.
 3. Recirculating water systems shall be used for water features.
 4. Locks shall be installed on all publicly accessible exterior faucets and hose bibs.
 5. Refer to LID plans for LID and drainage systems.
 6. Irrigation equipment locations shown on this plan are approximate and schematic. See architectural, mechanical, plumbing, and civil plans to verify placement on site.

1. AUTOMATIC CONTROLLERS SHALL BE SET TO WATER BETWEEN 9 PM AND 10 AM TO REDUCE EVAPORATION.
2. A MINIMUM OF PVC SCHEDULE 40 OR EQUIVALENT SHALL BE USED FOR MAIN LINES AND UNDER DRIVEWAY AREAS, AND A MINIMUM OF PVC SCHEDULE 200 OR EQUIVALENT SHALL BE USED FOR LATERAL LINES.
3. THE IRRIGATION SYSTEM MUST COMPLY WITH ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS.
4. CONTRACTOR SHALL PROVIDE THE OWNER WITH A SET OF "AS-BUILT" PLANS.
5. IT IS THE INTENT OF THE DRAWINGS TO SHOW A COMPLETE AND OPERATIONAL IRRIGATION SYSTEM. THE SYSTEM WAS DESIGNED BASED ON LANDSCAPE AND GRADING DRAWING IN EFFECT AT THIS TIME. ANY DISCREPANCIES, OMISSIONS, ERRORS, ETC., OR ON-SITE CHANGES DOES NOT RELIEVE THE IRRIGATION INSTALLER OF HIS RESPONSIBILITY TO PROVIDE A COMPLETE AND OPERATIONAL SYSTEM.
6. IRRIGATION LINES, VALVES AND OTHER EQUIPMENT SHOWN IN PAVED OR PUBLIC AREAS ARE SCHEMATIC AND ARE FOR DIAGNOSTIC PURPOSES ONLY. LINES, VALVES, AND OTHER EQUIPMENT SHOWN IN PAVED OR PUBLIC AREAS ARE INTENDED TO BE LOCATED IN ADJACENT PLANTING AREAS.
7. ALL LINES TRAVERSING HARDSCAPE TO BE PLACED IN CONDUIT UNDERPAVING.

General Notes

Green Building Notes
Prescriptive Approach

A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.

At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installer, irrigation schedule and irrigation maintenance.

An irrigation audit report shall be completed at the time of final inspection.

Pressure regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation device.

For projects that include landscape work, the Landscape Certification, Form GRN 12, shall be completed prior to final inspection approval. (State Assembly Bill No. 1881, 5.304.1)

I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plans.

I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package.

Signed: see stamp

Date: 01/03/2024

No.	Revision/Issue	Date
1	SITE PLAN REVISE	2024/08/01

Designed By:
HARMONY GARDENS
6620 MURRIETTA AVE.
VAN HUYFS, CA 91405
818-505-9183
don@harmonygardens.net
harmonygardens.net

CALL BEFORE YOU DIG

12/11/2024
01/03/2024

Client:
Brand Estate, LLC
833 N Brand Blvd.
San Fernando, CA 91340

Project:
833 N. Brand Blvd., SF

Date:
2024/01/03

Scale:
1/16"=1'-0"

Sheet:
IRRIGATION PLAN

L2.1

LEGAL DESCRIPTION
AIN: 2515-015-009
District: North District Office
Region: 03
Cluster: 03126 SAN FERNANDO

IRRIGATION SPECIFICATIONS

GENERAL

Scope

- A. Include furnishing all labor, materials and equipment required to provide and install the irrigation system specified herein and required to complete the work per the plans. Contractor shall test water pressure to verify adequacy and inform Owner or Owner's Representative prior to irrigation system installation.
- B. Scope includes backfilling and recompacting soil equal to adjacent undisturbed soil.
- C. Owner shall provide a rough grade within 2% of 1 foot of finish grade prior to commencement of irrigation work.
- D. The Irrigation Contractor shall be familiar with site conditions and shall coordinate work with General Contractor and other subcontractors for locating pipe sleeves through walls, under paving and coordinate with mechanical and electrical subcontractors for water and electrical supplies.
- E. Water supply provided for by Owner.
- F. Manual shut-off valves shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency or routine maintenance.

Requirements of regulatory agencies

- A. Comply with all local and state codes, ordinances, safety orders and regulations of all legally constituted authorities having jurisdiction over this work.
- B. Obtain and pay for all planning permits and all inspections required by authorities stated above.
- C. Notify the Landscape Architect in the event any equipment or methods indicated on the drawings or in specifications conflicts with local codes, prior to installation. In the event this notification is not performed, the Contractor must assume full responsibility for revisions necessary.

Submittals

A. As-built Record Drawings

- 1. The contractor shall maintain a complete and accurate set of "as-built" drawings. These drawings shall be kept up with the progress of the work. The Owner shall furnish a set of drawings on which to record "as-built" conditions.
- 2. The Contractor shall indicate clearly and correctly work installed differently from the shown on the contract drawings. By dimensioning from two permanent points of reference, show connection to existing water lines, gate valves, pressure supply pipe, control valves and control wiring.

B. Operations and Maintenance Manuals

- 1. Prepare and deliver to the Owner within ten days by calendar prior to completion of construction, all required and necessary descriptive material in complete detail and sufficient quantity, properly one bound copy of the operation and maintenance manuals. The manual shall describe the material installed and shall be in sufficient detail to permit operating personnel to understand, operate and maintain all equipment. Spare parts lists and related manufacturer information shall be included for each equipment item installed. Each complete, bound manual shall include the following information:
 - a. Index sheet stating Contractor's address and telephone number.
 - b. Duration of guarantee period.
 - c. List of equipment with names and addresses of local Manufacturer Representative.
 - d. Complete operating and maintenance instructions on all major equipment.
- 2. In addition to the above maintenance manuals, provide the maintenance personnel and Owner with instructions for major equipment

Drawings

- A. For purposes of legibility, sprinkler lines are essentially diagrammatic. Although size and location of sprinkler equipment are drawn to scale wherever possible, make use of all data in all of the contract documents and verify this information at the construction site. The work shall be installed in such a manner as to avoid conflicts between irrigation systems, planting and architectural features.
- B. Irrigation lines shown adjacent to planter shall be located in planters. Wherever possible, locate lines in same trench.

MATERIALS

Materials to be furnished prior to final inspection the Contractor shall furnish the following materials to the Owner

- 1. Two wrenches for disassembling and adjusting each type of sprinkler head supplied.
- 2. Two keys for automatic controller. Materials and Equipment
- A. All irrigation equipment shall be new and unused prior to installation, shall conform to the Irrigation Plan and Legend, and as specified. No substitution shall be allowed without prior written approval of Owner.
- B. Equipment or materials installed or furnished without the prior approval of the Owner or Owner's Representative may be rejected and such materials removed from the site at no expense to the Owner.

Plastic Pipe and Fittings

- A. All fittings shall be injection molded Schedule 80 of an approved PVC fitting compound featuring high tensile strength, high chemical resistance, and high impact strength. In terms of the current ASTM Standard D-1784-05, the compound must meet the requirements described in cell classification 13454B. Where threads are required in plastic fittings, these shall be injection molded also. All tees and elbows shall be side gated.
- B. All threaded nipples exposed above grade shall be gray in color.
- C. All pipe and fittings shall be as manufactured by Lasco Co., Pacific Western or S.M. or approved equal.
- D. Solvent weld pipe shall be extruded of or improved P.V.C. virgin pipe compound featuring high tensile strength, high chemical resistance and high impact strength. In terms of the current ASTM Standard D-1784, or D-2241, this compound shall meet the requirements of cell classification 13454B for pipe. This compound must have a 2,000 p.s.i. hydrostatic design stress rating.
- E. All supply lines up to 2" diameter shall be Schedule 40 PVC. PVC lines to be manufactured by GSR, Johns Manville, Pacific Western Clearseal or approved equal.

Automatic Controller, Electrical

- A. Automatic controller shall be fully automatic in operation and shall be capable of operating the number of stations or remote-control valves as noted on the drawing.
- B. Controller shall be wall-mounted type (see plan), with a heavy duty watertight case and locking, hinged cover.
- C. Controller components shall be fused and chassis grounded.
- D. Controller shall be equipped with an approved on/off switch for 115-volt service and electrical outlet, located inside housing.
- E. The exact location of the controller shall be determined as noted on drawings and verified with Owner. The Irrigation Contractor will be responsible for coordinating the electrical service to this location. In the event a conflict prevents this coordination, the Landscape Architect shall be notified immediately.
- F. Electrical power and connections including 1 1/2" conduit sleeve, to automatic controller as per manufacturers specifications.

Remote Control Valves, Electrical

- A. Valve shall be spring-loaded, packless diaphragm activated type with brass or plastic body as specified on drawings.
- B. Valve shall be capable of being operated in the field without electricity at the controller, by a bleeder valve.
- C. Valve shall be installed in shrub area whenever possible and installed according to Manufacturer's instructions.

Wiring, Low Voltage

- A. Unless otherwise specified, connections between the controller and remote-control valves shall be made with direct burial AWG-UF type wire, installed in accordance with valve manufacturer's wire chart and specifications.
- B. Wiring shall occupy the same trench and shall be installed along the same route as the pressure supply lines wherever possible, and shall be installed before pressure line wherever possible.
- C. Where more than one wire is placed in a trench, the wiring shall be taped together at intervals of 10 feet
- D. Sizing of wire shall be according to manufacturer recommendations, in no case less than #14 in size.
- E. Use a continuous wire between controller and remote-control valves. Under no circumstances shall splices exist without prior approval. Any splices allowed shall be installed in an approved box.
- F. All splices shall be made using Scotch Lok Unipeck waterproof sealing packets, Pen-Tie Connectors, or approved equal. An expansion loop of 12 inches shall be provided a each wire connection and/or directional turn.
- G. Ground wires shall be white in color.

EXECUTION

- A. The contractor shall not willfully install the irrigation system as shown on the drawings when it is obvious in the field that obstructions, grade differences or discrepancies in equipment usage or area dimensions exist that might not have been considered in the engineering. Such obstructions or differences shall be brought to the attention of the Owner or Owner's Representative. In the event this notification is not performed, the Contractor shall assume full responsibility.
- 3. Before starting work on sprinkler system, carefully check all grades to determine that work may safely proceed, keeping within the specific material depths.
- 2. The installation of all sprinkler materials, including pipe, shall be coordinated with the landscape drawings to avoid interfering with the trees, shrubs, or other planting.
- 3. Layout sprinkler heads and make any minor adjustments required due to difference between site and drawings. Any such deviations in layout shall be within the intent of the original drawings, and without additional cost to the Owner. When directed by the Owner or Owner's Representative the layout shall be approved before installation. Check valves to prevent drainage of sprinklers through lowest head shall be installed on every sprinkler head at a lower elevation than the control valve.
- 3. Contractor shall verify location of Controller. Contractor shall supply and install a rechargeable battery or controller back up per manufacturer's instructions.
- 2. All piping or equipment shown diagrammatically on drawing outside of planting areas shall be installed inside planting area whenever possible.
- 3. Sprinklers with adjustable low rate nozzles shall be adjusted by fully opening the sprinkler furthest from the control valve. The manual adjustment of the control valve shall be opened slightly to obtain a 12" high spray at the sprinkler mentioned above. After this condition has been met, all other sprinklers in the section shall be adjusted for equal weight sprays, adjusting the control valves as required to maintain this condition. With a pressure gauge on the sprinkler first opened the control valve shall be adjusted to obtain the catalog rated pressure for the sprinkler installed. Individual heads shall be rotated and adjusted as required to keep grass within the areas of lawn or shrubbery.

INSTALLATION

- A. Water Supply Connections shall be made to the water meter or existing pipe as shown at approximate location on drawings or to point of connection. Minor changes caused by actual site conditions shall be made without additional cost to Owner.
- 3. Assemblies:
 - 1. Routing of pressure supply lines as indicated on drawings is diagrammatic.
 - 2. All plastic threaded pipe and fittings shall be assembled using Teflon tape or equivalent, applied to the male threads only.
 - 3. Install all assemblies on a swing joint connection.
- 2. Line Clearance: All lines shall have a minimum clearance of 4 inches from each other and 6 inches from lines of other trades. Parallel lines shall not be installed directly over one another.
- 2. Trenching:
 - 1. Dig trench and support pipe continuously on bottom of ditch. Shake pipe in trench to an even grade. Trenching excavation shall follow layout indicated on drawings and as noted. Where lines occur under paved areas, these dimensions shall be considered below subgrade.
 - 2. Provide minimum cover of 18 inches for all press are supply lines 2 1/2" and smaller.
 - 3. Provide minimum cover of 13 inches for all control wires.
 - 4. Provide minimum cover of 12 inches for all other non-pressure lines.
- E. Paved Areas:
 - 1. Coordinate installation of sleeves under paved areas with General Contractor.
 - 2. If the only piping installed is over 20 feet long, pressure testing is required for this section at the time of installation. Upon completion of piping installation, the entire system must be tested.
- F. Backfilling:
 - 1. Backfill for trenching shall be compacted to a dry density equal to the adjacent undisturbed soil, and shall conform to the adjacent grades without slips, surken areas, lumps or other irregularities. Initial backfill on all lines shall be of a fine granular material with no foreign matter larger than 1/2" size.
 - 2. Trenches shall be backfilled promptly after the open trench inspection.

G. Flushing the System

- 1. After all new sprinkler pipe lines and risers are in place and connected, all necessary diversion work has been completed, and prior to installation of sprinkler heads, the control valves shall be opened and a full head of water used to flush out the system.
 - 2. Sprinkler heads shall be installed only after flushing of the system has been accomplished to the complete satisfaction of the Owner's Representative.
- H. Sprinkler Heads**
- 1. Install sprinkler heads as designated on the drawings.
 - 2. Spacing of heads shall not exceed the maximum indicated on the drawings. In no case shall the spacing exceed the maximum recommended by the manufacturer.
 - 3. Sprinkler heads in lawn or turf areas shall be elevated to a minimum of 3 inches above grade. Heads along curbs, walks, paving, etc., shall be placed 1/2 inch above finish grade or coordinated with adjacent curb heights. Adjust sprinkler heads within ten days after notification by Owner.

Adjusting the System

- A. Adjust valves, alignment and coverage of all sprinkler heads.
- B. If it is determined that adjustments in the irrigation equipment or nozzle changes will provide proper and more adequate coverage, make all necessary changes, without additional cost to the Owner, prior to any planting.
- C. The entire system shall be operating properly before any planting operations commence.

Irrigation System Coverage Test

- A. When the sprinkler system is completed, determine if the water coverage of planting areas is complete and adequate. Furnish all materials and perform all work required to correct any inadequacies of coverage due to deviations from plans. This test shall be accomplished when planting is complete.

Clean-up and Repair

- A. Upon completion of the work make the ground surface level, remove excess materials, rubbish, debris, etc., and remove construction and installation equipment from the premises.

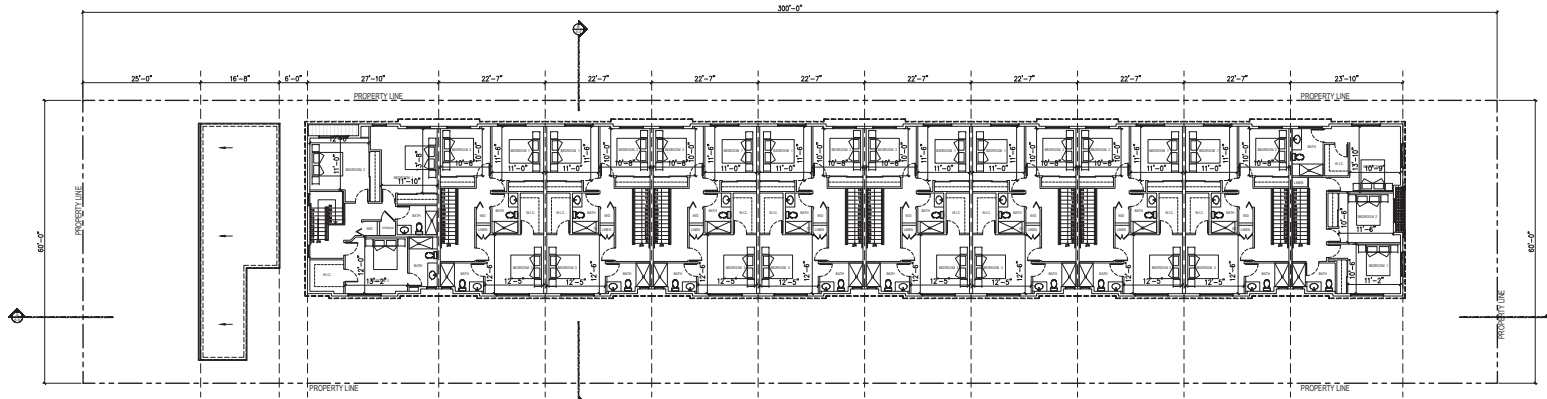
Inspection of Work

- A. Installations and operations must be approved by owner.
- B. Prior to commencing work, the Contractor shall arrange a meeting with the Owner, at which time the Contractor will be informed of specific inspections required and the method of calling for such inspections as the individual work is completed.
- C. In no event shall the Contractor cover up or otherwise remove from view any work under this contract without prior approval of the Owner. The Contractor at his expense shall open any work covered prior to inspection to view.
- D. All hydrostatic tests shall be made only in the presence of the Landscape Architect, or other duly authorized representative of the Owner. No pipe shall be backfilled until it has been inspected, tested, and approved in writing.
- E. All pressure supply lines shall be tested under hydrostatic pressure of 150 pounds per square inch for a period of two hours.
- F. Upon completion of the project, the Contractor shall transfer all information concerning the dimensions to a clear set of transparency prints of the drawings. The changes and dimensions shall be recorded in a legible and workmanlike manner to the satisfaction of the Owner. The Contractor shall, for this purpose, procure from the Owner a copy of the piping layout to mark all as-built dimensions and work that differs from the original plans.
- G. Contractor shall instruct Owner on use of irrigation controller. Contractor shall consult with Owner and Landscape Architect to establish appropriate watering program for the site.

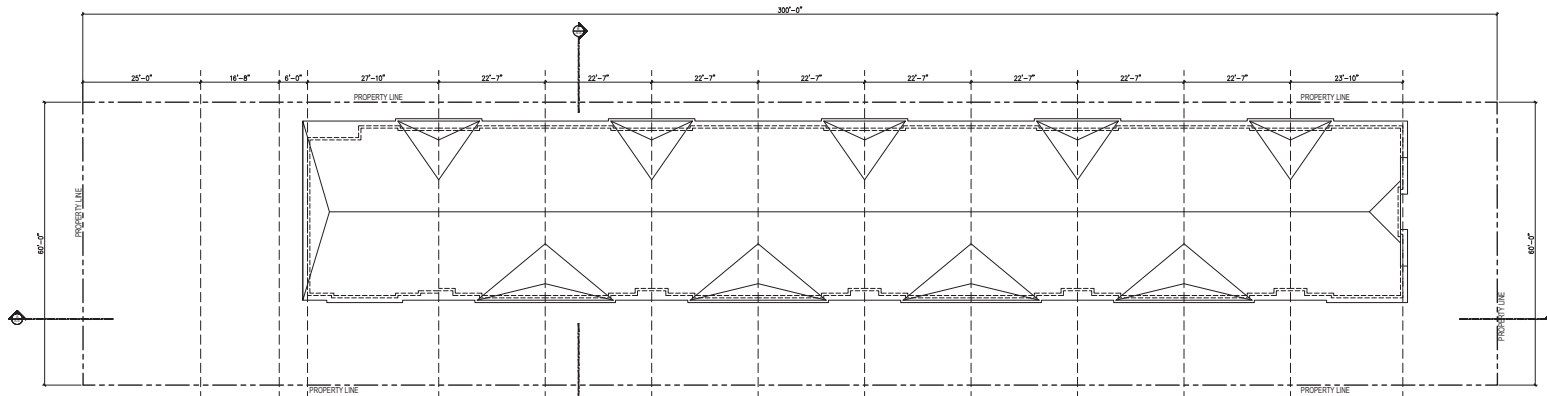
Guarantee

- A. The entire sprinkler system shall be guaranteed for one year by the Contractor as to material and date of final acceptance of the work.
- B. Should any trouble develop within the specified guarantee period due to inferior or faulty material and/or workmanship, the trouble shall be corrected without delay by the Contractor to the satisfaction and at no expense to the Owner.
- C. Any and all damage to rainwater drains, water supply lines, gas lines and/or other service lines shall be repaired and made good by the Contractor at no extra cost to the builder. It is the responsibility of the Contractor to be aware of the location of all utilities or other permanent or non-permanent installations and to protect these installations from any damages whatsoever.

General Notes		
	1 DESCRIPTION	YYYYMMDD
No.	Revision/Issue	Date
<p>DESIGNED BY: HARMONY GARDENS 6820 JURETTA AVE. VAN NUYS, CA 91405 818-905-9983 con@harmonygardens.net harmonygardens.net</p>		
<p>Brand Estate, LLC 833 N Brand Blvd. San Fernando, CA 91340</p>		
Project	833 N. Brand Blvd., SF	Sheet
Date	2024/01/03	IRRIGATION SPECIFICATIONS
Scale	N/A	L2.3



PROPOSED 3RD FLOOR PLAN
SCALE: 3/32"=1'-0"



PROPOSED ROOF PLAN
SCALE: 3/32"=1'-0"

REV	DATE	REVISIONS
1		
2		
3		
4		
5		

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 1111
 BECKERLY HILLS, CALIF. 90211
 TEL: (310) 853-2450
 FAX: (310) 853-2450
 E-mail: wpd@westpacifica.com

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER: Brand Estate LLC
 Location: 833 N Brand Blvd, San Francisco, CA 94140

DESIGNED BY	SCALE	AS SHOWN
DRAWN	DATE	02/12/24
CHECK	DATE	
DATE		

A-3



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC
ARCHITECT: JACQUES MASHIHI, ARCHITECT**



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC.
ARCHITECT: JACQUES MASHIHI, ARCHITECT**



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC
ARCHITECT: JACQUES MASHIHI, ARCHITECT**

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Fabian Valdez, Police Chief
Walter Dominguez, Acting Operations Commander

Date: February 18, 2025

Subject: A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public input, introduce for first reading, in title only, and waive further reading of Ordinance No. 1731 (Attachment "A") titled, "An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy (Exhibit "A" of Attachment "A") governing the use of military equipment pursuant to Assembly Bill 481 (AB 481)"; and
- c. Approve the 2024 Annual Military Equipment Report (Attachment "B").

BACKGROUND:

1. On September 30, 2021, Governor Gavin Newsom signed into law AB 481 (Attachment "C") relating to the use of "military equipment" by law enforcement agencies in California.
2. On April 27, 2022, the Police Department posted the proposed military equipment policy on the City's website as part of a 30-day public review period prior to any public hearing as part of the transparency process to solicit public feedback, pursuant to AB 481.
3. On June 1, 2022, the Police Department presented the proposed military equipment policy to the Transportation and Public Safety Commission.
4. On July 5, 2022, a public hearing was held to consider adopting an ordinance approving the proposed military equipment policy, governing the use of military equipment. There were no

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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public comments submitted, and the City Council voted unanimously to approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1711 titled, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy governing the use of military equipment pursuant to Assembly Bill 481.”

5. On July 18, 2022, the City Council adopted Ordinance No. 1711, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy, governing the use of military equipment pursuant to Assembly Bill 481” as it was introduced on July 5, 2022, and waived further reading of the ordinance.
6. On December 15, 2023, the Police Department’s 2023 Annual Military Equipment Use Report was posted on the City’s website for public comment, in accordance with AB 481.
7. On January 4, 2024, the Police Department hosted a community engagement forum during the Transportation and Public Safety Commission meeting. The Department presented a summary of the 2023 Annual Military Equipment Report and Policy update, followed by an open forum for public comment and questions. To ensure transparency and public participation, the presentation was announced on the City’s website and promoted through the City’s social media channels.
8. On February 5, 2024, the City Council adopted Ordinance No. 1721, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy governing the use of military equipment pursuant to Assembly Bill 481” and approved the 2023 Annual Military Equipment Report.
9. On January 10, 2025, the Police Department posted the proposed 2024 Annual Military Equipment Use Report on the City’s website as part of a 30-day public review period prior to any public hearing as part of the transparency process to solicit public feedback, pursuant to AB 481.
10. On January 30, 2025, a Notice of Public Hearing (Attachment “D”) was published in the *San Fernando Sun* newspaper and was posted at the front entrance of City Hall.
11. On February 6, 2025, the Police Department hosted a community engagement forum during the Transportation and Public Safety Commission meeting. The Department presented a summary of the 2024 Annual Military Equipment Report and Policy update, followed by an open forum for public comment and questions. To ensure transparency and public participation, the presentation was announced on the City’s website and promoted through the City’s social media channels.

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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ANALYSIS:

AB 481 is designed to enhance transparency, oversight, and public involvement in the decision-making processes related to the funding, acquisition, and utilization of military equipment by California law enforcement agencies. AB 481 requires that the Department report annually on the inventory, procurement, use, and misuse of covered military equipment items. The 2024 Annual Military Equipment Report also includes a description of new military equipment for which the Department seeks City Council approval for acquisition and funding. AB 481 requires law enforcement agencies to post policies on military equipment for a 30-day period for public review prior to a public hearing to adopt the policy. Additionally, AB 481 mandates annual reporting on the military equipment outlined in the policy and requires at least one well publicized and conveniently located annual community engagement meeting to discuss the findings presented in the annual report.

AB 481 Annual Reporting Requirements (Government Code 7072).

AB 481 establishes annual reporting requirements within Government Code 7072. The Department's Military Use Policy Annual Report to the City Council requires reporting of each type of equipment used within the year and annual reporting thereafter. The annual report requires the following:

- (1) A summary of how the military equipment was used and the purpose of its use.
- (2) A summary of any complaints or concerns received concerning the military equipment.
- (3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- (4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
- (5) The quantity possessed for each type of military equipment.
- (6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

The Department is committed to placing the community's safety first by using various public safety tools and equipment that have been proven effective in enhancing safety. To that end, a number of items defined by AB 481 as military equipment, as outlined below, are currently utilized by the Department and many agencies throughout Los Angeles County. These items provide officers with critical tools and the ability to safely resolve dynamic and volatile situations that may otherwise rise to the level of a lethal encounter. These tools and equipment, combined

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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with the current departmental military equipment policy, are a key component to facilitating compliance with the Department's Use of Force Policy.

It is important to understand that the term "military equipment" as used within AB 481 does not necessarily indicate equipment that has been used or provided by the military. In fact, the Department does not have any equipment currently in use that has been obtained from the military or its Federal 1033 program, which provides surplus equipment to law enforcement.

AB 481 Definition of Military Equipment (Government Code 7070).

AB 481 has created Government Code 7070 to designate the following 15 categories of items as military equipment:

1. Unmanned, remotely piloted, powered aerial or ground vehicles.
2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
3. High Mobility Multipurpose Wheeled Vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. Unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
4. Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
6. Weaponized aircraft, vessels, or vehicles of any kind.
7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. Items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
8. Firearms of .50 caliber or greater. Standard issue shotguns are specifically excluded from this subdivision.
9. Ammunition of .50 caliber or greater. Standard issue shotgun ammunition is specifically excluded from this subdivision.
10. Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.
11. Any firearm or firearm accessory that is designed to launch explosive projectiles.

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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12. "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
13. Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).
14. The following projectile launch platforms and their associated munitions: 40 mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.
15. Any other equipment as determined by a governing body or a state agency to require additional oversight.

The Department is currently in possession of items in Categories 10, 11, 12 and 14 from the aforementioned list. The current policy authorizes the Department to use the equipment that was listed in the Military Equipment Inventory (Attachment "B," Section 706.4) at time of adoption only. Future equipment identified as military equipment, but not included in the current policy will require prior City Council approval before it can be purchased or deployed by the Department.

The Military Equipment Use Policy and the attached 2024 Annual Military Equipment Report (as summarized below) were developed in consultation with the City Attorney's Office, who reviewed and approved the documents as to content and form prior to release on the City's website.

AB 481 Approval of the Military Equipment Use Policy (Government Code 7071).

California Government Code Section 7071(d)(1) states the following:

"The governing body shall only approve a military equipment use policy pursuant to this chapter if it determines all of the following:

(A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

Response: The items identified in the current policy and currently possessed by the Department are industry standard equipment that serve a unique and specific purpose. To staff's knowledge, no viable alternative equipment currently exists to achieve the respective objectives of this equipment.

(B) The current military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

Response: The military equipment in the current policy and currently possessed by the Department will safeguard the public's welfare, safety, and civil rights by ensuring that San

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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Fernando Police Officers have the proper equipment to appropriately respond to violent and/or unusual incidents (e.g. active shooters) or incidents involving large and riotous/unruly crowds (e.g. civil unrest).

(C) If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

Response: The military equipment identified in the current policy complied with the City's purchasing policy and was cost effective at the time of purchase as it was procured through a competitive process. The Department is not currently seeking to purchase any additional equipment as outlined in Assembly Bill 481.

(D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance."

Response: All prior military equipment use complied with the City's policies that were in effect at the time. Additionally, all items currently in possession of the Department have been approved during the associated budgetary periods commensurate with the items purchased.

AB 481 Funding, Acquisition and Use of Military Equipment (Government Code 7071).

In accordance with California Government Code Section 7071(a)(1), the adoption of a Military Equipment Use Policy by ordinance, allows the Department, with the approval from City Council, to do the following:

- (A) Request military equipment identified in the Policy and made available pursuant to Section 2576a of Title 10 of the United States Code.
- (B) Seek funds for military equipment identified in the Policy, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (C) Acquire military equipment identified in the Policy, either permanently or temporarily, including by borrowing or leasing.
- (D) Collaborate with another law enforcement agency in the deployment or other use of military equipment identified in the Policy within the territorial jurisdiction of the governing body.
- (E) Use any new or existing military equipment identified in the Policy for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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- (F) Solicit or respond to a proposal for, or enter into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, military equipment identified in the Policy.
- (G) Acquire military equipment identified in the Policy through any means not provided by this paragraph.

The Department's 2024 Annual Military Equipment Report contains the following information:

1. A description of the Department's specialized firearms and ammunitions including a quantity, capabilities, and purchase cost;
2. A summary of the purpose of the equipment;
3. A description of who is authorized to use the equipment;
4. The expected life span of the equipment;
5. The annual cost to maintain the equipment;
6. Training required to use the equipment;
7. The legal and procedural rules for using the equipment; and
8. A summary of complaints or concerns about the equipment, the results of any internal audits, and information about any violations of the use policy.

As provided in the 2024 Annual Military Equipment Report:

- (1) *Complaints or Concerns:* There were no annual complaints or concerns reported on the use of the equipment in this Policy.
- (2) *Internal Audit:* The Department conducted an internal audit and determined that there were no violation(s) of the Policy.
- (3) *Intention to Purchase Additional Equipment:* The Department does not intend to purchase any military equipment in 2025.
- (4) *Equipment Usage for 2024:* On May 25, 2024, a 40mm less-lethal launcher was deployed and utilized in response to an active shooter situation in the 1900 block of Warren Street. Three 40mm sponge projectiles were discharged; the initial two rounds failed to hit the suspect, while the third round struck the suspect, who was not adhering to the officers' directives to surrender peacefully following the shooting of several individuals and at a hovering police helicopter.

A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2024 Annual Military Equipment Report

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Public Notification and Review.

A Notice of Public Hearing (Attachment “D”) was published in the San Fernando Valley Sun Newspaper and notification posted at the front entrance of City Hall on January 30, 2025. The Department released the 2024 Annual Military Equipment Report to the community via its webpage on January 10, 2025, for public comment, in accordance with AB 481. There were no public comments received during the Transportation and Public Safety Commission Meeting.

BUDGET IMPACT:

There is no budget impact associated with receiving this informational report. Military equipment identified in the Policy is purchased through the Department’s annual operating budget as adopted by the City Council.

CONCLUSION:

It is recommended that the City Council introduce for first reading, in title only, and waive further reading of Ordinance No. 1731 (Attachment “A”) titled, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy (Exhibit “A” of Attachment “A”) governing the use of military equipment pursuant to Assembly Bill 481 (AB 481)” and approve the 2024 Annual Military Equipment Report.

ATTACHMENTS:

- A. Ordinance No. 1731, including:
 - Exhibit “A” San Fernando Police Department Military Equipment Policy
- B. 2024 Annual Military Equipment Report
- C. Text of California Assembly Bill 481
- D. Public Hearing Notice

ORDINANCE NO. 1731

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, ADOPTING A MILITARY EQUIPMENT POLICY GOVERNING
THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 (creating Government Code Section 7070, et seq.), relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 became effective January 1, 2022, and is codified at Sections 7070 through 7075 of Chapter 12.8 to Division 7 of Title 1 of the California Government Code; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used; and

WHEREAS, the term "military equipment" is defined in California Government Code Section 7070; and

WHEREAS, AB 481 requires, among other things, that a law enforcement agency obtain approval of the governing body, by an ordinance adopting a military equipment use policy that includes a description of the equipment, quantity, capabilities, expected lifespan, purposes and authorized uses, fiscal impact, legal and procedural rules governing authorized uses, required training, and mechanisms to ensure compliance with the agency's use policy, prior to taking certain actions relating to the funding, acquisition or use of military equipment, including military equipment acquired prior to January 1, 2022; and

WHEREAS, the San Fernando Police Department is in possession of certain items of equipment that qualify as "military equipment" under AB 481; and

WHEREAS, the San Fernando Police Department has prepared a proposed Military Equipment Policy, attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, pursuant to Government Code section 7071(a)(2), if seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, the San Fernando Police Department was obligated to, and has met the requirement, of commencing a City Council approval process for the Military Equipment Policy no later than December 16, 2023; and

WHEREAS, the San Fernando Police Department made the proposed Military Equipment Policy available on the Police Department's website for at least 30 days prior to the first public meeting concerning the proposed Military Equipment Policy on January 16, 2024; and

WHEREAS, as required by AB 481, the City Council determines as follows:

- (a) the military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety; and
- (b) the proposed Military Equipment Policy will safeguard the public's health, welfare, safety, civil rights, and civil liberties; and
- (c) the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety; and
- (d) prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance; and

WHEREAS, as further required by Government Code section 7071(a)(2), if the City Council does not approve the continuing use of military equipment, including by adoption pursuant to a Military Equipment Policy, within 180 days of submission of the proposed Military Equipment Policy to City Council, the San Fernando Police Department shall cease its use of the military equipment until it receives the approval of City Council in accordance with this Ordinance; and

WHEREAS, the Military Equipment Policy and supporting information must be approved by the governing body by ordinance, and reviewed annually; and

WHEREAS, the City Council of the City of San Fernando, having received the information required under AB 481 regarding the San Fernando Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the City to approve the Military Equipment Policy as set forth herein.

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

SECTION 1. Recitals. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. Approval of Military Equipment Policy. The City Council, having received the information required under AB 481 regarding the San Fernando Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the City to and hereby approves the Military Equipment Policy attached hereto as Exhibit "A." The Military Equipment Policy shall govern the approval, acquisition, use and reporting of military equipment by the San Fernando Police Department.

SECTION 3. CEQA. This Ordinance is not a project within the meaning of Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because it has no potential to result in physical change in the environment, directly or indirectly. This Ordinance is also exempt under CEQA Guideline 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 4. Uncodified Ordinance. This Ordinance shall not be codified in the San Fernando Municipal Code unless and until the City Council so ordains.

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

SECTION 6. Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force thirty (30) days from passage and adoption.

SECTION 7. Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this _____ day of _____, 2025.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1731 which was introduced on the 18th day of February, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the ____ day of _____, _____, 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 _____, 2025.

Julia Fritz, City Clerk

Policy
706San Fernando Police Department
San Fernando PD Policy Manual

Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

Military Equipment

706.2 POLICY

It is the policy of the San Fernando Police Department that employees of this Department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate an employee of this Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of San Fernando Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the Department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

Heckler & Koch 9mm submachine guns

40mm Less Lethal Launcher

40mm Exact Impact Sponge Round

40mm Spede-heat long range Chlorobenzaldehyde Malononitrile (CS) Tear Gas Munition

40mm Ferret CS Munition

40mm Bean Bag Munition

12 gauge Shotgun Less Lethal Bean Bag Munition

Military Equipment

12 gauge Shotgun Ferret CS Munition

Pepperball launcher

Pepperball CS Munition

Unmanned aerial vehicle (drone)

Colt M4 Carbine Full Auto.223 Caliber Capability

For specific detail, see the following attachment: [See attachment: Military Equipment Policy Attachment clean2.pdf](#)

The attachment referred to in policy section 706.4 above provides detail related to the description of each category of equipment/supply, quantity, capability, expiration date, purpose, product description, cost impact and policy reference for use. Less lethal weapon training shall be completed in compliance with policy section 304, Control Devices and Techniques. Training shall be provided by POST-certified less lethal instructors in compliance with approved POST-certified course outlines for less lethal weapons. Training for the M-4 rifle and submachine gun will be provided by POST-certified rifle and submachine gun instructors following POST-certified course outlines. All drone (unmanned aerial vehicle) operators will be certified in the Part 107 pilot course as required by the FAA.

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this Department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

Military Equipment

- (g) Acquiring military equipment through any means not provided above.

It will be the practice of the Department to replace damaged equipment in order to maintain the equipment levels as specified in policy section 706.4 above. As equipment is deployed or utilized in compliance with this policy or if such equipment exhausts its useful life, the Department will replace that equipment. The Department will endeavor to maintain supplies of equipment at 50% of supply levels as established in the attachment referred to in policy section 706.4 above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any employee of this Department shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this Department or operating in a law enforcement capacity in conjunction with this Department shall comply with their respective military equipment use policies in rendering mutual aid.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in Department inventory.

706.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment. Any complaints regarding the use of equipment or to express support for equipment use may be submitted as outlined in Policy 1009 - Personnel Complaints.

Attachments

Military Equipment Policy Attachment clean2.pdf

1. Specialized Firearms and Ammunition (Equipment Category 10)
 - a. **Description, quantity, capabilities, and purchase cost:**
 - I. The carbine rifle is a firearm capable of accurately stopping an armed subject at various distances. The carbine rifle is a lightweight, air-cooled, gas-operated, magazine-fed, shoulder-fired weapon designed for semi-automatic and selective fire. The carbine rifle does not have an expiration date and needs to be serviced or replaced when the rifle fails or breaks. The .223 Remington/5.56mm NATO ammunition is used as a lethal option designed to stop a violent encounter. The projectile is capable of penetrating soft body armor being worn by armed subjects. These carbine rifles use ammunition already used by standard-issued patrol rifles. Colt AR-15 M4 Carbine | cost: \$3,000 | quantity: 4
 - II. The submachine gun is a firearm capable of accurately stopping an armed subject in a variety of conditions and at various distances. The submachine gun is a lightweight and compact firearm designed to match firepower while also having the capability to clear enclosed or close-combat spaces. The submachine gun does not have an expiration date and needs to be serviced or replaced when the submachine gun fails or breaks. These submachine guns use ammunition already used by standard-issued 9mm handguns. Heckler & Koch MP5 submachine gun | cost: \$3,000 | quantity: 8
 - III. The sniper rifle is a firearm capable of precision accuracy and is used to stop an armed subject from a safe distance. The sniper rifle can also be outfitted with a suppressor to reduce hearing damage in confined spaces. The projectile used by this rifle is capable of penetrating soft body armor being worn by armed subjects. The sniper rifle does not have an expiration date and needs to be serviced or replaced when the rifle fails or breaks. This rifle uses .308 Winchester ammunition which is not standard issue and is listed below. TacOps suppressed sniper rifle | cost: \$16,400 | quantity: 2
 - IV. The .308 Winchester is a rimless, bottlenecked rifle cartridge. This ammunition is deployed during potentially lethal encounters at longer distances. The 168 grain projectile maintains accuracy, while resulting in higher impact velocities and more energy on target to stop a violent threat. Federal Gold Medal MatchKing 168 grain boat-tail hollow-point | cost \$200 | quantity: 50
 - b. **Purpose:**

To be used as special weapons to address potentially deadly threats with more precision, handle close quarter situations/confined spaces, and/or deployment at greater distances than a handgun, if weapon systems are present and feasible to use in that particular situation.
 - c. **Authorized Use:**

Only personnel that are POST certified as operators or instructors, or personnel designated by the Chief of Police as authorized to use the above specifically mentioned rifles, submachine guns, and munitions.
 - d. **Expected Lifespan:**
 - I. Carbine Rifle – no expiration

- II. Submachine Gun – no expiration
- III. Sniper Rifle – no expiration
- IV. .308 Winchester 168 grain Rifle Ammunition – no expiration

e. **Fiscal Impact:**

- I. Carbine Rifle – estimated \$0 - \$1,000 annually
- II. Submachine Gun – estimated \$0 - 2,000 annually
- III. Sniper Rifle – estimated \$0 - \$2,000 annually
- IV. .308 Winchester 168 grain Rifle Ammunition – estimated \$0 - \$10,000

f. **Training:**

Personnel operating the above mentioned rifles and machine guns receive POST certified training as an operator or instructor and complete annual training and qualifications to maintain certification.

g. **Legal and Procedural Rules:**

Use of the above mentioned rifles, machine guns, and munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

2. PepperBall Launcher (Category 11)

a. **Description, quantity, capabilities, and purchase cost:**

This system uses high pressure to deliver PAVA (Pelargonyl Vanillylamide - synthetic pepper spray) powder projectiles, similar in ways to that of a paintball delivery system. It is capable of launching projectiles at a subject up to 60 feet. The delivery of the projectile has an area saturation of up to 160 feet. This non-lethal option offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest. PepperBall Launcher | cost: \$3,500 | quantity: 3

b. **Purpose:**

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situation for use of this non-lethal weapon system may include, but are not limited to:

- I. Self-destructive, dangerous and/or combative individuals
- II. Riot/crowd control and civil unrest incidents
- III. Circumstances where a tactical advantage can be obtained
- IV. Potentially vicious and/or dangerous animals
- V. Training exercises or approved demonstrations

c. **Authorized Use:**

Only personnel that have been trained as operators or instructors by the department, or personnel designated by the Chief of Police as authorized to use the PepperBall system.

- d. **Expected Lifespan:**
 - I. PepperBall Launcher – no expiration
 - II. PepperBall Live Projectile – 1 year
 - e. **Fiscal Impact:**
 - I. PepperBall Launcher – estimated \$0 - \$2,000 annually
 - II. PepperBall LIVE Projectile – estimated \$0 - \$1,000 annually
 - f. **Training:**
Personnel operating the PepperBall launcher and munition received department training on the operation and deployment of the system. Refresher training is periodically conducted.
 - g. **Legal and Procedural Rules:**
Use of the PepperBall launcher and munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.
3. Bean Bag Shotgun (Category 11)
- a. **Description, quantity, capabilities, and purchase cost:**
A bean bag shotgun, also known as a less-lethal shotgun, is a firearm designed to fire bean bag rounds and specialized ammunition as outlined in Category 12. This non-lethal option offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest.
 - b. **Purpose:**
To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situation for use of this non-lethal weapon system may include, but are not limited to:
 - I. Self-destructive, dangerous and/or combative individuals
 - II. Riot/crowd control and civil unrest incidents
 - III. Circumstances where a tactical advantage can be obtained
 - IV. Potentially vicious and/or dangerous animals
 - V. Training exercises or approved demonstrations
 - c. **Authorized Use:**
Only personnel that have been trained as operators or instructors by the department, or personnel designated by the Chief of Police as authorized to use the Bean Bag Shotgun system.
 - d. **Expected Lifespan:**
No expiration
 - e. **Fiscal Impact:**
Bean Bag Shotgun– estimated \$0 - \$2,000 annually
 - f. **Training:**
Personnel operating the Bean Bag Shotgun and munition received department training on the operation and deployment of the system. Refresher training is periodically conducted.
 - g. **Legal and Procedural Rules:**
Use of the Bean Bag Shotgun and munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

4. Tear Gas (Category 12)

a. **Description, quantity, capabilities, and purchase cost:**

Chemical agent munitions, which are commonly referred to as “tear gas” are used by the San Fernando Police Department as a non-lethal tool to disperse rioting subjects and dislodge barricaded subjects. The San Fernando Police Department uses chemical agents which are used by law enforcement across the United States. CS (2-chlorophenylmethylenemalononitrile) is an irritating agent and lachrymator (irritates the eyes and causes tears to flow). CS has been medically tested in the United Kingdom and United States, specifically by the U.S. Army. There are no known allergic reactions to CS. OC (Oleoresin Capsicum) was de-regulated in California in 1996, is endorsed by the FBI, and is available to civilians to legally possess (2.5 oz. or less). OC is an inflammatory agent which causes involuntary closure of eyes (opens in 2-5 minutes) and respiratory inflammation (subsides in approximately 2 minutes).

- I. PepperBall LIVE projectile is the basic PepperBall projectile and contains 2% PAVA powder and is designed for direct impact and area saturation, especially in confined and/or interior spaces. The projectile is launched from the PepperBall Launcher at a velocity of 280 - 350 fps. The projectile has a direct impact of 60 feet and an area of saturation of 150+ feet. PepperBall LIVE projectile | cost: \$1,000 | quantity: 3000
- II. CS Liquid Direct Impact 40mm (part# 6322) – This munition is a point-of-aim, point-of-impact direct-fire round. It serves as a solution whether you need to stop the threat from a single subject or control a crowd. The Direct Impact combines blunt trauma with the effects of an irritant powder, thereby maximizing the potential for incapacitation. Defense Technology | cost: \$400 | quantity: 9
- III. CS Spede-Heat Long Range 40mm (part# 6182) – This munition delivers one chemical canister of CS agent from a 40mm launcher down range up to 150 yards. The Spede-Heat is a pyrotechnic round designed specifically for outdoor use in crowd control situations with a high volume continuous burn that expels its payload in approximately 20-40 seconds from a single source. This munition may be used to conceal tactical movement or to route a crowd. Defense Technology | cost: \$800 | quantity: 35
- IV. CS Ferret 40mm (part# 2292) – This barricade penetrating munition is filled with a CS powder chemical agent. It is a frangible projectile that is spin stabilized utilizing barrel rifling. It is non-burning and designed to penetrate barriers. Primarily used to dislodge barricaded subjects, it can also be used for area denial. It is designed to penetrate barriers, such as windows, hollow-core doors, wallboard and thin plywood. Upon impact the nose ruptures and instantaneously delivers the CS agent inside a structure or vehicle. Defense Technology | cost: \$800 | quantity: 38
- V. CS Muzzle Blast 40mm (part# 6042) – This munition is widely used as a crowd management tool for immediate and close deployment. It can also

be employed in tactical operations such as barricaded subjects, room clearing, area denial, and for small space contamination (e.g. a means of contaminating crawl spaces and attics). Defense Technology | cost: \$270, quantity: 7

- VI. CS Liquid Ferret 12 gauge (part# 3012) – This munition has non-pyrotechnical properties which eliminates the fire hazard common with other products. It is primarily used to dislodge barricaded subjects and is designed to penetrate windows, hollow-core doors, wallboard and thin plywood. Upon impact it delivers CS agent inside a structure or vehicle. Defense Technology | cost: \$600 | quantity: 140
- VII. OC Liquid Ferret 12 gauge (part# 3010) – This munition has non-pyrotechnical properties which eliminates the fire hazard common with other products. It is primarily used to dislodge barricaded subjects and is designed to penetrate windows, hollow-core doors, wallboard and thin plywood. Upon impact it delivers CS agent inside a structure or vehicle. Defense Technology | cost: \$600 | quantity: 111
- VIII. CS Stinger Grenade (part# 1088) – The CS stinger grenade is a maximum effect device that delivers four stimuli for psychological and physiological effects: rubber pellets, light, sound, and CS. The CS stinger grenade is most widely used as a crowd management tool by Law Enforcement and Corrections. The blast of the CS stinger grenade is sufficient to project the rubber balls and chemical agent in a 50 foot radius. Defense Technology | cost: \$810 | quantity: 24

b. **Purpose:**

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situations for use of these chemical agent munitions may include, but are not limited to:

- I. Self-destructive, dangerous and/or combative individuals
- II. Riot/crowd control and civil unrest incidents
- III. Circumstances where a tactical advantage can be obtained
- IV. Dislodging barricaded subjects
- V. Potentially vicious and/or dangerous animals
- VI. Training exercises or approved demonstrations

- c. **Authorized Use:**
Only personnel that are POST certified as operators or instructors, or personnel designated by the Chief of Police as authorized to use the above specifically mentioned chemical agent munitions.
 - d. **Expected Lifespan:**
 - I. Part# 6322 – 5 years from date of manufacture
 - II. Part# 6182 – 5 years from date of manufacture
 - III. Part# 2292 – 5 years from date of manufacture
 - IV. Part# 6042 – 5 years from date of manufacture
 - V. Part# 3012 – 5 years from date of manufacture
 - VI. Part# 3010 – 5 years from date of manufacture
 - VII. Part# 1088 – 5 years from date of manufacture
 - e. **Fiscal Impact:**
 - I. Part# 6322 – estimated \$0 - \$400 annually
 - II. Part# 6182 – estimated \$0 - \$800 annually
 - III. Part# 2292 – estimated \$0 - \$800 annually
 - IV. Part# 6042 – estimated \$0 - \$270 annually
 - V. Part# 3012 – estimated \$0 - \$600 annually
 - VI. Part# 3010 – estimated \$0 - \$600 annually
 - VII. Part# 1088 – estimated \$0 - \$850 annually
 - f. **Training:**
Personnel operating the above mentioned 40mm launcher and chemical agent munitions receive POST certified training as an operator or instructor and complete annual training and qualifications to maintain certification.
 - g. **Legal and Procedural Rules:**
Use of the above mentioned 40mm launcher and chemical agent munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.
5. Projectile Launcher Platforms and Associated Munitions (Category 14)
- a. **Description, quantity, capabilities, and purchase cost:**
 - I. The single shot 40mm launcher is not a firearm, but a less lethal system that uses smokeless black powder to deliver 40mm projectiles from a safe distance. The less lethal launcher is capable of launching 40mm munitions up to 131 feet. The launcher can fire impact munitions and chemical agent munitions. This less lethal system offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest. The 40m launcher does not have an expiration date and needs to be serviced or replaced when the launcher fails or breaks. Defense Technology 40mm Tactical Single Launcher | cost: \$2,000 | quantity: 1
 - II. The multiple shot 40mm launcher is not a firearm, but a less lethal system that uses smokeless black powder to deliver 40mm projectiles from a safe distance. The less lethal launcher is capable of launching up to four 40mm munitions consecutively at a distance up to 131 feet. The launcher

can fire impact munitions and chemical agent munitions. This less lethal system offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest. The 40m launcher does not have an expiration date and needs to be serviced or replaced when the launcher fails or breaks. Defense Technology 40mm Tactical 4-Shot Launcher | cost: \$4,000 | quantity: 1

- III. The bean bag shotgun is a firearm designed to fire 12 gauge bean bag less lethal munitions and 12 gauge chemical agent munitions. The bean bag shotgun is capable of accurately firing 12 gauge munitions up to 75 feet. This less lethal system offers an alternative in potentially lethal encounters as a means of de-escalation. The bean bag shotgun does not have an expiration date and needs to be serviced or replaced when the launcher fails or breaks. Remington 870 Shotgun with orange high-visibility less lethal stock and foregrip | cost: \$8,000 | quantity: 8
- IV. Exact Impact 40mm (part# 6325) – The 40mm sponge round is a point-of-aim, point-of-impact, direct-fire munition. This lightweight, high-speed projectile consisting of a plastic body and sponge nose is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The munition is used as an alternative in potentially lethal encounters as a means of de-escalation. It can stop violent threats and subjects that pose a hazard to themselves through blunt force trauma. Defense Technology | cost: \$4,000 | quantity: 142
- V. Bean Bag 40mm (part# 6025) – The 40mm bean bag munition is most widely used as a crowd management tool by Law Enforcement and Corrections when there is a need to target individual instigators. It has also been successfully used as a dynamic, high-energy, single-subject munition for incapacitation or distraction. The round contains one silica sand-filled bag. Defense Technology | cost: \$3,000 | quantity: 510
- VI. Bean Bag 12 gauge (part# 3027) – The drag stabilized 12 gauge munition is a translucent 12 gauge shell loaded with a 40g tear-shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. This munition has a velocity of 270 fps with a maximum effective range of 75 feet. The munition is used as an alternative in potentially lethal encounters as a means of de-escalation. It can stop violent threats and subjects that pose a hazard to themselves through blunt force trauma. Defense Technology | cost: \$3,000 | quantity: 510
- VII. Rubber Ball Stinger 12 gauge (part# 3016) – The rubber ball stinger 12 gauge munition is a translucent 12 gauge shell loaded with approximately eighteen 32-caliber rubber balls. The 12 gauge rubber ball stinger is generally considered a low to medium pain compliance munition for close range deployment. The round has a maximum effective range of approximately 25 feet and a velocity of 500 fps. It is suitable for administering a means of pain compliance and is mainly used for routing crowds or groups that are mildly resistive. Defense Technology | cost: \$2,700 | quantity: 450

b. **Purpose:**

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situations for use of these kinetic energy weapons and munitions may include, but are not limited to:

- I. Self-destructive, dangerous and/or combative individuals
- II. Riot/crowd control and civil unrest incidents
- III. Circumstances where a tactical advantage can be obtained
- IV. Dislodging barricaded subjects
- V. Potentially vicious and/or dangerous animals
- VI. Training exercises or approved demonstrations

c. **Authorized Use:**

Only personnel that are POST certified as operators or instructors, or personnel designated by the Chief of Police as authorized to use the above specifically mentioned kinetic energy weapons and the above specifically mentioned munitions.

d. **Expected Lifespan:**

- I. Single Shot 40mm Launcher – no expiration
- II. Multiple Shot 40mm Launcher – no expiration
- III. Bean Bag Shotgun – no expiration
- IV. Part# 6325 – no expiration
- V. Part# 6025 – no expiration
- VI. Part# 6097 – no expiration
- VII. Part# 3027 – no expiration
- VIII. Part# 3016 – no expiration

e. **Fiscal Impact:**

- I. Single Shot 40mm Launcher – estimated \$0 - \$2,000 annually
- II. Multiple Shot 40mm Launcher – estimated \$0-\$2,000 annually
- III. Bean Bag Shotgun – estimated \$0 - \$1,000 annually
- IV. Part# 6325 – estimated \$0 - \$4,800 annually
- V. Part# 6025 – estimated \$0 - \$2,000 annually
- VI. Part# 6097 – estimated \$0 - \$1,500 annually
- VII. Part# 3027 – estimated \$0 - \$4,000 annually
- VIII. Part# 3016 – estimated \$0 - \$360 annually

f. **Training:**

Personnel operating the above mentioned 40mm launcher and kinetic energy munitions receive POST certified training as an operator or instructor and complete annual training and qualifications to maintain certification.

g. **Legal and Procedural Rules:**

Use of the above mentioned 40mm launcher and kinetic energy munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.



2024

Annual Military Equipment Report

San Fernando Police Department

Military Equipment Use AB 481 Compliance Requirements:

- Approval of the Military Use Policy (Completed 2022, Policy 706)
- Publishing the Policy (Completed 2022)
- Annual Report (See Below)

Annual Report Description:

Assembly Bill 481 requires the Department to report annually on the inventory, procurement, use, and misuse of covered military equipment items. The annual report also provides an account of the current inventory possessed by the Department for each category of military equipment.

Per AB 481, the annual report must include the following:

- (1) A summary of how the military equipment was used and the purpose of its use.
- (2) A summary of any complaints or concerns received concerning the military equipment.
- (3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- (4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
- (5) The quantity possessed for each type of military equipment.
- (6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

San Fernando Ordinance No. 1711 Military Equipment Policy

As required by AB 481, the San Fernando City Council reviewed this section as an ordinance to approve a military equipment use policy. The City Council's approval shall remain effective for a period of one-year, which approval may be revoked, extended, renewed, modified or amended by ordinance of the City Council. Within a year of the initial approval, and at least annually thereafter, the City Council will review this Ordinance. The City Council may, by ordinance, make amendments, modifications or revisions to the military equipment use policy adopted by the Department. The ordinance must be reviewed and renewed annually.

A. The City Council has made the following determinations:

1. The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The proposed military equipment use policy (SFPD Policy 706) will safeguard the public welfare, safety, civil rights and civil liberties (said Policy is attached hereto as Exhibit "A" and incorporated by this reference).
3. The equipment is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any).
4. Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

Equipment Usage for 2024:

On May 25, 2024, a 40mm less-lethal launcher was deployed and utilized in response to an active shooter situation in the 1900 block of Warren Street. Three 40mm rubber projectiles were discharged; the initial two rounds failed to hit the suspect, while the third round struck the suspect, who was not adhering to the officers' directives to surrender peacefully following the shooting of several individuals and on a police helicopter.

Summary of Complaints for 2024:

The Department did not receive any complaints concerning military equipment from January through December 2024.

Violations of Policy 706:

The Department conducted an internal audit and determined that there were no violation(s) of the Policy for calendar year 2024.

Total Annual Cost for Military Equipment:

The estimated annual cost for the maintenance of the military equipment in the current inventory was assessed to be zero. This includes the cost of replacement parts, cleaning supplies, and the staff time to conduct inspections on the equipment.

Acquire Additional Military Equipment:

The Department does not intend to acquire any additional military equipment for the calendar year 2025.

CURRENT MILITARY EQUIPMENT INVENTORY LIST:

1. Specialized Firearms and Ammunition [Category 10]

This equipment is typically used to address potentially deadly threats with more precision, handle close-quarter situations/confined spaces, and/or deployment at greater distance than a handgun. According to State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Those operating specialized firearms receive POST certified training and complete annual training to maintain certification. The Department possesses the following specialized firearms:

- A. Colt AR-15 M4 Submachine Rifles (4)
 - i. Acquisition Cost: \$3,000
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

- B. HK MP-5 Submachine Guns (8)
 - i. Acquisition Cost: \$3,600
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

- C. Sniper Rifles (2)
 - i. Acquisition Cost: \$16,400
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

- D. 308 Winchester 168 Grain Rifle Cartridges (50)
 - i. Acquisition Cost: \$200
 - ii. Estimated Annual Cost: \$0-\$200
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

2. PepperBall Launcher and Projectiles [Category 11]

This non-lethal equipment is typically used to de-escalate conflicts where lethal force is prohibited or undesirable. Situations where this equipment may be deployed include dealing with combative individuals, riots or civil unrest, potentially vicious or dangerous animals, and training exercises or demonstrations. In accordance with State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement

purposes. Only those trained as operators or instructors or designated by the Police Chief are authorized to use the PepperBall system. The Department possesses the following Pepperball launcher equipment:

A. PepperBall Launchers (3)

- i. Acquisition Cost: \$3,500
- ii. Estimated Annual Cost: \$0-\$2,000
- iii. Actual Annual Operating Cost: \$0
- iv. Life Span: No expiration

B. Bean Bag Shotgun (3)

- i. Acquisition Cost: \$8,000
- ii. Estimated Annual Cost: \$0-\$2,000
- iii. Actual Annual Operating Cost: \$0
- iv. Life Span: No Expiration

3. Tear Gas [Category 12]

This non-lethal chemical agent munitions equipment is typically used to limit the escalation of conflict where use of lethal force is prohibited or undesirable. Situations in which this equipment may be used include dealing with combative individuals, riots or civil unrest, potentially vicious or dangerous animals, and training exercises or demonstrations.

In accordance with State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Only those who are POST certified or designated by the Police Chief are authorized to use this equipment. The Department possesses the following tear gas equipment:

A. CS Liquid Direct Impact 40mm Munition (9)

- i. Acquisition Cost: \$400
- ii. Estimated Annual Cost: \$0-\$400
- iii. Actual Annual Operating Cost: \$0
- iv. Life Span: 5 years from date of manufacture

B. CS Speed-Heat Long Range 40mm Munitions (35)

- i. Acquisition Cost: \$800
- ii. Estimated Annual Cost: \$0-\$800
- iii. Actual Annual Operating Cost: \$0
- iv. Life Span: 5 years from date of manufacture

- C. Smokeless Powder Bean Bag 40mm Munitions (67)
 - i. Acquisition Cost: \$2,000
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: 5 years from date of manufacture

- D. CS Ferret 40mm Munitions (38)
 - i. Acquisition Cost: \$800
 - ii. Estimated Annual Cost: \$0-\$800
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: 5 years from date of manufacture

- E. CS Muzzle Blast 40mm Munitions (7)
 - i. Acquisition Cost: \$270
 - ii. Estimated Annual Cost: \$0-\$270
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: 5 years from date of manufacture

- F. CS Liquid Ferret 12 Gauge (140)
 - i. Acquisition Cost: \$600
 - ii. Estimated Annual Cost: \$0-\$600
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: 5 years from date of manufacture

- G. OC Liquid Ferret 12 Gauge (111)
 - i. Acquisition Cost: \$600
 - ii. Estimated Annual Cost: \$0-\$600
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: 5 years from date of manufacture

- H. CS Stinger Grenades (24)
 - i. Acquisition Cost: \$850
 - ii. Estimated Annual Cost: \$0-\$850
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: 5 years from date of manufacture

- I. PepperBall Projectiles (3,000)
 - i. Acquisition Cost: \$1,000
 - ii. Estimated Annual Cost: \$0-\$1,000
 - iii. Actual Annual Operating Cost: \$0

iv. Expect Life Span: 5 years from date of manufacture

4. Projectile Launcher Platforms and Associated Munitions [Category 14]

This non-lethal kinetic energy weapons equipment is typically used to limit the escalation of conflict where use of lethal force is prohibited or undesirable. Situations in which this equipment may be used include dealing with combative individuals, riots or civil unrest, potentially vicious or dangerous animals, and training exercises or demonstrations. According to State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Only those who are POST certified or designated by the Police Chief are authorized to use this equipment. The Department possesses the following projectile launcher equipment:

- A. Tactical 40mm Single Shot Launcher (1)
 - i. Acquisition Cost: \$2,000
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

- B. Multiple Shot 40mm Tactical 4-Shot Launcher (1)
 - i. Acquisition Cost: \$4,000
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: Not Expiration

- C. Direct Impact 40mm Sponge Munition (142)
 - i. Acquisition Cost: \$4,000
 - ii. Estimated Annual Cost: \$0-\$2,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

- D. Bean Bag 12 Gauge Munition (510)
 - i. Acquisition Cost: \$3,000
 - ii. Estimated Annual Cost: \$0-\$3,000
 - iii. Actual Annual Operating Cost: \$0
 - iv. Life Span: No expiration

- E. Rubber Ball Stinger 12 Gauge (450)
 - i. Acquisition Cost: \$2,700
 - ii. Estimated Annual Cost: \$0-\$2,700
 - iii. Actual Annual Operating Cost: \$0

iv. Life Span: No expiration

Although deployed as an option during certain occasions, the aforementioned equipment was utilized on only one occasion during the calendar year 2024. The Department is providing this disclosure pursuant to the requirements of AB 481. In addition, the Department did not receive any complaints or concerns about the aforementioned equipment. Nor does the Department foresee the acquisition of any additional military equipment at this time.

BUDGET IMPACT:

There were no new purchases of military equipment in 2024. The Department does not intend to purchase any new military equipment in 2025.

There is no budget impact associated with receiving this informational report. Military equipment identified in the Policy is purchased through the Department's annual operating budget as adopted by the City Council.

CONCLUSION:

It is recommended that the City Council accept, file, and approve the AB 481 Military Equipment use Policy Annual Report.

Assembly Bill No. 481

CHAPTER 406

An act to add Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, relating to military equipment.

[Approved by Governor September 30, 2021. Filed with
Secretary of State September 30, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 481, Chiu. Law enforcement and state agencies: military equipment: funding, acquisition, and use.

Existing law designates the Department of General Services as the agency for the State of California responsible for distribution of federal surplus personal property, excepting food commodities, and requires the department to, among other things, do all things necessary to the execution of its powers and duties as the state agency for the distribution of federal personal surplus property, excepting food commodities, in accordance with specified federal law. Existing law, the Federal Surplus Property Acquisition Law of 1945, authorizes a local agency, as defined, to acquire surplus federal property without regard to any law which requires posting of notices or advertising for bids, inviting or receiving bids, or delivery of purchases before payment, or which prevents the local agency from bidding on federal surplus property. Existing federal law authorizes the Department of Defense to transfer surplus personal property, including arms and ammunition, to federal or state agencies for use in law enforcement activities, subject to specified conditions, at no cost to the acquiring agency.

This bill would require a law enforcement agency, defined to include specified entities, to obtain approval of the applicable governing body, by adoption of a military equipment use policy, as specified, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. The bill would also require similar approval for the continued use of military equipment acquired prior to January 1, 2022. The bill would allow the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The bill would require the governing body to annually review the ordinance and to either disapprove a renewal of the authorization for a type, as defined, of military equipment or amend the military equipment use policy if it determines, based on an annual military equipment report prepared by the law enforcement agency, as provided, that the military equipment does not comply with the above-described standards for approval. The bill would specify these provisions do not preclude a county or local municipality from implementing

additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

This bill would also require a state agency, as defined, to create a military equipment use policy before engaging in certain activities, publish the policy on the agency's internet website, and provide a copy of the policy to the Governor or the Governor's designee, as specified. The bill would also require a state agency that seeks to continue use of military equipment acquired prior to January 1, 2022, to create a military equipment use policy.

This bill would also include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

By adding to the duties of local officials with respect to the funding, acquisition, and use of military equipment, this bill would impose a state-mandated local program.

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

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

(a) The acquisition of military equipment and its deployment in our communities adversely impacts the public's safety and welfare, including increased risk of civilian deaths, significant risks to civil rights, civil liberties, and physical and psychological well-being, and incurment of significant financial costs. Military equipment is more frequently deployed in low-income Black and Brown communities, meaning the risks and impacts of police militarization are experienced most acutely in marginalized communities.

(b) The public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment.

(c) Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties, and should be based on meaningful public input.

(d) Legally enforceable safeguards, including transparency, oversight, and accountability measures, must be in place to protect the public's welfare, safety, civil rights, and civil liberties before military equipment is funded, acquired, or used.

(e) The lack of a public forum to discuss the acquisition of military equipment jeopardizes the relationship police have with the community, which can be undermined when law enforcement is seen as an occupying force rather than a public safety service.

SEC. 2. Chapter 12.8 (commencing with Section 7070) is added to Division 7 of Title 1 of the Government Code, to read:

CHAPTER 12.8. FUNDING, ACQUISITION, AND USE OF MILITARY
EQUIPMENT

7070. For purposes of this chapter, the following definitions shall apply:

(a) "Governing body" means the elected body that oversees a law enforcement agency or, if there is no elected body that directly oversees the law enforcement agency, the appointed body that oversees a law enforcement agency. In the case of a law enforcement agency of a county, including a sheriff's department or a district attorney's office, "governing body" means the board of supervisors of the county.

(b) "Law enforcement agency" means any of the following:

(1) A police department, including the police department of a transit agency, school district, or any campus of the University of California, the California State University, or California Community Colleges.

(2) A sheriff's department.

(3) A district attorney's office.

(4) A county probation department.

(c) "Military equipment" means the following:

(1) Unmanned, remotely piloted, powered aerial or ground vehicles.

(2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.

(3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.

(4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.

(5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

(6) Weaponized aircraft, vessels, or vehicles of any kind.

(7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters,

or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.

(8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.

(9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

(10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.

(11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(12) “Flashbang” grenades and explosive breaching tools, “tear gas,” and “pepper balls,” excluding standard, service-issued handheld pepper spray.

(13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).

(14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, “bean bag,” rubber bullet, and specialty impact munition (SIM) weapons.

(15) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(16) Notwithstanding paragraphs (1) through (15), “military equipment” does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

(d) “Military equipment use policy” means a publicly released, written document governing the use of military equipment by a law enforcement agency or a state agency that addresses, at a minimum, all of the following:

(1) A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.

(2) The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of military equipment.

(3) The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.

(4) The legal and procedural rules that govern each authorized use.

(5) The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any officer, agent, or employee of the law enforcement agency or the state agency is allowed to use each specific type of military equipment to ensure the full protection of the public’s welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.

(6) The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight

authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.

(7) For a law enforcement agency, the procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.

(e) “State agency” means the law enforcement division of every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.

(f) “Type” means each item that shares the same manufacturer model number.

7071. (a) (1) A law enforcement agency shall obtain approval of the governing body, by an ordinance adopting a military equipment use policy at a regular meeting of the governing body held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable, prior to engaging in any of the following:

(A) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.

(B) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(C) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(D) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.

(E) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

(F) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, military equipment.

(G) Acquiring military equipment through any means not provided by this paragraph.

(2) No later than May 1, 2022, a law enforcement agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall commence a governing body approval process in accordance with this section. If the governing body does not approve the continuing use of military equipment, including by adoption pursuant to this subdivision of a military equipment use policy submitted pursuant to subdivision (b), within 180 days of submission of the proposed military equipment use policy to the governing body, the law enforcement agency shall cease its use of

the military equipment until it receives the approval of the governing body in accordance with this section.

(b) In seeking the approval of the governing body pursuant to subdivision (a), a law enforcement agency shall submit a proposed military equipment use policy to the governing body and make those documents available on the law enforcement agency's internet website at least 30 days prior to any public hearing concerning the military equipment at issue.

(c) The governing body shall consider a proposed military equipment use policy as an agenda item for an open session of a regular meeting and provide for public comment in accordance with the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.

(d) (1) The governing body shall only approve a military equipment use policy pursuant to this chapter if it determines all of the following:

(A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

(B) The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

(C) If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

(D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

(2) In order to facilitate public participation, any proposed or final military equipment use policy shall be made publicly available on the internet website of the relevant law enforcement agency for as long as the military equipment is available for use.

(e) (1) The governing body shall review any ordinance that it has adopted pursuant to this section approving the funding, acquisition, or use of military equipment at least annually and, subject to paragraph (2), vote on whether to renew the ordinance at a regular meeting held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.

(2) The governing body shall determine, based on the annual military equipment report submitted pursuant to Section 7072, whether each type of military equipment identified in that report has complied with the standards for approval set forth in subdivision (d). If the governing body determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth in subdivision (d), the governing body shall either disapprove a renewal of the authorization for that type of military equipment or require modifications

to the military equipment use policy in a manner that will resolve the lack of compliance.

(f) Notwithstanding subdivisions (a) to (e), inclusive, if a city contracts with another entity for law enforcement services, the city shall have the authority to adopt a military equipment use policy based on local community needs.

7072. (a) A law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use. The law enforcement agency shall also make each annual military equipment report required by this section publicly available on its internet website for as long as the military equipment is available for use. The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:

(1) A summary of how the military equipment was used and the purpose of its use.

(2) A summary of any complaints or concerns received concerning the military equipment.

(3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

(4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

(5) The quantity possessed for each type of military equipment.

(6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

(b) Within 30 days of submitting and publicly releasing an annual military equipment report pursuant to this section, the law enforcement agency shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment.

7073. (a) A state agency shall create a military equipment use policy prior to engaging in any of the following:

(1) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.

(2) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(3) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(4) Collaborating with a law enforcement agency or another state agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.

(5) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

(6) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, or to apply to receive, acquire, use, or collaborate in the use of, military equipment.

(7) Acquiring military equipment through any means not provided by this subdivision.

(b) No later than May 1, 2022, a state agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall create a military equipment use policy.

(c) A state agency that is required to create a military equipment use policy pursuant to this section shall do both of the following within 180 days of completing the policy:

(1) Publish the military equipment use policy on the agency's internet website.

(2) Provide a copy of the military equipment use policy to the Governor or the Governor's designee.

7074. The Legislature finds and declares that ensuring adequate oversight of the acquisition and use of military equipment is a matter of statewide concern rather than a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, this chapter applies to all cities, including charter cities and shall supersede any inconsistent provisions in the charter of any city, county, or city and county.

7075. Nothing in this chapter shall preclude a county or local municipality from implementing additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

SEC. 3. The Legislature finds and declares that Section 1 of this act, which adds Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

Requiring local agencies to hold public meetings prior to the acquisition of military equipment further exposes that activity to public scrutiny and enhances public access to information concerning the conduct of the people's business.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would

result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

O

Your Return Mailing Address

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

Proof of Publication –

(2015.5 C.C.P.)

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES**

The undersigned says:

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

San Fernando Valley Sun

a newspaper of general circulation, printed and published weekly in the San Fernando Valley, in the County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California,

Under the date of 8-16, 1945

Case Number 503894

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

01/30/2025

all in the year 2024. I certify (or declare) under penalty of perjury that the foregoing is true and correct. Dated at San Fernando California, on this 30th day of **January, 2025**

Signature,

Yaritza Rodriguez
SAN FERNANDO VALLEY SUN
1150 SAN FERNANDO ROAD, SUITE 100
SAN FERNANDO, CA 91340

**NOTICE OF PUBLIC HEARING
CITY OF SAN FERNANDO CITY
COUNCIL TO CONSIDER AP-
PROVING THE ADOPTION OF AN
ORDINANCE APPROVING A MIL-
ITARY USE EQUIPMENT POLICY,
AS REQUIRED BY ASSEMBLY
BILL 481 (AB 481)**

NOTICE IS HEREBY GIVEN that the City Council of the City of San Fernando will hold a Public Hearing for the consideration and a first reading to adopt an ordinance to approve the San Fernando Police Department's Military Use Equipment Policy ("Policy") as required by Assembly Bill 481 ("AB 481").

DATE & TIME HEARING: February 18, 2025, 6:00 P.M., or as soon thereafter as possible

HEARING LOCATION: City Hall Council Chambers, 117 Macneil Street, San Fernando

PROPOSAL: The City Council of the City of San Fernando will conduct a public hearing on Tuesday, February 18, 2025, at 6:00 p.m. to consider adopting an ordinance approving the Annual Military Use Equipment Policy as required by AB 481. AB 481 was signed into law on September 30, 2021, and requires law enforcement agencies, including San Fernando Police Department, to annually adopt a Policy in order to take actions relating to the funding, acquisition, or use of military equipment as that term is defined by state law. The City's proposed Policy is available for review at: <https://ci.san-fernando.ca.us/sfpolice/#military-equipment>.

The City Council staff report and other information will be available on Friday, February 14, 2025 before 12 p.m., and will be posted on the City's website <https://ci.san-fernando.ca.us/city-council/#agenda-minutes-audio>.

The City of San Fernando strongly encourages your participation. Interested members of the public may provide comments regarding approval of the Annual Military Equipment Policy during the public hearing on this matter. Additionally, public comments may be submitted via email to cityclerk@sfcity.org, or mailed to City Clerk Office, 117 N Macneil Street, San Fernando, CA 91340 and received by the date and close of the public hearing. If you have any questions, please contact Walter Dominguez, Lieutenant, at WDominguez@sfcity.org or call (818) 898-1258.

Date this 30th day of January, 2025
City of San Fernando, California
/s/Julia Fritz, CMC
City Clerk
Publish: 01/30/2025
San Fernando Sun
L13882

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: February 18, 2025

Subject: Receive and File an Informational Presentation on the City's Pension and Other Post-Employment Benefits Liabilities

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation from staff; and
- b. Provide additional direction as appropriate.

BACKGROUND:

1. On May 28, 2024, during the fiscal year 2024-2025 Budget Study Sessions, City Council directed staff to return with an update on the City's outstanding pension and healthcare liabilities.
2. On September 25, 2024, staff received the Retiree Healthcare Plan Actuarial Valuation from the City's Other Post-Employment Benefits (OPEB) Consultants.

Pension Benefits.

3. On April 9, 1946, San Fernando voters approved a ballot measure authorizing an ad valorem property tax rate that can only be used for the purpose of funding retirement benefits for City employees.
4. In October 1946, the City of San Fernando (City) joined the California Public Employees Retirement System (CalPERS), which allows public entities to provide various levels of retirement benefits with benefit provisions set by state statute.
5. According to a 1955 State Supreme Court ruling, public employee benefits, once granted, cannot be modified, even for future work. This is called the "California Rule," and has been upheld by the State Supreme Court as recently as 2020 in the *Alameda County Deputy Sheriff's Association v. Alameda County Employees' Retirement Association* decision.

Receive and File an Informational Presentation on the City's Pension and Other Post-Employment Benefits Liabilities

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6. In FY 1982-1983, the City levied an ad valorem property tax rate of \$0.28420 for each \$100 of assessed value on all property in the City subject to taxation (Resolution No. 5252, adopted August 18, 1982) to pay the City's annual CalPERS obligation.
7. In August 2021, the City issued \$31,780,000 and \$4,745,000 in Pension Obligation Bonds (POBs), Series 2021A and 2021B, respectively to provide funding for contributions to the City's unfunded pension obligations. By paying off the Unfunded Liability and replacing it with level debt service payments, it has allowed the City to minimize the ad valorem property taxes rate required to fund pension costs annually.
8. On August 19, 2024, the City Council approved the Pension Tax at \$0.170462 per \$100 of assessed value, a decrease of 9.1% from the prior year rate of \$0.187613.

Retiree Health Benefits.

9. In addition to a defined benefit pension plan, the City provides other post-employment benefits (OPEB), specifically, retiree health benefits. Employees that service retire or disability retire directly from the City of San Fernando receive some level of lifetime paid healthcare benefit. City Retiree Health benefits are paid directly from the City's General Fund on an annual "pay-as-you-go" basis.
10. On May 1, 2023, the City Council approved establishing a Section 115 Trust for the purpose setting aside designated funding to be used towards paying future retiree medical benefits. In Fiscal Years 2022-2023, 2023-2024 and 2024-2025 Adopted Budgets, the City Council authorized \$500,000 for each year towards the Pension Trust.

ANALYSIS:

The purpose of providing a defined benefit pension and retiree health benefits to employees is to ensure financial security and health coverage for employees after they retire. These benefits are designed to support employees in their later years, helping them maintain a decent standard of living and access to necessary healthcare. City employers provide pension and retiree health benefits to attract and retain a skilled workforce, ensuring stability and continuity in public services. These benefits offer employees financial security and healthcare coverage in retirement, encouraging long-term commitment and fostering job satisfaction.

The cost of public pensions and sustainability of the defined benefit system has long been part of the national public policy conversation on the vulnerability of pension systems. Due to increasing life expectancy rates as quality of life improves, pension systems have been challenged with paying benefits for a growing number of retirees for a longer period of time. This is coupled with fewer younger workers, due to declining birth rates, contributing to an imbalance between

Receive and File an Informational Presentation on the City’s Pension and Other Post-Employment Benefits Liabilities

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contributors and recipients. The demographic assumptions upon which the pension system was built has created a strain as funding sources are no longer able to keep pace with expanding costs.

The City provides a defined benefit pension plan to all full-time employees through the California Public Employees Retirement System (CalPERS). CalPERS is the largest public pension fund in the United States with over \$500 billion in assets covering more than two (2) million state, school and public employees. CalPERS, however, is considered to be underfunded because it owes more in benefits over time than the present value of its assets.

Presently, assets are worth approximately 75% of what is owed to current employees and retirees. Funding levels can vary significantly each year due to economic cycles. For example, during the Great Recession, CalPERS experienced significant investment losses and was forced to re-evaluate its two (2) sources of income: 1) earnings on invested assets, and 2) annual charges to member agencies.

In 2012, the California state legislature passed the California Public Employees’ Pension Reform Action (PEPRA), to address the structural issues and transfer more of the cost of pensions to public agency employees and new employees. PEPRA significantly reduced benefits for public employees hired after January 1, 2013, and limited member agencies’ ability to increase existing pension benefits. The outcome effectively established varying employee pension benefit tiers. A summary of the various benefit levels provided by the City are as follows:

	Miscellaneous Prior to November 12, 2005	Miscellaneous Tier II Prior to January 1, 2013	Miscellaneous PEPRA On or after January 1, 2013	
Hire date	Prior to November 12, 2005	Prior to January 1, 2013	On or after January 1, 2013	
Benefit formula	3% @ 60 single highest year 5 years service	2% @ 55 36 month average 5 years service	2% @ 62 36 month average 5 years service	
Benefit vesting schedule	monthly for life	monthly for life	monthly for life	
Benefit payments	50 - 60	55	62	
Retirement age	2% to 3%	2%	2%	
Monthly benefits, as a % of eligible compensation	8%	7%	7.5%	
Required employee contribution rates	17.96% + \$697,511	13.00%	7.91%	
Required employer contribution rates				
	Safety Tier I Prior to January 6, 1994	Safety Tier II Prior to September 8, 2012	Safety Tier III Prior to January 1, 2013	Safety PEPRA On or after January 1, 2013
Hire date	Prior to January 6, 1994	Prior to September 8, 2012	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	3% @ 50 single highest year 5 years service	3% @ 50 36 month average 5 years service	3% @ 55 36 month average 5 years service	2.7% @ 55 36 month average 5 years service
Benefit vesting schedule	monthly for life	monthly for life	monthly for life	monthly for life
Benefit payments	50	50	55	55
Retirement age	3%	3%	3%	2.7%
Monthly benefits, as a % of eligible compensation	9%	9%	9%	13%
Required employee contribution rates	28.30% + \$189,190	25.65%	22.83%	13.54%
Required employer contribution rates				

Receive and File an Informational Presentation on the City's Pension and Other Post-Employment Benefits Liabilities

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CalPERS also acknowledged the expectation of less revenue from investments, and established new policies to shorten the timeline to collect investment losses from member public agencies from 30 years to 20 years, which significantly increased annual pension costs statewide.

Every municipal government is funded by a different mix of revenue sources, which typically include Sales Tax, Property Tax, Business Tax, Utility Tax, Transient Occupancy Tax (Hotel Tax), Franchise Fees, and User Fees. These taxes and fees are used to fund public safety, infrastructure maintenance, recreation and cultural programming, economic development, and general administration (including pension costs). The City is somewhat unique in California as it does not have a Utility Tax or a Transient Occupancy Tax; however, the City has a special property tax specifically earmarked to pay employee pensions. As a result, the City does not currently use General Fund revenue to pay employee pensions.

Pension Cost Control Efforts

The growing interest accruing on the unfunded liability as a result of CalPERS changes would have required the City to raise property taxes over the next 10 years to cover the annual cost of the debt with CalPERS. To address this, in 2018, the City Council appointed an ad hoc to work with staff to evaluate the City's retirement related liabilities and develop recommendations to control pension costs. The City has since implemented a number of pension-related cost control measures, including:

- **Refinancing the City's Long-Term Pension Liability through a Low-Interest Pension Obligation Bond:** In August 2021, the City issued \$31,780,000 and \$4,745,000 in Pension Obligation Bonds (POBs), Series 2021A and 2021B, respectively to provide funding for contributions to the City's unfunded pension obligations. The proceeds from POBs are being used to pay CalPERS to reduce the Unfunded Liability from the 2021 total of \$45.6 million and replace the CalPERS annual rate of 6.80% with a fixed debt service payment to the bond trustee, which is currently 3.85% per year. The City's annual rate is now locked and fixed over the 25-year term of the Bond, which is projected to generate approximately \$15 million in savings through Fiscal Year 2046.

In August 2024, Standard and Poor's (S&P) Global Ratings, raised the City's long-term and underlying POB rating from a strong credit rating of 'A+' (strong capacity to meet financial commitment, but with sensitivity to adverse economic conditions) to a higher credit rating of 'AA-' (strong capacity to meet credit worthiness with a stable outlook).

- **Pre-Paying Annual Unfunded Liability:** As of June 30, 2024, the City reported a liability of \$21,153,018 for its proportionate share of the net pension liability. The City's required contribution for the unfunded liability was \$858,008 in fiscal year 2024. CalPERS allows member agencies to pre-pay the annual unfunded liability at a discounted rate in July rather than paying in 12 monthly installments. The City has done this for a number of years, which saves in interest costs. This is only possible because of a cash balance in the

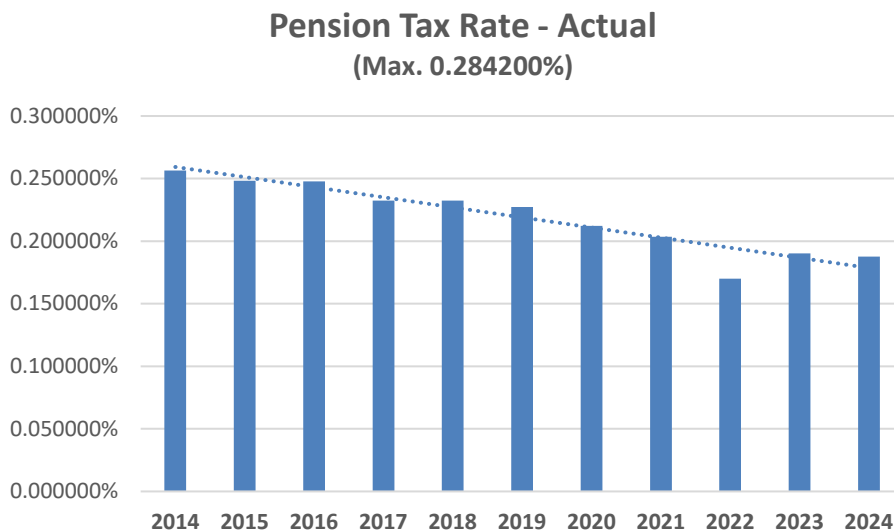
Receive and File an Informational Presentation on the City’s Pension and Other Post-Employment Benefits Liabilities

Pension Tax fund available to make the payment. Staff anticipates retaining sufficient cash in the fund to continue this practice. The City’s contributions to the Plan for the year ended June 30, 2024, were \$2,583,891.

- **Negotiating Employee Pension Contributions:** The City negotiated cost sharing with the various bargaining units, with employees paying between 4% and 8% of the employer pension cost, depending on bargaining unit and tier.

As a result of these measures, since 2014 the City Council has been able to gradually decrease the Tax Rate from \$0.26 per \$1,000 of Assessed Value in 2013 to \$0.17 per \$1,000 of Assessed Value in 2024. This has been possible because annual increases in assessed value has exceeded annual increases in CalPERS costs. Additionally, due to the elimination of redevelopment in California, the City began receiving Pension Tax revenue from all of the former redevelopment project areas in Fiscal Year 2015-2016. Prior to 2015, Pension Tax revenues were giving to the Redevelopment Agency as tax increment.

The illustrations below show the historical Pension Tax Rate and the annual revenue compared to the annual cost:



Retiree Health Costs.

Another significant stressor on municipal budgets nationwide is health insurance for both active and retired employees. In response to rising healthcare costs, the Affordable Care Act (ACA) was signed into law in 2010. Since implementation of the ACA, healthcare costs have continued to be volatile with premium increases averaging 7% in 2025. San Fernando contracts with CalPERS to provide medical insurance to active and retired employees. This allows the City to take advantage of statewide negotiated group premiums for active and qualifying retired employees.

Receive and File an Informational Presentation on the City’s Pension and Other Post-Employment Benefits Liabilities

The City has negotiated a cap on healthcare cost exposure with a number of bargaining units by implementing a cafeteria plan or maximum amount the City will pay toward healthcare. If the cost of an employee’s selected healthcare premium exceeds their negotiated allowance, then the employee is responsible to pay the difference. There is currently only one (1) bargaining unit that receives fully paid medical coverage.

In 2015, the City negotiated a reduction in retiree health care costs with all bargaining units for employees hired after July 1, 2015. Employees hired before July 1, 2015, that retire from the City will continue to receive fully paid retiree medical insurance. Employees hired after July 1, 2015, and retire from the City will receive the state statutory minimum to be paid toward retiree medical insurance, which is currently \$158 per month. Based on the most recent actuarial report as of September 2024, of the 107 active employees that would qualify for retiree health benefits if they retire from the City, 58 receive 100% paid benefits and 49 employees will receive the reduced benefit. A summary of the various benefit levels provided by the City follows:

MISCELLANEOUS				
	Eligibility (Hire Date)	Benefit	Maximum Payment	Covered Parties
Tier 1	Before 12/31/2012	100% Paid	None	Employee & eligible dependents
Tier II	Before 06/30/2015	100% Paid	Excludes PERSCare	Employee & eligible dependents
Tier III	After 07/01/2015	State Minimum	\$158/month	N/A

SWORN				
	Eligibility (Hire Date)	Benefit	Maximum Payment	Covered Parties
Tier 1	Before 12/31/2008	100% Paid	None	Employee & eligible dependents
Tier II	Before 06/30/2015	100% Paid	Excludes PERSCare	Employee & eligible dependents
Tier III	After 07/01/2015	State Minimum	\$158/month	N/A

Receive and File an Informational Presentation on the City’s Pension and Other Post-Employment Benefits Liabilities

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The City currently funds retiree health on a “pay-as-you-go” basis, which means the City only pays the monthly premium for the 108 retired employees and surviving spouses. The annual “pay-as-you-go” retiree health cost is approximately \$1 million per year, which, unlike pension costs, does not have a dedicated funding source and is paid from the General Fund and Enterprise Funds. There are an additional 13 employees entitled to but not yet receiving benefits for a total of 228 covered by the City’s benefit terms:

Retirees or spouses of retirees currently receiving benefits	108
Inactive employees entitled to but not yet receiving benefits	13
Active employees	107
TOTAL CURRENT & FORMER BENEFITTED EMPLOYEES:	228

Government financial reporting requirements (GASB 74/75) require the entire unfunded liability for OPEB, currently valued at \$40.3 million, be included on the City’s Statement of Net Position (i.e., net worth). This has a significant impact as it effectively decreases the City’s Net Position to less than zero. It is important to note that this is not a new or unique liability to the City, but rather a financial reporting requirement to calculate and include an existing unfunded liability on the City’s balance sheet.

The City Council has already taken significant steps to addressing this liability including:

- Continuing to Work towards Cost Sharing for Healthcare Benefits for Active Employees: The City has already capped exposure to increasing healthcare premiums for most bargaining units by reducing the benefit to the statutory minimum for employees hired after July 1, 2015. As employees share the cost of healthcare benefits, the savings can be used to pre-fund retiree medical benefits.
- Establishing an IRS Section 115 Irrevocable Trust for OPEB Costs: To manage future Other Post-Employment Benefits (OPEB) liabilities, the Government Accounting Standards Board (GASB) recommends pre-funding through an irrevocable trust, where funds are protected and can only be used for OPEB-related payments. On May 1, 2023, the City Council approved the establishment of a Section 115 Irrevocable Trust and funding strategies for both pension and OPEB benefits, authorizing \$500,000 per year in budget transfers for Fiscal Years 2022-2023, 2023-2024, and 2024-2025 toward the Pension Trust. As of February 4, 2025, the OPEB Trust Fund balance is \$1,168,242, with the Fiscal Year 2024-2025 contribution expected by March 3, 2025. Without additional contributions, it could take over 70 years to reduce the current liability at a 5% market growth rate, but by continuing \$500,000 annual contributions, the timeframe could be reduced to 30 years under the same growth rate.

Receive and File an Informational Presentation on the City's Pension and Other Post-Employment Benefits Liabilities

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BUDGET IMPACT:

The cost of pension and other post-employment benefits, such as retiree healthcare, are the two (2) prominent stressors on the long-term fiscal health of most government agencies. San Fernando has a voter-approved special tax that can only be used to fund CalPERS costs, with \$4.7 million in budgeted revenues for Fiscal Year 2024-2025 needed to cover 80% of the City's projected CalPERS costs.

Retiree healthcare is currently funded on a "pay-as-you-go" basis from the General Fund and Enterprise Funds. There is \$1,000,000 appropriated in the Fiscal Year 2024-2025 General Fund budget to pay retiree healthcare costs and \$500,000 to fund the Section Pension Trust.

CONCLUSION:

Despite the rising costs of pensions and retiree healthcare, the City has taken considerable steps to stabilize long-term costs. Staff will continue to explore additional options and seek direction from City Council as appropriate.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: February 18, 2025

Subject: Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2024-2025; and Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Mid-Year Budget Review for Fiscal Year (FY) 2024-2025;
- b. Adopt Resolution No. 8368 (Attachment "A") amending the City's FY 2024-2025 Budget to include the proposed mid-year adjustments; and
- c. Review the FY 2025-2026 Budget Calendar.

BACKGROUND:

1. On July 1, 2024, the City Council adopted Resolution No. 8318 approving the FY 2024-2025 City Budget.
2. Pursuant to the City's Adopted Budget Policy, the City Manager presents a mid-year fiscal review to City Council (typically in February or March). The purpose of the mid-year review is to update City Council on the financial condition of the City and recommend adjustments to the City's Budget that have been identified subsequent to budget adoption.
3. In January to February 2025, the Director of Administrative Services met with various Departments to review any proposed changes that would be needed to continue the operations of the City. In addition, the City Manager and Director of Administrative Services reviewed revenues and expenditures through December 2025, and reviewed proposed budget amendments.

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2024-2025; and Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments

ANALYSIS:

The annual mid-year budget review is an essential element in maintaining financial stability and transparency. The mid-year budget review process provides the City Council with an opportunity to review the General Fund, make the needed course corrections to achieve a more accurate budget for the current fiscal year, and help shape the development of the next fiscal year budget.

General Fund.

The General Fund is the City’s primary operating fund, supporting essential services like police, fire, emergency medical response, street, sidewalk and tree maintenance, permitting, recreation, and management. For FY 2024-2025, the City adopted a balanced budget with \$28,055,808 in revenues and \$28,046,292 in expenditures, resulting in net budget surplus of \$9,516.

- *Revenues.* Total adopted General Fund revenues for FY 2024-2025 were \$28,055,808. Staff has reviewed receipts through mid-year, reviewed economic reporting and met with various contracted revenue consultants. Overall General Fund Revenues are performing within expectations therefore, no changes are recommended.
- *Expenditures.* Total adopted General Fund expenditures for FY 2024-2025 were \$28,046,292. Adjusted expenditures through December 2024 amounted to \$462,571, which includes \$183,685 of new appropriations approved by City Council and \$278,886 of prior year carry overs (i.e. items that were approved in prior budget years, but items were not received/completed before the close of the prior fiscal year), resulted in a total adjusted expenditure budget (before recommended mid-year adjustments) of \$28,508,863:

Total General Fund 2024-2025 Approved Budget:	\$28,046,292
City Council Approved During FY 2024-2025	Adjustment
Police Department Overtime Appropriation	\$ 50,000
Enterprise Resource Planning (ERP) Software & Implementation	133,685
<i>FY 2024-2025 City Council Approved – Subtotal:</i>	<i>\$ 183,685</i>
Carryovers from FY 2023-2024	Adjustment
Citywide Facility Condition Report	\$ 125,000
Consulting Services: On-Call Planning Services	113,526
Meeting Room SmartBoards	8,662
Legal Services: Code Enforcement	8,524
Police Department LiveScan Computer/Services	7,121
Police Department Server Cage	6,514
Police Community Service Officer Body Worn Cameras	3,772
Consulting Services: User Fee & Cost Allocation Plan Study	3,368
Recreation & Community Services Nature Adventure & Discovery Camp	2,400
<i>FY 2023-2024 Carryovers – Subtotal:</i>	<i>\$ 278,886</i>
Total General Fund Expenditure Adjustments through 12/31/2024:	\$ 462,571
Total General Fund 2024-2025 Adjusted Budget:	\$ 28,508,863

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2024-2025; and Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments

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The recommended mid-year General Fund adjustments primarily address labor attorney costs and the Emergency Operations Event. Additional funds are needed for extended bargaining unit negotiations, investigations, and hearings. Following the 2025 Windstorms/Fires Emergency Event, staff is also requesting increases across various funds to cover costs related to personnel overtime, debris removal contracted services, and supply expenses over the course of the incident. The General Fund adjustment is \$60,000, with total emergency costs estimated at \$70,000. Details are in Exhibit "A" of Attachment "A."

Expenditure Category	Adjustment
Labor Attorney – Negotiations & Administrative Investigations	\$ 340,000
Emergency Operations: 2025 Windstorms/Fires	60,000
Total Additional General Fund Expenditure Adjustments:	\$ 400,000

The mid-year adjustments result in a total budget increase of \$862,571 with a net budget deficit of \$853,055 in the General Fund, which is due primarily to prior year carryovers. As previously mentioned carryovers are items that were approved and budgeted in prior fiscal years, but items were not received before the close of the fiscal year in June. As a result, the funds budgeted for those items were not expended and, therefore, added to the General Fund reserve. Consequently, those funds must be re-budgeted from the General Fund reserve in the current fiscal year. The General Fund maintains adequate reserves to cover the additional appropriations.

Fund	2024-2025 Adjusted Budget	2024-2025 Mid-Year Rec.	2024-2025 Mid-Year Total
Revenues	\$ 28,055,808	\$ 0	\$ 28,055,808
Expenditures	\$ 28,508,863	\$ 400,000	\$ 28,908,863
Surplus/(Deficit)	\$ (453,055)		\$ (853,055)
	<i>GF Reserve (6/30/23)</i>		\$ 10,282,877
	<i>GF Reserve (6/30/24)</i>		\$ 10,988,667
	Estimated GF Reserve (6/30/25)		\$ 10,135,612

Other Funds.

In addition to adjustments in the General Fund, the Self Insurance Fund is also being recommended for mid-year adjustments. Proposed increases in revenues of \$650,000 due to investment income and cost recovery measures. The additional revenue adjustment will be used to offset increased expenditures of \$650,000 for increased premiums and claims (workers compensation and liability). Other funds, such as Water, Sewer, Prop A, Prop C, State Gas Tax are being corrected to align with recurring journal entries.

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2024-2025; and Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments

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Fiscal Year 2025-2026 Budget Outlook.

In order to meet the budget adoption deadline and give City Council and the public sufficient time to review and consider the City Manager's Proposed Budget, staff begins making preparations for the budget process in January each year. Preparations include initial revenue projections, providing direction to Departments regarding budget guidelines and expectations (e.g., reductions in Operations and Maintenance budgets, Maintenance of Effort budgets, funded enhancement requests only, etc.), and planning the budget calendar to get input from City Council.

To facilitate an efficient budget process, staff has developed a proposed calendar of events for the FY 2025-2026 budget process. The purpose of a budget calendar is to provide all parties involved with deadlines for submitting data and budget requests and provide the community opportunities to provide input. A summary of some of the important dates, including the budget study session(s) and budget adoption, are as follows:

Monday, February 24, 2025

- City Council Special Study Session to discuss Citywide Strategic Goals and set City Council Priorities for FY 2025-2026

Monday, March 24, 2025

- Local Transaction Tax Town Hall Meeting

Tuesday, March 25, 2025

- Education Commission Budget Outreach

Thursday, April 3, 2025

- Transportation & Public Safety Commission Budget Outreach

Thursday, April 10, 2025

- Parks, Wellness & Recreation Commission Budget Outreach

Monday, April 14, 2025

- Planning & Preservation Commission Budget Outreach

Monday, May 5, 2025

- Distribute FY 2025-2026 Proposed Budget Book to City Council and post to City website for public view

Wednesday, May 7, 2025

- Virtual Proposed Budget Town Hall Meeting

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2024-2025; and Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments

Page 5 of 6

Monday, May 12, 2025

- Budget Study Session (Department Overview of City Manager’s Office, City Clerk, Administrative Services, Community Development, Recreation and Community Services)

Monday, May 19, 2025

- Special Budget Study Session (Department Overview of Police, Public Works – Operations and Capital Improvement Plan).

Tuesday, May 27, 2025

- Special Budget Study Session (if necessary)

Monday, June 2, 2025

- Budget Study Session (if necessary)

Monday, June 16, 2025

- Budget Adoption

BUDGET IMPACT:

The budget adjustments as proposed reflect funding level revisions needed during the normal course of business in any fiscal year. Although the General Fund mid-year adjustments result in a net one-time budget deficit of \$(853,055), the General Fund Reserves has sufficient funding to cover this shortfall.

The requested funding includes \$60,000 from General Fund Reserves to cover expenses related to the 2025 Windstorms/Fires. As part of the City’s Comprehensive Financial Policies, a portion of the City’s General Fund Reserve is set aside as Contingency Funds to be used for specific circumstances to cover operations during a State or Federally declared state of emergency. Expenditures have been tracked for reimbursement through the California Office of Emergency Services to restore the committed emergency response fund balance. While the recovery timeline is uncertain, the additional appropriation ensures budget compliance while awaiting reimbursement.

Pending authorization of the recommended mid-year adjustments, Staff projects a year-end General Fund Balance of approximately of \$10.1M, which represents 37% of the City’s General Fund FY 2024-2025 operating expenditures.

**Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2024-2025; and
Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments**

Page 6 of 6

CONCLUSION:

Adopting the proposed mid-year adjustments will provide staff with the budget authority to make the needed course corrections and achieve a more accurate budget for the current fiscal year and provide the basis for developing the FY 2025-2026 Budget.

ATTACHMENTS:

- A. Resolution No. 8368, including:
 - Exhibit "A": Summary of FY 2024-2025 Proposed Mid-year Budget Adjustments
- B. Preliminary FY 2025-2026 Budget Calendar

RESOLUTION NO. 8368

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE ADOPTED BUDGET FOR FISCAL YEAR 2024-2025 ADOPTED ON JULY 1, 2024, FOR MID-YEAR ADJUSTMENTS

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2024-2025, commencing July 1, 2024, and ending June 30, 2025; and

WHEREAS, the purpose of the mid-year adjustment is to update the community on the financial condition of the City and recommend adjustments to the City’s Budget that have been identified subsequent to budget adoption; and

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

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025, a copy of which is on file in the City Clerk’s Office, and has been adopted on July 1, 2024.

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

SECTION 1. The City Council hereby amends the adopted Budget to adjust the expenditures and revenues as provided in Exhibit “A”, attached hereto.

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

PASSED, APPROVED, AND ADOPTED this 18th day of 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. 8368 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of February, 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

**GENERAL FUND
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

GENERAL FUND								
Beginning Fund Balance:						10,988,667		
ADOPTED GENERAL FUND REVENUES						28,055,808		
Fund	Acct.	Project.	REVENUE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total		
						Justification:		
001	3795	0000	ADMINISTRATIVE OVERHEAD	1,728,419	(84,004)	1,644,415	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY	
001	3972	0000	TRNSFR FROM COPS SLESF FUND 2	150,000	50,000	200,000	INCREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
001	3330	0000	PLANNING REVIEW	30,000	34,004	64,004	INCREASE TO BALANCE TO MID-YEAR REVENUES	
SUBTOTAL MID-YEAR REVENUE AMENDMENTS						-		
TOTAL ADJUSTED GENERAL FUND REVENUES						28,055,808		
ADOPTED GENERAL FUND EXPENDITURES						28,046,292		
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	
PRIOR FISCAL YEAR CARRYOVERS						278,886	278,886	PER BUDGET ADOPTION RESOLUTION NO. 8318
APPROPRIATION APPROVED BY COUNCIL						183,685	183,685	PER BUDGET AMENDMENT RESOLUTION NOS. 8330 & 8353
SUBTOTAL CARRYOVERS/BUDGET AMENDMENTS						462,571		
001	XXX	0825	41XX	VARIOUS PERSONNEL EXPENSES	-	55,000	55,000	2025 WINDSTORM/FIRES EOC
001	XXX	0825	4300	VARIOUS DEPARTMENT SUPPLIES	-	1,000	1,000	2025 WINDSTORM/FIRES EOC
001	XXX	0825	4260	VARIOUS CONTRACTUAL SERVICES	-	4,000	4,000	2025 WINDSTORM/FIRES EOC
001	112	0000	4270	PROFESSIONAL SERVICES	79,375	340,000	419,375	LABOR ATTNYS - NEGOTIATIONS, ADMIN INVESTIGATIONS & HEARINGS
001	150	0000	41XX	PERSONNEL COSTS	487,560	(90,000)	397,560	PLANNING MGR SALARY SAVINGS TO FUND CONTRACTED SERVICES
001	140	0000	4270	PROFESSIONAL SERVICES	114,696	56,000	170,696	PLANNING MGR SALARY SAVINGS TO FUND CONTRACTED SERVICES
001	150	0000	4270	PROFESSIONAL SERVICES	297,276	34,000	331,276	PLANNING MGR SALARY SAVINGS TO FUND CONTRACTED SERVICES
SUBTOTAL MID-YEAR BUDGET AMENDMENTS						400,000		
TOTAL ADJUSTED GENERAL FUND EXPENDITURES						28,908,863		
TOTAL ADJUSTED GENERAL FUND SURPLUS(DEFICIT)						(853,055)		
Ending Fund Balance:						10,135,612		

**INTERNAL SERVICE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

SELF INSURANCE FUND

Beginning Fund Balance:				796,968				
TOTAL SELF INSURANCE REVENUES				2,445,106				
Fund	Acct.	Project.	REVENUE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
006	3508	0000	NET INCR/DECR FAIR VAL INVESTMENT	-	58,924	58,924	YEAR-TO-DATE INVESTMENT REVENUE	
006	3901	0000	MISCELLANEOUS REVENUE	-	549,473	549,473	CITYWIDE CLAIMS COST RECOVERY	
006	3951	0000	LIABILITY CHARGE	1,015,000	(10,324)	1,004,676	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY	
Subtotal Revenue Adjustments					598,073			
TOTAL ADJUSTED SELF INSURANCE REVENUES					3,043,179			
TOTAL SELF INSURANCE EXPENDITURES					2,393,179			
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
006	190	0000	4240	INSURANCE AND SURETY	467,343	41,985	509,328	ADDITIONAL FUNDS FOR INSURANCE PREMIUMS
006	190	0000	4800	LIABILITY INSURANCE CLAIMS	250,000	259,225	509,225	ADDITIONAL FUNDS FOR INSURANCE CLAIMS
006	190	0000	4810	WORKERS COMP CLAIMS	250,000	415,144	665,144	ADDITIONAL FUNDS FOR WORKERS COMP CLAIMS
006	190	0000	4830	LIABILITY INSURANCE REQUIREMENTS	1,425,836	(66,354)	1,359,482	REDUCTION INSURANCE/STATE PREMIUMS
Subtotal Expenditure Adjustments						650,000		
TOTAL ADJUSTED SELF INSURANCE EXPENDITURES						3,043,179		
TOTAL ADJUSTED SELF INSURANCE FUND SURPLUS(DEFICIT)						0		
Ending Fund Balance:						796,968		

**INTERNAL SERVICE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

EQUIPMENT MAINTENANCE & REPLACEMENT FUND

Beginning Fund Balance:				1,097,430				
TOTAL FACILITY MAINTENANCE REVENUES				1,585,210				
REVENUE				2025	Proposed	Proposed		
Fund	Acct.	Project.	Account Title	Total Budget	Adjustment	Total	Justification:	
041	3941	0311	ANNUAL EQUIP REPLACEMENT REIMB	18,075	33,855	51,930	INCREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
041	3941	0383	ANNUAL EQUIP REPLACEMENT REIMB	-	3,227	3,227	INCREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
041	3941	0384	ANNUAL EQUIP REPLACEMENT REIMB	-	3,227	3,227	INCREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
Subtotal Revenue Adjustments					40,309			
TOTAL ADJUSTED EQUIPMENT MAINTENANCE REVENUES					1,625,519			
TOTAL FACILITY MAINTENANCE EXPENDITURES					1,496,712			
EXPENDITURE				2025	Proposed	Proposed		
Fund	Div.	Project.	Acct.	Account Title	Total Budget	Adjustment	Total	Justification:
				NO EXPENDITURE ADJUSTMENTS	-	-	-	
Subtotal Expenditure Adjustments					-			
TOTAL ADJUSTED EQUIPMENT MAINTENANCE EXPENDITURES					1,496,712			
TOTAL ADJUSTED FACILITY MAINTENANCE FUND SURPLUS(DEFICIT)					128,807			
Ending Fund Balance:					1,226,237			

**INTERNAL SERVICE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

FACILITIES MAINTENANCE FUND

Beginning Fund Balance:				78,952				
TOTAL FACILITY MAINTENANCE REVENUES				1,585,210				
Fund	Acct.	Project.	REVENUE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
043	3952	0000	TRANSFER FROM SEWER	549,650	13,992	563,642	INCREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
043	3953	0000	FACILITY MAINTENANCE CHARGE	1,605,000	(104,489)	1,500,511	DECREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
043	3970	0000	TRANSFER FROM GENERAL FUND	-	100,000	100,000	INCREASE TO BALANCE TO RECURRING JOURNAL ENTRY	
Subtotal Revenue Adjustments					9,503			
TOTAL ADJUSTED FACILITY MAINTENANCE REVENUES					1,594,713			
TOTAL FACILITY MAINTENANCE EXPENDITURES					1,496,712			
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
				NO EXPENDITURE ADJUSTMENTS	-	-	-	
Subtotal Expenditure Adjustments						-		
TOTAL ADJUSTED FACILITY MAINTENANCE EXPENDITURES						1,496,712		
TOTAL ADJUSTED FACILITY MAINTENANCE FUND SURPLUS(DEFICIT)						98,001		
Ending Fund Balance:						176,953		

**ENTERPRISE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

COMPRESSED NATURAL GAS FUND

Beginning Fund Balance:				159,497			
TOTAL CNG FUND REVENUES				202,750			
REVENUE				2025	Proposed	Proposed	
Fund	Acct.	Proj.	Account Title	Total Budget	Adjustment	Total	Justification:
NO REVENUE ADJUSTMENTS							
<i>Subtotal Revenue Adjustments</i>				-			
ADJUSTED CNG FUND REVENUES				202,750			
CNG FUND EXPENDITURES				174,348			
Fund	Div.	Proj.	Acct.	2025	Proposed	Proposed	
			Account Title	Total Budget	Adjustment	Total	Justification:
074	320	0000	4480 COST ALLOCATION	13,863	(1,055)	12,808	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY
<i>Subtotal Expenditure Adjustments</i>					(1,055)		
ADJUSTED CNG FUND EXPENDITURES				173,293			
TOTAL ADJUSTED CNG FUND SURPLUS(DEFICIT)					29,457		
Ending Fund Balance:					188,954		

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

PROP A FUND

Beginning Fund Balance:				407,527				
TOTAL REVENUES				662,110				
Fund	Acct.	Project.	REVENUE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
			NO REVENUE ADJUSTMENTS					
<i>Subtotal Revenue Adjustments</i>				-				
TOTAL ADJUSTED REVENUES				662,110				
TOTAL EXPENDITURES				662,110				
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
007	190	0000	4480	COST ALLOCATION	62,398	(6,027)	56,371	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY
<i>Subtotal Expenditure Adjustments</i>					(6,027)			
TOTAL ADJUSTED EXPENDITURES					656,083			
TOTAL ADJUSTED PROP A FUND SURPLUS(DEFICIT)					6,027			
Ending Fund Balance:					413,554			

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

PROP C FUND

		Beginning Fund Balance:		447,782		
		TOTAL REVENUES		547,959		
Fund	Acct. Project.	REVENUE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
		NO REVENUE ADJUSTMENTS				
		<i>Subtotal Revenue Adjustments</i>		-		
		TOTAL ADJUSTED REVENUES		547,959		
		TOTAL EXPENDITURES		1,072,533		
Fund	Div. Project. Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
008	190 0000	4480 COST ALLOCATION	18,774	(2,050)	16,724	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY
		<i>Subtotal Expenditure Adjustments</i>		(2,050)		
		TOTAL ADJUSTED EXPENDITURES		1,070,483		
		TOTAL ADJUSTED PROP C FUND SURPLUS(DEFICIT)		(522,524)		
		Ending Fund Balance:		(74,742)		

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

STATE GAS TAX FUND

Beginning Fund Balance:				92,444				
TOTAL REVENUES				656,813				
Fund	Acct.	Project.	REVENUE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
			NO REVENUE ADJUSTMENTS	-	-	-		
<i>Subtotal Revenue Adjustments</i>				-				
TOTAL ADJUSTED REVENUES				656,813				
TOTAL EXPENDITURES				700,015				
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
011	190	0000	4480	COST ALLOCATION	27,886	(25,747)	2,139	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY
<i>Subtotal Expenditure Adjustments</i>					(25,747)			
TOTAL ADJUSTED EXPENDITURES					674,268			
TOTAL ADJUSTED MEASURE R FUND SURPLUS(DEFICIT)					(17,455)			
Ending Fund Balance:					74,989			

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

MEASURE W

Beginning Fund Balance:				588,398				
TOTAL REVENUES				275,000				
Fund	Acct.	Project.	REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
			NO REVENUE ADJUSTMENTS	-	-	-		
<i>Subtotal Revenue Adjustments</i>				-				
TOTAL ADJUSTED REVENUES				275,000				
TOTAL EXPENDITURES				594,401				
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
023	190	0000	4480	COST ALLOCATION	12,401	(1,354)	11,047	REDUCTION TO BALANCE TO RECURRING JOURNAL ENTRY
<i>Subtotal Expenditure Adjustments</i>					(1,354)			
TOTAL ADJUSTED EXPENDITURES					593,047			
TOTAL ADJUSTED MEASURE W FUND SURPLUS(DEFICIT)					(318,047)			
Ending Fund Balance:					270,351			



FISCAL YEAR 2025-2026 BUDGET CALENDAR

TIME FRAME	TASK	DEPARTMENT(S)
January - April 2025	Review and calculate revenue projections for General Fund, Special Revenue Funds, Enterprise Funds and Capital Projects Funds.	Finance
February 2025	Review/Update salary projections.	Personnel, Finance
February 18, 2025	City Council update and presentation: <ul style="list-style-type: none"> • FY 2023-2024 Audited Financial Statements • FY 2024-2025 Mid-year Budget • FY 2025-2026 Budget Kickoff 	Administration
February 24, 2025	Special Study session to review Citywide Strategic Goals and Set City Council Priorities for FY 2025-2026	Administration, Finance
March – May 2025	Public Engagement: <ul style="list-style-type: none"> • 2025-2026 Citywide Community Survey • Commission Meeting Presentations • Local Transaction Tax Town Hall Meeting 	Administration, Finance
March 11, 2025	City Manager meets with Department Heads to discuss the budget schedule and provide direction regarding budget guidelines.	All Departments
March 12 – April 11, 2025	Departments review and complete budget forms.	All Departments
April 14 – 18, 2025	Preliminary review of department budget forms, including review of enhancement and Capital requests.	Administration, Finance
April 21 – 24, 2025	City Manager/Finance Director meetings with Department Heads to discuss budget requests.	All Departments
April 25, 2025	Finalize City Manager’s recommendations.	Administration, Finance
April 28 – May 2, 2025	Prepare Proposed Budget document.	Administration, Finance
May 5, 2025	Provide Proposed Budget to City Council and post to the City’s website.	Administration, Finance
May 7, 2025	2025-2026 Proposed Budget Virtual Town Hall Meeting.	Administration, Finance
May 12, 2025 May 19, 2025 May 27, 2025 June 2, 2025 (if necessary)	Budget Study Sessions.	All Departments
May/June 2025	Update Proposed Budget based on City Council direction.	Administration, Finance
June 2, 2025	Publish Notice of Public Hearing for budget adoptions.	City Clerk
June 16, 2025	Budget hearing and adoption, including adopting of Gann Limit.	Administration, Finance
June 24, 2025	Post adopted budget to the City’s Finance system.	Finance
July/August 2025	Produce Adopted Budget Book, distribute to City Council, post to the City’s website, and submit for GFOA Award.	Finance

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Vice Mayor Mary Solorio

Date: February 18, 2025

Subject: Discussion and Consideration Regarding a "Sanctuary City Status" for the City of San Fernando

RECOMMENDATION:

I have placed this item on the agenda for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

1. See Attachment "A" that was submitted to request to agendize this item for the December 2, 2024 City Council Meeting.
2. On December 2, 2024, Vice Mayor Solorio requested to table the item to a date uncertain.

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 Maria Solorio	TITLE Councilmember
-----------------------	------------------------

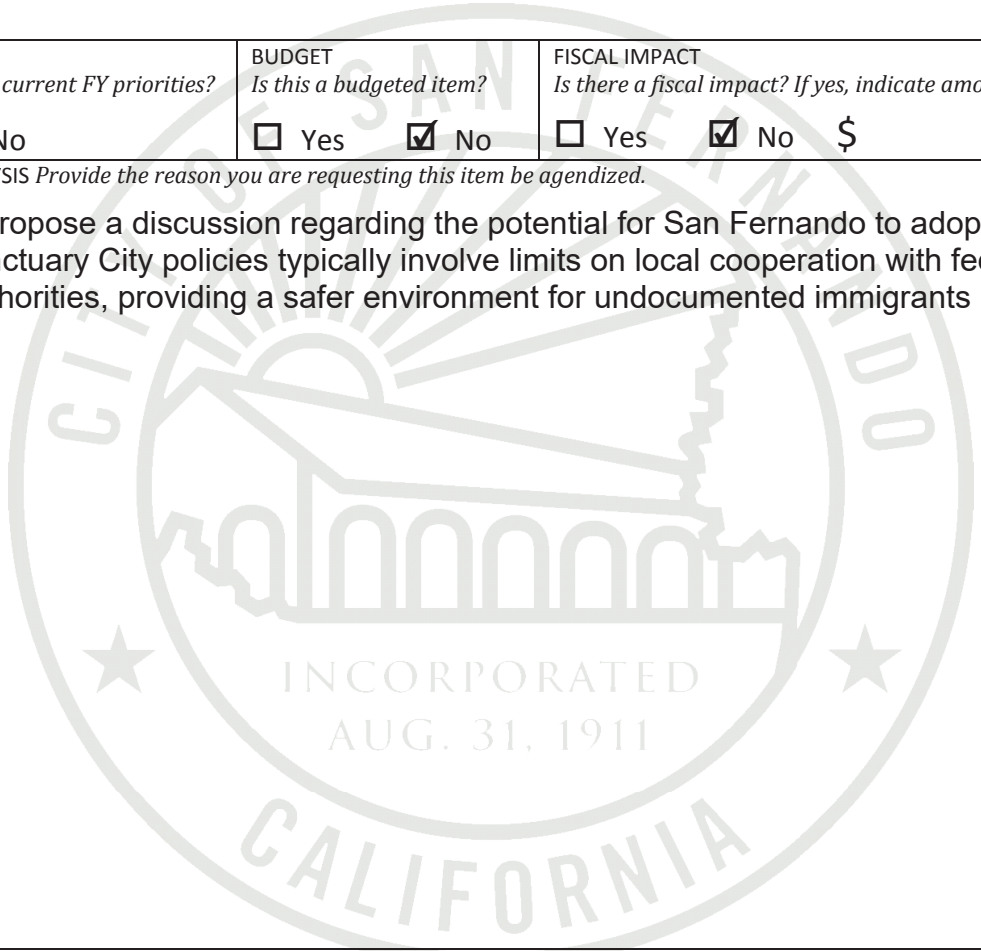
ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
 Discussion on "Sanctuary City Status" for the city of San Fernando

PRIORITIES <i>Is this included in the current FY priorities?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FISCAL IMPACT <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
---	---	--

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

I would like to propose a discussion regarding the potential for San Fernando to adopt a Sanctuary City status. Sanctuary City policies typically involve limits on local cooperation with federal immigration authorities, providing a safer environment for undocumented immigrants in our community.



ATTACHMENTS *Do you have any attachments to include?*

Yes No

RECOMMENDATION *Indicate the direction you are recommending.*

Request for Police department to provide a presentation on immigration enforcement and staff be directed to review the legal and budgetary considerations of adopting Sanctuary City status for San Fernando.

ORDINANCE NO. _____

An ordinance adding new Article __ to Chapter __ of Division __ of the Los Angeles Administrative Code relating to the use of City resources in connection with immigration enforcement under federal law.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Sec. 1. A new Article __ to Chapter __ of Division __ of the Los Angeles Administrative Code to read as follows:

CHAPTER __, ARTICLE __

**USE OF CITY RESOURCES IN CONNECTION WITH
IMMIGRATION ENFORCEMENT UNDER FEDERAL LAW**

SEC. __.__. PURPOSE.

The City has long embraced and welcomed individuals of diverse racial, ethnic, religious, and national backgrounds. The City welcomes, honors, and respects the contributions of all its residents, regardless of their immigration status, as this status should not impact the civic lives of noncitizens. Immigrants and their families in the City contribute to the economic and social fabric of the City by establishing and patronizing businesses, participating in the arts and culture, and achieving significant educational accomplishments. More importantly, Los Angeles is home to immigrants and their families, and it is here where they form and maintain bonds of family, friendship, and love.

Public safety is also paramount, and the City understands that the City is safest when all people feel they can participate in civic and public life. Fostering a relationship of trust, respect, and open communication between City officials and residents is essential to the City’s mission of delivering efficient public services in partnership with our community, which ensures a prosperous economic environment, opportunities for youth, and a high quality of life for all residents. Accordingly, the City seeks to continue to foster trust between City officials and residents to protect limited local resources; to encourage cooperation between residents and City officials, including law enforcement officers and employees; and to ensure public safety and due process for all.

In 2018, the California Values Act (SB 54) went into effect. SB 54 prevents state and local law enforcement resources from being commandeered by the federal government and diverted to tear families apart and violate due process rights. In that spirit, the City also refuses to use our limited resources to detain and deport, or assist with the detention and deportation of, mothers and fathers, children, neighbors, co-workers, and friends except as required by federal law. Instead, the City stands with our immigrant community members.

This ordinance establishes safeguards and procedures, to the extent permissible by law, to prohibit any City Resources, property, or personnel from being utilized for any federal immigration enforcement or to cooperate with federal immigration authorities in the execution of

their duties connected to federal immigration enforcement. Further, the City will, to the extent permissible by law, not enter into new, amended, or extended contracts or agreements with any person or entity that provides Immigration Authorities with any Data Broker, data-mining, or Extreme Vetting services connected to immigration enforcement, unless a waiver is granted.

SEC. __. __. __ DEFINITIONS

The following definitions shall apply to this article:

- A. “Awarding Authority” means a subordinate or component entity or person of the City, such as a City department or board of commissioners, that has the authority to enter into a Contract or agreement for the provision of goods or services on behalf of the City.
- B. “City” means the City of Los Angeles and any Awarding Authority.
- C. “City Resources” means City monies, facilities, property, equipment, or personnel.
- D. “Commission” means the Human Relations Commission.
- E. “Company” means any person, firm, corporation, partnership, or combination thereof.
- F. “Contract” means any agreement, franchise, lease, or concession, including agreements for any occasional professional or technical personal services, for the performance of any work or service, the provision of any materials or supplies, or the rendition of any service to the City or to the public, which is let, awarded, or entered into with, or on behalf of, the City or any Awarding Authority thereof.
- G. “Database” means any set of records of any sort, electronic or otherwise, that can be queried to retrieve records matching certain criteria and that contain any Protected Personal Information. This includes but is not limited to any database that stores automated license plate reader data, data about any encounters with law enforcement entities and agencies, biometric information, business licenses, or utility service data.
- H. “Data Broker” means either of the following:
- (1) an entity that collects information, including personal information about consumers, from a variety of sources for the purposes of aggregating, sharing, or reselling such information to its customers, which include both private-sector businesses and government agencies; or
 - (2) the aggregation of data that was collected for another purpose from that for which it is ultimately used.
- I. “Designated Administrative Agency” or “(DAA)” means the Civil + Human Rights and Equity Department, which shall bear administrative responsibilities under this article.

J. “Extreme Vetting” means data-mining, data-linking technology, threat modeling, predictive risk analysis, and other similar services.

K. “Immigration Authorities” means any person employed by the Department of Homeland Security, which includes U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, and U.S. Citizenship and Immigration Services, or any other federal agency or department tasked with enforcing U.S. immigration law.

L. “Immigration Enforcement Action” means any investigation, search, inquiry, or action undertaken to enforce provisions of federal law regarding a person’s entry or reentry, presence, or employment in the United States on the basis of immigration or citizenship status.

M. “Protected Personal Information” means any information that identifies, relates to, describes, or is capable of being associated with a particular individual and is protected from disclosure by the City in accordance with this Article, including but not limited to:

- (1) name;
- (2) signature;
- (3) physical characteristics, descriptions, or biometrics, such as facial characteristics, irises, fingerprints, voice, and DNA;
- (4) residential, business, or other addresses;
- (5) education or employment histories;
- (6) telephone numbers;
- (7) date of birth;
- (8) place of birth;
- (9) religion;
- (10) sex;
- (11) gender;
- (12) gender identity;
- (13) sexual orientation;
- (14) marital status;
- (15) age;
- (16) citizenship or immigration status;

- (17) Social Security number or Individual Taxpayer Identification Number;
- (18) passport number;
- (19) driver's license or state identification card number;
- (20) employers, employers' address, or employment information;
- (21) house of worship address;
- (22) insurance policy numbers;
- (23) status as a victim of or witness to a crime;
- (24) known or suspected political or organizational affiliations;
- (25) status as a recipient of government benefits;
- (26) health or disability information;
- (27) income;
- (28) assets;
- (29) debts; and
- (30) bank account numbers, credit card numbers, debit card numbers, or any other financial information.

SEC. __. __. __ CONFIDENTIALITY OF PERSONAL INFORMATION.

A. The City shall not disclose Protected Personal Information to Immigration Authorities in the furtherance of any Immigration Enforcement Action.

B. All City departments, agencies, or commissions shall review their confidentiality policies annually and identify and implement any changes necessary to prevent the disclosure of Protected Personal Information in the furtherance of any Immigration Enforcement Action.

C. Vendors collecting information on behalf of the City shall report annually on their data sharing policies and enumerate how the use of its data is limited to that necessary to provide city duties or services and is not used or disclosed for any other purpose.

SEC. __. __. __ PROHIBITION ON USE OF CITY RESOURCES.

A. The City shall not use any City Resources to assist in any Immigration Enforcement Action, including but not limited to the use of City Resources for the purposes of:

- (1) inquiring into or collecting information about an individual's country of origin, immigration or citizenship status, nationality, or place of birth unless (i) this

information is required to provide a City service, (ii) for the sole purpose of assisting that individual in matters relating to their immigration status, or (iii) as required for City employment purposes;

(2) investigating, interrogating, detaining, arresting, transferring, or refusing to release individuals for Immigration Enforcement Action purposes;

(3) responding to any civil immigration warrant or request to detain, transfer, or notify federal authorities about the release of any individual for Immigration Enforcement Action purposes;

(4) providing Immigration Authorities access to any non-public areas, including jails or police department property, without a valid search or arrest warrant issued by a federal court of competent jurisdiction;

(5) making individuals in City custody available to Immigration Authorities for interviews for Immigration Enforcement Action purposes;

(6) participating in any operation or joint operation or patrol that involves, in whole or in part, an Immigration Enforcement Action;

(7) providing access to any City Databases or sharing Protected Personal Information in the possession of the City in connection with an Immigration Enforcement Action;

(8) performing the functions of an immigration officer pursuant to Section 1357(g) of Title 8 of the United States Code;

(9) enforcing any federal program requiring the registration of individuals in connection with or relating to an Immigration Enforcement Action purpose; and

(10) enforcing Sections 1325 and 1326 of Title 8 of the United States Code.

B. The DAA shall establish rules and regulations, as approved by the Commission, for City employees for the reporting of information that the employee reasonably believes is evidence of a violation of this Article.

SEC. . . RESTRICTIONS ON CONTRACTING.

A. The City shall not enter into any Contract or an amendment to any Contract with any Company providing Data Broker or Extreme Vetting services, directly or indirectly, to Immigration Authorities.

B. Every Contract or amendment thereto with a Company shall include the following provisions:

(1) prohibiting the Company from providing Data Broker or Extreme Vetting services, directly or indirectly, to Immigration Authorities;

(2) prohibiting the Company from disclosing Protected Personal Information, directly or indirectly, in the furtherance of an Immigration Enforcement Action;

(3) prohibiting the Company from disclosing Protected Personal Information, directly or indirectly, for additional commercial purposes beyond the scope of the contract with the City

(4) requiring the Company to identify, upon request of the DAA, data retention and destruction policies relating to compliance with this Section;

(5) requiring the deletion of any information collected or sold in violation of this Section in a timely manner, no longer than thirty (30) days after the request; and

(6) providing that a violation of the foregoing shall constitute a material breach and entitling the City to terminate the Contract and otherwise pursue available legal remedies.

C. All requests for information, requests for proposals, or any other solicitation for a Contract issued by the City shall include notice of the prohibitions hereunder. Each Awarding Authority shall require that any Company that enters into a Contract with the City, whether the Contract is subject to competitive bidding or not, shall complete an affidavit, prior to or contemporaneous with entering into the Contract, certifying that it is not engaged in providing Data Broker or Extreme Vetting services to Immigration Authorities.

D. The DAA shall establish rules and regulations, as approved by the Commission, governing the administrative process for the investigation of and enforcement against violations and appeals of determinations thereof by any Company under Contract with the City. The rules shall include procedures for: (i) providing notice of an alleged violation to the Company; (ii) providing the Company with the opportunity to respond to the notice; (iii) providing notice to the Company of the DAA's determination; and (iv) providing the Company the opportunity to appeal the DAA's determination to a hearing officer appointed by the Commission. The hearing officer's decision shall constitute the City's final decision, and any review of that decision shall be made by the filing of a petition for writ of mandate in the Superior Court of the County of Los Angeles under Section 1094.5 of the Code of Civil Procedure.

SEC. __.__.__ EXCEPTIONS.

A. This Article shall not be applicable upon the following:

(1) the written consent of an individual to whom Protected Personal Information pertains (or if such individual is a minor, the consent of that person's parent or legal guardian);

(2) circumstances in which the Commission or City Council determines that disclosure of Protected Personal Information is necessary for the performance of City actions for the betterment of the health, safety, morals, and general welfare of its inhabitants; or

(3) required by state or federal law or judicial decision.

B. This Article shall not be applicable to the following Contracts:

(1) Contracts for the investment of: (i) City trust moneys or bond proceeds; (ii) pension funds; (iii) indentures, security enhancement agreements for City tax-exempt and taxable financings; (iv) deposits of City surplus funds in financial institutions; (v) City monies in securities permitted under the California State Government Code and/or the City's investment policy; (vi) investment agreements; (vii) repurchase agreements; (viii) City monies invested in United States government securities; and (ix) Contracts involving City monies in which the Treasurer or the City Administrative Officer finds that the City will incur a financial loss or forego a financial benefit, and which in the opinion of the Treasurer or the City Administrative Officer would violate his or her fiduciary duties.

(2) Grant-funded Contracts, if the application of this Article would violate or be inconsistent with the terms or conditions of a grant or grant Contract with an agency of the United States, the State of California, or the instruction of an authorized representative of either of those agencies with respect to any grant or grant Contract.

(3) Contracts with a governmental entity such as the United States of America; the State of California; a county, city, or public agency of one of these entities; or a public or quasi-public corporation located in the United States and declared by law to have a public status.

(4) Contracts awarded on the basis of exigent circumstances whenever an Awarding Authority finds that the City would suffer a financial loss or that City operations would be adversely impacted unless exempted from the provisions of this Article. This finding must be approved by the DAA prior to Contract execution.

(5) Contracts for goods covered under a United States patent and only available from a single source.

(6) Contracts for repairs, alterations, work, or improvements declared in writing by the Awarding Authority to be of urgent necessity for the preservation of life, health, or property. The declaration shall give the reasons for the urgent necessity and must be approved by the City Council or its designee.

(7) Contracts entered into during time of war or national, state, or local emergency declared in accordance with federal, state, or local law, where the City Council adopts a resolution by two-thirds vote and the Mayor approves the suspension of any or all the restrictions of Section 371 of the Los Angeles City Charter or their applicability to the Awarding Authority.

(8) Contracts for equipment repairs or parts obtained from the manufacturer of the equipment or its exclusive agent.

(9) Contracts with the City that specifically permit the City to enter into a Contract or amendment thereto with a Company providing Data Broker or Extreme Vetting services, directly or indirectly, to Immigration Authorities upon a specified determination that no reasonable alternative exists, taking into account the intent and purpose of this Article; the availability of alternative services, goods, and equipment; the extent of the Company's Data Broker or Extreme Vetting services with Immigration Authorities; and quantifiable additional costs resulting from the use of available alternatives. The DAA shall promulgate rules and regulations, as approved by the Commission, to implement and administer a waiver process hereunder.

SEC. __. __. __ INVESTIGATION AND REPORTING.

A. The DAA shall review compliance with this Article. The DAA may initiate and shall receive complaints regarding violations of this Article. All officers, employees, departments, boards, commissions, and any Company under Contract with the City shall cooperate with the DAA in any investigation of a violation.

B. By _____ of each year, the DAA shall schedule and submit to the City Council a written public report regarding compliance with this Article over the previous year. At minimum, this report must include the following:

- (1) detail with specificity the steps taken to ensure compliance with this Article;
- (2) disclosure of any issues with compliance, including any violations or potential violations of this Article; and
- (3) detailed actions taken to cure any deficiencies arising from compliance with this Article.

SEC. __. __. __ PRIVATE RIGHT OF ACTION.

A. An individual aggrieved under this Article may institute civil proceedings as provided by law against the City or any Company under Contract with the City for violating any of the provisions of this Article, provided that such aggrieved individual has first provided written notice to the DAA by serving the City Clerk, regarding the specific alleged violations of this Article, and provided the City or Company with an opportunity cure. If a specific alleged violation is not remedied within the 90 day cure period after receipt of written notice, an aggrieved individual may institute civil proceedings in any court of competent jurisdiction. The foregoing shall not apply to proceedings for injunctive relief or writ of mandate, which may be initiated at any time to the extent permissible by law.

B. An individual prevailing in court under this Article may be awarded compensatory damages and the imposition of civil penalties up to \$5,000 per violation, as adjudged by the court. In determining the amount of civil penalty, the court shall consider prior violations of this Article by the violator, and each disclosure of an individual's Protected Personal Information or participation in each Immigration Enforcement Action shall be a separate violation.

C. A court may award a plaintiff who prevails on a cause of action under subsection A of this Section reasonable attorney’s fees and costs.

D. Any person or entity bringing an action against the City under this Section must first file a claim with the City under Government Code Section 905 or any successor statute within three years of the alleged violation or the effective date of this Article, whichever is later.

SEC. __.__.__ COMPLIANCE MONITORING AND PUBLIC RECORDS.

A. The City shall document in writing all requests for assistance from Immigration Authorities, including but not limited to requests for immigration detainers, transfers, interviews, interrogations, notifications, or non-publicly available information about any individual. The documented requests shall include the date, name of the requesting party, title, agency, nature of the information or assistance sought, the legal basis asserted for the request, and the response to the request.

B. All City boards, agencies, commissions, departments, and offices shall provide semi-annual written reports to the DAA aggregating the information collected in Subsection A. These reports shall be submitted every six months. These reports shall exclude all personal identifiers and shall also be considered public records within the meaning of the California Public Records Act and shall be publicly disclosed and made available online.

C. The DAA will be responsible for aggregating the information contained in the semi-annual written reports from all City boards, agencies, commissions, departments, and offices and publishing the information online. The DAA will compile this aggregated information into a monitoring report every six months, and the information will be published online in a format that is accessible to all members of the public and will be updated promptly online upon the receipt of each new semi-annual report from a City board, agency, commission, department, or office.

SEC. __.__.__ CONFLICTS.

Nothing in this article shall be interpreted or applied so as to create any requirement, power, or duty in conflict with federal or state law.

SEC. __.__.__ SEVERABILITY.

If any portion, subsection, sentence, clause, or phrase of this Article is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Article. The City Council hereby declares that it would have passed this Article and each portion or subsection, sentence, clause, and phrase herein, irrespective of the fact that any one or more portions, subsections, sentences, clauses, or phrases be declared invalid.

SEC. __.__.__ URGENCY.

In light of the findings that in order to preserve limited City resources for local needs, to maintain public trust and public access to essential City benefits and services, to promote the

dignity and stability of all City communities, and in order to protect the public peace and safety, it is necessary that the amendments to the Los Angeles Administrative Code as reflected in this Ordinance become effective as soon as possible. For all these reasons, the Ordinance shall become effective upon publication pursuant to Los Angeles City Charter Section 253.

The City Clerk shall certify to the passage of this Ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

[CITY TO INSERT SIGNATURE BLOCKS]

DRAFT



Board of Education Report

File #: Res-032-24/25, Version: 2

Ms. Goldberg - Reaffirm Our Commitment to Immigrant Students, Families, and Staff and Update the District's Policy "To Enforce the Respectful Treatment of All Persons" to Include Gender Identity and Gender Expression (Res-032-24/25) (Waiver of Board Rule 72)

Whereas, The 2024 presidential contest led to the election of the candidate who campaigned on an anti-immigrant and anti-LGBTQ+ agenda;

Whereas, On October 17, 1988 the Board of Education unanimously passed a resolution "To Enforce the Respectful Treatment of All Persons," which has been incorporated into Los Angeles Unified School District (LAUSD) BUL 5798.0, "Workplace Violence, Bullying and Threats (Adult to Adult)" (July 16, 2012) and this policy's intentions are reflected, with respect to students, in BUL-6224.3, "Gender Identity and Students - Ensuring Equity and Nondiscrimination;";

Whereas, That resolution asserted that students and adults should treat all people respectfully without regard to "race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief" but did not include reference to gender identity and expression;

Whereas, There is a documented increase in anti-immigrant and anti-LGBTQ+ sentiment in the United States, and these narratives divide communities, elevate risk factors, and compromise mental health and school engagement;

Whereas, The nationwide proliferation of anti-immigrant and anti-LGBTQ+ legislation and narratives legalizes exacerbates discrimination, invalidates people's humanity, and stokes fear and anxiety; and

Whereas, The District continues to be a strong advocate for the dignity and respect of students, staff, and family members of any national origin and of diverse sexual and gender identities and expressions; now, therefore, be it

Resolved, That the Los Angeles Unified School District is committed to elevating the dignity and respect of *all* students, staff, and families;

Resolved further, That the District reaffirms its policy that students and adults throughout LAUSD should treat all persons equally and respectfully, and explicitly adds gender identity to the groups covered by this policy, and will make any necessary changes to District Policy Bulletins to ensure that this policy includes LAUSD staff and families in addition to students;

Resolved further, That the District will continue to support legislation that protects the dignity and rights of immigrant and LGBTQ+ students, staff, and families;

Resolved further, That schools will have ongoing access to age-appropriate educational and mental health resources to promote respect toward students, staff, and families of all identities; and, be it finally

Resolved, That the District will continue to do everything in its power to protect and defend the kids in our care, and that doing so is the responsibility of all LAUSD employees.



Board of Education Report

File #: Res-033-24/25, Version: 1

Ms. Goldberg - Study the Feasibility of Establishing a Contemporary Political Issues Course (Res-033-24/25)
(Waiver of Board Rule 72)

Whereas, Los Angeles Unified School District seeks to ensure that all its graduates are “Ready for the World,” and our Strategic Plan states that this includes four key characteristics: (1) Advocates for self and others, (2) Open-minded, (3) Adaptable, and (4) Effective communicators;

Whereas, To be Ready for the World by this definition requires students to be critical thinkers, to be able to understand current events, to be able to understand how events impact our politics, to know the effects of specific policy proposals, and to be able to understand all sides of key political issues;

Whereas, It is the District’s responsibility to prepare students to be able to make distinctions between news and opinion in an increasingly fractured information environment rife with misinformation, polarization, and questionable sources; and

Whereas, It is in the interest of all students to learn to navigate and participate in our political system, and that they emerge from their school years eager to advocate for themselves and their community, exercise their right to vote, and participate in democratic institutions and practices beyond the vote; now, therefore be it,

Resolved, That the Superintendent and the Division of Instruction will study the feasibility of establishing a senior high-level course on Contemporary Political Issues, including whether such a course would be considered an elective or required course, what topics such a course would cover, what credentials and professional development would be required to ensure the District has the workforce to implement this new course, and what would be the most appropriate grade or grades for students to take this course;

Resolved further, That this study should consider what age appropriate changes to Los Angeles Unified School District curriculum throughout students’ school years would best prepare students to take this new course during senior high and derive the greatest benefit from it; and, be it finally

Resolved, That within 160 days the Superintendent and the Division of Instruction will report back to the Governing Board of the Los Angeles Unified School District about the feasibility of establishing a Contemporary Political Issues course.



Board of Education Report

File #: Res-034-24/25, Version: 1

Ms. Goldberg - Reaffirm that Los Angeles Unified School District Will Be a Sanctuary District and Safe Zone for Families Threatened by Immigration Enforcement (Res-034-24/25) (Waiver of Board Rule 72)

Whereas, The 2024 presidential contest led to the election of the candidate whose previous administration created a brutal policy of immigrant family separation which did irreparable harm to thousands of immigrant children and parents, and whose 2024 campaign promised to deport millions of immigrants currently living in the United States;

Whereas, In *Plyler v. Doe* (1982), the United States Supreme Court held that *all* immigrant children are people “in any ordinary sense of the term” and hence protected from discrimination under the 14th Amendment, and that all children, regardless of their immigration status, have the right to a free public education;

Whereas, The California Constitution, Article 1, Section 28(f)(1) states, “All students and staff of public primary, elementary, junior high, and senior high schools, and community colleges, colleges, and universities have the inalienable right to attend campuses which are safe, secure, and peaceful;” and

Whereas, On May 9, 2017 the Governing Board of the Los Angeles Unified School District passed the resolution, “Reaffirmation of Los Angeles Unified School District Schools as Safe Zones for Families Threatened by Immigration Enforcement” (Res-093-16/17), and this resolution prohibited District personnel from voluntarily cooperating in any immigration enforcement action, including sharing information about students’ and families’ immigration status with any immigration agent or agency; now, therefore, be it

Resolved, That the Governing Board of the Los Angeles Unified School District reaffirms the policy established under Res-093-16/17;

Resolved further, That within the next 60 days, the Superintendent shall develop and share with the Board a plan for strong implementation of this policy from the beginning of the next Presidential administration;

Resolved further, That this plan shall include training for all teachers, administrators, and other staff on how to respond to Federal agencies and any immigration personnel who request information about students, families, and staff, and/or are attempting to enter school property, as well as a thorough effort to communicate the District’s sanctuary policy and plan to all District families in the language that they speak; and, be it finally

Resolved, That the District will aggressively oppose any effort to create Federal laws, policies, or practices that require school districts to cooperate with Federal agencies and immigration personnel in any way related to immigration enforcement action.



Board of Education Report

File #: Res-035-24/25, Version: 1

Ms. Goldberg - Affirms that LAUSD Will Remain an Inclusive, Safe, and Welcoming Environment for All (Res-035-24/25) (Waiver of Board Rule 72)

Whereas, The 2024 presidential contest led to the election of a candidate who mounted an authoritarian campaign which promised to dissolve public agencies, erode the autonomy of public institutions including public schools, and roll back progress for numerous communities that Los Angeles Unified School District serves every day including immigrants, women, non-binary, LGBTQ+, working class, and poor people;

Whereas, Working for the Heritage Foundation, associates of the President-elect and likely members of the next administration created a 2025 Presidential Transition Project, known as Project 2025, which is explicitly intended as a blueprint for the next administration, and which lays out policies that would erode civil liberties, the separation of church and state, and the rule of law, and would undermine or abolish critical government agencies including the Department of Education;

Whereas, The enactment of the policies found in the 920-page “Project 2025 Mandate for Leadership” would do immediate, incalculable, and irreparable harm to public school students, families, and staff, as well as the entire institution of public education in this country; and

Whereas, On October 2, 2024, the Governing Board of the Los Angeles Unified School District, the Superintendent, and labor partners convened to announce L.A. Unified 2025, an affirmation of the District’s commitment to an inclusive, safe, and welcoming school district for all students, employees, and families; now, therefore, be it

Resolved, That the policy of Los Angeles Unified School District is the LA Unified 2025 vision, which stands in unity with all of the students, families, and staff in our school communities and embraces Diversity, Equity, and Inclusion throughout the District;

Resolved further, That the LA Unified 2025 vision means that we will do everything in our power to protect and defend students, families, and staff from the harm intended by Project 2025, and to defend all students’ right to a public education; and, be it finally

Resolved, That within 60 days, the Superintendent will present to the Governing Board of the Los Angeles Unified School District a formal L.A. Unified 2025 plan that provides a comprehensive overview of all of the Project 2025 policies that impact public education and public school students, families, and staff, and a detailed overview of the District’s plan to defend public education and the students, families, and staff we serve as the next administration seeks to implement these and similar policies.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: February 18, 2025

Subject: Discussion and Consideration Requesting a Report on the Condition and Repair Progress of the Cesar E. Chavez Mural

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the February 18, 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

Patty Lopez

TITLE

Councilmember

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Request for Report on the Condition and Repair Progress of the Cesar E. Chavez Mural

PRIORITIES

Is this included in the current FY priorities?

Yes No

BUDGET

Is this a budgeted item?

Yes No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.

Yes No \$

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

I request a detailed report on the current condition of the Cesar E. Chavez mural, specifically addressing the damage to the plaques—some of which have been stolen and others destroyed. Include an update on the progress of repairs and any efforts made to address the issues.

Additionally, provide information on the Memorandums of Understanding (MOUs) with the organization responsible for maintaining the mural. As this is a historical landmark and an important part of our community, it is essential that it is preserved in the best possible condition for both residents and visitors.

ATTACHMENTS *Do you have any attachments to include?*

Yes No

RECOMMENDATION *Indicate the direction you are recommending.*

I recommend that we receive updates on the condition and repair progress of the Cesar E. Chavez mural every six months. Additionally, we should develop a plan to ensure that both the city and the organization responsible for maintenance can make steady progress on the repairs.

This will help ensure that we stay on track and continue making improvements.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: February 18, 2025

Subject: Discussion and Consideration Regarding Legal Processes for Commissioner Nominations

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the February 18, 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 Patty Lopez	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
 Legal Processes for Commissioner Nominations

PRIORITIES <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FISCAL IMPACT <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.*

I would like to request clarification on the process for nominating individuals who do not currently reside within the city limits, specifically regarding any exceptions to the residency requirement. Additionally, I would appreciate an outline of the application process for all individuals interested in being considered for a commissioner position.

Understanding the requirements and procedures will help ensure transparency and encourage a diverse pool of qualified candidates for the commission. I am eager to learn more about how these processes are applied and whether there are any special considerations for non-residents or those with unique qualifications.

Ensuring Transparency and Fairness in the Application of Laws

ATTACHMENTS *Do you have any attachments to include?*

Yes No

RECOMMENDATION *Indicate the direction you are recommending.*

As government representatives, we must be transparent and fair in the way we apply the laws to everyone equally.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: February 18, 2025

Subject: Discussion and Consideration Regarding Traffic Management and Safety Near San Fernando Middle School and San Fernando Elementary

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the February 18, 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.*
 Traffic Management and Safety Near San Fernando Middle School and San Fernando Elementary

PRIORITIES <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FISCAL IMPACT <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.*
 Discussion regarding options to address safety concerns from the community and traffic management near San Fernando Middle School and San Fernando Elementary

ATTACHMENTS *Do you have any attachments to include?*
 Yes No

RECOMMENDATION *Indicate the direction you are recommending.*
 I recommend the City Council provide direction to staff regarding options to address safety concerns and traffic management near San Fernando Middle School and San Fernando Elementary