



CITY OF SAN FERNANDO
CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, MARCH 3, 2025

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

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

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including in-person translation services, or other services please call the City Clerk Department at (818) 898-1204 or email at cityclerk@sfcity.org at least 2 business days prior to the meeting.

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

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

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

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

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San Fernando Police Officers Association Police Management Unit
San Fernando Police Civilian Association
San Fernando Part-Time Employees' Bargaining Unit (SEIU, Local 721)
All Unrepresented Employees

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

One (1) Matter

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to cityclerk@sfcity.org 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.

SAN FERNANDO CITY COUNCIL

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CALL TO ORDER - REGULAR MEETING 6:00 P.M. (OPEN SESSION)

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

- A. PRESENTATION AND UPDATE FROM METROPOLITAN WATER DISTRICT BOARD CHAIR ADAN ORTEGA
- B. PRESENTATION OF CERTIFICATES OF APPRECIATION TO CITY EMPLOYEES FOR THEIR JANUARY 2025 WIND STORM AND CRITICAL FIRE EVENT RESPONSE EFFORTS
- C. CERTIFICATES OF APPRECIATION TO THE VOLUNTEERS FOR THE 2025 GREATER LOS ANGELES HOMELESS POINT-IN-TIME COUNT IN SAN FERNANDO
- D. ANNUAL RECOGNITION
 - WOMEN'S HISTORY MONTH – MARCH 2025

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

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

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Council or while attending the City Council meeting, may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

PUBLIC STATEMENTS

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

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

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

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- a. May 11, 2009, 6 p.m. – CC Special Meeting
- b. May 11, 2009, 7 p.m. – CC Special Meeting
- c. May 26, 2009 – CC Special Meeting
- d. June 1, 2009 – CC Special Meeting
- e. December 9, 2024 – CC Special Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-031 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.

SAN FERNANDO CITY COUNCIL

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4) CONSIDERATION TO RECEIVE AND FILE THE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2024-2025; AND ADOPT A RESOLUTION APPROVING THE MID-YEAR PROPOSED BUDGET

Recommend that the City Council:

- a. Receive and file 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.

5) CONSIDERATION TO APPROVE A LEGISLATIVE ADVOCACY LETTER FROM THE SAN FERNANDO CITY COUNCIL TO LOS ANGELES UNIFIED SCHOOL DISTRICT 6 BOARD MEMBER KELLY GONEZ, IN SUPPORT OF INCREASING POLICE PRESENCE AND PARTNERSHIPS ON SCHOOL CAMPUSES

Recommend that the City Council:

- a. Review and approve the legislative advocacy letter, urging the Los Angeles Unified School District to increase police presence and partnerships on school campuses in San Fernando; and
- b. Authorize the City Manager to incorporate feedback received from the City Council and distribute the letter to all parties listed.

6) CONSIDERATION TO ADOPT A RESOLUTION APPROPRIATING GRANT FUNDS FROM THE SOUTHERN CALIFORNIA ASSOCIATIONS OF GOVERNMENTS’ REGIONAL EARLY ACTION PROGRAM 2.0 GRANT, AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH RINCON CONSULTANTS INC. TO IMPLEMENT THE GRANT PROGRAM

Recommend that the City Council:

- a. Adopt Resolution No. 8369 amending the budget for Fiscal Year 2024-2025 to appropriate the funds from the Southern California Association of Governments’ Regional Early Action Program 2.0 Grant and increase the Operating Grants (Fund 110) revenues and expenditures by \$1,125,000;
 - b. Approve a Professional Services Agreement with Rincon Consultants Inc. (Contract No. 2343) in an amount not-to-exceed \$1,125,000 to implement the REAP 2.0 Grant Program; and
 - c. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.
-

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7) CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1731 ADOPTING A MILITARY EQUIPMENT USE POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481

Recommend that the City Council adopt Ordinance No. 1731 that was introduced for first reading at the City Council meeting of February 18, 2025, in title only, and waive all further readings, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Use Equipment Policy governing the use of military equipment pursuant to Assembly Bill 481.”

PUBLIC HEARING

8) A PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION ESTABLISHING THE ALLOCATION OF YEAR 5 PERMANENT LOCAL HOUSING ALLOCATION FUNDS FOR FISCAL YEAR 2027-2028

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, adopt Resolution No. 8370 approving the allocation of Permanent Local Housing Allocation Funds for Fiscal year 2027-2028, in the amount of \$79,615; and
- c. Authorize the City Manager, or designee, to submit documentation conveying the City Council’s Resolution to the Los Angeles County Community Development Authority for approval.

9) A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE REPEALING AND REPLACING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1732 titled, “An Ordinance of the City Council of the City of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code.

SAN FERNANDO CITY COUNCIL

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ADMINISTRATIVE REPORTS

10) RECEIVE AND FILE A PRESENTATION ON THE CITY'S EMERGENCY OPERATIONS PLAN AND MULTI-HAZARD MITIGATION PLAN

Recommend that the City Council receive and file a presentation on the City's Emergency Operations Plan and Multi-Hazard Mitigation Plan.

11) DISCUSSION AND CONSIDERATION REGARDING HOSTING AN IMMIGRATION EVENT

Recommend that the City Council:

- a. Discuss and consider providing direction regarding next steps for hosting an immigration forum or resource fair at a City facility; and
- b. Provide staff direction, as appropriate.

12) DISCUSSION AND CONSIDERATION OF A REQUEST TO CO-SPONSOR AND USE OF CITY SEAL FOR CELEBRATION EXPO AND CONSIDERATION OF A REQUEST TO CO-SPONSOR THE SAN FERNANDO OUTDOOR MARKET HOSTED BY THE MALL ASSOCIATION

Recommend that the City Council:

- a. Consider the request to approve a Co-Sponsorship of Celebration Expo hosted by the Mall Association;
- b. Consider the request to waive City fees associated with activities by City staff to support the events;
- c. Consider the request to approve the use of the City seal on the printed material and social media, pursuant to City Council Ordinance No. 1724; and
- d. Provide direction for co-sponsorship of San Fernando Outdoor Market.

13) 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.

14) DISCUSSION AND CONSIDERATION REGARDING LEGAL PROCESSES FOR COMMISSIONER NOMINATIONS

This item was agendized by Councilmember Patty Lopez.

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STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The meeting will adjourn to its next regular meeting on March 17, 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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PRESENTATIONS - ANNUAL RECOGNITIONS

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Certificate of Appreciation

Presented To:

CAMILA ESTRADA

The City Council is honored to commend you for your participation in the
2025 GREATER LOS ANGELES HOMELESS COUNT

Our community is strengthened by our citizens, thank you for your contribution to this event. Your determination to make a difference in the San Fernando community is certainly appreciated!



March 3, 2025

Mary Mendoza
MARY MENDOZA
MAYOR

Maria Encarnacion Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER



Certificate of Appreciation

Presented To:

JANE MCCORD

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PATTY LOPEZ
COUNCILMEMBER



Certificate of Appreciation

Presented To:

KEVIN VALENTINO

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Certificate of Appreciation

Presented To:

BRIANNA CACERES

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Certificate of Appreciation

Presented To:

HAILE MAHMOUD

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Certificate of Appreciation

Presented To:

JENNIFER STOEFEN

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Certificate of Appreciation

Presented To:

JESUS RODRIGUEZ

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March 3, 2025

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Certificate of Appreciation

Presented To:

FRANCISCA HERNANDEZ

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March 3, 2025

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Presented To:

ODILIA JARA

The City Council is honored to commend you for your participation in the
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March 3, 2025

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COUNCILMEMBER

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PATTY LOPEZ
COUNCILMEMBER



Certificate of Appreciation

Presented To:

ROSA DE LA PAZ

The City Council is honored to commend you for your participation in the
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March 3, 2025

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Certificate of Appreciation

Presented To:

DAVID VILLA

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March 3, 2025

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Proclamation

WOMEN'S HISTORY MONTH

March 2025

WHEREAS, the month of March is Women's History Month, and the Women's History Alliance has designated the theme for Women's History Month 2025 as "Moving Forward Together! Women Educating and Inspiring Generations";

WHEREAS, is theme celebrates the collective strength and influence of women who have dedicated their lives to education, mentorship, and leadership. Through their efforts, they have served as an inspiration for all generations – both past and present;

WHEREAS, women from diverse backgrounds have long been at the forefront of efforts to address systemic inequities and promote a more inclusive and just society;

WHEREAS, the courageous advocacy of women in our community past and present serve as a beacon of inspiration for all individuals, communities and young girls;

WHEREAS, in 2025, we honor the women who have taken the lead to show the importance of change and to establish firmer safeguards, practices and legislation reflecting these values. Following decades of discrimination, we are proud to celebrate women who work for basic inclusion, equality and fairness; and

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES hereby proclaim the month of March 2025 to be **Women's History Month** in the City of San Fernando, and encourages the community to reflect on, honor, and celebrate all contributions of women throughout our Community and Nation.



Mary Mendoza

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MAYOR

Maria Encarnacion Solorio

MARY-SOLORIO
VICE MAYOR

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March 3, 2025

THE CITY OF
SAN FERNANDO

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**May 11, 2009 – 6:00 P.M.
SPECIAL MEETING**

Community Meeting Room
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 Mario F. Hernandez and Councilmembers Ernesto Rubio Hernandez

Staff: City Administrator José E. Pulido and City Clerk Elena G. Chavez

Absent: Councilmembers Maribel De La Torre and Nury Martinez

APPROVAL OF AGENDA

Motion by Mayor Pro Tem M. Hernandez, seconded by Councilmember E. Hernandez to approve the agenda. The motion carried with the following vote:

AYES: M. Hernandez, E. Hernandez, Veres - 3
NOES: None
ABSENT: De La Torre, Martinez – 2
ABSTAIN: None

PUBLIC STATEMENTS – WRITTEN/ORAL

None

NEW BUSINESS

SAN FERNANDO AQUATICS FOUNDATION PROPOSED OPERATIONS AND MANAGEMENT AGREEMENT FOR POOL OPERATIONS

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 11, 2009**

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Motion by Mayor Pro Tem M. Hernandez, seconded by Mayor Veres to approve the contract with San Fernando Aquatics Foundation (SFAF) contingent upon submission from SFAF of a 3-to-5-year pro-forma (business plan). The motion carried, by the following vote:

ROLL CALL

AYES:	E. Hernandez, M. Hernandez, Veres - 3
NAYES:	None
ABSENT:	De La Torre, Martinez - 2
ABSTAIN:	None

By consensus, the City Council would consider the Closed Session item subsequent to the conclusion of the 7:00 p.m. Special Meeting.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)

City Negotiator:	City Administrator José E. Pulido
Employee Organizations:	San Fernando Management Group (SEIU, Local 721); San Fernando Public Employees' Association (SEIU, Local 721); San Fernando Part-time Employees' Association (SEIU, Local 721)

ADJOURNMENT (7:00 A.M.)

By consensus, the meeting was adjourned to the special meeting at 7:00 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 11, 2009 special 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 March 3, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**May 11, 2009 – 7:00 P.M.
SPECIAL MEETING**

Community Meeting Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Steven Veres called the meeting to order at 7:00 p.m.

Present:

Council: Mayor Steven Veres, Mayor Pro Tem Mario F. Hernandez and Councilmembers Ernesto Rubio Hernandez

Staff: City Administrator José E. Pulido and City Clerk Elena G. Chavez

Absent: Councilmembers Maribel De La Torre and Nury Martinez

APPROVAL OF AGENDA

Motion by Councilmember E. Hernandez, seconded by Mayor Pro Tem M. Hernandez to approve the agenda. The motion carried with the following vote:

AYES: M. Hernandez, E. Hernandez, Veres - 3
NOES: None
ABSENT: De La Torre, Martinez – 2
ABSTAIN: None

PUBLIC STATEMENTS – WRITTEN/ORAL

Juana C.
Julie Cuellar

NEW BUSINESS

- 1) PRESENTATION OF THE REVISED AUDIT REPORT FOR PARKING AND BUSINESS IMPROVEMENT AREA B

The City Council received and filed the report.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 11, 2009 (7:00PM)**

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2) BUDGET STUDY SESSION NO. 1: ZERO BASED BUDGET (ZBB) AND BUDGET OVERVIEW

The City Council received and filed report and directed staff to move up the next Budget Study Session to May 22, 2009. By consensus, the motion carried.

The City Council recessed into Closed Session, thereafter adjourned the special meeting.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)

City Negotiator: City Administrator José E. Pulido
Employee Organizations: San Fernando Management Group (SEIU, Local 721); San Fernando Public Employees' Association (SEIU, Local 721); San Fernando Part-time Employees' Association (SEIU, Local 721)

ADJOURNMENT (9:15 P.M.)

By consensus, the meeting was adjourned.

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Julia Fritz
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**May 26, 2009 – 6:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Steven Veres called the meeting to order at 6:01 p.m.

Present:

Council: Mayor Steven Veres, Mayor Pro Tem Mario F. Hernandez,
and Councilmember Ernesto Rubio Hernandez

City Administrator José E. Pulido and City Clerk Elena G. Chavez

Staff:

Councilmembers Maribel De La Torre and Nury Martinez

Absent:

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None.

CONSENT CALENDAR

1) BUDGET ADJUSTMENT RESOLUTION FOR FOURTH OF JULY CELEBRATION

Motion by Mayor Pro Tem Hernandez, seconded by Mayor Veres to approve a budget resolution amending the Fiscal Year 2008-2009 Budget to the Self-Sustaining Recreational Activities Fund - increasing expenditures by \$20,000 for Pyro Spectacular fireworks show and rental of port-a-potties for the Fourth of July Celebration. The motion passed, with Councilmembers De La Torre and Martinez absent.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 26, 2009**

Page 2

STUDY SESSION

2) REVIEW REVISED FISCAL YEAR (FY) 2008/09 GENERAL FUND REVENUES AND EXPENDITURES AND DRAFT FY 2009/10 GENERAL FUND REVENUES

The City Council received and filed the report.

3) BUDGET STUDY SESSION NO. 2: GENERAL FUND OVERVIEW BY DEPARTMENT

Budget presentations were received by the Police Department, Public Works and Recreation and Community Services.

By consensus, the City Council made the following budget amendment recommendations:

Police Department – no changes to the presented annual budget.

Public Works annual budget was reduced as follows:

Presented budget	\$3,000,226
ARRA Grant for Brand Boulevard	(76,000)
CDBG Funds for Curbs and Ramps	(50,000)
Plant Service	<u>(7,200)</u>
Revised Public Works Budget	\$2,867,026

Recreation & Community Services annual budget was reduced as follows:

Presented budget	\$1,424,074
Part-time salaries at the parks	
Evening coverage reduced to 1 person	
From 2 and a switch between job classes	<u>(94,536)</u>
Revised Recreation Budget	\$1,329,538

The revised figures will be reflected at the next Budget Study Session No. 3 presentation.

ADJOURNED (8:46 P.M.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 26, 2009 meeting as approved by the San Fernando City Council at the March 3, 2025, meeting.

Julia Fritz, City Clerk

The current sitting members of the City Council approved the minutes as to form only during the meeting of March 3, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**JUNE 1, 2009 – 5:00 P.M.
SPECIAL MEETING**

Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Steven Veres called the meeting to order at 5:16 p.m.

Present:

Council: Mayor Steven Veres, Mayor Pro Tem Mario F. Hernandez,
Councilmembers Ernesto Rubio Hernandez, Maribel De La Torre,
and Nury Martinez

Staff: City Administrator José E. Pulido and City Clerk Elena G. Chavez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None.

STUDY SESSION

1) BUDGET STUDY SESSION NO. 3: GENERAL FUND OVERVIEW BY DEPARTMENT

Budget presentations were received by Community Development, Finance, City Treasurer, Administration (including City Clerk & Personnel) and City Council.

The City Council received and filed the report.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 26, 2009**

Page 2

ADJOURNED (6:07 P.M.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 1, 2009 meeting as approved by the San Fernando City Council at the March 3, 2025, meeting.

Julia Fritz, City Clerk

The current sitting members of the City Council approved the minutes as to form only during the meeting of March 3, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 6:00 P.M.
MONDAY, DECEMBER 9, 2024**

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

CALL TO ORDER/ROLL CALL – SPECIAL MEETING 6:00 P.M. (CLOSED SESSION)

Vice Mayor Mary Mendoza called the regular meeting to order at 6:02 p.m.

Present: Council: Vice Mayor Mary Mendoza and Councilmembers Joel Fajardo, Mary Solorio and Victoria Garcia (arrived at 6:04 p.m.)

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

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO FRED FLORES, PRESIDENT AND FOUNDER OF THE SAN FERNANDO VALLEY VETERANS DAY PARADE IN HONOR OF THE MONTH OF NOVEMBER AS NATIONAL VETERANS AND FAMILIES MONTH

SAN FERNANDO CITY COUNCIL

MINUTES –Special Meeting December 9, 2024

Page 2 of 6

PUBLIC STATEMENTS

Gustavo Castillo
Isabel Pleites
Eva Camps
Kaat Cyana
Teresa Cano
Benito Benny Bernal
Donna P.
Peter Fogler
Miriam Fogler
Savannah Portillo
Aaron Schwartzbart
Brandon Gonzalez
Sabma Montes
Rah Vora
Ana Elizabeth
Carlos Diaz
Urbano Tinajero
Eriona Grabocua
David Hernandez
Luz M. Riascos
Edwin Amaris
Sonia Tomasino
TheBFly
Celia Rivas
Margarita Calderon
Margarita Cervacio
Pedro Flores
Dr. S.
Valerie P.
Yoland Haro

CONSENT CALENDAR

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve:

- 1) CONSIDERATION TO ADOPT A RESOLUTION AMENDING FISCAL YEAR 2024-2025 SALARY PLAN TO IMPLEMENT CHANGES TO THE CITY COUNCIL MONTHLY COMPENSATION EFFECTIVE JANUARY 1, 2025

The motion carried, unanimously.

SAN FERNANDO CITY COUNCIL

MINUTES –Special Meeting December 9, 2024

Page 3 of 6

ADMINISTRATIVE REPORTS

- 2) CONSIDERATION TO ADOPT A RESOLUTION RECITING THE FACT OF THE CITY'S NOVEMBER 5, 2024, GENERAL MUNICIPAL ELECTION AND DECLARING THE RESULTS OF THE SAME

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

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to adopt Resolution No. 8355 reciting the fact of the City's November 5, 2024, General Municipal Election and declaring the results of the same. The motion carried, unanimously.

- 3) PRESENTATION OF CERTIFICATES OF ELECTION AND ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

City Clerk Fritz presented the Certificates of Election and administered the Oath of Office to newly elected officials: Victoria Garcia and Patty Lopez.

- 4) ANNUAL REORGANIZATION OF THE CITY COUNCIL FOR THE SELECTION OF MAYOR AND VICE MAYOR

City Clerk Julia Fritz presented the staff report and opened nominations for Mayor.

Councilmember Fajardo nominated Vice Mayor Mary Mendoza for the position of Mayor, and the nomination was seconded by Councilmember Garcia.

There were no other nominations for Mayor. Motion by Councilmember Fajardo to close the nomination period.

The nomination for Vice Mayor Mary Mendoza as Mayor, passed by the following vote:

ROLL CALL

AYES: Lopez, Garcia, Fajardo, Solorio, Mendoza

City Clerk Fritz announced Mary Mendoza as Mayor.

City Clerk Julia Fritz opened nominations for Vice Mayor.

Mayor Mendoza nominated Councilmember Joel Fajardo for the position of Vice Mayor, and the nomination was seconded by Councilmember Fajardo.

Councilmember Lopez nominated Councilmember Victoria Garcia for the position of Vice Mayor, and the nomination was seconded by Councilmember Garcia.

Councilmember Solorio nominated herself for the position of Vice Mayor, and the nomination was seconded by Councilmember Garcia.

SAN FERNANDO CITY COUNCIL

MINUTES –Special Meeting December 9, 2024

Page 4 of 6

There were no other nominations for Vice Mayor. Motion by Councilmember Fajardo to close the nomination period.

Councilmember Fajardo received the following votes as Vice Mayor:

ROLL CALL

AYES: Fajardo, Mendoza

Councilmember Garcia received the following votes as Vice Mayor:

ROLL CALL

AYES: Lopez, Garcia

Councilmember Solorio received the following votes as Vice Mayor:

ROLL CALL

AYES: Solorio

Due to the lack of a majority decision, the City Council conducted a second round of voting for the Vice Mayor position.

Councilmember Fajardo received the following votes as Vice Mayor:

ROLL CALL

AYES: Fajardo, Mendoza

Councilmember Garcia received the following votes as Vice Mayor:

ROLL CALL

AYES: Lopez, Garcia

Councilmember Solorio received the following votes as Vice Mayor:

ROLL CALL

AYES: Solorio

Due to the lack of a majority decision, the City Council conducted a second round of voting for the Vice Mayor position.

Councilmember Fajardo received the following votes as Vice Mayor:

ROLL CALL

AYES: Mendoza

Councilmember Garcia received the following votes as Vice Mayor:

ROLL CALL

AYES: Garcia, Lopez

SAN FERNANDO CITY COUNCIL

MINUTES –Special Meeting December 9, 2024

Page 5 of 6

Councilmember Solorio received the following votes as Vice Mayor:

ROLL CALL

AYES: Fajardo, Solorio

Due to the lack of a majority decision, the City Council conducted a second round of voting for the Vice Mayor position.

Councilmember Fajardo received the following votes as Vice Mayor:

ROLL CALL

AYES: Mendoza

Councilmember Garcia received the following votes as Vice Mayor:

ROLL CALL

AYES: Garcia

The nomination of Councilmember Mary Solorio as Vice Mayor, passed by the following vote:

ROLL CALL

AYES: Fajardo, Lopez, Solorio

City Clerk Fritz announced that Councilmember Mary Solorio was elected Vice Mayor by a majority vote.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Manager Kimball announced that City Hall will be closed to the public from December 25, 2024, through January 1, 2025, and extended congratulations to Councilmembers Victoria Garcia and Patty Lopez on their election to the City Council.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia thanked the community for their support, acknowledged those who supported her election campaign, and briefly discussed her potential plans as a Councilmember.

Councilmember Lopez stated her support for the community and thanked those who supported her election campaign.

Councilmember Fajardo thanked the community for their support and extended congratulations to newly elected Councilmembers, Vice Mayor Solorio and Mary Mendoza and wished everyone happy holidays.

SAN FERNANDO CITY COUNCIL

MINUTES –Special Meeting December 9, 2024

Page 6 of 6

Vice Mayor Solorio thanked staff for their work and to her colleagues for their support of the Vice Mayor position and wished everyone happy holidays.

Mayor Mendoza congratulated Councilmembers Garcia and Lopez, as well as the new Vice Mayor Solorio, wished everyone happy holidays and thanked the community for their comments and support.

RECESS TO CLOSED SESSION (7:52 P.M.)

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

Designated City Negotiators: City Manager Nick Kimball
Employees and Employee Bargaining Units:
San Fernando Management Group (SEIU, Local 721)
San Fernando Public Employees’ Association (SEIU, Local 721)
San Fernando Police Officers Association
San Fernando Police Officers Association Police Management Unit
San Fernando Police Civilian Association
San Fernando Part-Time Employees’ Bargaining Unit (SEIU, Local 721)
All Unrepresented Employees

RECONVENE AND REPORT OUT FROM CLOSED SESSION

City Attorney Padilla stated no reportable action as a result of the Closed Session meeting of December 9, 2024.

ADJOURNMENT (8:30 P.M.)

Mayor Mendoza adjourned the meeting to the next regular meeting on January 6, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the December 9, 2024, Special meeting and approved by the San Fernando City Council at the meeting of March 3, 2025.

Julia Fritz, CMC
City Clerk

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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: March 3, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-031 (Attachment “A”) approving the Warrant Register.

BACKGROUND:

For each City Council meeting the Finance Department prepares a Warrant Register for Council approval. The Register includes all recommended payments for the City. Checks, other than special checks, generally are not released until after the Council approves the Register. The exceptions are for early releases to avoid penalties and interest, excessive delays and in all other circumstances favorable to the City to do so. Special checks are those payments required to be issued between Council meetings such as insurance premiums and tax deposits. Staff reviews requests for expenditures for budgetary approval and then prepares a Warrant Register for Council approval and or ratification. Items such as payroll withholding tax deposits do not require budget approval.

The Director of 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. 25-031, including:
 - Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-031

**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. 25-031**

**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 3rd day of March 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. 25-031, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 3rd day of March, 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 March, 2025.

Julia Fritz, City Clerk

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Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239320	3/3/2025	891587 ABLE MAILING INC.	40308	13205	MAILING AND FULFILLMENT SERVICES	
				13205	070-382-0000-4300	217.40
			40309		072-360-0000-4300	217.40
					WATER ENV STORAGE-JAN 2025	
					070-382-0000-4300	15.00
					072-360-0000-4300	15.00
					Total :	464.80
239321	3/3/2025	888356 ADVANCED AUTO REPAIR	1669		VEHICLE MAINT. REPAIRS AND MINOR	
			1691	13369	041-320-0222-4400	380.00
			1693	13369	VEHICLE MAINT. REPAIRS AND MINOR	
					041-320-0225-4400	136.57
			1694	13369	VEHICLE MAINT. REPAIRS AND MINOR	
					041-320-0225-4400	955.87
			1694	13369	VEHICLE MAINT. REPAIRS AND MINOR	
					041-320-0311-4400	289.93
			1695	13369	VEHICLE MAINT. REPAIRS AND MINOR	
					041-320-0225-4400	393.18
					Total :	2,155.55
239322	3/3/2025	894315 AG LAWNMOWER SHOP	0560		SMALL EQUIPMENT REPAIR (LAWNMO	
			0563	13283	001-311-0000-4300	50.35
			561	13283	SMALL EQUIPMENT REPAIR (LAWNMO	
					070-383-0000-4310	183.84
				13283	SMALL EQUIPMENT REPAIR (LAWNMO	
					001-311-0000-4300	149.51
					Total :	383.70
239323	3/3/2025	892271 ALL STAR ELITE SPORTS	4763		RCS SPORTS PROGRAM AND STAFF U	
				13239	017-420-1328-4300	2,185.43
					Total :	2,185.43
239324	3/3/2025	887270 AMERICAN TRANSPORTATION SYSTEM	141027		MOTORCOACH TRANSPORTATION FOI	
				13308	004-2383	2,032.00
					Total :	2,032.00

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Voucher List
CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239325	3/3/2025	100188 ANDY GUMP INC.	INV1211566		PORTABLE TOILET SERVICES	
			INV1211567	13298	070-384-0000-4260	336.34
				13298	PORTABLE TOILET SERVICES	
					043-390-0000-4260	336.49
					Total :	672.83
239326	3/3/2025	100222 ARROYO BUILDING MATERIALS, INC	304319		FOR MISC. LOCAL HARDWARE SUPPLI	
			304343	13257	001-311-0000-4300	226.01
			305015	13257	FOR MISC. LOCAL HARDWARE SUPPLI	
					001-370-0301-4300	77.67
			K04800	13257	FOR MISC. LOCAL HARDWARE SUPPLI	
					070-383-0000-4310	61.19
			K04803	13257	FOR MISC. LOCAL HARDWARE SUPPLI	
					001-311-0000-4300	226.01
				13257	FOR MISC. LOCAL HARDWARE SUPPLI	
					001-311-0000-4300	178.61
					Total :	769.49
239327	3/3/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-FEB 2025	
					001-222-0000-4220	245.93
					Total :	245.93
239328	3/3/2025	892412 AT&T MOBILITY	287297930559X0210202		MDT MODEMS-PD UNITS-JAN 2025	
					001-222-0000-4220	1,024.89
					Total :	1,024.89
239329	3/3/2025	889942 ATHENS SERVICES	18713554		STREET SWEEPING SERVICES-FEB 20	
				13275	011-311-0000-4260	17,443.40
					Total :	17,443.40
239330	3/3/2025	893176 AUTOZONE STORE 5681	05681351842		BATTERY JUMPER	
					001-311-0000-4300	99.21
					Total :	99.21
239331	3/3/2025	893013 AYSON, LEILANI	FEB 2025		INCLUSIVE ZUMBA INSTRUCTOR	
				13209	017-420-1337-4260	437.50
					Total :	437.50

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Voucher List
CITY OF SAN FERNANDO

Page: 3

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239332	3/3/2025	100283 BADGER METER, INC.	1707013		NEW 3/4-INCH TO 2-INCH WATER METE	
			1710021	13262	070-385-0700-4600	273.69
				13262	NEW 3/4-INCH TO 2-INCH WATER METE	
					070-385-0700-4600	15,078.37
					Total :	15,352.06
239333	3/3/2025	889913 BALLIN, SYLVIA	FEB 2025		GLACVCD TRUSTEE MEMBER STIPENI	
					001-190-0000-4111	150.00
					Total :	150.00
239334	3/3/2025	894402 BANNER BANK	18403		5% RETENTION HELD-PACOIMA WASH	
					010-2037	1,259.94
					Total :	1,259.94
239335	3/3/2025	892784 BARAJAS, MARIA BERENICE	FEB 2025		TOTAL BODY CONDITIONING CLASS IN	
				13210	017-420-1337-4260	798.00
					Total :	798.00
239336	3/3/2025	892426 BEARCOM	5849531		MAINTENANCE AGREEMENT FOR RAD	
				13309	001-135-0000-4260	9,991.39
				13309	043-390-0000-4260	1,332.18
				13309	070-381-0000-4260	532.87
				13309	072-360-0000-4260	932.53
				13309	070-384-0000-4260	532.89
					Total :	13,321.86
239337	3/3/2025	893591 BIOMEDICAL WASTE DISPOSAL	148803		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					Total :	110.00
239338	3/3/2025	893527 BURGOS, YOLANDA	849550		SENIOR TRIP REFUND-LAUGHLIN TRIF	
					004-2383	50.00
					Total :	50.00
239339	3/3/2025	888800 BUSINESS CARD	011625		OPTISIGNS ANDROID STICKS	
			012025		001-105-0000-4300	176.38
					USB WALL CHARGER	
					001-105-0000-4300	47.10

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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
239339	3/3/2025	888800 BUSINESS CARD	(Continued)		CHATGPT PLUS MONTHLY SUBSCRIPT	
			012425		001-105-0000-4380	20.00
			020625		GYM FLOOR CLEANER	
			020725		001-423-0000-4300	270.00
			021225		WIRELESS KEYBOARD & MOUSE COM	
					001-130-0000-4300	110.24
					FURNITURE-COMM DEVEL DEPARTME	
					001-155-0000-4300	281.49
					001-150-0000-4300	281.49
					001-152-0000-4300	281.49
					001-140-0000-4300	281.47
			021325		RECRUITMENT ADVERTISEMENT	
					001-133-0000-4230	550.00
			021425		RECRUITMENT ADVERTISEMENT	
					001-133-0000-4230	299.00
			021925		SENIOR TRIP DEPOSIT	
					004-2383	150.00
			021925		PORTABLE VOICE AMPLIFIER	
					004-2383	128.00
			022025		RECRUITMENT ADVERTISEMENT	
					001-133-0000-4230	995.00
			022025-1		RECRUITMENT ADVERTISEMENT	
					001-133-0000-4230	299.00
			022025-2		RECRUITMENT ADVERTISEMENT	
					001-133-0000-4230	299.00
					Total :	4,469.66
239340	3/3/2025	888800 BUSINESS CARD	012725		AED PADS	
			013125		001-222-0000-4300	705.60
			020425	13393	UNIVERSAL WALL CONNECTOR FOR T	
					016-225-0000-4500	606.38
			020725		LODGING-TRAFFIC COLLISION INVEST	
					001-225-0000-4360	691.70
			021725-1		LODGING-SLI TRAINING ON 02/02-02/0	
					001-225-0000-4360	635.19
					LODGING-POST SYMPOSIUM ON 02/12	

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Voucher List
CITY OF SAN FERNANDO

Page: 5

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239340	3/3/2025	888800 BUSINESS CARD	(Continued)			
			021725-2		001-222-0000-4360	186.23
			022025		LODGING-POST SYMPOSIUM ON 02/12	201.23
					001-222-0000-4360	
					CAR WASH TICKETS	1,079.60
					001-222-0000-4320	
					Total :	4,105.93
239341	3/3/2025	887810 CALGROVE RENTALS, INC.	195611-1	13230	RENTAL OF EQUIPMENT	816.99
					001-311-0000-4300	
					Total :	816.99
239342	3/3/2025	100569 CALIFORNIA EMERGENCY MOBILE	25-001		EMT SRVS FOR SFU MILE EVENT	750.00
					004-2385	
					Total :	750.00
239343	3/3/2025	893251 CAMFIL USA INC	30511258		REPLACEMENT FILTERS	2,499.93
					001-370-0000-4300	
					Total :	2,499.93
239344	3/3/2025	892465 CANON SOLUTIONS AMERICA, INC.	6010795277	13211	FY 2024-2025 CANON MAINTENANCE 8	77.47
			6010815184	13211	FY 2024-2025 CANON MAINTENANCE 8	394.81
					001-135-0000-4260	
					Total :	472.28
239345	3/3/2025	893821 CAPITAL ONE TRADE CREDIT	54532793		SAFETY MAT	185.18
					041-320-0000-4310	
					Total :	185.18
239346	3/3/2025	894600 CARGILL, INCORPORATED	2910513535	13240	NSF CERTIFIED BULK SALT FOR THE II	6,071.06
			2910542854	13240	070-384-0000-4300	6,127.26
			2910602401	13240	NSF CERTIFIED BULK SALT FOR THE II	6,137.54
			2910632633		070-384-0000-4300	
					NSF CERTIFIED BULK SALT FOR THE II	

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Voucher List
CITY OF SAN FERNANDO

Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239346	3/3/2025	894600 CARGILL, INCORPORATED	(Continued)	13240	070-384-0000-4300	6,071.55
					Total :	24,407.41
239347	3/3/2025	894555 CARRASCO, ALICIA	849553		SENIOR TRIP REFUND-LAUGHLIN TRIP	230.00
			894551		004-2383	
					SENIOR TRIP REFUND-LAUGHLIN TRIP	230.00
					004-2383	
					Total :	460.00
239348	3/3/2025	894690 CARRASCO, MARTHA	849552		SENIOR TRIP REFUND-LAUGHLIN TRIP	230.00
			849556		004-2383	
					SENIOR TRIP REFUND-LAUGHLIN TRIP	245.00
					004-2383	
					Total :	475.00
239349	3/3/2025	893524 CARRILLO, LINA	849565		SENIOR TRIP REFUND-BALLET FOLKLO	75.00
			849566		004-2383	
					SENIOR TRIP REFUND-BALLET FOLKLO	75.00
					004-2383	
					Total :	150.00
239350	3/3/2025	894479 CHARLES SCHWAB TRUST BANK	12337-11961		FUNDING OF OPEB PENSION 115 TRU	500,000.00
					005-1015	
					Total :	500,000.00
239351	3/3/2025	894010 CHARTER COMMUNICATIONS	187701801020725		INTERNET SERVICES-02/10/25-03/09/2	1,399.00
					001-190-0000-4220	
					Total :	1,399.00
239352	3/3/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF250000009		FIRE SERVICES-MARCH 2024	278,951.50
					001-500-0000-4260	
					Total :	278,951.50
239353	3/3/2025	103029 CITY OF SAN FERNANDO	7064-7111		REIMB TO WORKER'S COMP ACCT	20,604.95
					006-1038	
					Total :	20,604.95

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239354	3/3/2025	894794 CIVICA LAW GROUP, APC	15391		CODE ENFORCEMENT LEGAL SERVI	
			15392	13188	001-110-0000-4270	4,866.75
				13188	CODE ENFORCEMENT LEGAL SERVI	
					001-110-0000-4270	2,336.16
					Total :	7,202.91
239355	3/3/2025	894776 CLIMATE RESOLVE	INV-0372		CARP II GRANT PARTNERS - JAN 2025	
				13189	110-150-0578-4270	6,072.22
					Total :	6,072.22
239356	3/3/2025	893824 COMPLETE OFFICE	4212436-0		BREAK ROOM SUPPLIES	
					001-222-0000-4300	390.44
					Total :	390.44
239357	3/3/2025	100805 COOPER HARDWARE INC.	141987		MISCELLANEOUS SUPPLIES	
			141990	13255	001-311-0000-4300	52.54
				13255	MISCELLANEOUS SUPPLIES	
					001-311-0000-4300	82.09
					Total :	134.63
239358	3/3/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25021003886		INDUSTRIAL WASTE CHARGES-JAN 20	
				13301	072-360-0000-4450	3,510.12
					Total :	3,510.12
239359	3/3/2025	889794 CUELLAR, JULIE	FEB 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	100.00
239360	3/3/2025	894863 DIXON RESOURCES UNLIMITED	4498		RESIDENTIAL PARKING PERMIT IMPL	
				13290	001-310-0000-4270	5,280.00
					Total :	5,280.00
239361	3/3/2025	101152 DUARTE, JULIE	REIMB.		AIRFARE-GSMO CONFERENCE	
					001-105-0000-4370	317.96
					Total :	317.96
239362	3/3/2025	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		UNEMPLOYMENT INS-PERIOD ENDING	
					001-190-0222-4132	2,997.00

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239362	3/3/2025	101063 EMPLOYMENT DEVELOPMENT	(Continued)		001-190-0000-4132	753.45
					Total :	3,750.45
239363	3/3/2025	891650 ENTERPRISE FLEET	FBN5262008		LEASE OF TEN VEHICLES FOR 3 DIVIS	
				13278	041-420-0000-4500	873.37
				13278	041-311-0000-4500	8,488.10
				13278	041-152-0000-4500	1,575.77
					Total :	10,937.24
239364	3/3/2025	890401 ENVIROGEN TECHNOLOGIES INC	0015844-IN		JAN-MAINT REPAIR, PARTS, LABOR & E	
				13361	070-384-0857-4260	10,676.25
					Total :	10,676.25
239365	3/3/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800074438		FULL-SERVICE ENVIRONMENTAL CITY	
				13226	070-384-0000-4260	4,705.00
					Total :	4,705.00
239366	3/3/2025	101147 FEDEX	8-763-69219		COURIER SERVICES	
			8-770-64037		001-190-0000-4280	281.98
					COURIER SERVICES	
					001-190-0000-4280	81.91
					Total :	363.89
239367	3/3/2025	888565 FERNANDENO TATAVIAM	RESILIENT SF #4		CARP II GRANT PARTNERS-NOV 2024-I	
				13191	110-150-0578-4270	580.40
					Total :	580.40
239368	3/3/2025	892298 FIDUCIARY EXPERTS LLC	000075-R-0017		FIDUCIARY OVERSIGHT 2025 YTD	
					001-190-0000-4270	919.60
					Total :	919.60
239369	3/3/2025	889966 FLORES, MARIA	849554		SENIOR TRIP REFUND-LAUGHLIN TRIF	
					004-2383	230.00
					Total :	230.00
239370	3/3/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS	
					001-222-0000-4220	541.21

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239370	3/3/2025	892198 FRONTIER COMMUNICATIONS	(Continued) 209-150-5250-081292		RADIO REPEATER 001-222-0000-4220	43.23
			209-150-5251-040172		MWD METER 070-384-0000-4220	57.40
			209-151-4939-102990		MUSIC CHANNEL 001-190-0000-4220	53.51
			209-151-4941-102990		POLICE PAGING 001-222-0000-4220	53.45
			209-151-4942-041191		CITY YARD AUTO DIALER 070-384-0000-4220	57.34
			209-151-4943-081292		RADIO REPEATER 001-222-0000-4220	43.23
			209-188-4361-031792		RCS PHONE LINES 001-420-0000-4220	143.45
			818-361-0901-051499		SEWER FLOW MONITORING 072-360-0000-4220	90.46
			818-361-2385-012309		MTA & CREDIT CARD PHONE LINES 007-440-0441-4220	70.22
					001-190-0000-4220	140.45
			818-361-2472-032415		PW PHONE LINES 070-384-0000-4220	703.04
			818-361-3958-091407		CNG STATION 074-320-0000-4220	72.27
			818-361-7825-120512		RUDY ORTEGA PARK IRR SYSTEM 001-420-0000-4220	90.78
			818-365-0007-060223		EOC PHONE LINES 001-222-0000-4220	719.84
			818-831-5002-052096		PD SPECIAL ACTIVITIES 001-222-0000-4220	69.78
			818-837-2296-031315		VARIOUS CITY HALL LINES 001-190-0000-4220	402.84
			818-837-7174-052096		PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220	136.32
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	46.94
			818-898-7385-033105		LP PARK FAX LINE	

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239370	3/3/2025	892198 FRONTIER COMMUNICATIONS	(Continued)		001-420-0000-4220	49.82
					Total :	3,585.58
239371	3/3/2025	893953 GALE, PAUL JOHN	FEB 2025	13231	SHOTOKAN KARATE CLASSES 017-420-1326-4260	315.00
					Total :	315.00
239372	3/3/2025	894008 GMU PAVEMENT ENGINEERING	66940	13395	ON-CALL PAVEMENT DESIGN SERVICE 008-311-0560-4600	8,783.75
			67224	13395	ON-CALL PAVEMENT DESIGN SERVICE 008-311-0560-4600	1,057.50
			67365	13395	ON-CALL PAVEMENT DESIGN SERVICE 008-311-0560-4600	5,400.75
					Total :	15,242.00
239373	3/3/2025	894481 GRACIANA, LLC	LU275583		CHIPS AND SALSA-SR CLUB DANCE OI 004-2380	64.94
					Total :	64.94
239374	3/3/2025	101376 GRAINGER, INC.	9383734663	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	125.82
			9383734671	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	390.68
			9394446158	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	145.86
			9398906819	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	145.86
					Total :	808.22
239375	3/3/2025	893344 GRAND ELECTRICAL SUPPLY	2011210		PARTS-VARIOUS REPAIRS @ PARK 043-390-0000-4300	89.68
			20112515		OUTDOOR OUTLET-PIONEER PARK 043-390-0000-4300	17.36
					Total :	107.04
239376	3/3/2025	101428 H & H WHOLESALE PARTS	1CR0098175		AUTO PARTS & BATTERIES INCLUDIN	

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239376	3/3/2025	101428 H & H WHOLESALE PARTS	(Continued)			
			1IN0679718	13323	041-1215 AUTO PARTS & BATTERIES INCLUDIN	-545.35
			1IN0680928	13323	041-1215 AUTO PARTS & BATTERIES INCLUDIN	368.57
			1IN0682615	13323	041-1215 AUTO PARTS & BATTERIES INCLUDIN	161.44
					Total :	119.19
239377	3/3/2025	888647 HDL SOFTWARE, LLC	SIN045785	13241	BUSINESS LICENSE ADMIN SERVICES 001-130-0000-4260	2,764.66
					Total :	2,764.66
239378	3/3/2025	890594 HEALTH AND HUMAN RESOURCE	E0339053		EAP-MARCH 2025 001-133-0000-4260	302.90
					Total :	302.90
239379	3/3/2025	891937 HERNANDEZ, JOSE	REIMB.-2		REIMB-SENIOR CLUB ACTIVITIES 004-2380	184.04
			REIMB.-1		REIMB-SENIOR CLUB ACTIVITIES 004-2380	92.28
					Total :	276.32
239380	3/3/2025	894775 IBARRA, SERGIO	REIMB.		FOOD-SF LEADERSHIP ACADEMY 001-190-0000-4267	277.67
					Total :	277.67
239381	3/3/2025	894212 INVESTIGATIVE POLYGRAPH	463		BACKGROUND INVESTIGATION SRVS 001-222-0000-4270	675.00
					Total :	675.00
239382	3/3/2025	891777 IRRIGATION EXPRESS	15305661-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & 043-390-0000-4300	106.92
					Total :	106.92
239383	3/3/2025	894916 JJ PROPERTY MAINTENANCE	122804	13372	CITY-WIDE JANITORIAL SERVICES-JAN 043-390-0000-4260	16,000.00

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239383	3/3/2025	894916 894916 JJ PROPERTY MAINTENANCE	(Continued)			Total : 16,000.00
239384	3/3/2025	891794 KIMBALL, NICK	TRAVEL		PER DIEM-2025 LEAGUE OF CA CITIES 001-105-0000-4370	100.00
					Total :	100.00
239385	3/3/2025	101990 L.A. COUNTY METROPOLITAN	6024038		TAP CARD SRV-NOV 2024 007-440-0441-4260	38.40
			6024249		TAP CARD SRV-DEC 2024 007-440-0441-4260	76.80
			6024505		TAP CARD SRV-JAN 2025 007-440-0441-4260	38.40
					Total :	153.60
239386	3/3/2025	102007 L.A. COUNTY SHERIFFS DEPT.	251980BL	13316	PRE-PACKAGED, PREPARED INMATE M 001-225-0000-4350	753.83
					Total :	753.83
239387	3/3/2025	101971 L.A. MUNICIPAL SERVICES	494-750-1000		WATER - 12900 DRONFIELD 070-384-0000-4210	118.86
			500-750-1000		ELECTRIC - 13655 FOOTHILL 070-384-0000-4210	104.50
			594-750-1000		ELECTRIC - 12900 DRONFIELD 070-384-0000-4210	9,112.35
			792-603-2351		WATER - 13657 7/9 FOOTHILL 070-384-0000-4210	395.39
					Total :	9,731.10
239388	3/3/2025	101848 LANGUAGE LINE SERVICES	11516055		INTERPRETATION SERVICES 001-222-0000-4260	8.46
					Total :	8.46
239389	3/3/2025	887164 LARA, ELENA	REIMB.		MILEAGE REIMB-POST SYMPOSIUM TF 001-222-0000-4360	81.94
					Total :	81.94
239390	3/3/2025	892477 LOWES	9747-78644		MISC SUPPLIE & GAS LEAK DETECTOF 074-320-0000-4300	269.36

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239390	3/3/2025	892477 LOWES	(Continued) 9747-78646		LATERN LIGHT 041-320-0000-4300	49.83
			9747-87079		IMPACT TOOL FOR SRV TRUCK 041-320-0000-4310	238.22
			9747-92845		FLAGS REPLACED CITY-WIDE 001-311-0000-4300	83.18
					Total :	640.59
239391	3/3/2025	102041 LYNN PEAVEY COMPANY	415754		PROPERTY & EVIDENCE SUPPLIES 001-222-0000-4300	234.61
					Total :	234.61
239392	3/3/2025	890992 M & M PAPER COMPANY	IN20365		(40) CASES OF COPY PAPER 001-190-0000-4300	1,850.00
					Total :	1,850.00
239393	3/3/2025	894556 MADRIGAL, JORGE	894567		SENIOR TRIP REFUND-BALLET FOLKLO 004-2383	25.00
					Total :	25.00
239394	3/3/2025	102125 MARTINEZ, MARLENE	TRAVEL		PER DIEM-2025 CA. ASSOC FOR PROP 001-222-0000-4360	140.00
					Total :	140.00
239395	3/3/2025	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	39.11
					Total :	39.11
239396	3/3/2025	894221 MELTON, ERICA D.	22-26		PETTY CASH REIMBURSEMENT 001-133-0000-4300 001-150-0000-4300 001-420-0000-4360 070-384-0000-4402	58.10 48.94 7.99 37.34
					Total :	152.37
239397	3/3/2025	102148 METROPOLITAN WATER DISTRICT	11750		JAN'25-MWD MONTHLY CAPACITY CHA 070-384-0000-4430	5,741.65

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239397	3/3/2025	102148 102148 METROPOLITAN WATER DISTRICT	(Continued)			Total : 5,741.65
239398	3/3/2025	102226 MISSION LINEN SUPPLY	523265973		LAUNDRY SERVICES FOR PD 001-225-0000-4350	413.95
			523308580	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	413.95
			523348163	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	413.95
					Total :	1,241.85
239399	3/3/2025	891935 MMASC	11842		ANNUAL MEMBERSHIP 001-105-0000-4380	125.00
					Total :	125.00
239400	3/3/2025	893343 MOHR, NICOLE	FEB 2025		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
239401	3/3/2025	894785 MONTANEZ, MIGUEL	FEB 2025		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
239402	3/3/2025	894552 MORENO, FIDEL	894555		SENIOR TRIP REFUND-LAUGHLIN TRIP 004-2383	230.00
					Total :	230.00
239403	3/3/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4270	194.50
					Total :	194.50
239404	3/3/2025	102325 NAPA AUTO PARTS	185155		TOOL RACK 041-320-0000-4310	33.05
					Total :	33.05
239405	3/3/2025	893978 NATIONAL TESTING NETWORK	17400		ANNUAL MEMBERSHIP RENEWAL 001-222-0000-4260	750.00
					Total :	750.00

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239406	3/3/2025	893348 NCSI	53871		BACKGROUND CHECKS	
					017-420-1337-4260	18.50
					017-420-1330-4260	37.00
					017-420-1328-4260	18.50
					Total :	74.00
239407	3/3/2025	102423 OCCU-MED, INC.	0225901		PRE-EMPLOYMENT PHYSICALS	
					001-133-0000-4260	2,005.55
					Total :	2,005.55
239408	3/3/2025	894100 ODP BUSINESS SOLUTIONS , LLC	402521166001		OFFICE SUPPLIES	
					070-381-0000-4300	45.32
					043-390-0000-4300	45.31
			4040602391001		OFFICE SUPPLIES	
					070-384-0000-4300	112.21
			404602384001		OFFICE SUPPLIES	
					070-384-0000-4300	93.06
			408462503001		OFFICE PRINTER	
					001-222-0000-4300	735.55
			408463847001		HP TONER	
					001-222-0000-4300	1,051.22
			408824899001		OFFICE SUPPLIES	
					070-381-0000-4300	34.11
					043-390-0000-4300	34.11
			409110549001		OFFICE SUPPLIES	
					001-130-0000-4300	16.71
			409111908001		HP TONER	
					001-130-0000-4300	552.88
			409568338001		COPY PAPER	
					070-383-0000-4300	109.71
					001-311-0000-4300	109.71
			410722074001		OFFICE SUPPLIES	
					001-310-0000-4300	64.35
			410882988001		OFFICE SUPPLIES	
					001-107-0305-4300	99.83
			4108847480021		OFFICE SUPPLIES	
					001-107-0305-4300	76.80

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239408	3/3/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			410884750001		OFFICE SUPPLIES	
					001-107-0305-4300	75.68
			410884754001		OFFICE SUPPLIES	
					001-107-0305-4300	10.74
			410884756001		OFFICE SUPPLIES	
					001-107-0305-4300	61.61
			411219079001		OFFICE SUPPLIES	
					001-222-0000-4300	107.49
			411219720001		OFFICE SUPPLIES	
					001-222-0000-4300	104.49
			411425526001		OFFICE SUPPLIES	
					001-222-0000-4300	50.84
			411425594001		OFFICE SUPPLIES	
					001-222-0000-4300	102.82
			411425595001		OFFICE SUPPLIES	
					001-222-0000-4300	81.79
			411866826001		OFFICE SUPPLIES	
					001-222-0000-4300	55.27
					Total :	3,831.61
239409	3/3/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-209123		VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0224-4400	50.69
			4605-208391	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0390-4400	127.48
			4605-208929	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0390-4400	4.67
			4605-209122	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0311-4400	61.73
			4605-209838	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0225-4400	37.33
			4605-210114	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0225-4400	32.30
			4605-211533	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0311-4400	78.24
			4605-212032	13387	VEH. SERVICE, MAINT. & REPAIR PART	
					041-320-0225-4400	168.66

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239409	3/3/2025	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued) 4605-212191			
				13387	VEH. SERVICE, MAINT. & REPAIR PART 041-320-0311-4400	93.70
			4605-212192		VEH. SERVICE, MAINT. & REPAIR PART 041-320-0390-4400	143.28
			4605-213272	13387	VEH. SERVICE, MAINT. & REPAIR PART 041-320-0225-4400	83.77
			4605-213515	13387	VEH. SERVICE, MAINT. & REPAIR PART 041-320-0225-4400	54.72
			4605-213544	13387	VEH. SERVICE, MAINT. & REPAIR PART 041-1215	279.66
			4605-213547	13387	VEH. SERVICE, MAINT. & REPAIR PART 041-1215	76.12
			4605-213631	13387	VEH. SERVICE, MAINT. & REPAIR PART 041-320-0225-4400	46.02
			4605-213632		ITEM RETURNED 041-320-0225-4400	-54.72
					Total :	1,283.65
239410	3/3/2025	888110 PACOIMA BEAUTIFUL	CSF_071224_CARP		PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	442.31
			CSF_012125_CARP	13396	PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	341.50
			CSF_021325_CARP	13396	PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	66.35
			CSF_090624_CARP	13396	PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	674.04
			CSF_100724_CARP	13396	PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	4,866.02
			CSF_110724_CARP	13396	PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	486.82
			CSF_131324_CARP	13396	PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	1,056.46
					Total :	7,933.50
239411	3/3/2025	892958 PADILLA'S AUTO CENTER	12225		VEHICLE MAINT-PD3912 041-320-0225-4400	350.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239411	3/3/2025	892958 892958 PADILLA'S AUTO CENTER	(Continued)			Total : 350.00
239412	3/3/2025	889545 PEREZ, MARIBEL	REIMB.		WORK SHOES-PER MOU SEC. 10-01 (B 001-420-0000-4300	75.00
					Total :	75.00
239413	3/3/2025	894972 PEREZ-VARGAS, ESTELA	849557		SENIOR TRIP REFUND-LAUGHLIN TRIP 004-2383	50.00
					Total :	50.00
239414	3/3/2025	892957 PIONEER FIRE PROFESSIONALS INC	391605		FIRE EXTINGUISHER SERVICES-REC F 043-390-0000-4260	241.54
			391606		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	241.54
			391607		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	289.85
			391608		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	89.67
			391609		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	96.62
			391610		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	48.31
			391611		FIRE EXTINGUISHER SERVICES-PD44 041-320-0225-4400	300.00
					070-381-0000-4400	247.84
					041-320-0311-4400	247.50
			391612		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	273.74
			391613		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	144.92
			391618		FIRE EXTINGUISHER SERVICES 043-390-0000-4260	278.33
					Total :	2,499.86
239415	3/3/2025	894746 PRECISION CIVIL	30686		ON CALL PLANNING SERVICES 001-150-0000-4270	8,672.50
			30854	13179	ON CALL PLANNING SERVICES	

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239415	3/3/2025	894746 PRECISION CIVIL	(Continued)			
			30927	13179	001-150-0000-4270 ON CALL PLANNING SERVICES	120.00
			31099	13179	001-150-0000-4270 ON CALL PLANNING SERVICES	3,443.75
			31100	13179	001-150-0000-4270 ON CALL PLANNING SERVICES	1,256.25
				13179	001-150-0000-4270	460.00
					Total :	13,952.50
239416	3/3/2025	102688 PROFESSIONAL PRINTING CENTERS	23117		PRE-PRINTED FORMS	
				13274	070-382-0000-4300	43.55
				13274	072-360-0000-4300	43.55
					Total :	87.10
239417	3/3/2025	894724 QUEZADA, JUAN	849558		SENIOR TRIP REFUND-LAUGHLIN TRIP	
			849559		004-2383	50.00
					SENIOR TRIP REFUND-LAUGHLIN TRIP	
					004-2383	50.00
					Total :	100.00
239418	3/3/2025	102738 QUINTERO ESCAMILLA, VIOLETA	FEB 2025		SENIOR MUSIC CLASS INSTRUCTOR	
				13217	017-420-1323-4260	800.00
					Total :	800.00
239419	3/3/2025	894408 RINCON CONSULTANTS INC	63098		ON-CALL PLANNING SERVICES	
				13181	001-150-0000-4270	1,706.25
					Total :	1,706.25
239420	3/3/2025	894534 RODRIGUEZ, ZOE	FEB 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	100.00
239421	3/3/2025	894687 SALAZAR, LILI	849568		SENIOR TRIP REFUND-BALLET FOLKLORE	
					004-2383	25.00
					Total :	25.00
239422	3/3/2025	894973 SALDIVAR, JOSEFINA	894560		SENIOR TRIP REFUND-LAUGHLIN TRIP	

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239422	3/3/2025	894973 SALDIVAR, JOSEFINA	(Continued)			
					004-2383	245.00
					Total :	245.00
239423	3/3/2025	103033 SAN FERNANDO ELEMENTARY SCHOOL	FY24-25		CIF: SAFETY WRAPS FOR SHOOL FEN	
					053-101-0113-4430	500.00
					Total :	500.00
239424	3/3/2025	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		FOOD-EXPLORER GRADUATION	
					001-226-0230-4430	183.80
					Total :	183.80
239425	3/3/2025	103057 SAN FERNANDO VALLEY SUN	18952		PH NOTICE-APPEAL FOR 833 N BRANC	
			18956		001-115-0000-4230	433.00
					PH NOTICE-ORD ZONE CODE AMENDM	
					001-115-0000-4230	180.00
					Total :	613.00
239426	3/3/2025	894969 SERVICE HERO	10145754		EMERGENCY-CLEAR SWR BLOCKAGE	
					043-390-0000-4330	1,751.00
					Total :	1,751.00
239427	3/3/2025	103184 SMART & FINAL	0018		REFRESHMENTS	
			0147		001-222-0000-4300	133.74
			0236		CALLES VERDES EVENT	
					001-310-0000-4300	74.52
					CLEANING SUPPLIES & SR CLUB ACTI	
					001-422-0000-4300	19.37
					004-2346	199.16
					Total :	426.79
239428	3/3/2025	103196 SOUTH COAST AIR QUALITY	4476814		ANNUAL RENEWAL FEES-PD GENERA	
			4479588		041-320-0000-4260	541.04
					EMISSIONS FEE - 910 FIRST	
					041-320-0000-4260	165.96
					Total :	707.00
239429	3/3/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	700224888278		ELECTRIC-801 8TH	

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239429	3/3/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			
			700363532503		043-390-0000-4210 ELECTRIC - VARIOUS LOCATIONS	2.06
			700826276457		043-390-0000-4210 ELECTRIC-799 JESSIE	4,568.04
			8004643373		043-390-0000-4210 ELECTRIC-910 FIRST	63.33
					029-335-0000-4210	5,802.14
					Total :	10,435.57
239430	3/3/2025	894311 SPECTRUMVOIP	529456		CITYWIDE LONG DISTANCE VOIP-MAR 001-190-0000-4220	456.40
					Total :	456.40
239431	3/3/2025	894275 STAPLES, INC.	6024083305		AIR PURIFIER & OFFICE SUPPLIES 001-133-0000-4300	336.13
			6024083306		OFFICE SUPPLIES 001-133-0000-4300	60.55
					Total :	396.68
239432	3/3/2025	894649 STERLING ADMINISTRATION	836682		INITIAL FUNDING DEP.- 2025 PLN YR 004-2365	4,368.64
			839628		ADMINISTRATIVE FEE: JAN 2025 001-133-0000-4260	50.00
					Total :	4,418.64
239433	3/3/2025	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST 043-390-0000-4210	70.44
			084-220-3249-3		GAS-505 S HUNTINGTON 043-390-0000-4210	530.76
			088-520-6400-8		GAS-117 MACNEIL 043-390-0000-4210	267.76
			090-620-6400-2		GAS-120 MACNEIL 070-381-0000-4210	57.27
					072-360-0000-4210	57.27
					043-390-0000-4210	114.54
			143-287-8131-6		GAS-208 PARK	

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239433	3/3/2025	103205 THE GAS COMPANY	(Continued)			
			162-020-7432-0		043-390-0000-4210 GAS-828 HARDING	489.14
					043-390-0000-4210	4.93
					Total :	1,592.11
239434	3/3/2025	888821 THE GOODYEAR TIRE & RUBBER CO	43878	13322	TIRES FOR CITY FLEET 041-1215	2,363.16
					Total :	2,363.16
239435	3/3/2025	101528 THE HOME DEPOT CRC	013125		FINANCE CHARGE 070-381-0000-4300	308.19
			113024		FINANCE CHARGES 043-390-0000-4300	134.03
			123124		FINANCE CHARGES 043-390-0000-4300	170.28
			1232200		SUPPLIES-WINDSTORM/FIRES INCIDEI 070-384-0825-4310	1,332.96
			1232201		SUPPLIES-WINDSTORM/FIRES INCIDEI 070-384-0825-4310	1,379.17
			1232202		GENERATOR-WINDSTORM/FIRES INCII 070-384-0825-4310	1,488.38
			1583207		WRENCH SETS 074-320-0000-4300	690.17
			2014542		PROTECTIVE EQUIP 041-320-0000-4300	78.18
			2973457		SALT - OSG SYSTEM (IX UNITS) 070-384-0000-4300	1,767.58
			3515047		MISC ITEMS 001-311-0000-4300	149.73
			3521539		SMALL TOOLS 041-320-0000-4340	106.79
			4020342		TRASH CANS FOR BUS STOPS 001-311-0000-4300	137.65
			4020343		CONCRETE FORMS-SIDEWALK REPAIF 001-311-0000-4300	110.99
			4533283		SAFETY SUPPLIES	

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239435	3/3/2025	101528 THE HOME DEPOT CRC	(Continued)			
			4813183		070-384-0000-4310 SOLUTION-CLEAN PARTS TO SWR TRL	298.48
			4813184		072-360-0000-4300 HAND TOOLS REPL-E#1	71.37
			4813185		043-390-0000-4300 MAINT. SUPPLIES-REC PARK	121.75
			4813186		043-390-0000-4300 REPLACEMENT FILTERS	81.46
			4813187		043-390-0000-4300 REPL-LIGHT BULBS & SWITCHES	128.89
			4903493		043-390-0000-4300 STUMP GRIDER REPAIR	247.80
			541419		001-346-0000-4300 ORGANIZER SUPPLIES	215.64
			5521548		041-320-0000-4310 MATL'S FOR REPAIRS & REPLACEMEN	197.14
			5970133		070-384-0000-4310 CREDIT	244.92
			6230115		070-384-0000-4300 MATL'S FOR REPAIRS AT WATER SITE	-30.00
			6313125		070-384-0000-4310 MATL'S FOR REPAIRS AT WATER SITE	224.87
			6380604		070-384-0000-4310 MATL'S-PIONER PARK FENCE	37.28
			6455894		043-390-0000-4300 PLUMBING CABLES REPLMNT	265.24
			6952040		043-390-0000-4300 MATL'S FOR REPAIRS AT WATER SITE	551.25
			7900723		070-384-0000-4310 MATL'S FOR REPAIRS AT WATER SITE	8.78
			9022044		070-384-0000-4310 SAND BAGS & RAIN BOOTS	212.07
			9022045		001-311-0000-4300 SUPPLIES-GRAFFITI REMOVAL	633.88
			903244		001-312-0000-4300 SUPPLIES-RESERVOIR #4A (SAFETY E	1,353.04

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239435	3/3/2025	101528 THE HOME DEPOT CRC	(Continued)			
			9178290		070-384-0000-4300 CHAPS REPLACEMENT	752.68
					001-346-0000-4300	233.69
					Total :	13,704.33
239436	3/3/2025	894052 THE LANGUAGE PROS, INC.	1916		LANGUAGE SERVICES	
			1920	13383	001-101-0000-4270	224.07
			1922	13383	LANGUAGE SERVICES	
					001-101-0000-4270	300.00
					LANGUAGE SERVICES	
				13383	001-101-0000-4270	1,931.67
					Total :	2,455.74
239437	3/3/2025	890817 THE WALKING MAN, INC.	F4221		DISTRIB. OF STREET CLOSURE NOTIC	
					004-2385	875.00
					Total :	875.00
239438	3/3/2025	894974 THE ZOO 360	10682		ECONOMIC DEVELOPMENT VIDEO	
					001-107-0000-4270	2,450.00
					Total :	2,450.00
239439	3/3/2025	888399 TORO ENTERPRISES INC.	18403		PACOIMA WASH BIKEWAY & PEDESTRI	
				12885	010-311-0567-4600	25,198.70
					010-2037	-1,259.94
					Total :	23,938.76
239440	3/3/2025	103413 TRANS UNION LLC	01569969		CREDIT CHECK SERVICES	
					001-222-0000-4260	90.00
					Total :	90.00
239441	3/3/2025	892853 TREE PEOPLE	9		URBAN FOREST MANAGEMENT PLAN	
				12843	110-346-0838-4270	32,903.86
					Total :	32,903.86
239442	3/3/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187			ACCT 15122187-POSTAGE REIMB.	
					001-190-0000-4280	1,500.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239442	3/3/2025	103503	103503 U.S. POSTAL SERVICE, NEOPOST POST/ (Continued)			Total : 1,500.00
239443	3/3/2025	103463	U.S. POSTMASTER	FEB 2025	POSTAGE-FEB UTILITY BILLS 070-382-0000-4300 072-360-0000-4300	718.97 718.97 Total : 1,437.94
239444	3/3/2025	103449	USA BLUE BOOK	INV00589432 13295 INV00589579 13295 INV00589623 13295 INV00591948 13295 INV00592028 13295 INV00592522 13295 INV00605275 13295 INV00608174 13295	FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300 FOR MISC. WATER SUPPLIES 070-384-0000-4300	359.92 4,400.84 415.17 177.50 1,554.54 154.30 139.14 171.33 Total : 7,372.74
239445	3/3/2025	103534	VALLEY LOCKSMITH	0607 13306 0608 13306 0609 13306	LOCKSMITH SERVICES FOR ALL FACIL 043-390-0000-4330 LOCKSMITH SERVICES FOR ALL FACIL 043-390-0000-4330 LOCKSMITH SERVICES FOR ALL FACIL 043-390-0000-4330	890.00 890.00 45.00 Total : 1,825.00
239446	3/3/2025	889644	VERIZON BUSINESS	8543184 8543185	CITY HALL LONG DISTANCE 001-190-0000-4220 CITY YARD LONG DISTANCE 070-384-0000-4220	57.32 17.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239446	3/3/2025	889644	VERIZON BUSINESS	(Continued) 8543186 8543187 8543188 8543189 8543694 8543705	CITY HALL LONG DISTANCE 001-190-0000-4220 POLICE LONG DISTANCE 001-222-0000-4220 CITY YARD LONG DISTANCE 070-384-0000-4220 PARK LONG DISTANCE 001-420-0000-4220 PW LONG DISTANCE 001-310-0000-4220 CITY HALL LONG DISTANCE 001-190-0000-4220	28.65 63.46 11.46 17.49 5.73 63.09 Total : 264.39
239447	3/3/2025	103579	VICA	16861	2025 MEMBERSHIP 001-190-0000-4260	950.00 Total : 950.00
239448	3/3/2025	894965	WIDELL, VERA	894561	SENIOR TRIP REFUND-LAUGHLIN TRIF 004-2383	230.00 Total : 230.00
239449	3/3/2025	891531	WILLDAN ENGINEERING	00421251 13379	ON-CALL ENGINEERING SERVICES 010-311-0567-4600	1,239.00 Total : 1,239.00
130 Vouchers for bank code : bank3						Bank total : 1,167,147.56
130 Vouchers in this report						Total vouchers : 1,167,147.56

Voucher Registers are not final until approved by Council.

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RES. NO. 25-031

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239082	2/1/2025	100286 BAKER, BEVERLY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
Total :						284.25
239083	2/1/2025	100916 DEIBEL, PAUL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
Total :						426.70
239084	2/1/2025	101781 KISHITA, ROBERT	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
Total :						185.08
239085	2/1/2025	101926 LILES, RICHARD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
Total :						426.70
239086	2/1/2025	102126 MARTINEZ, MIGUEL	25-Feb		CALPERS HEALTH REIMB 070-180-0000-4127	768.52
Total :						768.52
239087	2/1/2025	894908 NAVARRO, NORMA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
Total :						284.25
239088	2/1/2025	891354 RAMIREZ, ROSALINDA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
Total :						185.08
239089	2/1/2025	892782 TIGHE, DONNA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
Total :						185.08
8 Vouchers for bank code : bank3						Bank total : 2,745.66
8 Vouchers in this report						Total vouchers : 2,745.66

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SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-031

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239090	2/1/2025	894452 ABDALLAH, MARIA G.	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
					Total :	2,157.72
239091	2/1/2025	100091 AGORICHAS, JOHN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239092	2/1/2025	891039 AGUILAR, JESUS	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
239093	2/1/2025	100104 ALBA, ANTHONY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239094	2/1/2025	891011 APODACA-GRASS, ROBERTA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239095	2/1/2025	100260 AVILA, FRANK	25-Feb		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04
					Total :	1,695.04
239096	2/1/2025	100306 BARNARD, LARRY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
239097	2/1/2025	100346 BELDEN, KENNETH M.	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00
					Total :	1,489.00
239098	2/1/2025	892233 BUZZELL, CAROL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239099	2/1/2025	102127 CABRERA, KATHY	25-Feb		CALPERS HEALTH REIMB	

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239099	2/1/2025	102127 CABRERA, KATHY	(Continued)		001-180-0000-4127	1,498.96
					Total :	1,498.96
239100	2/1/2025	891350 CALZADA, FRANK	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
239101	2/1/2025	100642 CASTRO, RICO	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46
					Total :	2,369.46
239102	2/1/2025	103816 CHAVEZ, ELENA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					Total :	670.48
239103	2/1/2025	100752 COLELLI, CHRISTIAN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95
					Total :	2,250.95
239104	2/1/2025	891014 CREEKMORE, CASIMIRA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239105	2/1/2025	893711 DAVIS, JAMES	25-Feb		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06
					Total :	1,739.06
239106	2/1/2025	100913 DECKER, CATHERINE	25-Feb		CALPERS HEALTH REIMB 070-180-0000-4127	426.70
					Total :	426.70
239107	2/1/2025	100925 DELGADO, RALPH	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
239108	2/1/2025	101667 DIAZ, EVELYN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	948.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239108	2/1/2025	101667 101667 DIAZ, EVELYN	(Continued)			Total : 948.00
239109	2/1/2025	100960 DIEDIKER, VIRGINIA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239110	2/1/2025	100996 DRAKE, JOYCE	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239111	2/1/2025	100995 DRAKE, MICHAEL	25-Feb		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
239112	2/1/2025	100997 DRAPER, CHRISTOPHER	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
239113	2/1/2025	101044 ELEY, JEFFREY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
239114	2/1/2025	891040 FISHKIN, RIVIAN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
239115	2/1/2025	101178 FLORES, ADRIAN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
239116	2/1/2025	101182 FLORES, MIGUEL	25-Feb		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
239117	2/1/2025	894378 GARCIA, BERTHA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	768.52

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239117	2/1/2025	894378 894378 GARCIA, BERTHA	(Continued)			Total : 768.52
239118	2/1/2025	891351 GARCIA, DEBRA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10 Total : 2,331.10
239119	2/1/2025	101281 GARIBAY, SAUL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52 Total : 2,730.52
239120	2/1/2025	101318 GLASGOW, KEVIN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
239121	2/1/2025	101333 GODINEZ, FRAZIER C.	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
239122	2/1/2025	101409 GUERRA, LAUREN E	25-Feb		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
239123	2/1/2025	891021 GUIZA, JENNIE	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239124	2/1/2025	102896 GUZMAN, ROSA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	907.46 Total : 907.46
239125	2/1/2025	891352 HADEN, SUSANNA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
239126	2/1/2025	101440 HALCON, ERNEST	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239127	2/1/2025	101672 HANCHETT, NICHOLE	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 Total : 1,793.00
239128	2/1/2025	891918 HARTWELL, BRUCE	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 Total : 1,011.40
239129	2/1/2025	101465 HARVEY, DAVID	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
239130	2/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 Total : 965.00
239131	2/1/2025	101471 HASBUN, NAZRI A.	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	290.28 Total : 290.28
239132	2/1/2025	891023 HATFIELD, JAMES	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 Total : 1,011.40
239133	2/1/2025	892104 HERNANDEZ, ALFONSO	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 Total : 1,011.40
239134	2/1/2025	891024 HOOKER, RAYMOND	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239135	2/1/2025	893616 HOUGH, LOIS	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 Total : 284.25
239136	2/1/2025	101597 IBRAHIM, SAMIR	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	528.16

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239136	2/1/2025	101597 101597 IBRAHIM, SAMIR	(Continued)			Total : 528.16
239137	2/1/2025	101694 JACOBS, ROBERT	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 Total : 965.00
239138	2/1/2025	892105 KAHMANN, ERIC	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 Total : 528.16
239139	2/1/2025	101786 KLOTZSCHE, STEVEN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 Total : 738.56
239140	2/1/2025	891866 KNIGHT, DONNA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	178.72 Total : 178.72
239141	2/1/2025	891043 LIEBERMAN, LEONARD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
239142	2/1/2025	101933 LITTLEFIELD, LESLEY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239143	2/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Feb		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68 Total : 1,730.68
239144	2/1/2025	102059 MACK, MARSHALL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 Total : 670.48
239145	2/1/2025	891010 MAERTZ, ALVIN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	645.94 Total : 645.94

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239146	2/1/2025	888037 MARTINEZ, ALVARO	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 1,297.98
239147	2/1/2025	102206 MILLER, WILMA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239148	2/1/2025	102212 MIRAMONTES, MONICA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
239149	2/1/2025	102232 MIURA, HOWARD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239150	2/1/2025	892106 MONTAN, EDWARD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
239151	2/1/2025	102443 OKAFOR, MICHAEL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19 2,099.19
239152	2/1/2025	102473 ORDELHEIDE, ROBERT	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,359.52 2,359.52
239153	2/1/2025	102486 ORSINI, TODD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18 2,308.18
239154	2/1/2025	102569 PARKS, ROBERT	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
239155	2/1/2025	102580 PATINO, ARMANDO	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239155	2/1/2025	102580 102580 PATINO, ARMANDO	(Continued)			2,326.00
239156	2/1/2025	102527 PISCITELLI, ANTHONY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	726.50 726.50
239157	2/1/2025	891033 POLLOCK, CHRISTINE	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	349.00 349.00
239158	2/1/2025	102735 QUINONEZ, MARIA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
239159	2/1/2025	891034 RAMSEY, JAMES	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239160	2/1/2025	102788 RAYGOZA, JOSE LUIS	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
239161	2/1/2025	102864 RIVETTI, DOMINICK	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
239162	2/1/2025	887872 ROSENBERG, IRWIN	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93 1,807.93
239163	2/1/2025	102936 RUELAS, MARCO	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 1,086.55
239164	2/1/2025	102940 RUIZ, RONALD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239165	2/1/2025	891044 RUSSUM, LINDA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239166	2/1/2025	103005 SALAZAR, TONY	25-Feb		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 1,498.96
239167	2/1/2025	103118 SENDA, OCTAVIO	25-Feb		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 1,996.05
239168	2/1/2025	892107 SHANAHAN, MARK	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239169	2/1/2025	891035 SHERWOOD, NINA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239170	2/1/2025	103175 SKOBIN, ROMELIA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 1,671.25
239171	2/1/2025	893677 SOLIS, MARGARITA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 580.11
239172	2/1/2025	103220 SOMERVILLE, MICHAEL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
239173	2/1/2025	889588 UFANO, VIRGINIA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239174	2/1/2025	103516 VAIRO, ANTHONY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239174	2/1/2025	103516 VAIRO, ANTHONY	(Continued)			1,793.00
239175	2/1/2025	888417 VALDIVIA, LAURA	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239176	2/1/2025	103550 VANICEK, JAMES	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
239177	2/1/2025	103562 VASQUEZ, JOEL	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
239178	2/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239179	2/1/2025	103692 VILLALVA, FRANCISCO	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
239180	2/1/2025	891038 WAITE, CURTIS	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
239181	2/1/2025	103612 WALKER, MICHAEL	25-Feb		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 185.08
239182	2/1/2025	103620 WARREN, DALE	25-Feb		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
239183	2/1/2025	893690 WATTS, STEVE M.	25-Feb		CALPERS HEALTH REIMB 072-180-0000-4127	1,111.60 1,111.60

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239184	2/1/2025	891037 WEBB, NANCY	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239185	2/1/2025	103643 WEDDING, JEROME	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239186	2/1/2025	103727 WYSBEEK, DOUDE	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239187	2/1/2025	103737 YNIGUEZ, LEONARD	25-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
98 Vouchers for bank code : bank3						Bank total : 105,279.27
98 Vouchers in this report						Total vouchers : 105,279.27

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: March 3, 2025

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

RECOMMENDATION:

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

ANALYSIS:

This report is meant to provide City Council and the community with regular status updates and major City efforts, including, but not limited to, FY 2024-2025 approved enhancements, capital improvement projects, and City Council priorities. Changes to each project since the last meeting have been tracked and are shown in red. Attachment “D” shows City contracts that are approaching the end of the term.

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

Title: Downtown Master Plan

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

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

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

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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.

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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

Title: Graffiti Program (with Public Works and Police Department) (Moved to Attachment "C" - Completed Items)

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

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

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, Fernandeno 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. **It was a well attended event with 20 residents. They took a walk throughout the city using tools that measured heat, noise and air pollution.**

Website description and social media accounts have been updated. Upcoming events (time and location TBD):

- 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

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- 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

Title: Mixed Use and Specific Plan Overlay Districts (Moved to Attachment “C” - Completed Items)

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

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Title: SCAG REAP 2.0 Grant

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

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

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

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.

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Next City Council Action: Consideration to approve a professional services agreement with a firm to implement the SCAG REAP 2.0 grant program is scheduled for March 3, 2025. **Work will begin upon the fully executed MOU between SCAG and the City.**

Tentative Completion Date: June 30, 2026

Staff Project Lead: Erika Ramirez /Planning Manager

Title: Landscape Ordinance

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

Status: On August 12, 2024, the Planning and Preservation Commission discussed potential regulations. Commissioners requested additional information, recommendations and visual illustrations of potential regulations. A second discussion was held on September 9, 2024. The proposed ordinance has been drafted, including illustrations demonstrating the difference between current and proposed regulations. This has been posted to the City's website to solicit public comments and inform the public prior to the hearing at the Planning and Preservation Commission.

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

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

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.

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

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

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

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

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

Staff Project Lead: Erika Ramirez / Planning Manager

Public Works.

Title: Carlisle Green Alley Reconstruction Project

Description: The Carlisle Green Alley Project will revitalize an underutilized alley into a vibrant linear green space. Through a combination of strategic planning and sustainable design, this project seeks to enhance urban landscape, foster environmental sustainability, and promote healthier, more vibrant neighborhoods. The development will include a safer walking and biking 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.

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Carlisle Street Green Alley Project Tentative Timeline

Milestones

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

Tentative Date

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

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

Tentative Completion Date: June 2026

Staff Project Lead: Patsy Orozco

Title: Calles Verdes Project

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

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

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Title: Las Palmas Park Revitalization Project

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

Status: The project is currently under design. The latest plans submitted to staff for review were at 60%. The current design that incorporates all of the amenities desired by the community is significantly over budget. On October 16, 2024, staff met to discuss current project budget and measures to reduce project scope. Staff will present recommendations to the City Council in March 2025.

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco / Willdan

Title: Pioneer Park Playground Renovation Project

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

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

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

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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 Fernandño Tataviam Band of Mission Indians. Their responsibilities would include creek clean-up, weed and brush removal, tree pruning, trail maintenance, tree stump removal, and trash disposal on a bi-weekly basis. A maintenance agreement with the Fernandño Tataviam Band of Mission Indians was approved by City Council on October 21, 2024.

Prior to preparing a Request for Proposals for Design Engineering Services, staff will meet Tataviam Tribe on February 24, 2025 to discuss landscaping 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

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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 completed the installation of electrical conduit and wiring on Maclay Ave., east side, south of Truman Street. The existing traffic signal cabinet has now been removed, and the intersection is operating on the new traffic signal cabinet.

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

Tentative Completion Date: March 28, 2025

Staff Project Lead: Manuel Fabian / Willdan

Title: Citywide Traffic Signal Synchronization Project

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

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

1. Truman Street at South Workman Street
2. San Fernando Mission Boulevard at San Fernando Road
3. San Fernando Mission Boulevard at Pico Street
4. San Fernando Mission Boulevard at Hollister Street
5. San Fernando Mission Boulevard at Kewen Street
6. San Fernando Mission Boulevard at Mott Street
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. Construction is anticipated to begin in March 2025.

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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: 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: Installation of trolley signs by LACPWD commenced in February 2025.

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

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

Staff Project Lead: Manuel Fabian /Willdan

Title: Bus Shelter Rehabilitation Project

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

Status: A 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

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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

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

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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

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

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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

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

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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 **Spring 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 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.

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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.

Next City Council Action: Discussion and Consideration to approve a Comprehensive Tree Preservation Policy is tentatively scheduled for March 17, 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

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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.

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

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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.

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 to be determined.**

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

Staff Project Lead: Richard Padilla / Wendell Johnson

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Title: City Fleet Replacement and Heavy Equipment Program

Description: The City Fleet Replacement and Heavy Equipment Program is designed to effectively manage, maintain, and optimize the city's fleet of vehicles and heavy equipment. This program ensures that all city-owned assets, including cars, trucks, specialized vehicles, and heavy machinery, are safe, reliable, cost-effective, and ready to support city operations. The program supports various city departments such as public works, public safety, parks and recreation, and transportation, providing essential vehicles and equipment to carry out their missions efficiently. During the FY 2024-2025 Budget process, the City Council approved an enhancement of \$210,000 to purchase a new backhoe or front-end loader. Staff is currently work with Government Sales in determining the specifications, for the equipment in the final selection, delivery timeline and accessories.

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. Staff is currently working with PD to right size the City's fleet of public safety vehicles for short and long term planning.

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: Water vehicle replacement recommendations will be scheduled for March 2025.

Tentative Completion Date: Ongoing program.

Staff Project Lead: Wendell Johnson

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.

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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: Work began in February 2025. Work is scheduled to be completed in April, 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:

- 1) Charges for water consumption are property related fees and charges within the meaning of Proposition 218 (codified under Article XIID of the California Constitution);
- 2) As such, an ordinance or resolution establishing or increasing water rate charges requires the conduct of a so-called "majority protest" public hearing which requires the issuance of a written notice to water customers no less than 45 days from the date of the hearing; and

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- 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. Vendor expects ticket writers to be delivered the week of February 17th and training of our officers the following week.

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. The IT security concerns have been resolved, the vendor has received the additional information requested and training is expected in the next 2 weeks.

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, March 2025; eSubpoena, March 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

Tentative Completion Date: 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 31 sworn police officer positions are filled, with one (1) officer in field training and one (1) Police Recruit currently attending the Rio Hondo Police Academy. The previous list of potential applicants was exhausted and the Police Officer position was opened back up to the public on February 6, 2025. Staff is currently going through the applicants and are processing them accordingly.

Candidates for the Commander position have completed the recruiting and testing process. One (1) Commander promotion was made and the second promotion will be forthcoming. With the open Sergeant position created by the Commander promotion, testing for Sergeant promotions will be forthcoming as well.

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: Ongoing

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: The San Fernando Police Department is enhancing its Emergency Operations Center through the 2023 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 information technology upgrades and equipment procurement to best serve the community during emergencies.

Status: On April 8, 2024, the City was granted a sub-award through the Department of Homeland Security from the City of Los Angeles for information technology upgrades to the Emergency Operations Center. The \$23,000 grant will allow for critical upgrades to the EOC. As the EOC is the central hub for operations during all critical incidents, these upgrades will ensure timely responses and coordination during events.

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

Tentative Completion Date: October 1, 2025

Staff Project Lead: CJ Chiasson

Recreation & Community Services.

No updates provided.

Finance.

Title: Enterprise Resource Planning Software (Finance System)

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

Status: Staff held initial demonstrations with three (3) software vendors specializing in municipal government financial systems in June and July. Based on evaluations, two (2) vendors were invited to present onsite in August and September. The City Council approved a contract for award of software and implementation services with Tyler Technologies ERP at the November 18, 2024 meeting.

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

Tentative Completion Date: **The testing environment for the new system has been deployed and initial project implementation meetings scheduled with an official project kickoff scheduled to begin April 2025.** Implementation time is anticipated to take up to 24 months across three (3) phases: Phase 1 – Financials; Phase 2 – Utility Billing; and Phase 3 – Human Resources/Payroll.

Staff Project Lead: Art Ziyalov

Title: Update on City's OPEB/Pension Liabilities

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

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

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

Next City Council Action: A presentation was provided to the City Council at the meeting on February 21, 2025. Additional direction will be requested through the Fiscal Year 2025-2026 Budget process.

Tentative Completion Date: July 2025 (Fiscal Year 2025-2026 Budget)

Staff Project Lead: Erica Melton

Title: Online Bill Payment System (Paymentus) (Moved to Attachment "C" – Completed Items)

BUDGET IMPACT:

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

CONCLUSION:

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

ATTACHMENTS:

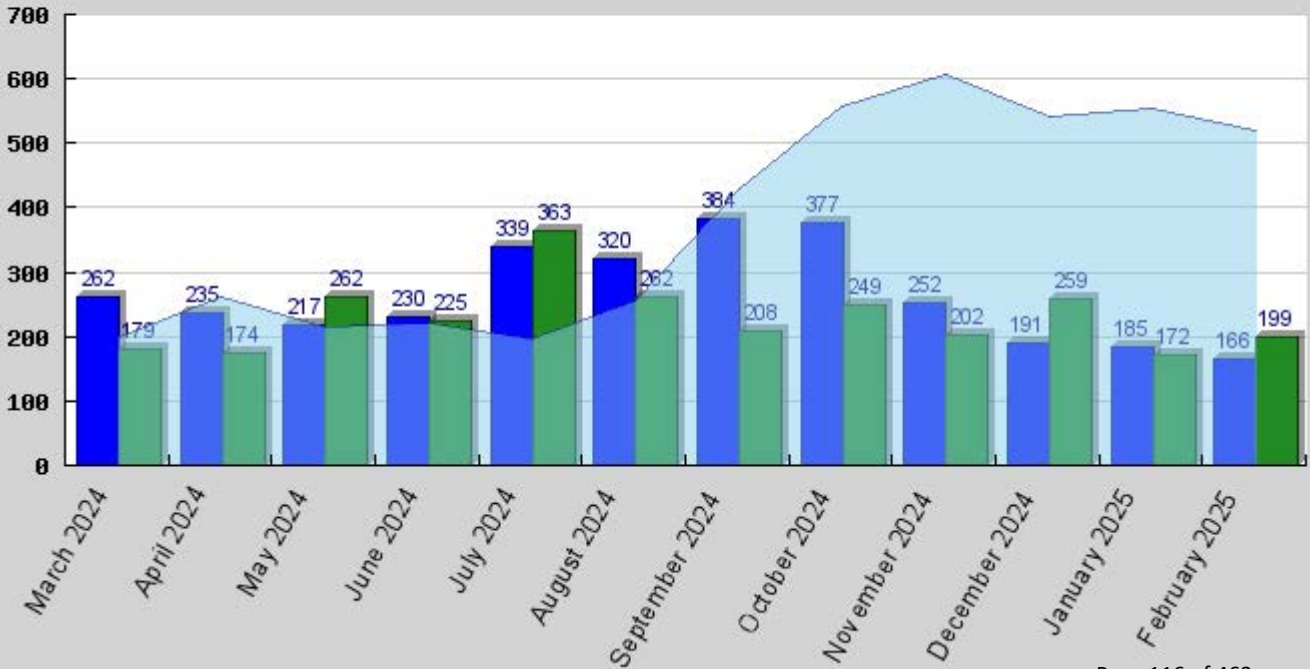
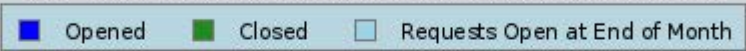
- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Completed Items
- D. Expiring Contracts
- E. Housing Programs Monthly Reports

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	1	136
Homelessness Outreach	16	10	14	8	21	12	17	37	8	9	13	4	169
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	5	305
Police													
Abandoned Vehicle	3	6	3	3	6	13	10	9	7	3	1	3	67
Total - Police	3	6	3	3	6	13	10	9	7	3	1	3	67
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	28	692
Graffiti on Private Property	68	59	42	56	54	49	61	89	55	49	32	40	654
Illegal Dumping and Litter	49	69	60	55	99	90	98	86	71	47	54	53	831
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	4	101
Storm Drain and Flooding	0	1	2	0	0	4	0	3	0	1	2	1	14
Street Lighting	14	5	7	15	15	12	18	9	24	12	18	17	166
Street Repair	38	5	4	9	8	6	11	5	6	7	1	4	104
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	5	37
Total - Public Works	238	211	190	207	299	280	341	308	212	175	167	158	2786
All Topics													
Total All Topics	262	235	217	230	339	320	384	377	252	191	185	166	3158

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

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. **On February 11, 2025, the City Council adopted the ordinance. The ordinance will take effect on March 11, 2025.**

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

Completion Date: March 11, 2025

Staff Project Lead: Erika Ramirez

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.

On, February 18, 2025, the City Council approved a "Graffiti Abatement Policy".

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

***Completion Date:* Approved by the City Council on February 18, 2025.**

Staff Project Lead: Will Pettener

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

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. **All issues are now resolved and the engagement campaign began on February 21, 2025. Information is now available on the website, social media announcements posted, fliers placed at public**

counters and information forthcoming in the March 2025 City Manager’s Report. Inserts are also planned for March – June billing to alert customers of the new payment option.

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

Tentative Completion Date: February 2025

Staff Project Lead: Art Ziyalov

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 (3-3-2025) 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

ADM_City Council Enhancement Project and Priority Updates (3-3-2025) ATT D

2334	12/30/2024	4/30/2025	Ace Construction & Maintenance Inc	Electrical Work at Recreation Park for Server Room Transition	\$24,307.00	-	Admin	PW		
2082	7/5/2022	5/1/2025	TreePeople	Development of the City of San Fernando Urban Forest Management Plan	\$273,775.53	-	CC	PW		
2221	5/1/2024	5/1/2025	Community Bridge Housing Corp.	Temporary Housing Services	\$12,000.00	1 yr extension	Admin	CD		
2244	5/22/2024	5/22/2025	Civica Law Group, APC	Code Enforcement Legal Services	\$24,900.00	-	Admin	CD		
2166	5/23/2023	5/23/2025	Frontier Communications of America, Inc.	One Flat Rate Business Access Line - Main Line	\$179.94/month	-	Admin	FIN		
2148(a)	5/23/2024	5/23/2025	North Valley Caring Services	First Amendment for Street Outreach for Individuals Experiencing Homelessness	\$175,000.00	No	Admin	CD		
2144	4/3/2023	5/31/2025	City of Los Angeles	2022 Urban Area Security Initiative (UASI) Grant Program	\$141,466.00	-	CC	PD		
2236	4/2/2024	5/31/2025	Rincon Consultants, Inc.	Climate Action and Resilience Plan (CARP) - Phase 2 and CEQA Review	\$351,598.00	-	CC	CD		Filed with Contract No. 2116 - CARP Phase 1
1937(a)	12/2/2024	6/12/2025	Black & White Towing, Inc.	First Amendment for Vehicle Towing and Secure Storage Services	Per Fee Schedule	-	CC	PD	Not Applicable	
2336	1/21/2025	6/25/2025	Robert D. Niehaus Inc.	Water and Sewer Rate Utility Study	\$59,440.00	-	CC	PW	RFP	
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		
1961	8/3/2020	6/30/2025	Board of Administration California Public Employees' Retirement System	Amendment to the Contract Between the City Council of the City of San Fernando and the Board of Administration of the California Public Employees' Retirement System	-	-		ADM	-	
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		

ADM_City Council Enhancement Project and Priority Updates (3-3-2025) ATT D

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	

ADM_City Council Enhancement Project and Priority Updates (3-3-2025) ATT D

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		
2271(a)	2/12/2025	7/31/2025	Gladwell Governmental Services Inc	First Amendment for Records Retention Schedule Update	\$9,250.00	-	Admin	CLK	Increasing compensation	
2091	8/1/2022	8/1/2025	Tom Brohard and Associates	Traffic Engineering Services	\$295/hr	(2) one-year extensions	CC	PW		
2094	8/1/2022	8/1/2025	Paramount Management Group	ATM Site Service at City Hall	-	1-yr auto renew	Admin	PW		
2192	8/15/2022	8/15/2025	LA County Regional Park and Open Space District (RPOSD)	Grant Agreement for Pioneer Park Playground Renovation Project 2023	\$180,001.00	-	CC	RCS		
2229	10/1/2023	8/31/2025	State of California Natural Resources Agency	Grant Agreement for the Urban Greening Grant Program for the Carlisle Green Alley Project between Pico St. and O'Melveny Ave.	\$3,482,535.00	Yes	Admin	ADM		
2133	2/6/2023	-	San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC)	Letter Agreement to Consent to Alterations of property located at 732 Mott St. for the installation and operation of Solar Energy Generation	-	-	CC	ADM		Added to Contract Folder No. 1898
2133(a)	2/6/2023	-	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		

ADM_City Council Enhancement Project and Priority Updates (3-3-2025) ATT D

2282	8/5/2024	-	Kroger Opioids Implementation Administrator	New National Opioid Settlement	\$75,000.00	-	CC	CA		
2316	11/18/2024	30 days from NTP	R.C. Becker Inc.	Bus Shelter Construction Project, Job No. 7609	\$382,541.73	-	CC	PW	Notice Inviting Bids	
2264	7/1/2024	418 days from NTP	Brightly Software Inc.	Citywide Facility Condition Assessment Consulting Services (Sourcewell Contract Reference No. 090320-SDI)	\$27,222.00	-	CC	PW		Commence w/in 3 calendar days of NTP, and completed w/in 418 days from NTP
2225	2/20/2024	Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	\$121,475.00	-	CC	PW		Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days
2252	6/4/2024	Final Approval by City	Ojos Locos Sports Cantina (Applicant) and Impact Sciences Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 104 S. Maclay Ave (Project #SPR2024-007)	\$0.00	-	Admin	CD		
2254	6/12/2024	Final Approval by City	Aszkenazy Development Inc. (Applicant) and Kimley-Horn and Associates, Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 208 Jessie Street	\$0.00	-	Admin	CD		
2273	7/19/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents Project Location: 833 N. Brand Blvd; Project # SPR2024-001	\$0.00	-	Admin	CD		
2296	9/18/2024	Final Approval by City	Karnail Chand & Saroj B Trs (Applicant) and Chambers Group Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 228 Jessie St. APN: 2519-020-011 (Project #SPR2023-053)	\$0.00	-	Admin	CD		
2313	11/18/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Preparation of Environmental Review Documents (CEQA) at 319 N. Hagar Street, APN: 2520-022-011	\$0.00	-	Admin	CD	Not Applicable	
2327	11/22/2024	Final Approval by City	San Fernando Recovery (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents (CEQA) Project Location: 732-762 Griswold	\$0.00	-	Admin	CD	Not Applicable	
2001	10/18/2021	indefinite	California Community Economic Development Association (CCEDA)	Implement local micro and small business grant program, and technical assistance to support the City's economic development	\$25,000.00			RCS		LOCATE ELECTRONIC COPY
2151	5/1/2023	indefinite	Shuster Advisory Group, LLC	Consultant Services for OPEB Trust	\$24,000/FY	-	CC	FIN		
2034	12/25/2008	Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM		

ADM_City Council Enhancement Project and Priority Updates (3-3-2025) ATT D

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, Fernandefio-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/C D		
2177	7/17/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM		
2177(a)	8/3/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM		
2317	11/18/2024	Through expenditure of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	\$750,000.00	-	CC	PW	Grant	Replace signature following LACFCD signing
2212	11/15/2023	Until Project Completion	4Leaf, Inc.	Development of Standard Operating Procedures (SOPS)	\$9,900.00	-	Admin	CD		
2212(a)	8/30/2024	Until Project Completion	4Leaf, Inc.	First Amendment Development of Standard Operating Procedures (SOPS) (Increasing compensation	\$17,160.00	-	Admin	CD		
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		
1698(a1)	1/1/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for attorney services (Compensation)	Partners/Associate (\$216) & Parelegals (\$103)	-	Admin	ADM		Nick signed hardcopy & Julie emailed to OMLO
2149	5/1/2023	Until Terminated	Shuster Advisory Group, LLC and ALTA Trust Company	Adoption Agreement for the Multiple Employer OPEB/Pension 115 Trust & Trust Administrative Services Agreement to Provide Post-Employment Health and Welfare Benefits (OPEB)	\$5,000/plan max	-	CC	FIN		
1698(b)	11/28/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for City Attorney Services (Amended Schedule of Rate & Charges)	Per Rate Schedule	-	CC	ADM		
2234	3/20/2024	Until Terminated	The Los Angeles Homeless Services Authority (LAHSA)	Greater Los Angeles Homeless Management Information System (LAHMIS) Continuums of Care (CoC)	\$0.00	-	Admin	CD		
2269	7/15/2024	Until Terminated	County of Los Angeles	MOU & Funding Agreement to Participate in Taskforce for Regional Autotheft Prevention (TRAP)	-	-	CC	PD		
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								
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits
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													1						
21	CW	1	11/04/2024	11/04/2024						1													1	referred to Helping Hands						
22	NR	1	11/04/2024	11/04/2024	1						2													1						
23	MP	2	11/06/2024	11/06/2024						1																				
24	JB	1	11/13/2024	11/13/2024						1																				
25	MA	1	11/13/2024	11/13/2024																										
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	Family interested in services.				
28	WA	3	11/19/2024							1																				
29	SG	4	11/24/2024	1/6/2025													1	\$2,500.00		Family provided with Sec. Dep.		1			1	Family secured housing				
30	DM	6	12/12/2024	02/06/2025													1	\$1,998.00		Family provided with Sec. Dep.		1	1		1	Family secured housing				
31	GM	1	12/18/2024	12/18/2024																										
32	JE	3	1/6/2025	1/6/2025																										
33	MR	4	01/06/2025	02/04/2025																			1		1	Family staying with family temporarily until they find a unit.				
34	VA	2	1/13/2025	2/3/2025																			1		1	Family secured housing				
35	GP	1	01/13/2025	01/13/2025																										
36	DT	2	01/22/2025	01/22/2025																										
37	GE	6	01/28/2025																						1	Family still looking for housing				
38	MV	4	01/31/2025																						1	Family still looking for housing				
39	DA	4	02/03/2025	02/03/2025																					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: March 3, 2025

Subject: Consideration to Receive and File the Mid-Year Budget Review for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Mid-Year Proposed Budget

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file 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.
4. On February 18, 2025, the City Council continued the item to the March 3, 2025 City Council meeting.

Consideration to Receive and File the Mid-Year Budget Review for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Mid-Year Proposed Budget

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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

Consideration to Receive and File the Mid-Year Budget Review for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Mid-Year Proposed Budget

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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
City Council Team Development Facilitation	10,000
Total Additional General Fund Expenditure Adjustments:	\$ 410,000

The mid-year adjustments result in a total budget increase of \$872,571 with a net budget deficit of \$863,055 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	\$ 410,000	\$ 28,918,863
Surplus/(Deficit)	\$ (453,055)		\$ (863,055)
		<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)	\$ 10,125,612

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). Operating Grants are also being increased by \$3,000 to account for an evidence shed purchase needed for the drug disposal program utilizing opioid settlement funds. Other funds, such as Water, Sewer, OPEB Trust, Prop A, Prop C, State Gas Tax are being corrected to align with recurring journal entries.

Consideration to Receive and File the Mid-Year Budget Review for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Mid-Year Proposed Budget

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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

Monday, May 19, 2025

- Budget Study Session (Department Overview of City Manager’s Office, City Clerk, Administrative Services, Community Development, Recreation and Community Services)

Tuesday, May 27, 2025

- Special Budget Study Session (Department Overview of Police, Public Works – Operations and Capital Improvement Plan).

Consideration to Receive and File the Mid-Year Budget Review for Fiscal Year 2024-2025; and Adopt a Resolution Approving the Mid-Year Proposed Budget

Page 5 of 5

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 (\$863,055), 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.

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 3rd day of March, 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 3rd day of March, 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 March, 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 Justification:
				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	101	0000	4260	CONTRACTUAL SERVICES	-	10,000 10,000 CITY COUNCIL TEAM DEVELOPMENT FACILITATION
001	180	0000	4127	RETIRED EMP HEALTH INS	1,500,000	(500,000) 1,000,000 APPR FUNDS TO OPEB TRUST ACCT (SECTION 115)
001	180	0000	4905	TRANSFER TO OPEB TRUST FUND	-	500,000 500,000 APPR FUNDS TO OPEB TRUST ACCT (SECTION 115)
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						410,000
TOTAL ADJUSTED GENERAL FUND EXPENDITURES						28,918,863
TOTAL ADJUSTED GENERAL FUND SURPLUS(DEFICIT)						(863,055)
Ending Fund Balance:						10,125,612

**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.	Total Budget	Adjustment	Total	Justification:
				-	-	-	
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		

**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	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
			NO REVENUE ADJUSTMENTS	-	-	-		
Subtotal Revenue Adjustments				-				
TOTAL ADJUSTED REVENUES				275,000				
TOTAL EXPENDITURES				594,401				
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 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
Subtotal Expenditure Adjustments					(1,354)			
TOTAL ADJUSTED EXPENDITURES					593,047			
TOTAL ADJUSTED MEASURE W FUND SURPLUS(DEFICIT)					(318,047)			
Ending Fund Balance:					270,351			

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

**SPECIAL REVENUE FUNDS
FY 2024-2025 MID-YEAR BUDGET ADJUSTMENTS**

OPERATING GRANT - OPIOIDS SETTLEMENT (PROJECT FUND ONLY)

Beginning Fund Balance:				62,034				
TOTAL REVENUES				-				
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				-				
TOTAL EXPENDITURES				11,937				
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2025 Total Budget	Proposed Adjustment	Proposed Total	Justification:
023	190	0000	4480	COST ALLOCATION	11,937	5,000	16,937	ADDITION TO FUND DRUG DISPOSAL SHED
<i>Subtotal Expenditure Adjustments</i>				-	5,000			
TOTAL ADJUSTED EXPENDITURES				16,937				
TOTAL ADJUSTED OPIOIDS SETTLEMENT GRANT FUNDS				(16,937)				
Ending Fund Balance:				45,097				

**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		



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 & March 3, 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 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 23, 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: Nick Kimball, City Manager
By: Will Pettener, Assistant to the City Manager

Date: March 3, 2025

Subject: Consideration to Approve a Legislative Advocacy Letter from the San Fernando City Council to Los Angeles Unified School District 6 Board Member Kelly Gonez, in Support of Increasing Police Presence and Partnerships on School Campuses

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and approve the legislative advocacy letter (Attachment "A"), urging the Los Angeles Unified School District (LAUSD) to increase police presence and partnerships on school campuses in San Fernando; and
- b. Authorize the City Manager to incorporate feedback received from the City Council and distribute the letter to all parties listed.

BACKGROUND:

1. In 2020, LAUSD's school board voted to make cuts to the District's Los Angeles School Police Department and remove police officers from all campuses in response to the Defund the Police movement and other related civil unrest movements at the time.
2. On August 7, 2023, the City Council approved a partnership with LAUSD to enter into a non-financial Memorandum of Understanding (MOU) Education Compact (Contract No. 2185) to support students and families in San Fernando.
3. On February 3, 2025, the City Council received presentations from the Los Angeles District Attorney and the San Fernando Police Department on current law enforcement policies and crime statistics relevant to the City. The City Council requested staff to develop an advocacy letter urging LAUSD to enhance police presence on campuses and improve partnerships with law enforcement agencies.

Consideration to Approve a Legislative Advocacy Letter from the San Fernando City Council to Los Angeles Unified School District 6 Board Member Kelly Gonez, in Support of Increasing Police Presence and Partnerships on School Campuses

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ANALYSIS:

In 2020, the LAUSD Board of Director's removed all police officers from school campuses in the district as a response to the Defund the Police movement, other civil unrest movements at the time, and the sentiment that many students were fearful of the police. While these decisions were made to address broader discussions around policing in schools, parent groups and many residents of San Fernando have expressed significant concern with these lenient policies, citing increased rates of violence, gang activity, and physical altercations on campuses.

According to LAUSD's 2024 campus incident data report (Attachment "B"), since the 2017-18 school year, there has been a 70% increase in cases of weapons found on campus and more than a 100% increase in cases of fighting or physical aggression. This campus incident report was presented at the April 18, 2024 LAUSD School Safety and Climate Committee Meeting (full report can be found at the following weblink: [April 2024 LAUSD School Safety and Climate Committee Meeting Agenda](#)).

An important component of the Education Compact approved with LAUSD is to create a "Safe and Positive School Climate". To address the ongoing safety concerns of the community, the City Council requested that staff draft an advocacy letter for their review that would provide notice to District 6 School Board Member Kelly Gonez, who represents the District that includes San Fernando, urging LAUSD to consider the following measures to work towards achieving this key component of our Compact:

1. **Reestablish On-Campus Police Presence** – Assign dedicated campus police officers to each LAUSD school in the City, and throughout the District, to deter crime, prevent violence, and foster positive relationships between students and law enforcement.
2. **Enhance Community Policing and Outreach** – Expand programs with the San Fernando Police Department and other law enforcement agencies to engage students, parents, and community members in conversations about safety, mental health, and conflict resolution to prevent incidents before they escalate.

The proposed letter outlines a desire to meet and collaborate directly with LAUSD leadership to find common ground and identify solutions that address the unique needs of San Fernando. The letter also provides an open invitation for Board Member Gonez to present at a City Council meeting in the near future to address the District's current policing and campus safety policies.

Consideration to Approve a Legislative Advocacy Letter from the San Fernando City Council to Los Angeles Unified School District 6 Board Member Kelly Gonez, in Support of Increasing Police Presence and Partnerships on School Campuses

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BUDGET IMPACT:

There is no impact to the budget by approval of this legislative advocacy letter. Legislative advocacy is part of the City Manager's Office fiscal year 2024-2025 Work Plan.

CONCLUSION:

It is recommended that the City Council approve the legislative advocacy letter, urging LAUSD to increase police presence and partnerships on school campuses in San Fernando; and authorize the City Manager to incorporate feedback received from the City Council and distribute the letter to all parties listed.

ATTACHMENTS:

- A. Advocacy Letter to LAUSD in Support of Increasing Police Presence and Partnerships on School Campuses
- B. 2017-2024 Campus Incident Data presented at the April 18, 2024 LAUSD School Safety and Climate Committee Meeting

THE CITY OF SAN FERNANDO

CITY COUNCIL

March 3, 2025

MAYOR
MARY MENDOZA

Kelly Gonez
District 6 Board Member
Los Angeles Unified School District
333 S. Beaudry Avenue
Los Angeles, CA 90017

VICE MAYOR
MARY SOLORIO

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

Re: Support for Police Presence and Partnerships on School Campuses

COUNCILMEMBER
PATTY LÓPEZ

Dear Board Member Gonez,

On behalf of the City of San Fernando, we write to express our strong support for strengthening the partnership between the Los Angeles Unified School District (LAUSD) and law enforcement agencies to enhance the safety and security of students, faculty, and staff on school campuses within our community.

As elected representatives, we recognize that schools should be a safe and nurturing environment where students can focus on their education without fear. Recently, many members of our community have expressed concern over increased incidents of violence on school campuses within the City of San Fernando. These incidents highlight the need for a proactive approach to school safety, increasing the presence of Los Angeles School Police on school campuses, and utilizing the resources available through our law enforcement partners.

We acknowledge and appreciate the steps that were taken by LAUSD in 2024 to begin reinstating police officers on select campuses, including at San Fernando Middle School. We believe that the expansion of this initiative, along with a more robust collaboration with law enforcement, is the most effective path forward. By welcoming greater law enforcement presence back onto our campuses, we can begin building positive relationships between students and police and provide more effective protective measures against gang and weapon-related activities.

According to LAUSD's 2024 campus incident data report¹, since the reduction in armed police officers on campuses across the District in 2017-18, there has been a 70% increase in cases of weapons found on campus and more than a 100% increase in cases of fighting or physical aggression. It is our aim to work with your administration to reverse these concerning trends.

OFFICE OF THE
CITY COUNCIL

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1201

WWW.SFCITY.ORG

¹ April 18, 2024 LAUSD School Safety and Climate Committee Meeting Agenda, weblink: <https://www.lausd.org/cms/lib/CA01000043/Centricity/Domain/1057/04-18-24SSCAgendaPacket.pdf>

DISTRICT 6 BOARD MEMBER KELLY GONEZ

Support for Police Presence and Partnerships on School Campuses

Page 2 of 3

In August 2023, the City entered into a Compact agreement with LAUSD that set forth a number of collaborative initiatives intended to support students and families in San Fernando. One of the pillars of that Memoriam of Understanding was to create a “Safe and Positive School Climate.”

We respectfully urge LAUSD to consider the following measures to work towards achieving this key component of our Compact:

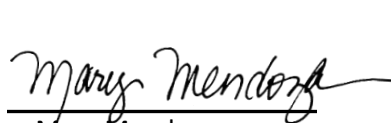
1. **Reestablish On-Campus Police Presence** – Assign dedicated campus police officers to each LAUSD school in the City of San Fernando, and throughout the District, to deter crime, prevent violence, and foster positive relationships between students and law enforcement.
2. **Enhance Community Policing and Outreach** – Expand programs with the San Fernando Police Department and other law enforcement agencies to engage students, parents, and community members in conversations about safety, mental health, and conflict resolution to prevent incidents before they escalate.

We would welcome the opportunity to meet and collaborate with District representatives to discuss how we can collectively advance these efforts. We would also like to extend an invitation for you to attend a future City Council meeting as a guest speaker. Please let us know a convenient time for a discussion, or if there are existing initiatives where the City of San Fernando can offer support.

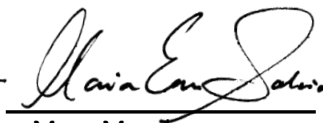
Thank you for your leadership and commitment to the students and families of our shared community. We look forward to your response and to working together to continue building safer and more resilient schools across the San Fernando Valley.

Sincerely,

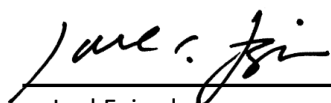
COUNCILMEMBER ELECTRONIC SIGNATURES



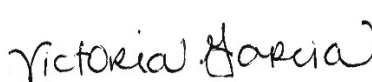
Mary Mendoza
Mayor



Mary Mendoza
Vice Mayor



Joel Fajardo
Councilmember



Victoria Garcia
Councilmember



Patty López
Councilmember

DISTRICT 6 BOARD MEMBER KELLY GONEZ

Support for Police Presence and Partnerships on School Campuses

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cc: Superintendent Alberto M. Carvalho, LAUSD
Los Angeles School Board Members
San Fernando LAUSD School Principals
Martha Alvarez, Chief of Governmental Relations, LAUSD

Reported Incident Data

Incident Counts, Most Commonly Reported	2017-18	2018-19	2021-22	22-2023	2023-24 (YTD 04/15/24)
Suicide Risk	9,423	9,725	10,438	11,553	8,846
Fighting/Physical Aggression	2,270	2,315	2,965	4,569	4,786
Threat	1,994	1,748	2,217	3,042	3,302
Illegal/Controlled Substance	854	939	994	1,678	1,501
Weapons	705	669	994	1,197	903

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 3, 2025

Subject: Consideration to Adopt a Resolution Appropriating Grant Funds from the Southern California Associations of Governments' Regional Early Action Program 2.0 Grant, and Approve a Professional Services Agreement with Rincon Consultants Inc. to Implement the Grant Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8369 (Attachment "A") amending the budget for Fiscal Year (FY) 2024-2025 to appropriate the funds from the Southern California Association of Governments' (SCAG) Regional Early Action Program (REAP) 2.0 Grant and increase the Operating Grants (Fund 110) revenues and expenditures by \$1,125,000;
- b. Approve a Professional Services Agreement with Rincon Consultants Inc. (Attachment "B" – Contract No. 2343) in an amount not-to-exceed \$1,125,000 to implement the REAP 2.0 Grant Program; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

BACKGROUND:

1. On July 10, 2023, the City submitted a grant application for \$791,818 to SCAG under the REAP 2.0 Housing Infill on Public and Private Lands (HIPP) Program.
2. On August 30, 2023, the City submitted a grant application for \$333,182 to SCAG under the REAP 2.0 Subregional Partnership (SRP) 2.0 Program.
3. On September 25, 2023, the City received a notice of conditional award of the HIPP Program.
4. On November 15, 2023, the City received notification of award of the SRP Program.

Consideration to Adopt a Resolution Appropriating Grant Funds from the Southern California Associations of Governments' Regional Early Action Program 2.0 Grant, and Approve a Professional Services Agreement with Rincon Consultants Inc. to Implement the Grant Program

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5. On January 25, 2024, the City received a notice to stop incurring expenses due to potential REAP 2.0 funding cuts.
6. 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. The scope review and refinement process with SCAG immediately began.
7. On October 21, 2024, the City Council approved Resolution 8342 (Attachment "C") accepting the Southern California Association of Governments' (SCAG) Regional Early Action Program (REAP) 2.0 Grant; and authorized the City to enter into a Memorandum of Understanding (MOU) with SCAG to implement the REAP 2.0 Grant Program (Attachment "D").
8. On October 28 2024, SCAG requested the City to conduct the procurement process to avoid delays in initiating the project.
9. On November 7, 2024, the Community Development Department issued a Call for Service to the City's list of Approved On-Call Professional Planning Firms.
10. On December 5, 2024, the Department received two (2) proposals.
11. On January 16, 2025, the City's selection committee held interviews with proposal teams.

ANALYSIS:

The Southern California Association of Governments (SCAG) is a Joint Powers Authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address regional issues. The SCAG region encompasses six (6) counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura) and 191 cities covering more than 38,000 square miles. SCAG addresses regional transportation, environmental, economic, and equity challenges, providing resources for local engagement, capacity building, and technical assistance, especially for the most impacted communities.

SCAG administers the 2021 California Regional Early Action Planning (REAP 2.0) program, established under Assembly Bill (AB) 140 to address California's housing affordability crisis. The program's key initiatives, the Subregional Partnership (SRP) 2.0 and Housing Infill on Public and Private Lands (HIPP), aim to accelerate housing development, improve affordability, and reduce vehicle miles traveled. SRP 2.0 focuses on infill housing, while HIPP identifies lands for affordable housing and advances land use regulations centered on equity, diversity, and inclusion.

Consideration to Adopt a Resolution Appropriating Grant Funds from the Southern California Associations of Governments' Regional Early Action Program 2.0 Grant, and Approve a Professional Services Agreement with Rincon Consultants Inc. to Implement the Grant Program

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The City was awarded \$791,818 under the HIPP program and \$333,182 under the Subregional Program (SRP) for a total of \$1,125,000. The programs are combined to fund a final scope of work that is authorized by a MOU between SCAG and the City. The draft MOU is included as Attachment "D". The final MOU is currently being routed for signature. Work shall not begin until the MOU is fully executed.

The City's final SOW, *City of San Fernando Comprehensive Housing Planning Program*, consists of five (5) sub-projects that were identified as programs in the City's 2021-2029 Housing Element. All activities are to be completed by June 30, 2026. The projects are summarized below, with a full scope of work included as Exhibit "A" to Attachment "C."

- **Housing Stabilization:** 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.
- **Historic Survey Update:** 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.
- **Density Bonus Ordinance:** 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 with high quality design.
- **Zoning Code and San Fernando Corridors Specific Plan 5 (SP-5) Update:** Complete a comprehensive update to the Zoning Code and San Fernando 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.
- **Housing Development Streamlining:** 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.

Firm Selection Process.

In compliance with Chapter 2, Article IV, Section 2-840 of the San Fernando Municipal Code (SFMC), a request for qualifications (RFQ) for professional planning services was completed in 2023, to establish an approved list of On-Call Professional Planning Consulting Firms that would be valid for a 7-year term. Having a pre-approved list of professional planning firms streamlines the procurement process for individual projects because it allows the department to solicit

Consideration to Adopt a Resolution Appropriating Grant Funds from the Southern California Associations of Governments' Regional Early Action Program 2.0 Grant, and Approve a Professional Services Agreement with Rincon Consultants Inc. to Implement the Grant Program

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proposals from the listed firms as services are required. This streamlined selection process facilitates prompt project initiation. Therefore, the Call for Service was issued to the seven (7) planning firms on the City's pre-approved list. Of the seven (7) firms, three (3) met the criteria to submit a proposal and two (2) firms submitted proposals.

The Evaluation Panel (Panel) consisted of the Director of Community Development, the Director of Recreation and Community Services, and the Deputy City Clerk/Management Analyst. After the initial review of the proposals, interviews were conducted with each of the firms' project teams and references were contacted. Each panelist filled out an evaluation sheet taking into consideration the proposal, interview and feedback from references. The following criteria categories were used to evaluate and rank the firms:

- Qualifications and Experience (55pts)
- Response to Scope of services (25 pts)
- Cost and Schedule (10 pts)
- References (10 pts)

Based on the responses included in the proposals, performance in the oral interviews, and reference checks, the Panel is recommending the City Council select Rincon Consultants Inc., to implement the REAP 2.0 Grant Program, *City of San Fernando Comprehensive Housing Planning Program*.

Rincon through its proposal has demonstrated its extensive experience in housing and land use policy, zoning code reform, historic preservation and process streamlining. With more than 30 years of experience throughout the state of California and working with a diverse range of Southern California cities like West Hollywood, Culver City, West Covina, Monterey Park, and Riverside, Rincon has demonstrated its ability to provide the technical expertise in the five (5) key areas identified in San Fernando's REAP 2.0 Scope of Work. The work products that have resulted from their work prove Rincon has the ability to work with staff to develop clear, contextual, and implementable planning documents that meet the needs of the community.

Rincon has proposed a robust community engagement plan that was drafted using the City's Community Engagement Framework and Rincon's Engagement Ecosystem methodology. This allows for hosting subcommittees, in-person workshops, pop-up events and surveys. Resources have been allocated to ensure bilingual materials and translation services during events. The proposed plan will be refined and brought forth to City Council for feedback before implementation. Lastly, Rincon's experience in project managing REAP 2.0 grants will ensure all grant metrics, data collection and reporting are completed timely.

Consideration to Adopt a Resolution Appropriating Grant Funds from the Southern California Associations of Governments’ Regional Early Action Program 2.0 Grant, and Approve a Professional Services Agreement with Rincon Consultants Inc. to Implement the Grant Program

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BUDGET IMPACT:

Adoption of Resolution No. 8369 increases the Operating Grants (Fund 110) revenues and expenditures by \$1,125,000 for FY 2024-2025 and provides funding to implement the SCAG REAP 2.0 Grant Program, *City of San Fernando Comprehensive Housing Planning Program*:

SOURCES		
Fund	Account Number	Allocation
City of San Fernando 2.0 Housing Infill on Public and Private Lands Pilot Program	110-3670-0574	\$ 791,818.00
City of San Fernando Subregional Partnership 2.0 Program Grant	110-3670-0572	333,182.00
SCAG Regional Early Action Program (REAP 2.0) Grant Total:		\$ 1,125,000.00
USES		
Fund	Account Number	Allocation
Grant Implementation - Rincon	110-150-0574-4270	\$ 791,818.00
Consultants	110-150-0572-4270	333,182.00
Comprehensive Housing Planning Program Total:		\$ 1,125,000.00

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8369 amending the budget for Fiscal Year (FY) 2024-2025 to appropriate the funds from the Southern California Association of Governments’ (SCAG) Regional Early Action Program (REAP) 2.0 Grant and increase the Operating Grants (Fund 110) revenues and expenditures by \$1,125,000 and authorize the City Manager to make non-substantive changes and execute all related documents.

ATTACHMENTS:

- A. Resolution No. 8369
- B. Contract No. 2343, including
 Exhibit “A”: Call for Service
 Exhibit “B”: Rincon Consultants Inc. Proposal [\(provided digitally through weblink\)](#)
- C. Resolution No. 8342 including:
 Exhibit “A” Scope of Work
- D. Draft Contract No. 2306 - MOU

RESOLUTION NO. 8369

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2024-2025 ADOPTED ON JULY 1, 2024, TO ACCEPT FUNDS FROM THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS' REGIONAL EARLY ACTION PROGRAM 2.0 GRANT TO IMPLEMENT THE CITY OF SAN FERNANDO COMPREHENSIVE HOUSING PLANNING PROGRAM

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2024-2025, commencing July 1, 2024, and ending June 30, 2025; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to accept funds from the Southern California Association of Governments' (SCAG) Regional Early Action Program (REAP 2.0) Grant in the amount of \$1,125,000 to implement the City of San Fernando Comprehensive Housing Planning Program through June 30, 2025; 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, 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 following adjustment is made to the City Budget:

OPERATING GRANTS (FUND 110)

Increase in Revenues	<u>\$1,125,000</u>
110-3670-0574	\$791,818
110-3670-0572	\$333,182
Increase in Expenditures	<u>\$1,125,000</u>
110-150-0574-4270	\$791,818
110-150-0572-4270	\$333,182

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 3rd day of March 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. 8369, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 3rd day of March, 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 March, 2025.

Julia Fritz, City Clerk



2025

PROFESSIONAL SERVICES AGREEMENT

(Parties: Rincon Consultants Inc. and City of San Fernando)

(Engagement: City of San Fernando Comprehensive Housing Planning Program)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 3rd day of March, 2025 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and RINCON CONSULTANTS INC. (hereinafter, "CONSULTANT"). For the purposes of this Agreement, CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably, as appropriate.

RECITALS

WHEREAS, CITY requires creating a Community Stabilization Manual; updating the 2002 Historic Survey to identify eligible historic resources throughout the City; updating the City's density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance; completing 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 and reviewing and updating the City's development process for housing developments; and

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

WHEREAS, the execution of this Agreement was approved by the San Fernando City Council at its Regular Meeting of March 3, 2025, under Agenda Item No. __.

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

I.

ENGAGEMENT TERMS

- 1.1 SCOPE OF WORK: Subject to the terms and conditions of this Agreement, CONSULTANT agrees to provide the tasks and services described in that certain document entitled "Call for Proposals: Professional Consulting Services to Implement the City of San Fernando Comprehensive Housing Planning Reap 2.0 Program" dated November 7, 2024 (the "City RFP"); that certain proposals of CONSULTANT entitled "Proposal for Professional Consulting Services to Implement the City of San Fernando Comprehensive Housing

Planning REAP 2.0 Program” (hereinafter, the “CONSULTANT Proposal”). The CITY RFP and the CONSULTANT Proposal are attached and incorporated hereto as **Exhibits “A” and “B”**, respectively. The term “Scope of Work” shall be a collective reference to the documents attached hereto as **Exhibits “A” and “B”**. The capitalized term “Work” shall be a collective reference to all the various services and tasks referenced in the Scope of Work. In the event of any conflict or inconsistency between the provisions of the CITY RFP on the one hand and the provisions of the CONSULTANT Proposal and the Supplemental Work Scope on the other hand, the provisions of the CITY RFP shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Supplemental Work Scope on the one hand and the CONSULTANT Proposal on the other hand, the provisions of the Supplemental Work Scope shall govern and control but only to the extent of the conflict or inconsistency and no further.

1.2 PROSECUTION OF WORK:

- A. Time is of the essence for this Agreement and each and every provision contained herein. The Work shall be commenced within three (3) calendar days of CITY’s issuance of a written notice to proceed (“Notice to Proceed”). CONSULTANT shall complete the various tasks identified in the Scope of Work within the timeframes set forth in the Scope of Work and shall complete all of the Work by or before June 30, 2026 (the “Completion Date”). CONSULTANT may submit a written request for additional time to complete the Work, which request must be submitted to the CITY no later than fifteen (15) calendar days prior to the Completion Date or any extended Completion Date granted by CITY. The written request for additional time must identify (i) what specific tasks or services remain to be completed by CONSULTANT in order to complete the Work; (ii) how much additional time CONSULTANT requires; (iii) identification of the circumstances that have caused the need for additional time, according to CONSULTANT, including, if applicable, identification of any tasks that must be completed by CITY as prerequisite to CONSULTANT being able to complete any other service or task; and (iv) what proactive steps CONSULTANT has taken up to the date of the request to mitigate the need for additional time, including, if applicable, any effort on the part of CONSULTANT to alert CITY of the need to provide information or complete certain tasks to be performed by CITY. CITY in its sole and absolute discretion may grant, deny, or conditionally grant a request for additional time, provided that no individual grant of additional time may exceed a maximum of fifteen (15) calendar days.
- B. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors, or agents.

- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- D. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- E. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees.
- F. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.3 COMPENSATION: CONSULTANT shall perform the Work in accordance with the "Fee Schedule" which is included in the CONSULTANT's Proposal and attached as **Exhibit "B"** (hereinafter, the "COMPENSATION RATE"). The foregoing notwithstanding, CONSULTANT's total compensation for the performance of all Work contemplated under this Agreement, may not exceed the aggregate sum of ONE MILLION ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$1,125,000.00) (hereinafter, the "Not-to-Exceed Sum") during the Term of this Agreement, unless such added expenditure is first approved by the City Council. In the event CONSULTANT's charges are projected to exceed the Aggregate Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Aggregate Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.

1.4 PAYMENT OF COMPENSATION: The Not-to-Exceed Sum will be paid to CONSULTANT in monthly increments as the Work are completed. Following the conclusion of each calendar month, CONSULTANT will submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice should indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Services, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

1.5 ACCOUNTING RECORDS: CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and

examine such records, without charge, during normal business hours. CITY will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

- 1.6 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONSULTANT will deliver to CITY immediately and without delay, all materials, records, and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs, or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

II.

PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVE: The CITY hereby designates Erika Ramirez, Director of Community Development (hereinafter, the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or the City Representative's designee will act on behalf of the CITY for all purposes under this Agreement. CONSULTANT will not accept directions or orders from any person other than the City Representative or the City Representative's designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Kimiko Lizardi, Principal in Charge to act as its representative for the performance of this Agreement (hereinafter, "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. Consultant Representative or Consultant Representative's designee will supervise and direct the performance of the Work, using his/her best skill and attention, and will be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all Work under this Agreement. Notice to the Consultant Representative will constitute notice to CONSULTANT.
- 2.3 COORDINATION OF WORK; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Services and this Agreement and will be available to CITY staff and the City Representative at all reasonable times. All work prepared by CONSULTANT will be subject to inspection and approval by City Representative or his or her designees.
- 2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges, and agrees to the following:
- A. CONSULTANT will perform all Work skillfully, consistent with and adhering to its professional standard of care, that is, the degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality;

- B. CONSULTANT shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Work performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative;
- C. CONSULTANT will perform all Work in a manner reasonably satisfactory to the CITY;
- D. CONSULTANT will comply with all applicable federal, state, and local laws and regulations, including the conflict of interest provisions of Government Code §1090 and the Political Reform Act (Government Code §§81000 *et seq.*) CONSULTANT shall be liable for all violations of such laws and regulations in connection CONSULTANT's performance of the Services. If CONSULTANT performs any work knowing it to be contrary to such laws, rules and regulations, CONSULTANT shall be solely responsible for all costs arising therefrom;
- E. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- F. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training, and experience to perform those services and tasks assigned to them by CONSULTANT; and
- G. All of CONSULTANT's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications, and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications, and approvals will be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

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

CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge, and experience necessary to perform the Work under the standard of care as articulated under section 2.4(A).

- 2.5 ASSIGNMENT: The skills, training, knowledge, and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement, or the performance of any of CONSULTANT's duties or obligations under this Agreement, without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.
- 2.6 SUBSTITUTION OF KEY PERSONNEL: CONSULTANT has represented to CITY that certain key personnel will perform and coordinate the Work under this Agreement. Should one or more of such personnel become unavailable, CONSULTANT may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONSULTANT cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Work in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONSULTANT at the request of the CITY. The key personnel for performance of this Agreement are as follows Erik Feldman (Principal-in-Charge), Reema Shakra (Project Manager), and Hannah Mize (Assistant Project Manager).
- 2.7 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work will be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods, and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services and tasks does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and will at all times be under CONSULTANT's exclusive direction and control. CONSULTANT will pay all wages, salaries and other amounts due such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers'

compensation insurance and the like. Notwithstanding any other CITY, state, or federal policy, rule, regulation, law, or ordinance to the contrary, CONSULTANT and any of its employees, agents, and subcontractors performing the Work under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contributions and/or employee contributions for PERS benefits.

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

III.
INSURANCE

- 3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Before commencing the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT will procure and maintain the following insurance coverage, at its own expense:
- A. Commercial General Liability Insurance: CONSULTANT will procure and maintain Commercial General Liability Insurance (“CGL Coverage”) as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage will have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
 - B. Automobile Liability Insurance: For any owned, non-owned, or hired vehicles used in connection with the performance of this Agreement, CONSULTANT will procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
 - C. Workers’ Compensation Insurance/ Employer’s Liability Insurance: A policy of workers’ compensation insurance in such amount as will fully comply with the laws of the State of California and which will indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
 - D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT will procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT’s profession. Such coverage will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per claim.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance will contain an endorsement naming the CITY and CITY’s elected and appointed officials, officers, employees, agents, and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under

this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representative is authorized to authorize lower ratings than those set forth in this Section.

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

Agreement, signed by the Parties. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void or invalid.

IV.

INDEMNIFICATION

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

of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

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

V.

TERMINATION

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

- 5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service, or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service, or task set forth under this Agreement), an event of

default (hereinafter, “Event of Default”) will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a “Default Notice”) which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

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

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT will include, but will not be limited to the following: (i) CONSULTANT’s refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT’s failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT’s and/or its

employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary or involuntary; and/or (v) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

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

iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or

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

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

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

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

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

VI.

MISCELLANEOUS PROVISIONS

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

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

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

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

CONSULTANT:

Rincon Consultants Inc.
 250 East 1st Street Suite 1400
 Los Angeles, CA 90012
 Attn: Kimiko Lizardi, Principal
 Phone: 213-788-4842
 Email: klizardi@rinconconsultants.com

CITY:

City of San Fernando
 Community Development Department
 Attn: Erika Ramirez, Director of Community
 Development
 117 Macneil Street
 San Fernando, CA 91340
 Phone: (818) 898-1227

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

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

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

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

6.8 CONFLICTS OF INTEREST:

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

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

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

- 6.11 **ATTORNEYS' FEES:** If either Party commences an action against the other Party, legal, administrative, or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 **SUCCESSORS AND ASSIGNS:** This Agreement will be binding on the successors and assigns of the Parties.
- 6.13 **NO THIRD-PARTY BENEFIT:** There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 **CONSTRUCTION OF AGREEMENT:** This Agreement will not be construed in favor of, or against, either Party but will be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 **SEVERABILITY:** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.
- 6.16 **AMENDMENT; MODIFICATION:** No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.
- 6.17 **CAPTIONS:** The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 **INCONSISTENCIES OR CONFLICTS:** In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement will control.
- 6.19 **ENTIRE AGREEMENT:** This Agreement, including all attached exhibits, constitutes the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, which may have been entered into between CITY and CONSULTANT prior to the execution of this Agreement. Any statements, representations, or other agreements, whether oral or written, made by either Party that is not embodied herein will not be valid or binding on the Parties. No amendment, modification or supplement to this Agreement will be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.
- 6.20 **FORCE MAJEURE:** The Completion Date for completing the Work may be extended in the event of any delays due to unforeseeable causes beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT, including but not limited to severe

weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY. CONSULTANT shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay and extend the time for performing the services and tasks for the period of the enforced delay when and if in the judgment of the CITY Representative such delay is justified. The CITY Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall CONSULTANT be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONSULTANT's sole remedy being extension of the Agreement pursuant to this Section.

6.21 COUNTERPARTS: This Agreement will be executed in three (3) original counterparts each of which will be of equal force and effect. No handwritten or typewritten amendment, modification, or supplement to any one counterpart will be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart will be delivered to CONSULTANT and the remaining two original counterparts will be retained by CITY.

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

CITY OF SAN FERNANDO:

RINCON CONSULTANTS INC.:

By: _____
 Nick Kimball, City Manager

By: _____

Date: _____

Name: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
 Richard Padilla, City Attorney

Date: _____

THE CITY OF SAN FERNANDO

CITY COUNCIL

November 7, 2024

MAYOR
CELESTE T. RODRIGUEZ

VICE MAYOR
MARY MENDOZA

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
MARY SOLORIO

CALL FOR PROPOSALS: PROFESSIONAL CONSULTING SERVICES TO IMPLEMENT THE CITY OF SAN FERNANDO COMPREHENSIVE HOUSING PLANNING REAP 2.0 PROGRAM

The City of San Fernando is seeking a professional consulting firm to perform all tasks and deliverables identified in the attached Scope of Work (SOW) of the approved REAP 2.0 Program, *San Fernando Comprehensive Housing Plan*. The City intends to have the consultant under contract by January 6, 2025, but this date may be postponed pursuant to execution of a memorandum of understanding between SCAG and the City, which must be in place prior to work beginning.

Requirements for submittal are:

1. Firm must be on the SCAG prequalified on-call list.
2. Firm must have completed or are in the process of completing similar scope of work within the last 5 years.

Proposal requirements:

1. All project management activities shall be included in the proposal including monthly reports and invoices for submission to Southern California Association of Governments (SCAG).
2. A short description of projects of similar scope that have been performed in the last 5 years shall be listed including the exact work completed by the proposing firm, any subconsultants used and to what capacity, the City contact, budget, and timeline of the project.
3. Approach, timeline, and budget for each task in the SOP shall be detailed.
4. Proposed project staff should be identified with resume.
5. Any subconsultants shall be identified for the specific scope of work with specific staff assigned to the project with a resume.
6. Subconsultant fees shall be paid directly from selected consulted as part of the proposed budget.
7. Entire scope, including environmental review **must** be completed by June 30, 2026. No extensions will be granted.
8. Budget is 1,125,000.00. No additional funds will be approved or allocated towards any portion of the scope of work. Any anticipated environmental review shall identified and be included in the proposed budget.

COMMUNITY
DEVELOPMENT
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1227

WWW.SFCITY.ORG

City Planning On-Call List

SCAG REAP 2.0 Call for Service

Page 2 of 2

Submission of proposal:

Three original and one electronic copy of the proposal must be submitted to the COMMUNITY DEVELOPMENT DEPARTMENT in a sealed envelope labeled "City of San Fernando Professional Consulting Services to Implement REAP 2.0" at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, no later than Tuesday, December 5, 2024, at 5:00 pm. All proposals received after that time will not be accepted.

Proposal Schedule:

November 7, 2024- Release of Request for Proposals

November 12, 2025- Pre-proposal conference via Teams @ 9am

November 14, 2024- Questions due from proposers by 5:00pm to Erika Ramirez at eramirez@sfcity.org

November 18, 2024- Responses to proposers will be emailed to all proposers

December 5, 2024- Proposal due to Community Development Department.

December 5-12, 2024- Proposal evaluation

December 18 or 19th2024- Interviews with proposers (virtual)

January 6, 2025-Council consideration of agreement

January 7, 2026-Anticipated Notice to Proceed for selected consultant

Thank you for your attention and please feel free to contact me if you have any questions.

Sincerely,

Erika Ramirez

Director of Community Development

Subregional Partnership (SRP) 2.0 & Programs Accelerating Transformative Housing (PATH) Program:
Housing Infill on Public and Private Lands (HIPP) Program
City of San Fernando ("Grantee")
City of San Fernando Comprehensive Housing Planning Program

SCOPE OF WORK

INTRODUCTION

SCAG serves as a catalyst for a brighter future for Southern California by leading a vision to elevate the region and creating a holistic plan to achieve our unified goals. SCAG authors the roadmap for Southern California's mobility and land use by organizing and prioritizing transportation projects across the region, and spearheading programs to meet environmental, economic and equity goals, and support jurisdictions in addressing their diverse transportation and land use needs. SCAG empowers Southern California jurisdictions and organizations to work toward regional solutions by facilitating resources and opportunities for local engagement, capacity building and technical assistance, and strategically support and invest in the region's most impacted communities.

Programs to Accelerate Transformative Housing (PATH) Program & Subregional Partnership Program (SRP)

This project is funded by the Regional Early Action Planning Grant Program of 2021 (REAP 2.0) program, which was established as part of the 2021 California Comeback Plan under AB 140 to confront the statewide housing affordability crisis. REAP 2.0 builds on the success of REAP 2019, but expands the program focus by integrating housing and climate goals and allowing for broader planning and implementation investments to facilitate housing supply, choice, and affordability. The program is designed to implement SCAG's Connect SoCal Plan by supporting integrated and transformative planning and implementation activities that realize the region's mobility, land use, housing, and environmental goals. REAP 2.0 provides a \$560 million investment to advance implementation of adopted regional plans by funding planning and development activities that accelerate infill housing and reductions in per capita vehicle miles traveled (VMT). Statewide REAP 2.0 is administered by the California Department of Housing and Community Development (HCD) in collaboration with the Governor's Office of Planning and Research (OPR), the Strategic Growth Council (SGC), and the California Air Resources Board (CARB). All REAP 2.0 funds must be expended by June 30, 2026.

In mid-2023, HCD awarded SCAG a total of \$231.5 million to develop programs that further REAP 2.0 objectives. All projects funded by REAP 2.0 must meet its primary objectives, which are to accelerate infill housing development, reduce VMT, increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

This proposal was developed under SCAG's Subregional Partnership (SRP) 2.0 and Housing Infill on Public and Private Lands (HIPP) programs, which are intended to (1) accelerate infill development that facilitates housing supply, choice, and affordability; (2) affirmatively further fair housing; and (3) reduce vehicle miles traveled.

The SRP 2.0 program focuses on implementation of the region's housing elements with programs that accelerate infill development that facilitates housing supply, choice, and affordability.

The HIPP program supports projects that assess available infill public-owned and private-owned lands for affordable and mixed-income housing and neighborhood serving uses and developing land use regulatory initiatives for increasing residential development capacity in corridor-wide and area-wide infill areas based in justice, equity, diversity, and inclusion.

PROJECT BACKGROUND

The goal of the “City of San Fernando Comprehensive Housing Planning Program” is to provide opportunities for streamlined housing infill development on private and public lands. It is a comprehensive program consisting of five sub-projects synergistically facilitating the infill housing review and approval process. The City of San Fernando is a fully developed historic urban area with a significant number of unused or underutilized parcels in commercial corridors, presenting opportunities for redevelopment with affordable or mixed income housing and ancillary neighborhood serving businesses and supporting infrastructure. Under the parameters of SB 535, the City is considered a Disadvantaged Community with a high share of low-income residents. The City is fully surrounded by urban parcels in the City of Los Angeles (approximately 100 percent of the perimeter) that are developed with qualified urban uses.

OVERALL PROJECT OBJECTIVES

- Develop strategies for preventing displacement and maintaining affordable housing for disadvantaged community members and establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing. This will be in the form a Community Stabilization Manual.
- Update the 2002 Historic Survey to identify eligible historic resources throughout the City to promote conversion or preservation of historic commercial buildings into housing while also promoting improvement or expansion of residential buildings to maintain quality of existing housing, neighborhoods, and health of residents, and to address overcrowding.
- Update the City’s density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance with incentives encouraging affordable housing and engaging residents in disadvantaged and historically underserved communities.
- 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, reducing bureaucratic hurdles and delays put in place.

The Project Consultant (Consultant) shall perform the following Tasks:

TASK 1: PROJECT MANAGEMENT AND COORDINATION

Task 1.1: Project Kick Off Meeting

Within the first month from issuance of the Notice to Proceed, Consultant shall hold a virtual kickoff meeting with Project Management Team (PMT). The PMT will consist of the SCAG Project Manager and Deputy Project Manager, the Grantee Project Manager, and other relevant staff to review project vision and goals and confirm the direction of the technical approach and engagement efforts.

The kickoff meeting shall be used to review the draft Project Management Plan (PMP, Task 1.2), project scope of work, schedule, and budget; establish a schedule for the Project Management Team meetings (PMT, Task 1.3); identify potential stakeholders to engage (Task 2.1); and confirm communication protocols. Consultant shall also lead a discussion on data collection (Task 1.6).

Consultant shall provide the kickoff meeting agenda to meeting attendees at least 48 hours in advance to allow time to review and revise the agenda. Consultant shall provide meeting notes within 48 hours after the kickoff meeting to meeting attendees to ensure that next steps are documented. Consultant is responsible for preparing an agenda, presentation materials, and any handouts ahead of the kickoff meeting and making materials available to all.

Task 1.1

Deliverables

- 1.1.1. Project kick off meeting agenda
- 1.1.2. Project kick off meeting notes and list of attendees
- 1.1.3. Project kick off presentation and any handouts or any other relevant materials

Task 1.2: Project Management Plan and Schedule

Consultant shall prepare a Project Management Plan (PMP), which will include the contact information for the key project team, the scope of work, the schedule, the budget, invoicing progress, reporting details, along with document control and QA/QC procedures. The PMP shall include deliverables and timelines. The PMP will identify system for project control, including necessary procedures for conducting the work; managing resources, communications, budget, schedule, monitoring and reporting project status and progress, document control and quality assurance/quality control. The PMP shall include safeguards for early identification of issues and their effective resolution. Upon approval by SCAG, PMP shall be the document guiding the progression on the overall effort. Consultant shall notify SCAG as swiftly as possible about any potential necessary updates to the PMP. Any proposed changes to the overall PMP must be approved by SCAG. Consultant shall deliver the PMP prior to the Kickoff Meeting.

Consultant shall develop a schedule showing all work tasks, subtasks, start dates, activity durations, product submittal dates, key project milestones, and relationships among work tasks, including critical path items. Each task and subtask deliverable shall be provided to PMT as it is completed, per the project schedule. PMT shall have a two-week review period for all deliverables. All comments, edits, suggestions, and questions from the PMT shall be submitted to Consultant and edits will be incorporated into a revised deliverable.

Task 1.2

Deliverables

- 1.2.1. Project management plan (PMP)
- 1.2.2. Project schedule

Task 1.3: Project Management Meetings

Consultant Project Manager shall conduct monthly check-in meetings with the Project Management Team (PMT) that includes the SCAG, Grantee PM and other team members as needed. The meetings shall be used to update the PMT on project progress, to identify and plan for upcoming tasks, and to anticipate any concerns or challenges. Consultant shall provide each meeting agenda at least 48 hours (about 2 days) in advance to meeting attendees to allow time to review and revise the agenda. Consultant shall provide meeting notes within 48 hours (about 2 days) after each meeting to attendees to ensure next steps are documented. Consultant shall provide presentation materials electronically to meeting attendees at least 24 hours before the meeting.

In addition, Consultant shall be available for phone check-ins with SCAG and the Grantee PM up to a time commitment of 12 hours.

Task 1.3

Deliverables

- 1.3.1. Meeting agendas for monthly PMT meetings
- 1.3.2. Meeting notes with list of attendees
- 1.3.3. Meeting materials, including presentations or any handouts
- 1.3.4. Documentation additional check-ins (up to 12 hours)

Task 1.4: Monthly Invoicing and Reporting

Consultant shall prepare monthly invoices and reports in accordance with SCAG invoicing and reporting methodologies. Each report will follow a format approved by the SCAG Project Manager. Consultant shall track and report critical path activities and milestones and prepare and submit monthly progress reports to SCAG. Monthly progress reports shall detail the work performed and deliverables completed during the previous month, identify any issues encountered, and provide proposed solution(s) to address said concerns.

Each monthly progress report will at a minimum include:

- Summary
- Progress narrative
- Description of tasks completed
- Project schedule describing the percentage of each task/deliverable/milestone
- Summary of costs incurred per task/milestone with info on remaining funding by task
- Schedule and schedule tracking narrative
- List of deliverable items
- Management issues
- Needed corrective actions
- Statement of resolution of problems
- 30-day look ahead

Task 1.4

Deliverables

- 1.4.1. Monthly invoices
- 1.4.2. Progress reports

Task 1.5 Project Close-Out Files

At the end of the project, Consultant shall document and assemble all project deliverables and provide them in accordance with SCAG’s project close out procedures. All deliverables shall be provided in accordance with the Project Schedule.

Consultant shall document all project deliverables in an organized fashion and deliver them in an electronic format at the end of the project, along with an Excel file documenting location and completion of deliverables. Each task shall have its own folder. Within each task there shall be a folder with the name of the deliverable and the final version of each deliverable within it. Each meeting held shall have a folder including agendas, notes, and other relevant materials from that meeting. All deliverables shall be provided in accordance with the Project Schedule.

Task 1.5

Deliverables

- 1.5.1. Project close-out files with accompanying Excel file

Task 1.6 REAP Metrics Data Collection and Reporting

Consultant shall work with the SCAG PM on selected measurable outcomes and metrics. Consultant shall collect related existing conditions from Grantee PM and report on the selected measurable outcomes and metrics pursuant to SCAG’s schedule provided at project kickoff.

Task 1.6

Deliverables

- 1.6.1 REAP metrics data collection and reporting

TASK 1 SUMMARY OF DELIVERABLES

Task 1.1	1.1.1. Project kick off meeting agenda 1.1.2. Project kick off meeting notes and list of attendees 1.1.3. Project kick off presentation and any handouts or any other relevant materials
Task 1.2	1.2.1. Project management plan (PMP) 1.2.2. Project schedule
Task 1.3	1.3.1. Meeting agendas for monthly PMT meetings 1.3.2. Meeting notes with list of attendees 1.3.3. Meeting materials, including presentations or any handouts

	1.3.4. Documentation additional check-ins (up to 12 hours)
Task 1.4	1.4.1. Monthly invoices 1.4.2. Progress reports
Task 1.5	1.5.1. Project close-out files with accompanying Excel file
Task 1.6	1.6.1 REAP metrics data collection and reporting

TASK 2: PUBLIC OUTREACH

Task 2.1 Community Stabilization Manual

Consultant shall develop a community stabilization manual, which is to serve as a housing service directory that provides referrals for rental assistance, local affordable housing projects, senior housing, housing legal assistance, fair housing, homeownership assistance and rehabilitation in an attractive bilingual handout for distribution and posting on the City’s website. The consultant shall conduct research to gather relevant information and provide a draft document for the City’s review before finalizing the document. The document shall be attractive, illustrative to the extent possible with English and Spanish versions. The final document should be in a format that can be printed and distributed and also posted on the website. A word document should also be provided so the City can maintain and update the document as needed. This aligns with the City’s Housing Element of removing government constraints by assisting lower income tenants in finding the appropriate resources. In addition, it supports establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing.

TASK 2.1

Deliverables

- 2.1.1 Draft Community Stabilization Manual
- 2.1.2 Final Community Stabilization Manual (word & PDF versions)

Task 2.2 Outreach and Engagement Plan

Consultant shall design a comprehensive public outreach and engagement plan for the project objectives of updating the 2002 Historic Survey; developing citywide residential and mixed-use objective design standards; creating a local density bonus; completing a comprehensive Zoning Code and Corridors Specific Plan (SP-5) including updating the zoning maps; and conducting the appropriate associated environmental review pursuant to CEQA. The level and engagement activities should be determined based on the City’s adopted [Community Engagement Framework](#) and should align with the [strategic goals](#) of the City. The plan should include types of engagement and methods of input, dates, topics, potential stakeholders. The outreach plan will address language accessibility, culturally competent methods and materials, appropriate communications channels and technological access considerations, and mechanisms for meaningful input, follow-up and follow-through. The outreach plan shall clearly outline the timing of the stakeholder engagement and how the feedback will be utilized to inform the various project deliverables. The outreach and engagement plan should include all proposed activities that will occur at each project phase- preliminary data gathering, public hearings and post adoption. Post adoption activities should include public facing publications and assistance with drafting language for website updates, etc.

To ensure consistency of public information about SCAG programs and funded work products, Consultant is required to notify and coordinate with SCAG Project Manager who will coordinate with SCAG's Manager of Media & Public Affairs or a specified designee on any media inquiries or plans for proactively providing information to media outlets.

Task 2.2

Deliverables

2.2.1 Public Outreach Plan with dates, topics, and target audiences

Task 2.3: Outreach Events and Summary

Consultant shall plan, develop all materials, lead, and attend between 1 and 4 public events scheduled at a variety of times and locations identified in the Public Outreach Plan within the Project Area. The outreach shall have a particular focus on accessibility and convenience for residents of disadvantaged communities (DAC) and historically disinvested communities with the highest potential for infill housing development.

To promote awareness and encourage local support, local elected officials in the project area should be invited to outreach activities. The SCAG PM shall coordinate this with the respective SCAG Government Affairs Officer.

Consultant shall develop accessible, comprehensible, and appealing outreach materials to support the outreach plan. Consultant shall develop social media posts and announcements to distribute on the city's platforms such as social media, newsletters, webpages and e-blasts.

Consultant is also responsible for crediting SCAG as a funder of the project. All public-facing communications materials produced under this contract shall acknowledge and give credit to SCAG, whether via a logo or text. Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases and all other related materials. If SCAG determines that a communications material does not adequately credit SCAG's role in funding the project, the Grantee/Consultant shall revise the communications material according to the SCAG PM's direction.

To ensure consistency of public information about SCAG programs and funded work products, Consultant is required to notify and coordinate with SCAG PM, who will coordinate with SCAG's Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets related to encouraging participation or reporting on these engagement activities.

Task 2.3

Deliverables

2.3.1 Outreach Materials (flyers, one-sheets, posters, and presentations) with credit provided to SCAG as funder

2.3.2 Outreach Summary Memo and incorporation of feedback into final plan

TASK 2 SUMMARY OF DELIVERABLES

Task 2.1	2.1.1 Draft Community Stabilization Manual 2.1.2 Final Community Stabilization Manual (word & PDF versions)
Task 2.2	2.2.1 Public Outreach Plan with dates, topics, and target audiences
Task 2.3	2.3.1 Outreach Materials (flyers, one-sheets, posters, and presentations) with credit provided to SCAG as funder 2.3.2 Outreach Summary Memo and incorporation of feedback into final plan

Task 3: Updating 2002 Historic Survey

The City’s Housing Element specifically included *Policy 1.7: Promote the preservation and rehabilitation of identified historic residential structures/sites that are substandard or in disrepair to meet Goal 1.0 Maintain and enhance the quality of existing housing, neighborhoods, and health of residents.* In addition, *Policy 2.6 of Goal 2.0 Provide a range of housing types to meet community needs calls for the facilitation of adaptive reuse of historic buildings on small parcels by allowing for modified development standards where multi-family projects include the preservation of an existing historic building.* Therefore, updating the survey would inform the citywide residential and mixed-use objective design standards, density bonus and update to the zoning code and SP-5 specific plan.

Task 3.1: Updating 2002 Historic Survey

Consultant shall perform a windshield survey to update the identified residential properties and identify additional eligible historic resources within commercial corridors; perform archival research and historic resource evaluations; develop Citywide Historic Context; fill in primary records (DPR 523A forms) and work with City staff including IT to create a digital database on Arches that can be maintained by the City. More information on Arches can be found here: <https://www.archesproject.org/what-is-arches/>.

The consultant shall develop an informational handout for the public to better understand what is required for development. This handout should be developed in English and Spanish and in a file format that can be easily uploaded to the city’s website.

Task 3.1

Deliverables

- 3.1.1. Draft and Final Historic Resources Survey
- 3.1.2. Draft and Final Citywide Historic Context
- 3.1.3. DPR 523A forms
- 3.1.4. Digital Database
- 3.1.5. Informational Handout

TASK 3 SUMMARY OF DELIVERABLES

Task 3.1	3.1.1. Draft and Final Historic Resources Survey 3.1.2. Draft and Final Citywide Historic Context 3.1.3. DPR 523A forms 3.1.4. Digital Database 3.1.5. Informational Handout
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TASK 4: ZONING CODE AND COORIDORS SPECIFIC PLAN (SP-5) UPDATE

This task is aimed at implementing the City's Housing Element by removing governmental constraints to the development of housing. The City will review and amend its Zoning Code and Corridors Specific Plan (SP-5) to remove constraints for the development of housing by ensuring compliance with state housing law and that there are no conflicts within the code or the specific plan with the proposed citywide residential and mixed-use objective design standards and proposed density bonus ordinance, which shall include a local program. Additionally, the updates shall facilitate housing development and be aimed at clarifying processes or terms as needed. Lastly, residential types shall be evaluated to ensure a wide array of housing options can be developed in the City. Further, the City's [2021-2029 Housing Element](#) and the City's Downtown Master Plan preliminary findings (will be provided upon availability) should be considered when determining updates. The City's Official zoning map will also be updated if needed. Post-update activities shall include implementation guide(s); development review checklists; updated application forms and training to ensure proper implementation. In addition, the City will use this work as a foundation to continue to monitor the development process and zoning regulations to identify and remove constraints to the development of housing. The technical work package developed under this task will be reviewed for approval and adoption by the Planning and Preservation Commission and City Council.

Task 4.1: Existing Conditions Analysis

Consultant shall conduct extensive research that analyzes existing conditions, including city codes, SP-5, programs, and policies. The analysis can be in the form of a vulnerabilities assessment, or otherwise as determined by the expertise of Consultant. Consultant shall evaluate the current zoning regulations, land use patterns, transportation infrastructure, housing stock, and other relevant factors that impact the development of housing in the City of San Fernando. The other components of this project such as the Historical Survey update, the residential and mixed-use objective design standards and the update to the density bonus ordinance should also be taken into consideration to ensure consistency through the zoning code and SP-5. Consultant shall also identify any challenges, gaps, or opportunities that can be addressed through this program. A comparative analysis shall also be conducted to analyze best practices from other cities of similar size in order to provide informed recommendations to City Council, staff and members of the community.

Task 4.1**Deliverables**

4.1.1. Summary report of data, vulnerabilities assessment findings, and recommendations, including comparative analysis

Task 4.2: Comprehensive Zoning Code & Map Update

Consultant shall prepare a comprehensive Zoning Code update including an update to the City's Official Zoning Map if necessary to ensure consistency, clarity and compliance is achieved throughout the zoning code to ensure the other tasks are integrated and housing development is facilitated. This includes but is not limited to reviewing definitions, developing standards, housing types, and approval processes. The City's Official Zoning Map shall also be reviewed and updated with GIS files if needed and a copy of all shape files shall be provided to the City.

Consultant shall produce an administrative draft zoning code and map update based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a screencheck draft zoning code and map update that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final code and map update (in PDF and Word).

Task 4.2

Deliverables

- 4.2.1. Administrative Draft (in PDF and Word)
- 4.2.2. Screencheck Draft (in PDF and revisions in strike-through format in Word)
- 4.2.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.2.4. Final Document (PDF and Word)
- 4.2.5. Zoning Map shape files to City

Task 4.3: Corridors Specific Plan (SP-5) Update

Consultant shall prepare a comprehensive update to SP-5 including the land use maps and use chart if necessary to ensure consistency, clarity and compliance is achieved as well as alignment with the City's Zoning Code and Official Zoning Map. This shall ensure the other tasks are integrated and housing development is facilitated. Any maps created shall be updated with GIS files and a copy of all shape files shall be provided to the City.

Consultant shall produce an administrative draft specific plan update based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a screencheck draft specific plan update that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final specific plan update (in PDF and Word).

Task 4.3

Deliverables

- 4.3.1. Administrative Draft (in PDF and Word) provided to Grantee and SCAG
- 4.3.2. Screencheck Draft (in PDF and revisions in strike-through format in Word) provided to Grantee and SCAG
- 4.3.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.3.4. Final Document (PDF and Word working files if outside of the zoning code)
- 4.3.5. Map shape files to City (ESRI ArcGIS)

Task 4.4: Development Review Process Modification

Consultant shall review the City's current development process and recommend improvements with the intent to streamline the permitting and development review processes. Recommendations should consider and align with process changes resulting from the other tasks of this project. Resources that should be provided for staff include but are not limited to an implementation guide that describes application intakes and processing, a flowchart that illustrates the steps for application processing, a development review checklist, updated Planning application forms and Building & Safety Division, if necessary, and a one-hour virtual or in-person staff training to ensure proper implementation. All resources should be provided in PDF and Word formats. Resources for the public shall include but are limited to an illustrative handout, a checklist, and content for the City's webpage detailing the process recommendations/improvements.

Task 4.4

Deliverables

- 4.4.1. Memo summarizing findings and recommendations
- 4.4.2. Implementation guide
- 4.4.3. Flowchart
- 4.4.4. Development review checklist
- 4.4.5. Updated application forms
- 4.4.6. One hour staff training (in-person or virtual depending on grantee's preference)
- 4.4.7. Associated training materials

Task 4.5 Develop Citywide Residential and Mixed Use Objective Design Standards

The purpose of the Citywide Residential and Mixed-Use Objective Design Standards is to give the community, developers, staff and decision makers more certainty about what future development will look like as the City moves forward with streamlined processes to meet the State's goals in addressing the housing crisis and the objectives of the City's Housing Element.

The Citywide Residential and Mixed-Use Objective Design Standards are minimum site and building design requirements that shall apply to all new single-family, multi-family residential and mixed-use development projects which include 2 or more attached units in the City. Development standards such as density, building setbacks, height limits, and off-street parking requirements shall be reviewed as part of task 3.1 to ensure alignment with the proposed design standards developed as part of this project goal.

Consultant shall prepare draft objective design standards for residential development types, which will be presented in subsequent public hearings for review. It will be in collaboration with consultant as to whether the standards will be integrated into the zoning code or as a standalone document. Images shall be included whether as a guide or as part of the official document. If the objective design standards are integrated into the zoning code, there shall be an illustrative handout that includes a checklist for applicants to summarize the requirements. Once a consensus has been established, and applicable edits have been made, a final draft shall be delivered to the Grantee PM.

The project team shall attend a two-hour city tour of key projects in the City. Observations notes and photographs should be documented. Consultant shall review the existing Single Family, Multi-family

design guidelines, the mixed-use overlay, and SP-5 to determine potential guidelines or standards that should be converted into proposed objective design standards. A design guidelines assessment memo shall be provided to summarize findings and further develop the scope.

Consultant shall produce an administrative draft objective design standards document based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a Screencheck draft objective design standards document that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final document (in PDF and Word working files if outside of the zoning code).

Materials shall be developed such as an implementation guide, a checklist/flowchart summarizing the new standards and requirements, and a review and recommendation of process improvements and staff training.

Task 4.5

Deliverables

- 4.5.1. Attendance of City tour and associated observation notes and photographs
- 4.5.2. Design Guidelines Assessment Memo
- 4.5.3. Administrative Draft Objective Design Standards Document (in PDF and Word)
- 4.5.4. Screencheck Draft Objective Design Standards Document (in PDF and revisions in strike-through format in Word)
- 4.5.5. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.5.6. Final Document (PDF and Word working files if outside of the zoning code)
- 4.5.7. Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training

Task 4.6: Density Bonus Ordinance Update

Consultant shall prepare a draft Density Bonus Ordinance that would be state compliant, flexible and can accommodate future changes from State law and also includes local density bonus for community-focused designs, promote larger units for families, preserving historic resources and potentially other community housing priorities as determined by the community engagement. The draft ordinance will be presented in subsequent public hearings for review. Once a consensus has been established, and applicable edits have been made, a final draft shall be delivered to the Grantee PM. Materials shall be developed such as an implementation guide, a checklist/flowchart summarizing the new ordinance and requirements, and a review and recommendation of process improvements and staff training.

Consultant shall produce a memo summarizing the existing zoning code and state laws related to density and other affordable housing incentives and a bulleted list of required changes to the zoning code to comply with state law. In addition, recommended amendments or programs in the City's Housing Element related to density bonus or affordable housing incentives should be included as potential changes (PDF and Word).

Consultant shall produce an administrative density bonus ordinance based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a screencheck density bonus ordinance that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final document (in PDF and Word formats).

Task 4.6

Deliverables

- 4.6.1. Zoning Code & Housing Element Review (PDF and Word) –
- 4.6.2. Administrative Density Bonus Ordinance (in PDF and Word)
- 4.6.3. Screencheck Density Bonus Ordinance (in PDF and revisions in strike-through format in Word)
- 4.6.4. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.6.5 Final Document (PDF and in strike-through format in Word)
- 4.6.6 Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training

Task 4.7: CEQA Compliance

Consultant shall ensure California Environmental Quality Act (CEQA) compliance. It is anticipated that an addendum or supplemental CEQA document to the MND that was adopted in association with the City's certified Housing Element will be required by the work described in this scope of work. Consultant shall include all tasks required for the anticipated MND. If Consultant recommends an alternative CEQA document, Consultant shall include all required tasks as part of the recommended document.

Task 4.7

Deliverables

- 4.7.1. Administrative Draft of MND Addendum, provided to City and SCAG
- 4.7.2. Final MND Addendum

Task 4.8: Planning and Preservation Commission Review

Consultant shall present the final drafts of the technical work package for adoption, including the Zoning Code and SP-5 updates (including official maps if required), citywide residential and mixed-use objective design standards, density bonus ordinance update, historical survey update if applicable, and associated environmental document to the Planning and Preservation Commission for their consideration and recommendation to the City Council. Attendance shall be either in-person or virtual based on consultation with Grantee PM and City's preference. Consultant is responsible for authoring all staff reports, resolutions, ordinances and associated presentation materials that are required for each study session, public hearing or community presentation.

Task 4.8

Deliverables

- 4.8.1. Administrative draft(s) of staff report(s)
- 4.8.2. Final draft(s) of staff report(s)
- 4.8.3. Administrative draft(s) of resolution(s)
- 4.8.4. Final draft(s) of resolution(s)
- 4.8.5. Administrative draft(s) of ordinance(s)
- 4.8.6. Final draft(s) of ordinance(s)
- 4.8.7. Presentation(s) virtual or in-person attendance as preferred by the City
- 4.8.8. Associated materials

Task 4.9: City Council Review and Adoption

Consultant shall present the final drafts of the technical work package for adoption, including the Zoning Code and SP-5 updates (including official maps if required), citywide residential and mixed-use objective design standards, density bonus ordinance update, historical survey update if applicable, and associated environmental document to the City Council for consideration to adopt. Attendance shall be either in-person or virtual based on consultation with Grantee PM and City’s preference. Consultant is responsible for authoring all staff reports, resolutions, ordinances and associated presentation materials that are required for each study session, public hearing or community presentation.

Task 4.9

Deliverables

- 4.9.1. Administrative draft(s) of staff report(s)
- 4.9.2. Final draft(s) of staff report(s)
- 4.9.3. Administrative draft(s) of resolution(s)
- 4.9.4. Final draft(s) of resolution(s)
- 4.9.5. Administrative draft(s) of ordinance(s)
- 4.9.6. Final draft(s) of ordinance(s)
- 4.9.7. Presentation(s) virtual or in-person attendance as preferred by the City
- 4.9.8. Associated materials

TASK 4 SUMMARY OF DELIVERABLES

Task 4.1	4.1.1. Summary report of data, vulnerabilities assessment findings, and recommendations, including comparative analysis
Task 4.2	4.2.1. Administrative Draft (in PDF and Word) 4.2.2. Screencheck Draft (in PDF and revisions in strike-through format in Word) 4.2.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word) 4.2.4. Final Document (PDF and Word) 4.2.5. Zoning Map shape files to City
Task 4.3	4.3.1. Administrative Draft (in PDF and Word) provided to Grantee and SCAG

	<p>4.3.2. Screencheck Draft (in PDF and revisions in strike-through format in Word) provided to Grantee and SCAG</p> <p>4.3.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word)</p> <p>4.3.4. Final Document (PDF and Word working files if outside of the zoning code)</p> <p>4.3.5. Map shape files to City (ESRI ArcGIS)</p>
Task 4.4	<p>4.4.1. Memo summarizing findings and recommendations</p> <p>4.4.2. Implementation guide</p> <p>4.4.3. Flowchart</p> <p>4.4.4. Development review checklist</p> <p>4.4.5. Updated application forms</p> <p>4.4.6. One hour staff training (in-person or virtual depending on grantee’s preference)</p> <p>4.4.7. Associated training materials</p>
Task 4.5	<p>4.5.1. Attendance of City tour and associated observation notes and photographs</p> <p>4.5.2. Design Guidelines Assessment Memo</p> <p>4.5.3. Administrative Draft Objective Design Standards Document (in PDF and Word)</p> <p>4.5.4. Screencheck Draft Objective Design Standards Document (in PDF and revisions in strike-through format in Word)</p> <p>4.5.5. Public Review Draft Document (in PDF and revisions in strike-through format in Word)</p> <p>4.5.6. Final Document (PDF and Word working files if outside of the zoning code)</p> <p>4.5.7. Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training</p>
Task 4.6	<p>4.6.1. Zoning Code & Housing Element Review (PDF and Word) –</p> <p>4.6.2. Administrative Density Bonus Ordinance (in PDF and Word)</p> <p>4.6.3. Screencheck Density Bonus Ordinance (in PDF and revisions in strike-through format in Word)</p> <p>4.6.4. Public Review Draft Document (in PDF and revisions in strike-through format in Word)</p> <p>4.6.5 Final Document (PDF and in strike-through format in Word)</p> <p>4.6.6 Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training</p>
Task 4.7	<p>4.7.1. Administrative Draft of MND Addendum, provided to City and SCAG</p> <p>4.7.2. Final MND Addendum</p>
Task 4.8	<p>4.8.1. Administrative draft(s) of staff report(s)</p> <p>4.8.2. Final draft(s) of staff report(s)</p> <p>4.8.3. Administrative draft(s) of resolution(s)</p> <p>4.8.4. Final draft(s) of resolution(s)</p> <p>4.8.5. Administrative draft(s) of ordinance(s)</p> <p>4.8.6. Final draft(s) of ordinance(s)</p> <p>4.8.7. Presentation(s) virtual or in-person attendance as preferred by the City</p> <p>4.8.8. Associated materials</p>
Task 4.9	<p>4.9.1. Administrative draft(s) of staff report(s)</p> <p>4.9.2. Final draft(s) of staff report(s)</p> <p>4.9.3. Administrative draft(s) of resolution(s)</p> <p>4.9.4. Final draft(s) of resolution(s)</p> <p>4.9.5. Administrative draft(s) of ordinance(s)</p>

	4.9.6. Final draft(s) of ordinance(s) 4.9.7. Presentation(s) virtual or in-person attendance as preferred by the City 4.9.8. Associated materials
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TASK 5: FINAL DELIVERABLE

Task 5.1: Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document

Following the approval by the deliberative body of the work package, including the zoning code and specific plan 5 update and associated environmental review, Consultant shall adjust and update the final documents based on any comments received. The final documents will be sent to both the jurisdiction and SCAG upon completion, along with final metrics collected from the project as described in Task 1.6.

Task 5.1

Deliverables

5.1.1. Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document

5.1.2. Final project metrics

TASK 5 SUMMARY OF DELIVERABLES

Task 5	5.1.1. Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document 5.1.2. Final project metrics
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RESOLUTION NO. 8342

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING TO RECEIVE FUNDING FROM SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS' REGIONAL EARLY ACTION PLANNING GRANT PROGRAM OF 2021

WHEREAS, the Regional Early Action Planning Grant Program of 2021 ("REAP 2.0") program was established by the California state legislature as part of the 2021 California Comeback Plan under AB 140 to confront the statewide housing affordability crisis by building and expanding on the success of the REAP 2019 program by integrating housing and climate goals and allowing for broader planning and implementation investments to facilitate housing supply, choice, and affordability; and

WHEREAS, REAP 2.0 funded activities must meet the program objectives, which are to accelerate infill development that facilitates housing supply, choice and affordability; affirmatively further fair housing; and reduce vehicle miles traveled. Further, all residential development must be in areas meeting the definition for "In Fill" provided in the REAP 2.0 state guidelines; and

WHEREAS, the Southern California Association of Governments ("SCAG") issued a call for applications under the Projects to Accelerate Transitional Housing ("PATH") Program; and

WHEREAS, SCAG intends to award \$1,125,000.00 to the City of San Fernando to complete and deliver the *City of San Fernando Comprehensive Housing Planning Program* project, scope of work incorporated and attached as Exhibit "A".

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 hereby authorizes and directs such actions as are necessary and appropriate to accept the grant award of REAP 2.0 funds in the amount of \$1,125,000 from SCAG.

SECTION 2. That the City Manager or their designee is hereby authorized and directed to:

1. Execute an agreement with SCAG and any amendments thereto;
2. Take all reasonably necessary and appropriate actions to complete the *City of San Fernando Comprehensive Housing Planning Program* project fulfill all obligations required, and seek reimbursement of grant funds awarded, pursuant to the above referenced call for applications and in a manner consistent and in compliance with the REAP 2.0 guidelines and objectives and PATH Program guidelines and all applicable state and federal statutes, rules, regulations, and laws.

SECTION 3. 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 21st day of October 2024.



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

ATTEST:



Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8342, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st day of October, 2024, by the following vote of the City Council:

AYES: Garcia, Solorio, Mendoza, Rodriguez - 4

NAYS: None

ABSENT: Fajardo - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 28th day of October, 2024.



Julia Fritz, City Clerk

Subregional Partnership (SRP) 2.0 & Programs Accelerating Transformative Housing (PATH) Program:
Housing Infill on Public and Private Lands (HIPP) Program
City of San Fernando ("Grantee")
City of San Fernando Comprehensive Housing Planning Program

SCOPE OF WORK

INTRODUCTION

SCAG serves as a catalyst for a brighter future for Southern California by leading a vision to elevate the region and creating a holistic plan to achieve our unified goals. SCAG authors the roadmap for Southern California's mobility and land use by organizing and prioritizing transportation projects across the region, and spearheading programs to meet environmental, economic and equity goals, and support jurisdictions in addressing their diverse transportation and land use needs. SCAG empowers Southern California jurisdictions and organizations to work toward regional solutions by facilitating resources and opportunities for local engagement, capacity building and technical assistance, and strategically support and invest in the region's most impacted communities.

Programs to Accelerate Transformative Housing (PATH) Program & Subregional Partnership Program (SRP)

This project is funded by the Regional Early Action Planning Grant Program of 2021 (REAP 2.0) program, which was established as part of the 2021 California Comeback Plan under AB 140 to confront the statewide housing affordability crisis. REAP 2.0 builds on the success of REAP 2019, but expands the program focus by integrating housing and climate goals and allowing for broader planning and implementation investments to facilitate housing supply, choice, and affordability. The program is designed to implement SCAG's Connect SoCal Plan by supporting integrated and transformative planning and implementation activities that realize the region's mobility, land use, housing, and environmental goals. REAP 2.0 provides a \$560 million investment to advance implementation of adopted regional plans by funding planning and development activities that accelerate infill housing and reductions in per capita vehicle miles traveled (VMT). Statewide REAP 2.0 is administered by the California Department of Housing and Community Development (HCD) in collaboration with the Governor's Office of Planning and Research (OPR), the Strategic Growth Council (SGC), and the California Air Resources Board (CARB). All REAP 2.0 funds must be expended by June 30, 2026.

In mid-2023, HCD awarded SCAG a total of \$231.5 million to develop programs that further REAP 2.0 objectives. All projects funded by REAP 2.0 must meet its primary objectives, which are to accelerate infill housing development, reduce VMT, increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

This proposal was developed under SCAG's Subregional Partnership (SRP) 2.0 and Housing Infill on Public and Private Lands (HIPP) programs, which are intended to (1) accelerate infill development that facilitates housing supply, choice, and affordability; (2) affirmatively further fair housing; and (3) reduce vehicle miles traveled.

The SRP 2.0 program focuses on implementation of the region's housing elements with programs that accelerate infill development that facilitates housing supply, choice, and affordability.

The HIPP program supports projects that assess available infill public-owned and private-owned lands for affordable and mixed-income housing and neighborhood serving uses and developing land use regulatory initiatives for increasing residential development capacity in corridor-wide and area-wide infill areas based in justice, equity, diversity, and inclusion.

PROJECT BACKGROUND

The goal of the "City of San Fernando Comprehensive Housing Planning Program" is to provide opportunities for streamlined housing infill development on private and public lands. It is a comprehensive program consisting of five sub-projects synergistically facilitating the infill housing review and approval process. The City of San Fernando is a fully developed historic urban area with a significant number of unused or underutilized parcels in commercial corridors, presenting opportunities for redevelopment with affordable or mixed income housing and ancillary neighborhood serving businesses and supporting infrastructure. Under the parameters of SB 535, the City is considered a Disadvantaged Community with a high share of low-income residents. The City is fully surrounded by urban parcels in the City of Los Angeles (approximately 100 percent of the perimeter) that are developed with qualified urban uses.

OVERALL PROJECT OBJECTIVES

- Develop strategies for preventing displacement and maintaining affordable housing for disadvantaged community members and establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing. This will be in the form a Community Stabilization Manual.
- Update the 2002 Historic Survey to identify eligible historic resources throughout the City to promote conversion or preservation of historic commercial buildings into housing while also promoting improvement or expansion of residential buildings to maintain quality of existing housing, neighborhoods, and health of residents, and to address overcrowding.
- Update the City's density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance with incentives encouraging affordable housing and engaging residents in disadvantaged and historically underserved communities.
- 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, reducing bureaucratic hurdles and delays put in place.

The Project Consultant (Consultant) shall perform the following Tasks:

TASK 1: PROJECT MANAGEMENT AND COORDINATION

Task 1.1: Project Kick Off Meeting

Within the first month from issuance of the Notice to Proceed, Consultant shall hold a virtual kickoff meeting with Project Management Team (PMT). The PMT will consist of the SCAG Project Manager and Deputy Project Manager, the Grantee Project Manager, and other relevant staff to review project vision and goals and confirm the direction of the technical approach and engagement efforts.

The kickoff meeting shall be used to review the draft Project Management Plan (PMP, Task 1.2), project scope of work, schedule, and budget; establish a schedule for the Project Management Team meetings (PMT, Task 1.3); identify potential stakeholders to engage (Task 2.1); and confirm communication protocols. Consultant shall also lead a discussion on data collection (Task 1.6).

Consultant shall provide the kickoff meeting agenda to meeting attendees at least 48 hours in advance to allow time to review and revise the agenda. Consultant shall provide meeting notes within 48 hours after the kickoff meeting to meeting attendees to ensure that next steps are documented. Consultant is responsible for preparing an agenda, presentation materials, and any handouts ahead of the kickoff meeting and making materials available to all.

Task 1.1

Deliverables

- 1.1.1. Project kick off meeting agenda
- 1.1.2. Project kick off meeting notes and list of attendees
- 1.1.3. Project kick off presentation and any handouts or any other relevant materials

Task 1.2: Project Management Plan and Schedule

Consultant shall prepare a Project Management Plan (PMP), which will include the contact information for the key project team, the scope of work, the schedule, the budget, invoicing progress, reporting details, along with document control and QA/QC procedures. The PMP shall include deliverables and timelines. The PMP will identify system for project control, including necessary procedures for conducting the work; managing resources, communications, budget, schedule, monitoring and reporting project status and progress, document control and quality assurance/quality control. The PMP shall include safeguards for early identification of issues and their effective resolution. Upon approval by SCAG, PMP shall be the document guiding the progression on the overall effort. Consultant shall notify SCAG as swiftly as possible about any potential necessary updates to the PMP. Any proposed changes to the overall PMP must be approved by SCAG. Consultant shall deliver the PMP prior to the Kickoff Meeting.

Consultant shall develop a schedule showing all work tasks, subtasks, start dates, activity durations, product submittal dates, key project milestones, and relationships among work tasks, including critical path items. Each task and subtask deliverable shall be provided to PMT as it is completed, per the project schedule. PMT shall have a two-week review period for all deliverables. All comments, edits, suggestions, and questions from the PMT shall be submitted to Consultant and edits will be incorporated into a revised deliverable.

Task 1.2

Deliverables

- 1.2.1. Project management plan (PMP)
- 1.2.2. Project schedule

Task 1.3: Project Management Meetings

Consultant Project Manager shall conduct monthly check-in meetings with the Project Management Team (PMT) that includes the SCAG, Grantee PM and other team members as needed. The meetings shall be used to update the PMT on project progress, to identify and plan for upcoming tasks, and to anticipate any concerns or challenges. Consultant shall provide each meeting agenda at least 48 hours (about 2 days) in advance to meeting attendees to allow time to review and revise the agenda. Consultant shall provide meeting notes within 48 hours (about 2 days) after each meeting to attendees to ensure next steps are documented. Consultant shall provide presentation materials electronically to meeting attendees at least 24 hours before the meeting.

In addition, Consultant shall be available for phone check-ins with SCAG and the Grantee PM up to a time commitment of 12 hours.

Task 1.3

Deliverables

- 1.3.1. Meeting agendas for monthly PMT meetings
- 1.3.2. Meeting notes with list of attendees
- 1.3.3. Meeting materials, including presentations or any handouts
- 1.3.4. Documentation additional check-ins (up to 12 hours)

Task 1.4: Monthly Invoicing and Reporting

Consultant shall prepare monthly invoices and reports in accordance with SCAG invoicing and reporting methodologies. Each report will follow a format approved by the SCAG Project Manager. Consultant shall track and report critical path activities and milestones and prepare and submit monthly progress reports to SCAG. Monthly progress reports shall detail the work performed and deliverables completed during the previous month, identify any issues encountered, and provide proposed solution(s) to address said concerns.

Each monthly progress report will at a minimum include:

- Summary
- Progress narrative
- Description of tasks completed
- Project schedule describing the percentage of each task/deliverable/milestone
- Summary of costs incurred per task/milestone with info on remaining funding by task
- Schedule and schedule tracking narrative
- List of deliverable items
- Management issues
- Needed corrective actions
- Statement of resolution of problems
- 30-day look ahead

Task 1.4

Deliverables

- 1.4.1. Monthly invoices
- 1.4.2. Progress reports

Task 1.5 Project Close-Out Files

At the end of the project, Consultant shall document and assemble all project deliverables and provide them in accordance with SCAG’s project close out procedures. All deliverables shall be provided in accordance with the Project Schedule.

Consultant shall document all project deliverables in an organized fashion and deliver them in an electronic format at the end of the project, along with an Excel file documenting location and completion of deliverables. Each task shall have its own folder. Within each task there shall be a folder with the name of the deliverable and the final version of each deliverable within it. Each meeting held shall have a folder including agendas, notes, and other relevant materials from that meeting. All deliverables shall be provided in accordance with the Project Schedule.

Task 1.5

Deliverables

- 1.5.1. Project close-out files with accompanying Excel file

Task 1.6 REAP Metrics Data Collection and Reporting

Consultant shall work with the SCAG PM on selected measurable outcomes and metrics. Consultant shall collect related existing conditions from Grantee PM and report on the selected measurable outcomes and metrics pursuant to SCAG’s schedule provided at project kickoff.

Task 1.6

Deliverables

- 1.6.1 REAP metrics data collection and reporting

TASK 1 SUMMARY OF DELIVERABLES

Task 1.1	1.1.1. Project kick off meeting agenda 1.1.2. Project kick off meeting notes and list of attendees 1.1.3. Project kick off presentation and any handouts or any other relevant materials
Task 1.2	1.2.1. Project management plan (PMP) 1.2.2. Project schedule
Task 1.3	1.3.1. Meeting agendas for monthly PMT meetings 1.3.2. Meeting notes with list of attendees 1.3.3. Meeting materials, including presentations or any handouts

	1.3.4. Documentation additional check-ins (up to 12 hours)
Task 1.4	1.4.1. Monthly invoices 1.4.2. Progress reports
Task 1.5	1.5.1. Project close-out files with accompanying Excel file
Task 1.6	1.6.1 REAP metrics data collection and reporting

TASK 2: PUBLIC OUTREACH

Task 2.1 Community Stabilization Manual

Consultant shall develop a community stabilization manual, which is to serve as a housing service directory that provides referrals for rental assistance, local affordable housing projects, senior housing, housing legal assistance, fair housing, homeownership assistance and rehabilitation in an attractive bilingual handout for distribution and posting on the City’s website. The consultant shall conduct research to gather relevant information and provide a draft document for the City’s review before finalizing the document. The document shall be attractive, illustrative to the extent possible with English and Spanish versions. The final document should be in a format that can be printed and distributed and also posted on the website. A word document should also be provided so the City can maintain and update the document as needed. This aligns with the City’s Housing Element of removing government constraints by assisting lower income tenants in finding the appropriate resources. In addition, it supports establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing.

TASK 2.1

Deliverables

- 2.1.1 Draft Community Stabilization Manual
- 2.1.2 Final Community Stabilization Manual (word & PDF versions)

Task 2.2 Outreach and Engagement Plan

Consultant shall design a comprehensive public outreach and engagement plan for the project objectives of updating the 2002 Historic Survey; developing citywide residential and mixed-use objective design standards; creating a local density bonus; completing a comprehensive Zoning Code and Corridors Specific Plan (SP-5) including updating the zoning maps; and conducting the appropriate associated environmental review pursuant to CEQA. The level and engagement activities should be determined based on the City’s adopted [Community Engagement Framework](#) and should align with the [strategic goals](#) of the City. The plan should include types of engagement and methods of input, dates, topics, potential stakeholders. The outreach plan will address language accessibility, culturally competent methods and materials, appropriate communications channels and technological access considerations, and mechanisms for meaningful input, follow-up and follow-through. The outreach plan shall clearly outline the timing of the stakeholder engagement and how the feedback will be utilized to inform the various project deliverables. The outreach and engagement plan should include all proposed activities that will occur at each project phase- preliminary data gathering, public hearings and post adoption. Post adoption activities should include public facing publications and assistance with drafting language for website updates, etc.

To ensure consistency of public information about SCAG programs and funded work products, Consultant is required to notify and coordinate with SCAG Project Manager who will coordinate with SCAG’s Manager of Media & Public Affairs or a specified designee on any media inquiries or plans for proactively providing information to media outlets.

Task 2.2

Deliverables

2.2.1 Public Outreach Plan with dates, topics, and target audiences

Task 2.3: Outreach Events and Summary

Consultant shall plan, develop all materials, lead, and attend between 1 and 4 public events scheduled at a variety of times and locations identified in the Public Outreach Plan within the Project Area. The outreach shall have a particular focus on accessibility and convenience for residents of disadvantaged communities (DAC) and historically disinvested communities with the highest potential for infill housing development.

To promote awareness and encourage local support, local elected officials in the project area should be invited to outreach activities. The SCAG PM shall coordinate this with the respective SCAG Government Affairs Officer.

Consultant shall develop accessible, comprehensible, and appealing outreach materials to support the outreach plan. Consultant shall develop social media posts and announcements to distribute on the city’s platforms such as social media, newsletters, webpages and e-blasts.

Consultant is also responsible for crediting SCAG as a funder of the project. All public-facing communications materials produced under this contract shall acknowledge and give credit to SCAG, whether via a logo or text. Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases and all other related materials. If SCAG determines that a communications material does not adequately credit SCAG’s role in funding the project, the Grantee/Consultant shall revise the communications material according to the SCAG PM’s direction.

To ensure consistency of public information about SCAG programs and funded work products, Consultant is required to notify and coordinate with SCAG PM, who will coordinate with SCAG’s Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets related to encouraging participation or reporting on these engagement activities.

Task 2.3

Deliverables

2.3.1 Outreach Materials (flyers, one-sheets, posters, and presentations) with credit provided to SCAG as funder

2.3.2 Outreach Summary Memo and incorporation of feedback into final plan

TASK 2 SUMMARY OF DELIVERABLES

Task 2.1	2.1.1 Draft Community Stabilization Manual 2.1.2 Final Community Stabilization Manual (word & PDF versions)
Task 2.2	2.2.1 Public Outreach Plan with dates, topics, and target audiences
Task 2.3	2.3.1 Outreach Materials (flyers, one-sheets, posters, and presentations) with credit provided to SCAG as funder 2.3.2 Outreach Summary Memo and incorporation of feedback into final plan

Task 3: Updating 2002 Historic Survey

The City’s Housing Element specifically included *Policy 1.7: Promote the preservation and rehabilitation of identified historic residential structures/sites that are substandard or in disrepair to meet Goal 1.0 Maintain and enhance the quality of existing housing, neighborhoods, and health of residents.* In addition, *Policy 2.6 of Goal 2.0 Provide a range of housing types to meet community needs calls for the facilitation of adaptive reuse of historic buildings on small parcels by allowing for modified development standards where multi-family projects include the preservation of an existing historic building.* Therefore, updating the survey would inform the citywide residential and mixed-use objective design standards, density bonus and update to the zoning code and SP-5 specific plan.

Task 3.1: Updating 2002 Historic Survey

Consultant shall perform a windshield survey to update the identified residential properties and identify additional eligible historic resources within commercial corridors; perform archival research and historic resource evaluations; develop Citywide Historic Context; fill in primary records (DPR 523A forms) and work with City staff including IT to create a digital database on Arches that can be maintained by the City. More information on Arches can be found here: <https://www.archesproject.org/what-is-arches/>.

The consultant shall develop an informational handout for the public to better understand what is required for development. This handout should be developed in English and Spanish and in a file format that can be easily uploaded to the city’s website.

Task 3.1

Deliverables

- 3.1.1. Draft and Final Historic Resources Survey
- 3.1.2. Draft and Final Citywide Historic Context
- 3.1.3. DPR 523A forms
- 3.1.4. Digital Database
- 3.1.5. Informational Handout

TASK 3 SUMMARY OF DELIVERABLES

Task 3.1	3.1.1. Draft and Final Historic Resources Survey 3.1.2. Draft and Final Citywide Historic Context 3.1.3. DPR 523A forms 3.1.4. Digital Database 3.1.5. Informational Handout
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TASK 4: ZONING CODE AND COORIDORS SPECIFIC PLAN (SP-5) UPDATE

This task is aimed at implementing the City's Housing Element by removing governmental constraints to the development of housing. The City will review and amend its Zoning Code and Corridors Specific Plan (SP-5) to remove constraints for the development of housing by ensuring compliance with state housing law and that there are no conflicts within the code or the specific plan with the proposed citywide residential and mixed-use objective design standards and proposed density bonus ordinance, which shall include a local program. Additionally, the updates shall facilitate housing development and be aimed at clarifying processes or terms as needed. Lastly, residential types shall be evaluated to ensure a wide array of housing options can be developed in the City. Further, the City's [2021-2029 Housing Element](#) and the City's Downtown Master Plan preliminary findings (will be provided upon availability) should be considered when determining updates. The City's Official zoning map will also be updated if needed. Post-update activities shall include implementation guide(s); development review checklists; updated application forms and training to ensure proper implementation. In addition, the City will use this work as a foundation to continue to monitor the development process and zoning regulations to identify and remove constraints to the development of housing. The technical work package developed under this task will be reviewed for approval and adoption by the Planning and Preservation Commission and City Council.

Task 4.1: Existing Conditions Analysis

Consultant shall conduct extensive research that analyzes existing conditions, including city codes, SP-5, programs, and policies. The analysis can be in the form of a vulnerabilities assessment, or otherwise as determined by the expertise of Consultant. Consultant shall evaluate the current zoning regulations, land use patterns, transportation infrastructure, housing stock, and other relevant factors that impact the development of housing in the City of San Fernando. The other components of this project such as the Historical Survey update, the residential and mixed-use objective design standards and the update to the density bonus ordinance should also be taken into consideration to ensure consistency through the zoning code and SP-5. Consultant shall also identify any challenges, gaps, or opportunities that can be addressed through this program. A comparative analysis shall also be conducted to analyze best practices from other cities of similar size in order to provide informed recommendations to City Council, staff and members of the community.

Task 4.1**Deliverables**

4.1.1. Summary report of data, vulnerabilities assessment findings, and recommendations, including comparative analysis

Task 4.2: Comprehensive Zoning Code & Map Update

Consultant shall prepare a comprehensive Zoning Code update including an update to the City's Official Zoning Map if necessary to ensure consistency, clarity and compliance is achieved throughout the zoning code to ensure the other tasks are integrated and housing development is facilitated. This includes but is not limited to reviewing definitions, developing standards, housing types, and approval processes. The City's Official Zoning Map shall also be reviewed and updated with GIS files if needed and a copy of all shape files shall be provided to the City.

Consultant shall produce an administrative draft zoning code and map update based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a screencheck draft zoning code and map update that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final code and map update (in PDF and Word).

Task 4.2

Deliverables

- 4.2.1. Administrative Draft (in PDF and Word)
- 4.2.2. Screencheck Draft (in PDF and revisions in strike-through format in Word)
- 4.2.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.2.4. Final Document (PDF and Word)
- 4.2.5. Zoning Map shape files to City

Task 4.3: Corridors Specific Plan (SP-5) Update

Consultant shall prepare a comprehensive update to SP-5 including the land use maps and use chart if necessary to ensure consistency, clarity and compliance is achieved as well as alignment with the City's Zoning Code and Official Zoning Map. This shall ensure the other tasks are integrated and housing development is facilitated. Any maps created shall be updated with GIS files and a copy of all shape files shall be provided to the City.

Consultant shall produce an administrative draft specific plan update based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a screencheck draft specific plan update that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final specific plan update (in PDF and Word).

Task 4.3

Deliverables

- 4.3.1. Administrative Draft (in PDF and Word) provided to Grantee and SCAG
- 4.3.2. Screencheck Draft (in PDF and revisions in strike-through format in Word) provided to Grantee and SCAG
- 4.3.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.3.4. Final Document (PDF and Word working files if outside of the zoning code)
- 4.3.5. Map shape files to City (ESRI ArcGIS)

Task 4.4: Development Review Process Modification

Consultant shall review the City's current development process and recommend improvements with the intent to streamline the permitting and development review processes. Recommendations should consider and align with process changes resulting from the other tasks of this project. Resources that should be provided for staff include but are not limited to an implementation guide that describes application intakes and processing, a flowchart that illustrates the steps for application processing, a development review checklist, updated Planning application forms and Building & Safety Division, if necessary, and a one-hour virtual or in-person staff training to ensure proper implementation. All resources should be provided in PDF and Word formats. Resources for the public shall include but are limited to an illustrative handout, a checklist, and content for the City's webpage detailing the process recommendations/improvements.

Task 4.4

Deliverables

- 4.4.1. Memo summarizing findings and recommendations
- 4.4.2. Implementation guide
- 4.4.3. Flowchart
- 4.4.4. Development review checklist
- 4.4.5. Updated application forms
- 4.4.6. One hour staff training (in-person or virtual depending on grantee's preference)
- 4.4.7. Associated training materials

Task 4.5 Develop Citywide Residential and Mixed Use Objective Design Standards

The purpose of the Citywide Residential and Mixed-Use Objective Design Standards is to give the community, developers, staff and decision makers more certainty about what future development will look like as the City moves forward with streamlined processes to meet the State's goals in addressing the housing crisis and the objectives of the City's Housing Element.

The Citywide Residential and Mixed-Use Objective Design Standards are minimum site and building design requirements that shall apply to all new single-family, multi-family residential and mixed-use development projects which include 2 or more attached units in the City. Development standards such as density, building setbacks, height limits, and off-street parking requirements shall be reviewed as part of task 3.1 to ensure alignment with the proposed design standards developed as part of this project goal.

Consultant shall prepare draft objective design standards for residential development types, which will be presented in subsequent public hearings for review. It will be in collaboration with consultant as to whether the standards will be integrated into the zoning code or as a standalone document. Images shall be included whether as a guide or as part of the official document. If the objective design standards are integrated into the zoning code, there shall be an illustrative handout that includes a checklist for applicants to summarize the requirements. Once a consensus has been established, and applicable edits have been made, a final draft shall be delivered to the Grantee PM.

The project team shall attend a two-hour city tour of key projects in the City. Observations notes and photographs should be documented. Consultant shall review the existing Single Family, Multi-family

design guidelines, the mixed-use overlay, and SP-5 to determine potential guidelines or standards that should be converted into proposed objective design standards. A design guidelines assessment memo shall be provided to summarize findings and further develop the scope.

Consultant shall produce an administrative draft objective design standards document based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee's review and comment. Consultant shall produce a Screencheck draft objective design standards document that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final document (in PDF and Word working files if outside of the zoning code).

Materials shall be developed such as an implementation guide, a checklist/flowchart summarizing the new standards and requirements, and a review and recommendation of process improvements and staff training.

Task 4.5

Deliverables

- 4.5.1. Attendance of City tour and associated observation notes and photographs
- 4.5.2. Design Guidelines Assessment Memo
- 4.5.3. Administrative Draft Objective Design Standards Document (in PDF and Word)
- 4.5.4. Screencheck Draft Objective Design Standards Document (in PDF and revisions in strike-through format in Word)
- 4.5.5. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.5.6. Final Document (PDF and Word working files if outside of the zoning code)
- 4.5.7. Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training

Task 4.6: Density Bonus Ordinance Update

Consultant shall prepare a draft Density Bonus Ordinance that would be state compliant, flexible and can accommodate future changes from State law and also includes local density bonus for community-focused designs, promote larger units for families, preserving historic resources and potentially other community housing priorities as determined by the community engagement. The draft ordinance will be presented in subsequent public hearings for review. Once a consensus has been established, and applicable edits have been made, a final draft shall be delivered to the Grantee PM. Materials shall be developed such as an implementation guide, a checklist/flowchart summarizing the new ordinance and requirements, and a review and recommendation of process improvements and staff training.

Consultant shall produce a memo summarizing the existing zoning code and state laws related to density and other affordable housing incentives and a bulleted list of required changes to the zoning code to comply with state law. In addition, recommended amendments or programs in the City's Housing Element related to density bonus or affordable housing incentives should be included as potential changes (PDF and Word).

Consultant shall produce an administrative density bonus ordinance based on information from previous tasks and feedback from initial community engagement (in PDF and Word formats) for the grantee’s review and comment. Consultant shall produce a screencheck density bonus ordinance that includes strike-through revisions (in PDF and Word formats). From there, Consultant shall produce a public review draft that will be shared with Planning Commission/City Council/General Public (in PDF and revisions in strike-through format in Word). Once approved in public hearings, the consultant shall produce and deliver the final document (in PDF and Word formats).

Task 4.6

Deliverables

- 4.6.1. Zoning Code & Housing Element Review (PDF and Word) –
- 4.6.2. Administrative Density Bonus Ordinance (in PDF and Word)
- 4.6.3. Screencheck Density Bonus Ordinance (in PDF and revisions in strike-through format in Word)
- 4.6.4. Public Review Draft Document (in PDF and revisions in strike-through format in Word)
- 4.6.5 Final Document (PDF and in strike-through format in Word)
- 4.6.6 Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training

Task 4.7: CEQA Compliance

Consultant shall ensure California Environmental Quality Act (CEQA) compliance. It is anticipated that an addendum or supplemental CEQA document to the MND that was adopted in association with the City’s certified Housing Element will be required by the work described in this scope of work. Consultant shall include all tasks required for the anticipated MND. If Consultant recommends an alternative CEQA document, Consultant shall include all required tasks as part of the recommended document.

Task 4.7

Deliverables

- 4.7.1. Administrative Draft of MND Addendum, provided to City and SCAG
- 4.7.2. Final MND Addendum

Task 4.8: Planning and Preservation Commission Review

Consultant shall present the final drafts of the technical work package for adoption, including the Zoning Code and SP-5 updates (including official maps if required), citywide residential and mixed-use objective design standards, density bonus ordinance update, historical survey update if applicable, and associated environmental document to the Planning and Preservation Commission for their consideration and recommendation to the City Council. Attendance shall be either in-person or virtual based on consultation with Grantee PM and City’s preference. Consultant is responsible for authoring all staff reports, resolutions, ordinances and associated presentation materials that are required for each study session, public hearing or community presentation.

Task 4.8

Deliverables

- 4.8.1. Administrative draft(s) of staff report(s)
- 4.8.2. Final draft(s) of staff report(s)
- 4.8.3. Administrative draft(s) of resolution(s)
- 4.8.4. Final draft(s) of resolution(s)
- 4.8.5. Administrative draft(s) of ordinance(s)
- 4.8.6. Final draft(s) of ordinance(s)
- 4.8.7. Presentation(s) virtual or in-person attendance as preferred by the City
- 4.8.8. Associated materials

Task 4.9: City Council Review and Adoption

Consultant shall present the final drafts of the technical work package for adoption, including the Zoning Code and SP-5 updates (including official maps if required), citywide residential and mixed-use objective design standards, density bonus ordinance update, historical survey update if applicable, and associated environmental document to the City Council for consideration to adopt. Attendance shall be either in-person or virtual based on consultation with Grantee PM and City’s preference. Consultant is responsible for authoring all staff reports, resolutions, ordinances and associated presentation materials that are required for each study session, public hearing or community presentation.

Task 4.9

Deliverables

- 4.9.1. Administrative draft(s) of staff report(s)
- 4.9.2. Final draft(s) of staff report(s)
- 4.9.3. Administrative draft(s) of resolution(s)
- 4.9.4. Final draft(s) of resolution(s)
- 4.9.5. Administrative draft(s) of ordinance(s)
- 4.9.6. Final draft(s) of ordinance(s)
- 4.9.7. Presentation(s) virtual or in-person attendance as preferred by the City
- 4.9.8. Associated materials

TASK 4 SUMMARY OF DELIVERABLES

Task 4.1	4.1.1. Summary report of data, vulnerabilities assessment findings, and recommendations, including comparative analysis
Task 4.2	4.2.1. Administrative Draft (in PDF and Word) 4.2.2. Screencheck Draft (in PDF and revisions in strike-through format in Word) 4.2.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word) 4.2.4. Final Document (PDF and Word) 4.2.5. Zoning Map shape files to City
Task 4.3	4.3.1. Administrative Draft (in PDF and Word) provided to Grantee and SCAG

	<p>4.3.2. Screencheck Draft (in PDF and revisions in strike-through format in Word) provided to Grantee and SCAG</p> <p>4.3.3. Public Review Draft Document (in PDF and revisions in strike-through format in Word)</p> <p>4.3.4. Final Document (PDF and Word working files if outside of the zoning code)</p> <p>4.3.5. Map shape files to City (ESRI ArcGIS)</p>
Task 4.4	<p>4.4.1. Memo summarizing findings and recommendations</p> <p>4.4.2. Implementation guide</p> <p>4.4.3. Flowchart</p> <p>4.4.4. Development review checklist</p> <p>4.4.5. Updated application forms</p> <p>4.4.6. One hour staff training (in-person or virtual depending on grantee’s preference)</p> <p>4.4.7. Associated training materials</p>
Task 4.5	<p>4.5.1. Attendance of City tour and associated observation notes and photographs</p> <p>4.5.2. Design Guidelines Assessment Memo</p> <p>4.5.3. Administrative Draft Objective Design Standards Document (in PDF and Word)</p> <p>4.5.4. Screencheck Draft Objective Design Standards Document (in PDF and revisions in strike-through format in Word)</p> <p>4.5.5. Public Review Draft Document (in PDF and revisions in strike-through format in Word)</p> <p>4.5.6. Final Document (PDF and Word working files if outside of the zoning code)</p> <p>4.5.7. Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training</p>
Task 4.6	<p>4.6.1. Zoning Code & Housing Element Review (PDF and Word) –</p> <p>4.6.2. Administrative Density Bonus Ordinance (in PDF and Word)</p> <p>4.6.3. Screencheck Density Bonus Ordinance (in PDF and revisions in strike-through format in Word)</p> <p>4.6.4. Public Review Draft Document (in PDF and revisions in strike-through format in Word)</p> <p>4.6.5 Final Document (PDF and in strike-through format in Word)</p> <p>4.6.6 Implementation guide, checklist/flowchart, recommendation memo of process improvements and staff training</p>
Task 4.7	<p>4.7.1. Administrative Draft of MND Addendum, provided to City and SCAG</p> <p>4.7.2. Final MND Addendum</p>
Task 4.8	<p>4.8.1. Administrative draft(s) of staff report(s)</p> <p>4.8.2. Final draft(s) of staff report(s)</p> <p>4.8.3. Administrative draft(s) of resolution(s)</p> <p>4.8.4. Final draft(s) of resolution(s)</p> <p>4.8.5. Administrative draft(s) of ordinance(s)</p> <p>4.8.6. Final draft(s) of ordinance(s)</p> <p>4.8.7. Presentation(s) virtual or in-person attendance as preferred by the City</p> <p>4.8.8. Associated materials</p>
Task 4.9	<p>4.9.1. Administrative draft(s) of staff report(s)</p> <p>4.9.2. Final draft(s) of staff report(s)</p> <p>4.9.3. Administrative draft(s) of resolution(s)</p> <p>4.9.4. Final draft(s) of resolution(s)</p> <p>4.9.5. Administrative draft(s) of ordinance(s)</p>

	4.9.6. Final draft(s) of ordinance(s) 4.9.7. Presentation(s) virtual or in-person attendance as preferred by the City 4.9.8. Associated materials
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TASK 5: FINAL DELIVERABLE

Task 5.1: Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document

Following the approval by the deliberative body of the work package, including the zoning code and specific plan 5 update and associated environmental review, Consultant shall adjust and update the final documents based on any comments received. The final documents will be sent to both the jurisdiction and SCAG upon completion, along with final metrics collected from the project as described in Task 1.6.

Task 5.1

Deliverables

5.1.1. Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document

5.1.2. Final project metrics

TASK 5 SUMMARY OF DELIVERABLES

Task 5	5.1.1. Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document 5.1.2. Final project metrics
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MEMORANDUM OF UNDERSTANDING
No. M-0XX-25

SCAG Overall Work Program (OWP) No: 305-4925.01 and 305-4927.04

Federal/State Awarding Agency: State of California, Department of Housing and Community Development

Funding Source: Regional Early Action Planning Grants Program of 2021 (REAP 2.0)

Sub-Recipient Name: City of San Fernando

Sub-Recipient's UEI No: RGEUDLBZH2K7

Total Amount of Federal Funds Obligated to Sub-Recipient: \$0

Total Amount of Non-Federal Funds Obligated to Sub-Recipient: \$1,125,000 (\$791,818 from OWP No. 305-4925.01 and \$333,182 from OWP No. 305-4927.04)

Total Amount of the Sub-Award: \$1,125,000 (\$791,818 from OWP No. 305-4925.01 and \$333,182 from OWP No. 305-4927.04)

Subaward Period of Performance Start Date: July 30, 2024

Subaward Period of Performance End Date: June 30, 2026

Type of Contract: Project Specific

Method of Payment: See Section 6 of this MOU

Project R&D: N/A

Indirect Cost Rate for the Award: N/A

Fringe Benefits Cost Rate for the Award: N/A

Subaward Project Title: City of San Fernando REAP 2.0 Housing Infill on Public and Private Lands Pilot Program and Subregional Partnership 2.0 Program Grant

Subaward Project Description: City of San Fernando will utilize REAP 2.0 funding for a project focused on assessing available infill public-owned and private-owned lands for affordable and mixed-income housing and neighborhood serving uses, and/or land use regulatory initiatives for increasing residential development capacity in corridor-wide and area-wide infill areas based in justice, equity, diversity, and inclusion. In addition, City of San Fernando will utilize REAP 2.0 funding for eligible uses and activities as provided in the Subregional Partnership Program Guidelines.

**MEMORANDUM OF UNDERSTANDING
No. M-0XX-25**

**BETWEEN THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
AND CITY OF SAN FERNANDO
FOR REAP 2.0 HOUSING INFILL ON PUBLIC AND PRIVATE LANDS PILOT PROGRAM
AND SUBREGIONAL PARTNERSHIP 2.0 PROGRAM GRANT**

(SCAG Project/OWP No. 305-4925.01 and 305-4927.04)

This Memorandum of Understanding (“MOU”) is entered into by and between the **Southern California Association of Governments** (“SCAG”) and **City of San Fernando** (“Sub-Recipient”), for a Housing Infill on Public and Private Lands (“HIPP”) Pilot Program and Subregional Partnership (“SRP”) 2.0 Program Grant. SCAG and Sub-Recipient may be individually referred to as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, the Regional Early Action Planning Grants Program of 2021 (“REAP 2.0”) was established with a principal goal to make funding available to Metropolitan Planning Organizations (“MPO”) and other regional entities for transformative planning and implementation activities that meet housing and equity goals, reduce Vehicle Miles Traveled per capita, and advance implementation of the region’s Sustainable Communities Strategy or Alternative Planning Strategy, as applicable;

WHEREAS, the California Department of Housing and Community Development (“HCD”) administers REAP 2.0 in accordance with Health and Safety Code sections 50515.06 to 50515.10 (“Statutes”) and REAP 2.0 guidelines for MPO applicants released by HCD pursuant to the Statutes (“REAP 2.0 Guidelines”);

WHEREAS, SCAG is the federally designated MPO for Southern California, primarily responsible for the development of a Regional Transportation Plan/Sustainable Communities Strategy (“RTP/SCS” also known as “Connect SoCal”) for the counties of Imperial, Los Angeles, Orange, San Bernardino, Riverside, and Ventura;

WHEREAS, HCD awarded funds to SCAG under REAP 2.0;

WHEREAS, SCAG’s Regional Council authorized funding for the HIPP Pilot Program and approved the guidelines for the HIPP Pilot Program (“HIPP Program Guidelines”);

WHEREAS, SCAG released a Call for Applications for the HIPP Pilot Program;

WHEREAS, Sub-Recipient, eligible for funds under the HIPP Pilot Program, developed and submitted a proposed project for the HIPP Pilot Program (“HIPP Project”);

WHEREAS, SCAG reviewed the HIPP Project and determined it to be consistent with the REAP 2.0 Guidelines and HIPP Program Guidelines, and approved the HIPP Project to receive funding;

WHEREAS, SCAG’s Regional Council authorized funding for the SRP 2.0 Program and approved the guidelines for the SRP 2.0 Program (“SRP 2.0 Program Guidelines”). HIPP Program Guidelines and SRP 2.0 Program Guidelines may be collectively as “Program Guidelines.”;

WHEREAS, SCAG released a Call for Applications for the SRP 2.0 Program;

WHEREAS, Sub-Recipient, eligible for funds under the SRP 2.0 Program directed funds by board action to the City of San Fernando, and the City developed and submitted the following proposed project for the SRP 2.0 Program that utilizes both SRP 2.0 Program funds and HIPP Program funds. This project and the HIPP Project are collectively the “Project.”;

City of San Fernando Comprehensive Housing Planning Program

WHEREAS, SCAG reviewed the Sub-Recipient’s SRP 2.0 Projects and determined the SRP 2.0 Projects to be consistent with the REAP 2.0 Guidelines and SRP 2.0 Program Guidelines, and approved the SRP 2.0 Projects to receive funding;

WHEREAS, for purposes of efficiency, convenience, and cost savings the Parties are combining the HIPP Project and the SRP 2.0 Projects into this one MOU; and

WHEREAS, the purpose of this MOU is to describe the responsibilities of the Parties.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. Recitals and Exhibits

The Recitals and all exhibits referred to in this MOU are incorporated herein by this reference and made a part of the provisions of this MOU.

2. Term

The Term of this MOU shall begin on the Effective Date and continue until June 30, 2026, (“Completion Date”), unless terminated earlier as provided herein. Time is of the essence in the performance of services under this MOU.

3. Scope of Work and Sub-Recipient’s Responsibilities

Sub-Recipient shall be responsible for implementing the Project in accordance with the “Scope of Work,” attached as Exhibit A.

- a. Interim deliverables and tasks for the Project, including sub-allocated budgets and schedules, required to implement the Scope of Work shall be documented using the “Scope of Work Approval Form,” attached as Exhibit B (“SOW Approval Form”). The SOW Approval Form must be signed by SCAG Project Manager, SCAG Department Manager, SCAG Deputy Director or their designee, and Sub-Recipient prior to the performance of the work outlined in the SOW Approval

Form. The SOW Approval Form may be signed by way of a manual or authorized digital signature, or a signature stamp. The SOW Approval Form may be used to document interim deliverables and interim deliverable budgets and schedules but may not be used to modify the deliverables and budget noted in this MOU. The SOW Approval Form may be amended subject to approval by SCAG. No amendment to the SOW Approval Form shall be valid unless made in writing and signed by the Parties. If there is a conflict between the SOW Approval Form and this MOU, this MOU shall prevail.

- b. Sub-Recipient must demonstrate a clear and significant nexus to all the REAP 2.0 Goals and Objectives, including the definition of infill contained therein as described in Section 9 of this MOU, and must carry out the Project to meet the REAP 2.0 Goals and Objectives. Any lack of action or action inconsistent with REAP 2.0 Goals and Objectives may result in review and could be subject to modification of funding, termination of this MOU, and repayment of the Grant Funds.
- c. In compliance with Section 3.e., Sub-Recipient may procure and manage one or more consultants to ensure the Scope of Work, as outlined in the most current fully executed SOW Approval Form, is fully performed and the Project is completed in compliance with this MOU and all applicable laws and regulations.
- d. As a recipient of federal and state funds, SCAG has the responsibility for ensuring that its procurement process complies with all applicable federal, state and funding requirements. For all agreements entered into containing funds provided under this MOU or to perform work under this MOU, Sub-Recipient shall procure in compliance with all applicable federal, state, and local laws and regulations. All REAP 2.0 funded procurements must be conducted using a fair and competitive procurement process and sole source procurements are expressly prohibited.
- e. The term “Consultant(s)” shall hereinafter refer to all entities that Sub-Recipient procures, manages, or otherwise enters into contracts or agreements with, in furtherance of the Project or this MOU regardless of the timing, nature of service/work provided or type of organization, including but not limited to government entities, political subdivisions, subrecipients, consultants, contractors, service providers, suppliers, independent contractors, professionals, managers, architects, engineers, and subcontractors.
- f. Upon request, Sub-Recipient shall provide information to the SCAG Project Manager regarding any existing solicitation including but not limited to Requests for Proposals, Invitation for Bids, Request for Qualifications, and Requests for Quotation (collectively “RFP”). For new RFPs developed or finalized after the Effective Date of this MOU, Sub-Recipient shall provide information to the SCAG Project Manager and obtain SCAG Project Manager’s written approval on any final RFP prior to its issuance. SCAG may require documentation of RFPs and Notices to Proceed before approval of invoice reimbursement.
- g. When requested, Sub-Recipient shall provide other related documentation of compliance, as determined by SCAG, with applicable procurement requirements and terms and conditions of this MOU within ten (10) days of the request.

- h. Sub-Recipient shall be responsible for conducting a complete detailed review of Consultant(s)' invoices prior to payment. The review shall include, but not be limited to, ensuring: (1) the work included in the invoice is correctly invoiced and supported and segregated for the Project at the task level; (2) hours worked equal hours invoiced; (3) charged rates are equal to the contracted rates; (4) materials and services were received; and (5) that the work performed is consistent with the Scope of Work. Upon review, Sub-Recipient shall pay Consultant(s)' invoices prior to submitting invoices to SCAG for reimbursement.
- i. Sub-Recipient shall be accountable to SCAG and HCD to ensure Consultant(s)' performance. Sub-Recipient's Project Manager shall be responsible for final approval of Consultant(s)' deliverables consistent with the Scope of Work, as outlined in the most current fully executed SOW Approval Form; provided, however, that prior to approving a deliverable from the Consultant(s), Sub-Recipient's Project Manager shall consult with SCAG's Project Manager.
- j. Any and all notices, reports, or other communications required by this MOU, including but not limited to invoices, accounting reports, supporting documentation, and monitoring reports, shall be submitted under the penalty of perjury.
- k. Sub-Recipient shall be responsible for ensuring compliance with all applicable California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements, and, as applicable, shall serve as the implementing agency for environmental approval(s). The Sub-Recipient's responsibilities under this section may apply to each task individually and the Project collectively.

4. **Project Management**

- a. All work under this MOU shall be coordinated with SCAG and Sub-Recipient through the Project Managers.
- b. For purposes of this MOU, SCAG designates the following individual as its Project Manager:

Zacharias Gardea
Associate Regional Planner, SCAG
(213) 630-1446
Gardea@scag.ca.gov

SCAG reserves the right to change this designation.

- c. For purposes of this MOU, Sub-Recipient designates the following individual(s) as its Project Manager:

Erika Ramirez
Director of Community Development
(818) 898-1217
eramirez@sfcity.org

Sub-Recipient reserves the right to change this designation upon written notice to SCAG.

5. Funding

- a. SCAG’s contribution to the Project is funded wholly with REAP 2.0 funds, in an amount not to exceed \$1,125,000 (“Grant Funds”). The Project shall be funded as follows (“Project Funds”):

HIPP – \$791,818
SRP 2.0 – \$333,182

- b. SCAG shall not be obligated to make payments for any Project costs that exceed Project Funds for the Project or the Grant Funds for the Project. SCAG shall not be obligated to pay for any increase in Project costs which exceeds the Project budget included in this MOU and the most current fully executed SOW Approval Form. SCAG shall not be obligated to make payments from any source other than funds provided by HCD to SCAG pursuant to REAP 2.0. In the event HCD terminates its agreement to provide funds or reduces the funds provided, SCAG shall have the right to terminate this MOU, in accordance with Section 17, or to amend this MOU to reflect the changes in funding.
- c. SCAG shall make payments to Sub-Recipient only for work performed as part of the Scope of Work, as outlined in the most current fully executed SOW Approval Form, and consistent with REAP 2.0 Goals and Objectives, REAP 2.0 Guidelines, and Program Guidelines.
- d. SCAG reserves the right, in its sole discretion, to discontinue funding the Project and/or terminate this MOU as described in Section 17.
- e. Any costs for which Sub-Recipient receives reimbursement or credit that is determined by a subsequent audit or other review by either SCAG, HCD, other State authorities or federal cognizant agency to be ineligible or otherwise unallowable, shall be repaid by Sub-Recipient within thirty (30) calendar days of Sub-Recipient receiving notice or a written demand for reimbursement from SCAG. Such repayment may include interest, penalties, or related fees, as determined by HCD or other State authorities. Should Sub-Recipient fail to reimburse unallowable costs due to SCAG within thirty (30) calendar days of demand, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold and/or off-set future payments to Sub-Recipient.

6. Invoices

- a. This MOU is a Cost Reimbursement agreement. Amounts claimed must reflect the actual incurred and paid cost of completed work. The actual incurred and paid costs may not exceed the Project’s budgets set forth in this MOU and the most current fully executed SOW Approval Form. All invoices submitted to SCAG for payment shall be e-mailed to accountspayable@scag.ca.gov (file cannot exceed 10MB) and copy the SCAG Project Manager. All invoices submitted to SCAG for the Project shall reference the OWP Project Numbers (OWP No. 305-4925.01 and 305-4927.04). A separate invoice must be submitted for each individual Project.

- b. By the twenty-first day following the start of a new month (i.e., January 21, February 21, March 21), Sub-Recipient shall submit an invoice for the Project to SCAG using the electronic “Invoice Template” in accordance with the invoice submittal instructions and requirements noted in Exhibit C. Invoices must be submitted in both PDF format and Excel file format. Invoices shall contain a progress report portion which serves to confirm that the services have been performed and can be paid. All invoiced costs must be substantiated, by providing documented support for the expense incurred, such as copies of payroll reports, paid invoices, and proof of payment. The invoice progress report shall serve as the formal progress report for the Project and shall be signed by the Sub-Recipient. The progress report shall include, in narrative form, a description of services performed by the Sub-Recipient’s staff and Consultant(s) as well as progress toward completion of tasks related to the Project for the invoiced period and progress achieved toward the REAP 2.0 Goals and Objectives. SCAG shall review invoices for compliance with this MOU. If SCAG determines that an invoice is compliant with this MOU, SCAG shall approve the invoice and issue payment to the Sub-Recipient. If SCAG determines that an invoice is not compliant with this MOU or the most current fully executed SOW Approval Form, SCAG may withhold and/or off-set future payment(s) to the Sub-Recipient.
- c. SCAG shall reimburse Sub-Recipient as promptly as SCAG’s fiscal procedures permit, using Electronic Fund Transfer, available at: [ACH Vendor Payment Authorization Form](#), upon receipt of itemized invoices submitted in accordance with this MOU. Sub-Recipient shall complete the ACH Vendor Payment Authorization Form and email it to ACHpayment@scag.ca.gov, prior to executing this MOU.
- d. Incomplete or inaccurate invoices may be returned to Sub-Recipient for correction without payment until corrected and approved. SCAG may, at its discretion, disallow any unsupported costs and process the invoice. If Sub-Recipient corrects the error, the disallowed items can be included in the next set of invoices.
- e. Travel expenses and per diem rates are not to exceed the rates and policies specified by the State of California Department of Human Resources, which can be found at: <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.
- f. The Parties acknowledge that SCAG’s fiscal year is from July 1 to June 30. Sub-Recipient agrees to submit all invoices to SCAG for services rendered through June 30th, no later than July 21st during the Term of this MOU. SCAG shall not be obligated to pay Sub-Recipient for any invoice received after such date.
- g. Sub-Recipient shall submit its final invoice to SCAG within thirty (30) days of the completion of the Project, but no later than within thirty (30) days after all Grant Funds have been expended, whichever is first. SCAG shall not be obligated to pay Sub-Recipient for any invoice received after such date.
- h. Sub-Recipient will require that its Consultant(s) pay any contractors and subcontractors for satisfactorily completed work no later than ten (10) days of receipt of each payment from Sub-Recipient. The ten (10) calendar days period is applicable unless a shorter period is required by applicable law.

7. Reporting

- a. At any time during the term of this MOU, SCAG may request additional information, as needed, to demonstrate satisfaction of all requirements identified in the MOU and the most current fully executed SOW Approval Form.
- b. By February 10 of each year following receipt of funding pursuant to this MOU, Sub-Recipient shall submit an Annual Report using the “Report Template,” attached as Exhibit D. Sub-Recipient shall submit a separate Annual Report for each Project. The Annual Report shall include, in narrative form, a description of services performed by Sub-Recipient’s staff and Consultant(s) as well as progress toward completion of tasks related to the Project for the prior year, a reporting of all costs incurred for that period, and progress achieved toward the REAP 2.0 Goals and Objectives.
- c. When a Project is finalized, and no later than the Completion Date, Sub-Recipient shall submit a Close-Out Report for the Project. At the time of the execution of this MOU, HCD has not provided the requirements for the Close-Out Report due to HCD by all grantees at the conclusion of the grant performance period. Therefore, the Close-Out Report format required by SCAG of Sub-Recipient is not available at this time, but will be provided when it becomes available.
- d. All reports submitted to SCAG shall reference the OWP Project Numbers (OWP No. 305-4925.01 and 305-4927.04).

8. Accounting

- a. Sub-Recipient shall establish and maintain an accounting system and reports that properly accumulate incurred Project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (“GAAP”), enable the determination of incurred costs as interim points of completion, and provide support for payment vouchers and invoices.
- b. Sub-Recipient shall establish a separate ledger account for receipts and expenditures of Project Funds and Grant Funds and maintain expenditure details in accordance with the Scope of Work, as outlined in the most current fully executed SOW Approval Form, for the Project.
- c. Sub-Recipient shall maintain documentation of its normal procurement policy and competitive procurement bid process and completed procurements, and financial records of expenditures incurred during the course of the Project in accordance with GAAP.

9. Allowable Uses of Grant Funds

- a. Project Funds and Grant Funds shall be expended in compliance with the REAP 2.0 Goals and Objectives, and as required, meets the definition for “Infill,” as provided in the State REAP 2.0 Guidelines.
 - i. REAP 2.0 Goals (“Goals”) are to invest in housing, planning, and infill housing-supportive infrastructure across the entire state in a manner that reduces Vehicle Miles Traveled (“VMT”), increases housing affordability, and advances equity. More detailed information on the Goals

can be found in Section 201 of the [REAP 2.0 Notice of Funding Availability \(“NOFA”\) and Final Guidelines for MPO Applicants](#) and are made a part of the provisions of this MOU as if set forth in full.

- ii. REAP 2.0 Objectives (“Objectives”) include: (1) accelerating infill development that facilitates housing supply, choice, and affordability; (2) affirmatively furthering fair housing; (3) reducing vehicle miles traveled. More detailed information on the Objectives can be found in Section 202 of the [REAP 2.0 NOFA and Final Guidelines for MPO Applicants](#) and are made a part of the provisions of this MOU as if set forth in full.
- b. Project Funds and Grant Funds shall only be used by Sub-Recipient for activities approved by SCAG and included in the Scope of Work, as outlined in the most current fully executed SOW Approval Form.
- c. Project Funds and Grant Funds may not be used for administrative costs of persons employed by Sub-Recipient for activities not directly related to eligible activities.
- d. There must be a strong implementation component for the funded activity through REAP 2.0, including, where appropriate, agreement by Sub-Recipient to submit the completed planning document or effort to the applicable board, council, or other entity for adoption or approval. If Sub-Recipient does not formally request adoption or approval of the funded activity, it may be subject to repayment of the Grant Funds.

10. Work Products

- a. For purposes of this MOU, “Work Products” shall mean all deliverables created or produced under this MOU including, but not limited to, all deliverables conceived or made either solely or jointly with others during the term of this MOU and during a period of six months after the termination thereof, which relates to the Project. Work Products shall not include real property or capital improvements. Work Products includes all deliverables, inventions, innovations, improvements, or other works of authorship Sub-Recipient or Consultant(s) may conceive of or develop in the course of this MOU, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.
- b. Sub-Recipient shall submit one (1) electronic copy of all Work Products associated with the Project to the assigned SCAG Project Manager.
- c. SCAG shall own all Work Products and may, at its sole discretion, grant to Sub-Recipient a perpetual royalty-free, non-assignable, non-exclusive and irrevocable license to reproduce, publish or otherwise use Work Products related to the Project and developed as part of this MOU; provided, however, that any reproduction, publishing, or reuse of the Work Products will be at Sub-Recipient’s sole risk and without liability or legal exposure to SCAG.

11. Amendments

No amendment or variation of the terms of this MOU shall be valid unless made in writing and signed by the Parties. If an amendment is to become effective before the date of full execution by the Parties, the effective date of such amendment shall be no earlier than the date that SCAG received the request.

12. Notices

Any notice or notices required or permitted to be given pursuant to this MOU may be personally served on the other Party by the Party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

To SCAG: Cindy Giraldo
 Chief Financial Officer
 Southern California Association of Governments
 900 Wilshire Blvd., Suite 1700
 Los Angeles, CA 90017
 (213) 630-1413
giraldo@scag.ca.gov

SCAG reserves the right to change this designation.

To Sub-Recipient: Erika Ramirez
 Director of Community Development
 City of San Fernando
 117 Macneil St, San Fernando, CA 91340
 (818) 898-1217
eramirez@sfcity.org

13. Insurance

- a. Sub-Recipient, at their own expense, shall procure and maintain policies of insurance, or provide evidence of self-insurance, of the types and amounts below, for the duration of the MOU. The policies shall state they afford primary coverage.

Insurance Type	Requirements	Limits
General Liability	Commercial General Liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01.	Not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.
Automobile Liability	Automobile insurance at least as broad as Insurance Services Office form CA 00 01.	Covering bodily injury and property damage for all activities of the Sub-Recipient arising out of or in connection with work to be performed under this MOU, including coverage for any owned, hired, non-owned, or rented vehicles, in an

		amount not less than \$1,000,000 combined single limit for each accident.
Workers' Compensation/ Employer's Liability	Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. Not required for sole proprietors or Sub-Recipients with no employees.	Including Occupational Diseases in accordance with California Law and Employers' Liability Insurance with a limit of not less than \$1,000,000 each accident.
Professional Liability Insurance	Professional Liability (Errors and Omissions) insurance appropriate to the Sub-Recipient's profession.	With limits of not less than \$1,000,000 per occurrence. In addition, it shall be required that the professional liability insurance policy remain in effect for three (3) years after the Completion Date of this MOU.

- b. Higher Limits: no representation is made that the minimum insurance requirements of this MOU are sufficient to cover the indemnity or other obligations of Sub-Recipient under this MOU.
- c. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
 - i. SCAG, its officials, employees, and volunteers are to be covered as additional insureds, as respects to liability arising out of the activities performed by or on behalf of Sub-Recipient; products and completed operations of Sub-Recipient; premises owned, occupied or used by Sub-Recipient; or automobiles owned leased, hired or borrowed by Sub-Recipient. The coverage shall contain no special limitations on the scope of protection afforded to SCAG, its officials, and employees.
 - ii. For any claims related to the Project, Sub-Recipient's insurance coverage shall be primary insurance as respects SCAG, its officials, and employees. Any insurance or self-insurance maintained by SCAG shall be excess of Sub-Recipient's insurance and shall not contribute with it.
 - iii. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to SCAG, its officials, and employees.
 - iv. Sub-Recipient's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- d. The Workers' Compensation and Employer's Liability policies shall include a waiver of subrogation endorsement in favor of SCAG, its, officials, employees, and volunteers.
- e. Any deductibles or self-insured retentions in amounts over \$10,000 must be declared to and approved by SCAG.

- f. Insurance is to be placed with California admitted insurers with a current A.M. Best's rating of no less than A and be admitted, unless otherwise approved by SCAG.
- g. Sub-Recipient shall furnish SCAG with original endorsements and certificates of insurance evidencing coverage required by this clause. All documents are to be signed by a person authorized by that insurer to bind coverage on its behalf. All documents are to be received and approved by SCAG before work commences. Upon request of SCAG at any time, Sub-Recipient shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.
- h. Sub-Recipient agrees to ensure that its Consultant(s) provide the same minimum insurance coverage and endorsements required of Sub-Recipient. Sub-Recipient agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Section. However, in the event Sub-Recipient's Consultant(s) cannot comply with this requirement, which proof must be submitted to SCAG, Sub-Recipient shall be required to ensure that its Consultant(s) provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Consultant(s) scope of work and services, with limits less than required of the Sub-Recipient, but in all other terms consistent with the Sub-Recipient's requirements under this MOU. This provision does not relieve Sub-Recipient of its contractual obligations under the MOU and/or limit its liability to the amount of insurance coverage provided by its Consultant(s). This provision is intended solely to provide Sub-Recipient with the ability to utilize Consultant(s) who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of Sub-Recipient under this MOU given the limited scope of work or services provided by the Consultant(s). Sub-Recipient agrees that upon request, all agreements with Consultant(s) will be submitted to SCAG for review.

14. Indemnification

Sub-Recipient shall fully defend, indemnify and hold harmless SCAG, its members, officers, employees, and agents from any and all claims, losses, liabilities, damages, expenses, suits or actions including attorneys' fees, brought forth or arising under any theories or assertions of liability, occurring by or resulting from or otherwise related to the Project or this MOU. Such obligations shall not, however, extend to any claims, losses, liabilities, damages, expenses, suits, or actions that arise from SCAG's gross negligence or willful misconduct.

15. Disputes

Except as otherwise provided in this MOU, any dispute arising under this MOU which is not resolved by mutual agreement shall be decided through binding arbitration by a three (3) member panel in accordance with the rules of the American Arbitration Association and as provided in this provision. If this provision differs from the rules of the American Arbitration Association, then this provision shall control. Sub-Recipient shall continue with the responsibilities under this MOU during any dispute until the dispute is resolved. A judgment upon the award rendered by arbitration may be entered into any court having jurisdiction thereof. The arbitration panel shall have the authority to grant any remedy or relief that would have been available to the Parties had the matter been heard in a court of law. Following arbitration, the arbitration panel shall prepare a written decision containing

the essential findings and conclusions on which the award is based so as to ensure meaningful judicial review of the decision. All expenses and fees for the arbitrator and expenses for hearing facilities and other expenses of arbitration shall be borne equally by both Parties unless they agree otherwise or unless the arbitrator in the award assesses such expenses against one of the parties or allocates such expenses other than equally between the Parties. Either Party may bring an action in court to compel arbitration under this MOU and to enforce an arbitration award.

16. Noncompliance

- a. In the event of nonperformance or noncompliance with any requirement of this MOU, including but not limited to Project eligibility, schedule, deliverables, or milestone timelines, as outlined in the most current fully executed SOW Approval Form, SCAG may:
 - i. Issue a written notice to stop work. If such notice is provided, Sub-Recipient and its Consultant(s) shall immediately cease all work under the MOU. SCAG has the sole discretion to determine that Sub-Recipient is in compliance with the terms and conditions after a stop work order, and to deliver a written notice to Sub-Recipient to resume work under this MOU.
 - ii. Require repayment of the Project Funds or the Grant Funds.
 - iii. Terminate this MOU pursuant to Section 17.
- b. Notwithstanding the provisions set forth above, or any other provision contained in this MOU, no remedy conferred by any of the specific provisions of this MOU or the SOW Approval Form, is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy existing at law or in equity or by statute or otherwise.

17. Termination of MOU

- a. Termination for Cancellation or Reduction in REAP 2.0 Funding. In the event HCD terminates or cancels funding to SCAG, this MOU is deemed to be terminated and SCAG shall be relieved of any and all obligations under this MOU as of the effective date of HCD's termination. In the event HCD reduces funding to SCAG, SCAG shall have the unilateral right to stop work, proportionally reduce funding to Sub-Recipient or terminate this MOU.
- b. Termination for Convenience. Either Party may terminate this MOU at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. Should SCAG terminate the MOU for convenience, upon receipt of the notice of termination, Sub-Recipient shall immediately take action to avoid incurring any additional obligation costs or expenses except as may be necessary to terminate its activities or the activities of its Consultant(s). SCAG shall pay Sub-Recipient its reasonable and allowable costs through the effective date of termination and is not liable for any expenses after termination, including any costs associated with Consultant(s). In such event, all finished or unfinished Work Products shall be provided to SCAG.

- c. Termination for Cause. If through any cause, either Party shall fail to timely and adequately fulfill its obligations under this MOU, or if either Party violates any of the covenants, terms, or stipulations of this MOU, the non-breaching Party shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to the breaching Party of the intent to terminate and specifying the effective date thereof. The non-breaching Party shall provide a reasonable opportunity for the breaching Party to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that SCAG invokes this termination for cause provision, Sub-Recipient shall reimburse SCAG for all funds provided for the Project and all finished or unfinished Work Products shall be provided to SCAG at its option.

18. Records Retention

- a. Sub-Recipient and its Consultant(s) shall maintain and make available, in accordance with Section 19 of this MOU, all source documents, books and records connected with the Project, documentation of its normal procurement policy and competitive procurement bid process and completed procurements related to the Project, all work performed under this MOU, all evidence of environmental clearance, and evidence demonstrating the funding was used for the appropriate purposes for a minimum of five (5) years after December 31, 2026. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- b. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records shall be retained and made available by Sub-Recipient and its Consultant(s) for five (5) years after: (a) the conclusion or resolution of the matter; (b) the date an audit resolution is achieved for each annual SCAG OWP; or (c) December 31, 2026, whichever is later.

19. Monitoring and Audits

- a. SCAG may monitor expenditures and activities of Sub-Recipient and its Consultant(s) as SCAG deems necessary to ensure compliance with the MOU, the Statutes, the REAP 2.0 Guidelines and the Program Guidelines.
- b. At any time during the term of this MOU, SCAG, HCD, the California Department of General Services, the California Bureau of State Audits, or their designated representatives may perform or cause to be performed a financial audit of any and all phases of the Project. At their request, Sub-Recipient shall provide, at its own expense, a financial audit prepared by an independent certified public accountant.
- c. Sub-Recipient agrees that SCAG, HCD, the California Department of General Services, the California Bureau of State Audits, or their designated representatives shall have the right to review, obtain, and copy all records and supporting documentation related to the performance of this MOU. Sub-Recipient agrees to provide any relevant information requested. Copies shall be made and furnished to SCAG upon request at no cost to SCAG.
- d. Sub-Recipient agrees to permit SCAG, HCD, the California Department of General Services, the California Bureau of State Audits, or their designated representatives access to its premises, upon

reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this MOU, the Statutes, the REAP 2.0 Guidelines, or applicable state and federal laws, rules, and regulations.

- e. If there are audit findings from SCAG or HCD’s audit, Sub-Recipient must submit a detailed response acceptable to SCAG or HCD for each audit finding within ninety (90) days of the audit finding report.

20. Small Business and Disabled Veteran Business Enterprise Participation

- a. If for this MOU Sub-Recipient made a commitment to achieve small business participation, then Sub-Recipient must within 60 days of receiving final payment under this MOU (or within such other time period as may be specified elsewhere in this MOU) report to SCAG the actual percentage of small business participation that was achieved. (Gov. Code § 14841.)
- b. If for this MOU Sub-Recipient made a commitment to achieve disabled veteran business enterprise (“DVBE”) participation, then Sub-Recipient must within 60 days of receiving final payment under this MOU (or within such other time period as may be specified elsewhere in this MOU) certify in a report to SCAG: (1) the total amount the Sub-Recipient received under the MOU; (2) the name and address of the DVBE(s) that participated in the performance of the MOU; (3) the amount each DVBE received from the Sub-Recipient; (4) that all payments under the MOU have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (M&V Code § 999.5(d); Gov. Code § 14841.)

21. Compliance with Laws, Rules, and Regulations

- a. Sub-Recipient agrees to comply with all federal, state, and local laws, rules, and regulations applicable to this MOU.
- b. Non-Discrimination/Equal Employment Opportunity
 - i. During the performance of this MOU, Sub-Recipient assures that no person shall be denied the MOU’s benefits, be excluded from participation or employment, be denied Project benefits, or be subjected to discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, under the Project or any program or activity funded by this MOU, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 U.S.C. §§ 3601-20) and all implementing regulations, the Americans with Disabilities Act (“ADA”) of 1990 (42 U.S.C. §§ 12101 *et seq.*) and all applicable regulations and guidelines issued pursuant to the ADA, and the Age Discrimination Act of 1975 and all implementing regulations. Sub-Recipient shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

- ii. Sub-Recipient shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12900 *et seq.*), the regulations promulgated thereunder (Cal. Code Regs. tit. 2, § 11000 *et seq.*), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by HCD to implement such article.
 - iii. Sub-Recipient shall permit access by representatives of the Department of Fair Employment and Housing, SCAG, and HCD upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as the Department of Fair Employment and Housing, SCAG, or HCD shall require to ascertain compliance with this Section.
 - iv. Sub-Recipient shall give written notice of its obligations under this Section to labor organizations with which they have a collective bargaining or other agreement.
 - v. Sub-Recipient shall adopt and implement affirmative processes and procedures that provide information, outreach, and promotion of opportunities in the Project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 C.F.R. § 92.351.
- c. Recycling Certification. Sub-Recipient shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to SCAG regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code § 12205).
 - d. Anti-Trust Claims. Sub-Recipient, by signing this MOU, hereby certifies that if these services or goods are obtained by means of a competitive bid, the Sub-Recipient shall comply with Title 1, Division 5, Chapter 11 of the California Government Code (Gov. Code §§ 4550-4554).
 - e. Child Support Compliance Act. If the Grant Funds provided under this MOU are in excess of \$100,000, Sub-Recipient acknowledges in accordance with Public Contract Code 7110, that:
 - i. Sub-Recipient recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and

- ii. Sub-Recipient, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- f. Priority Hiring Considerations. If this MOU includes services in excess of \$200,000, the Sub-Recipient shall give priority consideration in filling vacancies in positions funded by the MOU to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
- g. Loss Leader. If this MOU involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC § 10344(e).)

22. Public Works and Construction

The Grant Funds shall not be used for public works projects. Services constituting public works are described in California Labor Code Sections 1720-1861, as may be amended or recodified by legislative action from time-to-time. The use of Grant Funds for a public works project shall be a breach of this MOU.

23. Conflict of Interest

The Parties shall comply with all applicable Federal and State conflict of interest laws, regulations, and policies.

24. Independent Contractor

Sub-Recipient and its Consultant(s) shall be independent contractors in the performance of this MOU, and not officers, employees, or agents of SCAG.

25. Assignment

Neither Party shall assign any rights or interests in this MOU, or any part thereof, without the written consent of each Party to this MOU, which consent may be granted, withheld, or conditioned in the consenting Party’s sole and absolute discretion. Any assignment without such written consent shall be void and unenforceable. The covenants and agreement of this MOU shall inure to the benefit of and shall be binding upon each of the Parties and their respective successors and assignees.

26. Release of Information

- a. Subject to any provisions of law, including but not limited to the California Public Records Act, any Work Product or materials deemed confidential by either Party shall be held confidential by the receiving Party who shall safeguard such confidential materials from unauthorized disclosure, using the same standard of care to avoid disclosure as the receiving Party treats its confidential information, but in no case less than reasonable care. Nothing furnished to either Party which is otherwise known or is generally known, or has become known, to the related industry shall be

deemed confidential.

- b. Sub-Recipient shall not release any information or Work Products to a third party or otherwise publish or utilize any information or Work Products obtained or produced by it as a result of or in connection with the performance of services under this MOU without the prior written authorization of SCAG, except as provided under this MOU or as required by law (including, without limitation, pursuant to the California Public Records Act).
- c. All public-facing communications materials relating to this MOU, or its subject matter, shall acknowledge SCAG. Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases, and all other related materials.
- d. To ensure consistency of public information about SCAG programs and funded work products, Sub-Recipient is required to notify and coordinate with SCAG Project Manager who will coordinate with SCAG's Manager of Media & Public Affairs or a specified designee on any media inquiries or plans for proactively providing information to media outlets.
- e. All communication materials must be provided to SCAG Project Manager prior to completion so that inclusion of this element can be confirmed.

27. Non-Exclusivity

Nothing herein is intended nor shall be construed as creating an exclusive arrangement between SCAG and Sub-Recipient. This MOU shall not restrict SCAG from acquiring similar, equal or like services from other entities or sources.

28. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

29. Survival

The following sections survive expiration or termination of this MOU:

- Section 5 (Funding)
- Section 10 (Work Products)
- Section 12 (Notices)
- Section 13 (Insurance)
- Section 14 (Indemnification)
- Section 15 (Disputes)
- Section 18 (Records Retention)
- Section 19 (Monitoring and Audits)
- Section 21 (Compliance with Laws, Rules, and Regulations)

- Section 22 (Public Works and Construction)
- Section 23 (Conflict of Interest)
- Section 26 (Release of Information)
- Section 31 (Jurisdiction and Venue)
- Section 32 (Waiver)

30. Flow-Down Provisions

Sub-Recipient shall include the following provisions in all agreements entered into containing funds provided under this MOU, require the provisions below that survive expiration or termination of this MOU to survive, and shall include a requirement in all agreements that each of them in turn include the requirements in all contracts and subcontracts they enter into to perform work under the Project. SCAG does not have a contractual relationship with Sub-Recipient's Consultant(s), and Sub-Recipient shall be fully responsible for monitoring and ensuring compliance with these provisions.

- Section 3.c. (Scope of Work and Sub-Recipient's Responsibilities – nexus to REAP 2.0)
- Section 3.e. – 3.g. (Scope of Work and Sub-Recipient's Responsibilities – procurements)
- Section 3.k. (Scope of Work and Sub-Recipient's Responsibilities – penalty of perjury)
- Section 5.e. (Funding – repayment of ineligible costs)
- Section 6 (Invoices)
- Section 7 (Reporting)
- Section 8 (Accounting)
- Section 9 (Allowable Uses of Grant Funds)
- Section 10 (Work Products)
- Section 13 (Insurance)
- Section 14 (Indemnification)
- Section 18 (Records Retention)
- Section 19 (Monitoring and Audits)
- Section 20 (Small Business and Disabled Veterans Business Enterprise Participation)
- Section 21 (Compliance with Laws, Rules, and Regulations)
- Section 22 (Public Works and Construction)
- Section 23 (Conflict of Interest)
- Section 24 (Independent Contractor)
- Section 25 (Assignment)
- Section 26 (Release of Information)

Upon SCAG's request, Sub-Recipient shall provide SCAG a copy of any such agreement.

31. Jurisdiction and Venue

This MOU shall be deemed an agreement under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Subject to the provisions in Section 15, the Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought thereunder shall be Los Angeles County, California.

32. Waiver

No delay or failure by either Party to exercise or enforce at any time any right or provision of this MOU shall be considered a waiver thereof of such Party's right thereafter to exercise or enforce each and every right and provision of this MOU. A Waiver to be valid shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

33. Standard of Care

Sub-Recipient and its Consultant(s) shall perform the work required for the Project under this MOU in accordance with generally accepted industry standards, practices, and principles applicable to such work.

34. Force Majeure

Neither Party shall be liable or deemed to be in default for any delay or failure in performance under this MOU or interruption of services resulting, directly or indirectly, from acts of nature, civil or military authority, acts of public enemy, war, strikes, labor disputes, pandemics, or any other similar cause beyond the reasonable control of the Parties, provided that the Party seeking to delay or excuse its performance as a result of such event shall notify the other Party in writing of such circumstances within not more than ten (10) days following the first occurrence of the event forming the basis of the delay or excuse of performance. In the event that the Party seeking to delay or excuse its performance fails to timely deliver the notice described in the previous sentence, then such event shall not relieve the Party from its timely performance.

35. Entire MOU

This MOU, comprised of these terms and conditions, the attached exhibits, and any properly executed amendments, represents and contains the entire agreement of the Parties with respect to the matters set forth herein. This MOU supersedes any and all prior negotiations, discussions and, if any, previous agreements between the Parties with respect to the matters set forth herein.

36. Execution

This MOU, or any amendments related thereto, may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any amendments may be executed by way of a manual or authorized digital signature. Delivery of an executed counterpart of a signature page to this MOU or an amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this MOU or any amendment.

37. Effective Date

This MOU shall be effective as of the last date on which the document is executed by all Parties.

38. Authority

Sub-Recipient warrants and certifies that it possesses the legal authority to execute this MOU and to undertake the Project, and, if applicable, that a resolution, motion, or similar action has been fully adopted or passed, as an official act of Sub-Recipient's governing body, authorizing receipt of the Grant Funds, and directing and designating the authorized representative(s) of Sub-Recipient to act in connection with the Project and to provide such additional information as may be required by SCAG.

[The remainder of this page is intentionally left blank. Signatures on following page.]

DRAFT

**SIGNATURE PAGE TO
MEMORANDUM OF UNDERSTANDING
NO. M-0XX-2X**

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the dates indicated below:

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (“SCAG”)

By: _____
Cindy Giraldo
Chief Financial Officer
Date _____

APPROVED AS TO FORM:

By: _____
Richard Lam
Senior Deputy Legal Counsel
Date _____

City of San Fernando (“Sub-Recipient”)

By: _____
Nick Kimball
City Manager
Date _____

APPROVED AS TO FORM:

By: _____
Richard Padilla
City Attorney
Date _____

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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: March 3, 2025

Subject: Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 1731 (Attachment "A") that was introduced for first reading at the City Council meeting of February 18, 2025, in title only, and waive all further readings, "An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Use Equipment Policy (Exhibit "A" to Attachment "A") governing the use of military equipment pursuant to Assembly Bill (AB) 481."

BACKGROUND:

1. On September 30, 2021, Governor Gavin Newsom signed into law AB 481 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 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."

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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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 “C”) 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.
12. On February 18, 2025, the City Council conducted a public hearing and voted unanimously to approve the 2024 Annual Military Equipment Report (Attachment “D”), and introduced for first reading 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.”

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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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 with the current departmental military equipment policy, are a key component to facilitating compliance with the Department's Use of Force Policy.

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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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.
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).

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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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 (Exhibit “A” to Attachment “A”, 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 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).

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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(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.
- (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.

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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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.

Public Notification and Review.

A Notice of Public Hearing (Attachment "C") 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.

Consideration to Approve a Second Reading to Adopt Ordinance No. 1731 Adopting a Military Equipment Use Policy Governing the Use of Military Equipment Pursuant to Assembly Bill 481

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BUDGET IMPACT:

There is no budget impact associated with approval of this ordinance. 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 approve for second reading, in title only, and waive all further readings to adopt 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" to Attachment "A") governing the use of military equipment pursuant to Assembly Bill (AB) 481."

ATTACHMENTS:

- A. Ordinance No. 1731, including:
 - Exhibit "A": San Fernando Police Department Military Equipment Policy
- B. Public Hearing Notice
- C. 2024 Annual Military Equipment Report ([provided digitally through weblink](#))

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 3rd day of March, 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 3rd day of March, 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 March, 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

Attachment

San Fernando PD Policy Manual

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.

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: Erika Ramirez, Director of Community Development
Kenya Marquez, Housing Coordinator

Date: March 3, 2025

Subject: A Public Hearing to Consider Adopting a Resolution Establishing the Allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, adopt Resolution No. 8370 (Attachment "A") approving the allocation of Permanent Local Housing Allocation (PLHA) Funds for Fiscal year (FY) 2027-2028, in the amount of \$79,615; and
- c. Authorize the City Manager, or designee, to submit documentation conveying the City Council's Resolution to the Los Angeles County Community Development Authority (LACDA) for approval.

BACKGROUND:

1. On September 2017, the California Legislature passed Senate Bill (SB) 2 (Building Homes and Jobs Act), which established a \$75 recording fee on real estate documents to increase the supply of affordable housing and fund the Permanent Local Housing Allocation (PLHA) program. The PLHA program is meant to provide a source of funding for cities and counties to help meet the unmet need for affordable housing and increase supply of affordable housing.
2. On December 11, 2024, the City received an award letter notice (Attachment "B") for the City's Year 5 Permanent Local Housing Allocation funding of \$79,615.
3. On January 29, 2025, the City posted a Public Hearing notice for the City's Year 5 Permanent Local Housing Allocation funding in the City Hall bulletin board.

A Public Hearing to Consider Adopting a Resolution Establishing the Allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028

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ANALYSIS:

The Permanent Local Housing Allocation (PLHA) program is a state-funded initiative established under SB 2 – the Building Homes and Jobs Act (2017), to provide ongoing financial support for affordable housing and homelessness prevention. The program is administered by the California Department of Housing and Community Development (HCD), which allocates funding to the Los Angeles County Development Authority (LACDA) for distribution to eligible cities, including San Fernando.

For Year 5 (2023 Allocation), the City has been awarded \$79,615 in PLHA funds through LACDA. This marks the first time the City is participating in the PLHA program and receiving an allocation. Unlike Years 1 through 4, during which the City did not receive PLHA funding, this new allocation provides an opportunity for San Fernando to implement affordable housing and homelessness prevention initiatives that align with state and local housing goals.

The PLHA program allows for a range of eligible activities, including:

- Affordable Housing Development: Predevelopment, development, acquisition, rehabilitation, and preservation of multifamily rental and ownership housing, including Accessory Dwelling Units (ADUs).
- Housing Trust Fund & Asset Fund Matching: Matching funds for Local/Regional Housing Trust Funds and Low-/Moderate-Income Housing Asset Funds.
- Permanent Supportive Housing: Capitalized reserves for services supporting new and existing permanent supportive housing.
- Homelessness Assistance: Rapid rehousing, rental assistance, case management, navigation centers, emergency shelters, and transitional housing, following Housing First practices.
- Accessibility Modifications: Improvements in lower-income owner-occupied housing.
- Foreclosed/Vacant Housing: Acquisition and rehabilitation.
- Homeownership Support: Down payment assistance.
- County Incentives for Affordable Housing: Grants or low-interest loans to cities for affordable housing projects.

Procedure.

To receive state PLHA funds through LACDA, the City must establish its intended allocations for the funding cycle, provide an opportunity for public input and feedback, and submit a City Council approved resolution along with required documentation to LACDA. The proposed use of PLHA

A Public Hearing to Consider Adopting a Resolution Establishing the Allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028

funds is then reviewed by LACDA and HCD to ensure compliance with state eligibility requirements and regulatory guidelines.

Before accessing these funds, the City must enter into a contract with LACDA, adhere to state regulatory requirements, and maintain a Housing Element approved by HCD. Additionally, the City is required to submit a Letter of Intent detailing how the funds will be utilized, along with a City Council approved resolution and proof of public notice. Failure to submit the required documentation by the deadline may result in the reallocation of funds by LACDA to countywide programs.

To ensure transparency and community engagement, the City utilized the noticed public hearing process to gather public input on the PLHA program and proposed funding allocations. This Public Hearing has been noticed by posting on the City Hall bulletin board (Attachment “C”).

Adoption of the attached Resolution (Attachment “A”) will formally establish the City Council’s funding allocations. This process upholds accountability, public participation, and alignment with state housing priorities, enabling the City to effectively implement housing programs and maximize the impact of PLHA funding.

The City’s current eligible program activities and funding amounts are summarized in the chart below.

Program	Description	Amount
Emergency Shelter	Reserves one (1) bed per month at Community Bridge Housing. Unhoused individuals may stay here while they await interim shelter placement. The facility provides a designated bed, bedding, laundry service, showers, toilets, a sleeping area, changing areas, daily meal service, phone and Wi-Fi access, and spaces for recreation and socialization.	\$12,000
Street Outreach	Two (2) street outreach staff members who respond to street-level encampments, engaging with the diverse population experiencing homelessness in the San Fernando community, Monday through Friday. The outreach team collaborates closely with City staff, offering outreach and engagement to connect individuals to shelter sites as they open. Additionally, the team provides information and referrals to programs supporting unhoused individuals, including emergency shelters, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. The outreach	\$175,000

A Public Hearing to Consider Adopting a Resolution Establishing the Allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028

	team also connects participants to meals, clothing, and other services to address urgent needs.	
Homeless Prevention and Security Deposits for Families	Provides motel vouchers for families experiencing homelessness, security deposit assistance, and preventing homelessness through eviction prevention assistance.	\$157,200*

*Table A: Cost Breakdown of Homeless Prevention and Security Deposit Programs for Families	
Program	Cost
Part-Time Case Manager	\$24,750
Motel Vouchers	\$30,450
Security Deposits	\$30,000
Eviction Prevention	\$72,000

Proposed PLHA Funds Allocations.

The total Year 5 PLHA funding for the City is \$79,615. The City currently operates several housing and homelessness prevention programs, and these funds present an opportunity to continue and enhance these existing services. To ensure the most effective use of these resources, staff is presenting several funding options for City Council consideration. Staff is seeking City Council’s feedback and direction on how to best allocate these funds. The proposed programs include:

- **Emergency Shelter:** To continue the Emergency Shelter Program for one (1) year. The Emergency Shelter Program reserves one (1) bed per month at a partner shelter facility. This program is a resource for the street outreach team to utilize for unhoused individuals while they await interim shelter placement. The facility shall provide a designated bed, bedding, laundry service, showers, toilets, a sleeping area, changing areas, daily meal service, phone and Wi-Fi access, and spaces for recreation and socialization. PLHA funds will also support the administration of this program, including staff time required for coordination, case management, and related activities.

A Public Hearing to Consider Adopting a Resolution Establishing the Allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028

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- **Street Outreach:** To continue the Street Outreach Program by partnering with a local non-profit. The outreach team will consist of highly skilled and motivated staff familiar with the community. They will promptly respond to street-level encampments, engaging with the diverse population experiencing homelessness in the San Fernando community. The outreach team will collaborate closely with City staff, offering outreach and engagement to connect individuals to shelter sites as they open. Additionally, the team will proactively provide information and referrals to programs supporting unhoused individuals, including emergency shelters, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. The outreach team will also connect participants to meals, clothing, and other services to address urgent needs. PLHA funds will also cover the administrative costs of this program, including staff time dedicated to coordination, outreach, and engagement activities.
- **Homeless Prevention and Security Deposits for Families with Minor Children:** To continue the Homeless Prevention and Security Deposit Program for Families with Minor Children. These programs include providing motel vouchers for families, security deposit assistance, and preventing homelessness through eviction prevention assistance. This includes helping families in rental arrears to avoid eviction and maintain housing stability. PLHA funds will also support the administration of this program, including staff time required for coordination, case management, and related activities.

With PLHA funds becoming available in FY 2027-2028, staff recommends allocating \$12,000 to the Emergency Shelter Program with Community Bridge Housing to ensure the maintenance of a dedicated bed. The remaining \$67,615 is recommended for motel vouchers for families, as this is an established program with Home Again LA and could potentially be administered through their office. This allocation would provide ongoing support for families in need of temporary housing assistance. Staff is seeking the City Council's feedback and direction on this proposed allocation.

As this is the City's first year receiving PLHA funding, it represents a significant opportunity to establish programs that increase affordable housing options, support vulnerable populations, and enhance housing stability. By strategically investing these resources, the City can strengthen its local housing programs and contribute to long-term community development goals.

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the resolution establishing the allocation of Permanent Local Housing Allocation Funds and there is no need to appropriate funds at this time. If the proposed allocations are approved by the City Council, they will be included in the FY 2027-2028 Adopted Budget. The available allocation of \$79,615 in PLHA funding must be used for housing-related projects and programs that assist in addressing the unmet housing needs of the local community.

A Public Hearing to Consider Adopting a Resolution Establishing the Allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028

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CONCLUSION:

Staff recommends that the City Council conduct a public hearing, pending testimony, adopt Resolution No. 8370 establishing the allocation of Year 5 Permanent Local Housing Allocation Funds for Fiscal Year 2027-2028 and authorize the City Manager, or designee, to submit documentation conveying the City Council's Resolution to LACDA for approval.

ATTACHMENTS:

- A. Resolution No. 8370
- B. Los Angeles County Community Development Authority Award Letter
- C. Public Hearing Notice

RESOLUTION NO. 8370

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE MAYOR, OR DESIGNEE, TO SIGN A REIMBURSABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY ACTING ON BEHALF OF THE COUNTY.

WHEREAS, the City of San Fernando desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program; and

WHEREAS, the City authorizes the execution of a Reimbursable Contract with the County of Los Angeles in order to receive said PLHA funds;

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 authorizes the Mayor, or designee, to execute any and all documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of San Fernando.

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

PASSED, APPROVED, AND ADOPTED THIS 3rd day of March, 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. 8370 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 3rd day of March, 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 March, 2025.

Julia Fritz, City Clerk

EBB
Erica



December 3, 2024

Nick Kimball, City Manager
City of San Fernando
117 N. Macneil Street
San Fernando, CA 91340

Dear Nick Kimball:

**AWARD LETTER NOTICE YEAR 5 (2023 ALLOCATION)
PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

The Los Angeles County Development Authority (LACDA) is pleased to announce that the City's tentative Year 5 Permanent Local Housing Allocation (PLHA) funding allocation is \$79,615. Overall, LACDA experienced a decreased level of funding for Year 5 PLHA funds, which is why you will see less funding available now compared to prior years.

Once the LACDA receives the Year 5 funding from the State of California Department of Housing and Community Development (HCD), the city of San Fernando will be required to enter a contract with the LACDA that will set forth the conditions for funding and program/regulatory requirements that are required to be met for the funding and implementation of the City's PLHA funded activity. Please note that in order to receive funding, the City must be in compliance, specifically having a State approved Housing Element at the time of the award commitment from the State to LACDA.

If you wish to accept these funds for current or new eligible activities, the city of San Fernando must:

1. Submit a Letter of Intent which includes concise details of the proposed Activity and Sub-Activity and describes how the City plans to expend the funds by June 30, 2028;
2. Complete a proposed Exhibit A form for the planned activity;
3. Provide a city council approved resolution; and
4. Provide proof of 30-day Public Notice.

Please submit all required documentation on or before **February 14, 2025**. If the Letter of Intent, including supporting documentation is not received by the due date, the available allocation will be retained by the County and reallocated to Countywide program(s).



lacda.org

Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898

Executive Director: Emilio Salas

Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger



Nick Kimball, City Manager

December 3, 2024

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Should you have any PLHA funding allocation questions, please contact Jenny Salazar, PLHA Specialist at (626) 586-1633 or jenny.salazar@lacda.org. For assistance related to your PLHA program activities, please contact your contract manager, Jeffrey Badre at Jeffrey.Badre@lacda.org or (626) 586-1719.

Sincerely,


Micah Chen (Dec 3, 2024 15:23 PST)

LINDA JENKINS, Director
Community Development Division

c: Michael Neal, Primary
Erica Melton, Financial Director

Attachments

LJ:MC:JED:JS:AB:lh

PLHA Award Letter Notice_Year



30-DAY PUBLIC NOTICE

NOTICE OF PUBLIC HEARING

BY THE CITY COUNCIL OF THE CITY OF SAN FERNANDO TO CONSIDER AND APPROVE THE PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM PROPOSED PROJECTS FOR YEAR 5 FUNDING (JULY 1, 2027 - JUNE 30, 2028)

NOTICE IS HEREBY GIVEN of a Public Hearing to be held before the City Council of the City of San Fernando to consider and approve funding for projects for the 5TH Program Year (July 1, 2027 - June 30, 2028) Permanent Local Housing Allocation (PLHA) funding. The PLHA is a Senate Bill 2 (SB 2) funded program that provides an ongoing permanent source of funding through State Property Transfer Fees to increase affordable housing stock in California. Cities that are partners of the Los Angeles County Development Authority (LACDA) through the Urban County Cooperation Agreement will be able to access the allocations for the PLHA Program. PLHA funds may be used for a variety of activities for housing-related projects and programs that assist in addressing the unmet housing needs of the local communities in California. If approved by the San Fernando City Council, the City will submit the request to use the City-allocated PLHA funds to the Los Angeles County Development Authority (LACDA).

City of San Fernando

Fiscal Year 2027-2028 PLHA Annual Funding Allocation: \$79,615

Proposed Fiscal Year 2027-2028 PLHA Projects

Emergency Shelter

Street Outreach

Homeless Prevention and Rapid Rehousing for Families with Minor Children

• **EMERGENCY SHELTER**

To provide and use PLHA funds to continue the Emergency Shelter program for one (1) year. The Emergency Shelter program reserves one (1) bed per month at a partner shelter facility. This program is a resource for the street outreach team to utilize for unhoused individuals while they await interim shelter placement. The facility shall provide a designated bed, bedding, laundry service, showers, toilets, a sleeping area, changing areas, daily meal service, phone and Wi-Fi access, and spaces for recreation and socialization. PLHA funds will also support the administration of this program, including staff time required for coordination, case management, and related activities.

• **STREET OUTREACH**

To provide and use PLHA funds to continue the Street Outreach program by partnering with a local non-profit. The outreach team will consist of highly skilled and motivated staff familiar with the community. They will promptly respond to street-level encampments, engaging with the diverse population experiencing homelessness in the San Fernando community. The outreach team will collaborate closely with City staff, offering outreach and engagement to connect individuals to shelter sites as they open. Additionally, the team will proactively provide information and referrals



to programs supporting unhoused individuals, including emergency shelters, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. The outreach team will also connect participants to meals, clothing, and other services to address urgent needs. PLHA funds will also cover the administrative costs of this program, including staff time dedicated to coordination, outreach, and engagement activities.

• **HOMELESS PREVENTION AND RAPID REHOUSING FOR FAMILIES WITH MINOR CHILDREN**

To provide and use PLHA funds to continue the Homeless Prevention and Rapid Rehousing Program for families with minor children. These programs include providing motel vouchers for families, supporting rapid rehousing efforts through a security deposit program, and preventing homelessness through eviction prevention assistance. This includes helping families in rental arrears to avoid eviction and maintain housing stability. PLHA funds will also support the administration of this program, including staff time required for coordination, case management, and related activities.

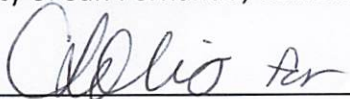
Anyone wishing to comment should submit written comments by Monday, May 3, 2024. In addition, all interested parties wishing to comment are invited to attend the Public Hearing. Public testimony regarding the proposed matter will be heard by the City Council on:

DATE AND TIME: Monday, March 3, 2025 6:00 P.M.
LOCATION: City Hall Council Chambers
117 Macneil Street, San Fernando, CA 91340-2993

If you wish to challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council, at or prior to, the Public Hearing.

Copies of the staff report will be available for public review after 12:00 noon on Friday, February 28, 2025 on the City's website at: www.sfcity.org and at the City Clerk's Office, 117 Macneil Street, San Fernando, CA 91340. Questions regarding this matter may be referred to Erika Ramirez, Director of Community Development at eramirez@sfcity.org or (818) 898-1217. For information on programs administered by Los Angeles County Development Authority, please visit www.lacda.org.

Dated this 29th day of January, 2025
City of San Fernando, California



Julia Fritz, City Clerk

AFFIDAVIT OF POSTING

I declare under penalty of perjury that I am employed by the City of San Fernando in the City Clerk Department and I posted this document at City Hall, 117 Macneil Street, San Fernando, Ca 91340

Dated: 1/29/2025 at: 10:00am

By: 

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 3, 2025

Subject: A Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1732 (Attachment "A") titled, "An Ordinance of the City Council of the City of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code.

BACKGROUND:

1. On September 30, 1985, the City Council adopted Ordinance No. 1249, a Comprehensive Zoning Ordinance repealing and replacing the San Fernando Zoning Code.
2. On June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies and Programs aimed at addressing the City's housing needs.
3. On February 20, 2024, the City Council adopted Urgency Ordinance No. U-1723 to establish regulations for establishments selling alcohol.
4. On March 18, 2024, the City Council adopted Urgency Ordinance No. U-1725 extending the temporary moratorium on the installation of artificial turf and synthetic grass.
5. On August 12, 2024 and September 9, 2024, the Planning and Preservation Commission considered and discussed proposed landscape standards.

A Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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6. On October 30, 2024, the website was updated to include draft zoning code changes pertaining to landscape standards and outdoor dining. A draft outdoor dining ordinance and PowerPoint were shared via email with the San Fernando Mall Association and the San Fernando Chamber of Commerce.
7. In December 2024, inserts were printed and mailed out with water bills to all residents notifying them of the zoning code updates underway and Department contact information.
8. On January 27, 2025, at a duly noticed public hearing, the Planning and Preservation Commission unanimously approved Resolution No. 2025-001, recommending the City Council adopt an Ordinance to repeal and replace the City of San Fernando's Zoning Code.

ANALYSIS:

A zoning code is a critical component of a city's legal framework for land use and development. It establishes detailed regulations that dictate how land can be used, what activities are permitted in specific areas, and the standards for building and infrastructure. As part of the municipal code, the zoning code serves as a tool to implement the broader goals outlined in the city's general plan, which is a long-term vision document that guides the community's growth, development, and sustainability efforts. While the general plan sets high-level policies and objectives, the zoning code translates those into actionable rules, ensuring that land use aligns with the community's vision for housing, transportation, environmental conservation, and economic development. Together, the general plan and zoning code work to create cohesive, functional, and sustainable communities.

A Housing Element is one of six¹ required elements of a City's General Plan. It serves as a comprehensive framework for addressing the housing needs of the community across all income levels, as set by the State of California. It outlines the City's policies, goals and programs to create, preserve, and improve housing opportunities and affordability. Among the programs and policies in the City's Housing Element is to amend the City's Zoning Code to comply with State Housing Laws and to organize the code in a user-friendly format.

The last comprehensive update to the City's Zoning Code was in 1985. Since then, the zoning code has been amended through targeted updates, as needed. After nearly 40 years, the opportunity has come for a comprehensive review to ensure the code remains clear, consistent, and well organized. A refresh will enhance its usability for residents, property owners, business owners, prospective applicants, and City staff, while aligning the code with state law, community needs, and City policies.

The project was initially included in the scope of work for funding under the Southern California Association of Governments' (SCAG) Regional Early Action Planning (REAP) Grants 2.0 of 2021, based on zoning code updates identified in the City's Housing Element Programs. However, due to delays in the release of REAP funding and concerns about maintaining code compliance, the

¹ The other required elements include: 1) Land Use 2) Circulation 3) Conservation 4) Open Space 5) Noise 6) Safety

A Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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City opted to move forward independently. Staff initiated a call for service from the City’s list of pre-approved on-call planning consultants to select a consultant for the zoning code update. Through this process, Precision Civil Engineering was selected and began work on the project in May 2025.

The zoning code update sets to accomplish four main goals and lay the framework for future updates. These goals are:

1. A reorganization and clean up for the purposes of creating a clear, consistent and well-organized document.
2. Implement Housing Element programs.
3. Codify City policies and procedures.
4. Incorporate development standards for specific land uses.

In addition to these goals, the newly organized zoning code is designed to establish a strong foundation for future updates, including those required as part of the SCAG REAP 2.0 Scope of Work, enabling the City to expedite necessary amendments within a compressed timeline. Furthermore, the reorganized code will support best practices by streamlining the process for scheduling annual cleanup amendments, ensuring the code remains clear, consistent, and well-maintained over time.

Reorganization.

The City’s Zoning Code, found in Chapter 106 of the Municipal Code, is structured into six (6) articles. Each article is further divided into divisions and subdivisions. This hierarchical structure has been preserved to ensure its consistency with the other chapters of the Municipal Code. Proposed changes include updating the titles of the articles and overall reorganization of the subsequent divisions and subdivisions. Additionally, information throughout the code has been consolidated into charts where applicable. This approach provides a far more efficient way of presenting information, eliminating the need to cross-reference multiple sections as in the previous code format.

The proposed revised table of contents is illustrated below:

<i>Original Table of Contents</i>	<i>Proposed Table of Contents</i>
Article I. - In General	Article I. – General Provisions
Article II. - Administration	Article II. – Base and Overlay Zones
Article III. - Zones	Article III. – General Regulations
Article IV. - Building Line Chart	Article IV. – Standards for Specific Land Uses and Activities
Article V. - General Development Standards	Article V. – Administration
Article VI. - General Regulations	Article VI. – Definitions

A Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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The sections that have been added are detailed in Attachment “B”. To ensure clarification, clarity and structure to the zoning code the following revisions are proposed:

- **Article I, Division 2. – Interpretation of Zoning Code Provisions.** This section provides rules for resolving questions about the meaning or applicability of any requirement of the zoning code. The rules provided in this section are intended to ensure consistent interpretation and application of the provisions of the zoning code.
- **Article II, Division 2. – Residential Zones (R).** This section is revised to organize data of all residential zones into tables. Residential accessory structures has been expanded to include the same setbacks for a two-story accessory structure than a single family home.
- **Article II, Division 3. – Commercial Zones (C).** This section is revised to organize data of all residential zones into tables.
- **Article II, Division 4. – Industrial Zones (M).** This section is revised to organize data of all residential zones into tables.
- **Article V, Division 6. – Site Plan Review.** This article has been revised to set clear thresholds for planning projects that require a site plan review. Also, the exceptions to site plan review are codified in this update as well as the application process.
- **Article V, Division 9. – Modifications.** This article was revised to reference allowed modifications that were identified in various sections of the previous code.
- **Article VI. – Definitions.** This article brings together all the definitions that were located in various sections throughout the zoning code chapter. It also includes definitions for uses that were missing or key terms.
- **Sec. 106-2. – Authority.** This section was revised to clarify authority.
- **Sec. 106-3. – Purpose.** This section was revised to clarify the relationship between General Plan and California Environmental Quality Act (CEQA).
- **Sec. 106-4. – Structure of Development Code.** This section provides the structure of the zoning code.
- **Sec. 106-6. – Applicability.** This section clarifies to what or whom the zoning code shall apply.
- **Sec. 106-11. – Rules of Interpretation.** This section explains terminology used and how to interpret the zoning code.
- **Sec. 106-16. – Procedural Requirements.** This section states that failure to follow the procedural requirements contained in this chapter shall not invalidate City actions taken in absence of a clear showing of intent.
- **Sec. 106-189. – Projections Into Required Setback Area.** This section provides a chart of building protections that are allowed to extend into the required setbacks and provides the amount of the allowed encroachment.
- **Sec. 106-190. – Access.** This section clarifies that access every structure shall have access to a public street.
- **Sec. 106-284. – Location of Parking.** This revision allows for non-residential uses to have shared parking within 500 feet through an approved shared parking agreement.
- **Sec. 106-324. – Driveway Access and Traffic Sight Clearance.** This revision compiles all driveway standards. It also provides standards for a circular driveway.

A Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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- **Sec. 106-374. – All Zones.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all properties.
- **Sec. 106-375. – Residential Zones.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all residential properties.
- **Sec. 106-376. – Commercial, Industrial, and Mixed-Use Zones/Properties.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all commercial/industrial and mixed use properties.
- **Sec. 106-377. – Construction Materials.** This is part of the wall and fences section that has been updated to list acceptable and prohibited materials.
- **Sec. 106-379. – Permits.** This is part of the wall and fences section that clarifies permits needed.
- **Sec. 106-380. – Inspection.** This is part of the wall and fences section that clarifies inspections needed.
- **Sec. 106-808. – Purpose.** This describes the purpose of Article V. - Administration.
- **Sec. 106-809. – Summary of Planning Permits and Actions.** This section adds a table that shows a brief summary of the permits and actions that are administered under the zoning code.
- **Sec. 106-810. – Application Process and Fees.** This section describes who may submit an application, what constitutes an application and what fees are to be paid at the time of application.
- **Sec. 106-811. – Application Review.** This section describes the application process.
- **Sec. 106-875. – Post-Approval Procedures.** This section states that a conditional use permit shall expire if the use is discontinued after one (1) year. It does allow for an extension of time of up to an additional year of time.
- **Sec. 106-1019. – Purpose.** This section states that City Council may amend the zoning code whenever required by public necessity, convenience and general welfare.

Housing Element Programs.

The City of San Fernando's certified and adopted 2021-2029 Housing Element identified a number of zoning code amendments to comply with state law as goals and policies of its housing plan. Specifically, Goal 5.0 of the City's Housing Element is aimed *to reduce and remove government barriers, where feasible and legally permissible, to reduce cost of housing production and facilitate both ownership and rental opportunities for all residents.* Policy 5.1 calls to amend the City's zoning code and specific plan to comply with recently adopted state regulations. The amendments to the code below are to comply with state law pertaining to Accessory Dwelling Units (ADUs), transitional and supportive housing, low barrier navigation centers, employee and farmer worker housing.

- **Article II, Division 2. – Residential Zones (R).** Added ADUs, employee housing, supportive and transitional housing as a permitted use in all residential zones and low barrier navigation centers as permitted in R2 and R3 zones.
- **Article II, Division 6. – Overlay Zones, Subdivision III. – MUO Mixed Use Overlay.** This was adopted by City Council on February 11, 2025.

A Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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- **Article IV, Division 1. – Accessory Dwelling Units.** This division has been updated to comply with state law, but also includes objective development standards.
- **Article V, Division 3. – Zone Clearance.** This division establishes a “streamlined development” process under the zone clearance for those projects in which the state requires a ministerial review and approval.
- **Article V, Division 6. – Site Plan Review.** This article is updated to include language pertaining to findings for approval of a housing development project as required by state law.
- **Sec. 106-278. – Parking Spaces Required.** This adds the citation that state law requires an exception to the required parking if a project is within one-half mile of public transit.

City Policies and Procedures.

The current zoning code contains broad thresholds for application review processes. Historically, these processes and thresholds were refined and clarified through internal policies rather than codified standards. This was intended to provide staff with maximum discretion in evaluating project applications.

As part of the proposed code update, staff has incorporated department policy-driven thresholds and processes directly into the zoning code. By formalizing these procedures, the updated code ensures that applicants and the public have clear and consistent information about review processes and decision-making criteria. This approach not only supports greater accountability but also streamlines project evaluation by aligning established practices with codified standards. Updates proposed for this purpose are below.

- **Article V, Division 4. – Administrative Planning Review.** This division codifies thresholds for level of review for planning applications that do not require full Site Plan Review or Conditional Use Permit review that had been previously set in department policy.
- **Article V, Division 5. – Temporary Use Permit and Special Event Permit.** This division codifies the Special Events Permit process that the City has had in process since 2017.
- **Article V, Division 3. – Zone Clearance.** This division codifies the practice of reviewing permitted land uses for compliance with various sections of the zoning code.

Development Standards for Specific Land Uses.

The current zoning code has minimal development standards for specific types of land uses. The following common land uses have been added as part of the proposed update to begin the regular practice of adding standards to ensure quality development in the City. The exceptions are Article III, Division 4.- Landscape Standards for Private Property; Article IV, Division 21.- Outdoor Dining, and Article IV, Division 22.- Establishments Selling Alcohol. These divisions were added because of efforts that begin separately but because of timing were incorporated into this larger update.

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- **Article III, Division 6. – Screening.** This section was added to address multi-story building abutting a residential property and also to ensure screening of mechanical equipment in developments.
- **Article III, Division 4. – Landscape Standards for Private Property.** This article has been added to establish city-wide landscape standards prior to the expiration of the moratorium on artificial turf.
- **Article IV, Division 15. – Animal Boarding, Pet Day Care, Veterinary Clinics and Animal Hospital.** This section was added to create standards.
- **Article IV, Division 16. – Automatic Teller Machines (ATMS).** This section was added to create standards.
- **Article IV, Division 17. – Drive-Through Establishments.** This section was added to create standards.
- **Article IV, Division 18. – Live/Work Development.** This section was added to create standards.
- **Article IV, Division 19. – Temporary Storage Containers.** This section was added to create standards.
- **Article IV, Division 20. – Vehicle Fueling and Electric Vehicle (EV) Charging.** This section was added to create standards.
- **Article IV, Division 21. – Outdoor Dining.** This article has been added to develop standards for outdoor dining on private property that will mirror the regulations that will be set forth for outdoor dining on the public right of way. This is a department work plan item approved by the City Council as part of the 2024-2025 Adopted Budget. The goal is to replace the outdoor dining permitted during COVID by setting standards in place for review.
- **Article IV, Division 22. – Establishments Selling Alcohol.** This division has been added to move these standards from Chapter 22- Business of the City of San Fernando Municipal Code.

This comprehensive update to the zoning code is a critical step toward ensuring the City’s growth is managed effectively and in alignment with state law, local policies, and community goals. By reorganizing the code for clarity and accessibility, implementing housing element programs, and codifying established policies and practices, the City will create a more equitable, sustainable, and predictable framework for development. This update not only enhances regulatory consistency but also supports economic development, public confidence, and the preservation of community character, positioning the City to better serve its residents and businesses for years to come.

Environmental Review.

Pursuant to Section 15061(b)(3) of the Guidelines for the Implementation of the California Environmental Quality Act (“CEQA”) of 1970, as amended, the lead agency has determined that the proposed activity is exempt from CEQA. The City as the lead agency has determined with certainty that the proposed activity will not have a significant effect on the environment as the proposed amendments are intended to reorganize the zoning code for better functionality, comply

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with applicable State provisions, and streamline implementation and administration of the zoning ordinance, correct inconsistencies and clarify ambiguities. In addition, under California Public Resources Code section 21080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of sections 66310 to 66342 of the Government Code, which is California's ADU law and which regulates JADUs, as defined by Sections 66333 to 66339. Therefore, the proposed ordinance is also categorically exempt from CEQA under the Class 3 exemption set forth in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts from CEQA, among other things, the construction and location of new, small structures and the conversion of existing small structures from one (1) use to another. Section 15303 specifically lists the construction of appurtenant accessory structures and garages as examples of activities that expressly falls within this exemption.

Planning and Preservation Commission Review.

The Planning and Preservation Commission ("Planning Commission") held a public hearing to consider the project at a special meeting on January 27, 2025. The Commission expressed support for the repeal and replacement of the City's zoning. The Planning Commission unanimously approved the adoption of Resolution No. 2025-001 recommending that the City Council repeal and replace Chapter 106 (Zoning) of the San Fernando Municipal Code (Attachment "C").

Public Hearing Notice.

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. The City also published notice of this public hearing at least 20 days before the meeting in accordance with San Fernando Municipal Code Section 106-72.

BUDGET IMPACT:

The preparation of these ordinances was an enhancement approved by the City Council as part of the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a public hearing; pending public testimony, consider approving introduction for first reading, in title only, and waive further reading of Ordinance No. 1732 (Attachment "A") titled, "An Ordinance of the City Council of the City Of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code".

ATTACHMENTS:

- A. Ordinance No. 1732, including:
Exhibit "A": Chapter 106 (Zoning) ([provided digitally through weblink](#))
- B. New Section to Chapter 106 (Zoning)
- C. Planning Commission Resolution

ORDINANCE NO. 1732

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, REPEALING AND REPLACING CHAPTER 106 (ZONING) OF
THE SAN FERNANDO MUNICIPAL CODE**

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

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

WHEREAS, the City has identified a need to reorganize and amend its zoning code to improve its usability, clarity, and consistency while ensuring compliance with new state laws and implementing policies and programs identified in the City's Housing Element; and

WHEREAS, the City has identified a need to codify policies and procedures to improve public access to said policies and procedures; and

WHEREAS, the City has identified a need to set certain development standards to facilitate application review and processing; and

WHEREAS, the Planning and Preservation Commission, as part of its special meeting of January 27, 2025, conducted a duly noticed public hearing on the proposed code reorganization and amendments, and all testimony was received and made part of the public record; and

WHEREAS, the City prepared a revised zoning code that includes new articles, divisions, and sections, as well as modifications to existing provisions to enhance the organization, functionality, and compliance of the zoning code as detailed in Exhibit "A" attached hereto.

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

SECTION 1. Recitals. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Environmental Findings. This project has been determined to be exempt from the requirements of the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment. The text amendments are administrative and regulatory in nature, focused on improving clarity, consistency, and compliance with existing State mandates and the 6th Cycle Housing Element, and do not involve any physical development or changes in land use. Therefore, there is no potential for the project to result in direct or indirect environmental impacts.

SECTION 3 Zoning Text Amendment Findings. Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

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

The proposed code reorganization aligns with and supports the San Fernando General Plan by ensuring clarity, accessibility, and consistency in the implementation of zoning regulations. Specifically:

- Consistency with Land Use Objectives: The reorganization provides clear guidance for implementing land use policies outlined in the General Plan, ensuring that zoning designations align with the intended character and uses of various districts within the city.
 - Policy Alignment: The amendment enhances the usability of the zoning code, making it easier for stakeholders, including residents, developers, and staff, to understand and comply with the city's development standards. This supports the General Plan's goals of promoting orderly growth, sustainable development, and efficient land use practices.
 - Program Implementation: By improving the structure and organization of the zoning code, the proposed amendment facilitates the effective execution of General Plan programs, such as fostering economic development, housing opportunities, and infrastructure improvements.
 - Enhanced Transparency: The amendment eliminates redundancies and clarifies ambiguities, fostering greater transparency and ensuring that the zoning code serves as a reliable tool for implementing the General Plan's vision and objectives.
- b. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The proposed code reorganization supports the public interest and enhances public welfare by improving the efficiency and effectiveness of zoning regulations as described below:

- Clarity and Accessibility: The reorganization simplifies the zoning code structure, making it easier for the public, property owners, and developers to understand and comply with city regulations, thus reducing potential disputes and enforcement challenges.
- Promoting Public Safety: By ensuring consistency and clarity in development standards, the amendment supports the city's ability to enforce regulations that protect public health and safety, such as those related to building codes, setbacks, and environmental safeguards.
- Streamlining Processes: The amendment enhances the convenience of navigating the zoning code, thereby streamlining the permitting process and reducing delays for property owners and developers, all while maintaining regulatory standards.
- Community Welfare: A well-organized zoning code promotes orderly development, enhances property values, and ensures land uses that are compatible with community needs and expectations, contributing positively to the overall quality of life in San Fernando.

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

SECTION 5. Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its Regular Meeting held this ____ day of _____ 2025.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1732 which was introduced on March 3, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the ____ day of _____, 2025 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Julia Fritz, City Clerk

NEW DIVISIONS AND SECTIONS TO CHAPTER 106 (ZONING)

NEW DIVISION LIST

ARTICLE 1. GENERAL PROVISIONS

DIVISION 2. - INTERPRETATION OF ZONING CODE PROVISIONS.

Sec. 106-9. - Purpose.

This section provides rules for resolving questions about the meaning or applicability of any requirement of this chapter. The rules provided in this section are intended to ensure consistent interpretation and application of the provisions of this chapter.

Sec. 106-10. – Authority.

The Director shall have the responsibility and authority to interpret the requirements of this chapter unless specified otherwise in this chapter.

Sec. 106-11. – Rules of interpretation.

- A. *Terminology.* When used in this chapter, the words "shall," "must," "will," "is to," and "are to" are always mandatory. "Should" is not mandatory but is strongly recommended; and "may" is permissive. The present tense includes the past and future tenses; and the future tense includes the present. The singular number includes the plural number, and the plural the singular, unless the natural construction of the word indicates otherwise. The words "includes" and "including" shall mean "including but not limited to" The words "buildings and structures" are referred to as "structures."
- B. *Common words use.* If not specifically defined herein, or the context otherwise requires, then words of common use shall be defined as found in standard dictionaries.
- C. *Number of days.* Whenever a number of days is specified in this chapter, or in any permit, condition of approval, or notice issued or given as provided in this chapter, the number of days shall be construed as calendar days, unless otherwise specified. Time limits will extend to the following working day where the last of the specified number of days falls on a weekend, a City-recognized holiday, or a day the City is not open for business.
- D. *Minimum requirements.* When any regulation of this chapter is being interpreted and applied, all provisions shall be considered to be minimum requirements, unless stated otherwise (such as height limits and site coverage requirements for structures, and the numbers and size of signs allowed are maximums, not minimums).
- E. *State law requirements.* Where this chapter references provisions of State law (e.g., The California Government Code, Subdivision Map Act, Public Resources Code, and the like), the reference shall be construed to be the current State law provisions, as they may be amended from time to time.
- F. *Residential zones.* Whenever this chapter refers to "residential zones," it shall mean properties in the R1, R2, R3, RPD overlay and residential zones with a PD overlay.
- G. *Calculations – rounding.* Wherever this chapter requires calculations to determine applicable requirements, any fractional result of the calculation shall be rounded to the next higher whole number when the fraction is 0.5 or greater, and to the next lowest whole number when the

fraction is less than 0.5. In the case of the number of dwelling units, numerical quantities that are a fraction of whole numbers shall be rounded to the next higher whole number.

- H. *Zoning map boundaries.* If there is uncertainty about the location of any zoning district boundary shown on the official Zoning Map, the following rules are to be used in resolving the uncertainty:
 - 1. Where district boundaries approximately follow lot, alley, or street lines, the lot lines and street and alley centerlines shall be construed as the district boundaries;
 - 2. If a district boundary divides a parcel, and the boundary line location is not specified by distances printed on the zoning map, the location of the boundary will be determined by the scale on the zoning map; and
 - 3. Where a public street or alley, railroad, or utility right-of-way is officially vacated or abandoned, the property that was formerly in the right-of-way will be included within the zoning district of the adjoining property on either side of the centerline of the vacated or abandoned right-of-way or easement.
- I. *Allowable uses of land.* If a proposed use of land is not specifically listed in Division 2 (Residential Zones), Division 3 (Commercial Zones), Division 4 (Industrial Zones), Division 5 (Specific Plan Zones) and Division 6 (Overlay Zones) of Article II, the use shall not be allowed, except as follows.
- J. *Applicable standards and permit requirements.* When the Commission determines that a proposed use not listed in Article II is equivalent to a listed use, the proposed use will be treated in the same manner as the listed use in determining where it is allowed, what permits are required, and what other standards and requirements of this chapter apply.
- K. *Procedure for Interpretations.* At the written request of any interested person, or at the Director’s discretion, the Director may determine the meaning or applicability of any requirement of this Title and may issue an official interpretation.
- L. *Request for interpretation.* A request shall be written that specifically states the provision(s) in question and provides any information to assist in the review.
- M. *Record of interpretations.* Official interpretations shall be:
 - 1. In writing, and shall quote the provisions of this Title being interpreted, and explain their meaning or applicability in the particular or general circumstances that caused the need for interpretation; and
 - 2. Distributed to the Council, Commission, City Attorney, City Clerk, and all pertinent staff.
- N. *Appeals and referral.* Any interpretation of this chapter by the Director may be appealed to the Commission as provided in Division 2 of Article V of the SFMC. The Director may also refer any interpretation to the Commission for a determination.
- O. *Amendments.* Any provision of this Chapter determined by the Director to need refinement or revision should be corrected by amending this chapter as soon as is practical. Until amendments can occur, the Director will maintain a complete record of all official interpretations, available for public review, and indexed by the number of the section being interpreted.
- P. *Procedure for unlisted uses.* Any use may be permitted which in the judgment of the commission, as evidenced by resolution in writing, are similar to and no more objectionable than any of those enumerated in the applicable zone district.

Subdivision III. – MUO Mixed Use Overlay

Sec. 106-171. – Intent and purpose.

The MUO mixed use overlay zone is established to provide development opportunities for integrated, complementary residential and commercial development on the same parcel or a contiguous group of parcels. The MUO zone may be applied as an additional zone classification to land zoned C-1 limited commercial zone or C-2 commercial zone.

Sec. 106-172. – Use regulations.

- A. Property may be developed solely for residential uses at a density range of 20-35 units per acre.
- B. Property may be developed solely for uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district.
- C. Uses mandated by state law to be permitted in mixed use zone districts are permitted in the Mixed Use Overlay (Transitional and Supportive Housing, Low Barrier Navigation Centers and Accessory Dwelling Units).
- D. If property is developed with a mix of residential and non-residential uses within the same project area, the following are required:
 1. For the commercial component, property may be developed with uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district, except for the specific limitation identified in section 106-72.
 2. Commercial uses are required on the ground floor adjacent to arterial streets and at all corners adjacent to arterial streets.
 3. On corner parcels, the non-residential use shall turn (wrap around) the corner for a distance of at least 30-feet, or at least 50% of the building façade, whichever is less. The termination of use shall occur at an architectural break in the building.
 4. For buildings located within 20 feet of a public street, the non-residential component of a mixed-use project shall contain at least 60% pedestrian-oriented commercial uses intended to increase pedestrian activity on the adjacent streets. Other non-residential uses may be substituted for commercial uses, if authorized by a resolution of the Planning and Preservation Commission, provided, it can be demonstrated that such non-residential use will increase pedestrian activity on the adjacent streets and is not a prohibited use listed below.
 5. All commercial tenant spaces on the ground floor shall have a minimum depth of 30 feet.
 6. Overall commercial floor area shall be a minimum of 25% of the project's total gross floor area.
 7. Residential uses shall occupy a minimum of 50% of the project's total gross floor area.
 8. The minimum residential density permitted is 20 units per acre.
 9. The permitted residential component of the mixed-use project includes:
 10. Multiple-family dwellings;
 11. A live-work unit, defined as a dwelling unit that combines residential and commercial or office space within the same space, shall be considered a residential unit or development in the Mixed Use Overlay. A live-work unit or development must comply

with all building code requirements which may require size, separation and use requirements and limitations.

12. The following uses and activities shall not be permitted within the Mixed Use Overlay zone when a mixed use project is proposed:
 - a. Vehicle maintenance or repair (e.g., body or mechanical work, including boats and recreational vehicles), vehicle detailing and painting, upholstery, or any similar use.
 - b. Storage of flammable liquids or hazardous materials beyond that normally associated with a residential use.
 - c. Manufacturing or industrial activities, including but not limited to welding, machining, or any open flame work.
 - d. Any activity or use, as determined by the responsible review authority to not be compatible with residential activities and/or to have the possibility of affecting the health or safety of live/work unit residents due to the potential for the use to create dust, glare, heat, noise, noxious gases, odor, smoke, traffic, vibration or other impacts, or would be hazardous because of materials, processes, products, or wastes.
1. After approval, a mixed-use building shall not be converted to entirely residential use.
2. A City-approved covenant shall be executed by the owner of each residential unit within a mixed use development for recording in the land records of Los Angeles County, and shall include statements that the occupant(s) understand(s) and accept(s) the person is living in a mixed use development, and that commercial activities are permitted pursuant to the regulations in the SFMC. If the project includes rental residential units, the project owner shall execute such covenant and a copy of the recorded covenant shall be provide to each new occupant of the rental units.

Sec. 106-173. – Density and massing development standards.

Any project developed pursuant to this division shall comply with the following, and any permit issued shall be subject to such provisions established as conditions of approval. Please note if residential uses are not proposed, only the Development Standards of the underlying zone district apply:

TABLE 106-186: DEVELOPMENT STANDARDS – MIXED-USE OVERLAY (MUO)				
District	MUO (100% Commercial)	MUO (100% Residential)	MUO Mixed-Use	Additional Regulations
Density (du/acre)	N/A	20-35	20-35	
Yards/ setbacks (ft.)				See sections 106-188 and 106-189 for additional requirements on setbacks.
Front (min./max.)	(1)	5/10 (3)(4)	0/15 (2)(4)	Reference to living wall requirements
Street side (min./max.)	(1)	5/10 (3)(4)	0/0 (2)(4)	

Interior Side (min.)	(1)	5 [5]	0 (5)	
Rear	(1)	5 [5]	0 (5)	
Maximum height (ft.)	(1)	45 (7)	45 (7)	
Building site coverage (max. %)	(1)	80	80	
Open space standards (sq ft.)				See section 106-173 C.
Private (min.)	-	80	60	
Common (min.)	-	100	100	

Specific Limitations:

- (1) Follow the base zone district (Section C-1 & C-2) development standards.
- (2) A 0-15-foot setback is allowed to accommodate pedestrian-oriented outdoor uses and amenities which the Director of Community Development determines are appropriate to an urban setting, such as outdoor patio dining areas, plazas and courtyards, fountains, public art, entry forecourts, and landscaping.
- (3) A reduced setback may be permitted if the ground floor is used for non-living areas such as manager’s office, gym, etc.
- (4) A 15-foot setback is required when abutting single family residential uses to match front yard setback.
- (5) A 10-foot setback is required if proposed or existing uses will abut existing or proposed non-residential uses.
- (6) Applies to the non-residential components of the project only
- (7) Certain Roof mounted structures may exceed height. See Division 6 of Article III.

A. General Standards

1. Screening. When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
 - a. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
 - b. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
2. Security Barriers.
 - a. Any security barriers installed on the windows or the doors of the premises shall be installed only on the interior of the building and in compliance with all City Building, Zoning, and Fire Codes.
 - b. Security barriers shall meet the following criteria:
 - i. Only open grill design security systems located on the inside of the building shall be permitted on elevations visible from the street.
 - ii. Open grill design security systems shall be primarily transparent with not less than seventy-five percent (75%) visibility from the street.

- iii. Solid roll-down security doors are prohibited unless part of a vehicle loading bay.
- iv. Interior security gates shall be opened and fully retracted during the hours of operation.

B. Building Standards

1. Façade modulation and articulation.

- a. Building Length Articulation. At least one projection or recess shall be provided for every 50 horizontal feet of wall in one of the following manners:
 - i. Projections or recesses for buildings 50 feet wide or less shall be exempted from the building length articulation requirement; projections or recesses for buildings greater than 50 feet in width but less than 100 feet in width shall be no less than 12 inches in depth; or projections or recesses for buildings 100 feet wide or wider shall be no less than 24 inches in depth.
 - ii. The depth and width of the projection or recess shall be proportionate to the overall mass of the building.
- b. Building Height Articulation. In order to maintain a human scale for multi-story buildings, the height of façades shall be broken into smaller increments as follows:
 - i. Ground Floor. A substantial horizontal articulation of the façade shall be applied at the top of the first story. This element shall be no less than 18 inches tall, and should project from the adjacent wall plane. It shall be designed as a cornice, belt course, or a similar architectural element which is appropriate to the style of the building.
 - ii. Top Floor. Buildings or portions of buildings which are three stories in height or taller shall also provide articulation for the top story of the building. This may be accomplished by a color change, material change, a cornice/belt course at the bottom of the uppermost story, by stepping the uppermost story back, or similar measures.

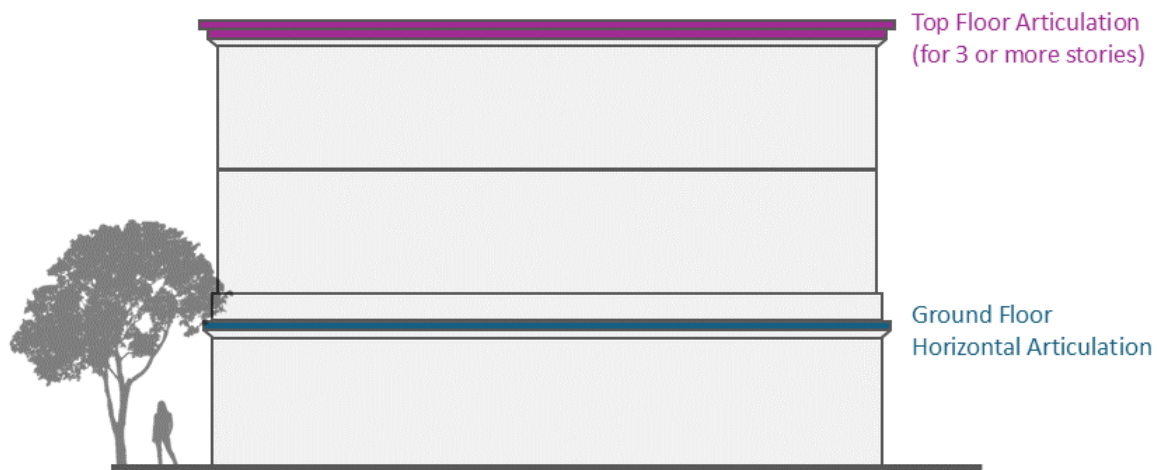


Figure 106-173.1. Building Height Articulation

- c. Blank building facades shall be prohibited. Building facades without the use of windows or doors shall not span a continuous horizontal length greater than 20 feet across any story.



Figure 106-173.2. Blank Façade

- d. Façade design.
 - i. The street-facing façade shall use of at least two different façade materials or colors, each covering a minimum of 20 percent of the street-facing façade.
 - ii. All façade materials and colors, such as siding, window types, and architectural details, used on the street-facing façade shall be used on all other building façades.
- 2. Transparency. Placement and orientation of doorways, windows, and landscape elements shall create strong, direct relationships with the street. Street-facing façades of all buildings shall incorporate windows and openings providing light to adjacent spaces, rooms, and uses.
 - a. Commercial ground-floor uses. Windows and openings facing streets shall constitute a minimum of 50% of street-facing building faces. Windows shall provide a clear and transparent view into ground floor-uses or shall display merchandise to reinforce a pedestrian scale. Film may be provided to protect from the sun or as required to satisfy State or local energy efficiency requirements as long as some level of transparency is maintained.
 - b. Commercial upper-floor uses. Windows and openings facing streets shall constitute a minimum of 40% of street-facing building faces.
 - c. Residential ground-floor uses. Windows and openings facing streets shall constitute a minimum of 30% of street-facing building faces.
 - d. Residential upper-floor uses. Windows and openings facing streets shall constitute a minimum of 20% of street-facing building faces.

- C. Open Space Standards. Maintaining open space areas provides recreational opportunities, allows sunlight to enter into living spaces and provides a spacious and inviting feel. Open space requirements are as follows:
1. Private open space(s) attached to residential units shall be designed to avoid direct visibility into the interiors of adjacent units.
 2. Any common open space shall measure at least 15 feet in length in any direction. A minimum of 25 percent of the total area of the common open space shall be landscaped.
 3. The following regulations apply to required residential open space areas within all mixed-use zoned lots.
 - a. More than one open space area may be provided on a lot. The sum of square footages for all eligible open space areas on a lot shall comprise the total open space area for that lot.
 - b. Required side or rear yard areas may be included in the calculated open space area but a required front yard area may not.
 - c. All required open space shall be usable. Usable open space shall be improved to support residents’ passive or active use. Such open space shall be located on the same parcel as the dwelling units for which it is required. The computation of such open space shall include no obstructions other than devices and structures designed to enhance its usability, such as swimming pools, changing facilities, fountains, planters, benches, and landscaping.
 - d. Open space areas shall have no parking, driveway or right-of-way encroachments.
 - e. Usable open space does not need to be located on the ground. Rooftop gardens and rooftop landscaping, including rooftops above parking structures, may be used to satisfy the open space requirement. Rooftop open space features and vertical projections such as sunshade and windscreen devices, open trellises, and landscaping shall not exceed 16-feet in height beyond the maximum permitted height.
 4. Landscaping. A landscaping plan for all common open areas shall be submitted with the other plans. Approval of the landscape element shall include approval of an acceptable watering system, and assurance of continued maintenance.
 - a. New development shall plant new trees and bushes along the main street frontage to the full extent.
 5. Fences, walls, and hedges.
 - a. Whenever a mixed-use zoned lot shares a side or rear property line with a residentially zoned lot, and non-residential uses are located within 15 feet of that side or rear property line, a six-foot tall solid masonry wall shall be provided, along or adjacent to all such side and rear lot lines. The wall shall conform to the height regulations applicable to front yard areas of the residentially zoned lot having the common lot line. A landscape buffer shall also be provided along the shared lot lines.
 - b. Roll down security gates or fencing may not be on the exterior of buildings.

D. Parking Standards

1. **Applicable Standards.** The applicable standards and requirements, including number of minimum parking stalls, required in Division 3 of Article V of this chapter shall apply, with the following additional standards in this subsection.
2. **Parking reduction in proximity to transit.** Pursuant to Government Code § 65863.2, the required off-street vehicular parking may be waived for certain projects within one-half mile distance of public transit, as applicable.
3. **Parking reduction for mixed-use and residential projects.** A reduction in off-street parking requirements may be granted pursuant to Division 3 of Article V.
4. **Screening.**
 - a. **Screening.** Any parking structure with at least one floor of parking at grade or above, and which contains primary property frontage along a primary street, shall incorporate wrapped residential uses or retail businesses with shopping windows viewable from the sidewalk along the ground floor, or two or more of the following features:
 - i. Display or shopping windows;
 - ii. Landscape material (e.g., foundation plantings, vertical trellis with vines, planter boxes with cascading landscape material) that results in the parking structure being adequately screened from adjoining parcels;
 - iii. Architectural detailing and articulation that provides texture on the façade or structure openings and effectively integrates the parking structure into the basic building design.
 - b. **Surface parking.** Surface parking shall be located on the interior side or rear of the site to the greatest extent practicable. Surface parking between the sidewalk and buildings shall be prohibited unless no alternatives are feasible.

E. Site Standards

1. **Access and circulation.**
 - a. **Building entrances.**
 - i. Street-facing primary entrances for non-residential uses shall be accessible to the public during business hours. Residential and non-residential entries shall be clearly defined features of front façades, and of a scale that is in proportion to the size of the building and number of units being accessed. Larger buildings shall have a more prominent building entrance, while maintaining a pedestrian scale.
 - ii. When non-residential and residential uses are located in the same building, separate exterior pedestrian entrances, elevators and lobbies shall be provided for each use. The entrances for non-residential uses shall be designed to be visually distinct from the entrances for residential uses.

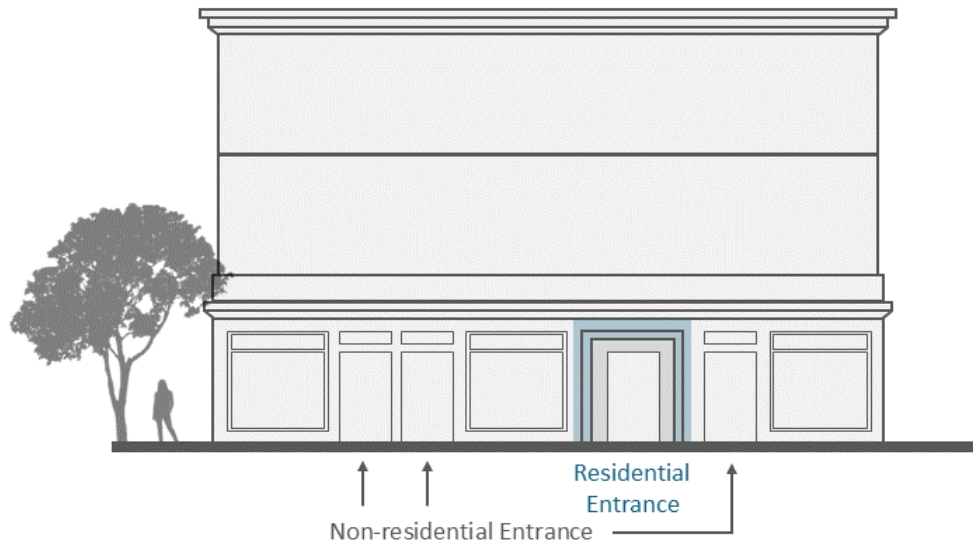


Figure 106-173.3. Building Entrances

- b. Pedestrian access. Pedestrian access from the adjacent street public right-of-way shall be incorporated into all ground floor uses within the MUO zone.
- c. Development projects shall promote walkability and connectivity to include design and orientation standards including:
 - i. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas and pedestrian amenities.
 - ii. Lighting shall be incorporated along sidewalks or other pedestrian walkways to enhance the pedestrian environment and provide for public safety. Lighting shall be low mounted and downward casting in a manner that reduces light trespass onto adjacent properties.
 - iii. Connections between on-site walkways and the public sidewalk shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage. Such walkway shall be the shortest practical distance between the primary entry and sidewalk, generally no more than 125% of the straight-line distance.
- 2. Exterior lighting. Lighting for non-residential uses shall be appropriately designed, located, and shielded to ensure that they do not negatively impact the residential uses in the development nor any adjacent residential uses. All exterior lighting shall be 90 degrees cutoff downlight. The rays of any such lighting shall be confined to the property. No spillover shall be permitted.
- 3. Trash and Recycling. Recycling and refuse storage facilities for non-residential uses shall be separate from residential uses, clearly marked, located as far as possible from residential units and shall be completely screened from view from the residential portion of the development. Recycling and refuse storage facilities for non-residential uses shall be compatible in architectural design and details with the overall project. The location and design of trash enclosures shall mitigate nuisances from odors when residential uses might be impacted. Trash areas for food service and sales uses, when occupying the same building as residential uses, shall be refrigerated to control odor.

4. Signs. The applicable provisions for signs in Division 9 of Article III shall apply.
5. Loading and unloading. Where applicable, the covenants, conditions, and restrictions of a mixed-use development shall indicate the times when the loading and unloading of goods may occur on the street, provided that, in no event, shall loading or unloading take place after 10:00 p.m. or before 7:00 a.m. on any day of the week.
6. Uses restricted to indoor. All non-residential uses must be conducted wholly within an enclosed building. The following uses or businesses are exceptions to this rule:
7. Outdoor dining and food service in conjunction with a cafeteria, café, restaurant or similar establishment;
 - a. Other sales and display areas as approved through a conditional use permit or similar discretionary permit; and
 - b. Other uses as approved by the Planning and Preservation Commission through a Conditional Use Permit process.
8. Outdoor sale and display location. No outdoor sale or display area shall occupy any required parking spaces or required yard areas.

Sec. 106-174. – Procedure.

- A. Development of land in a MUO mixed use overlay zone for mixed use development shall be approved with a site plan review procedure, unless proposed non-residential uses require a conditional use permit. In that case, a conditional use permit is required. Housing development projects with 20% affordable units shall be processed ministerially under the Zone Clearance, Streamlined Development process.
- B. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a sewer and water capacity analysis prepared by a licensed engineer that shows that existing or proposed sewer and water infrastructure is adequate to support operations of the mixed use development.
- C. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a fiscal analysis that provides a detailed evaluation of the potential financial impacts on municipal services, including any projected increase in costs of providing municipal services like police, fire, and code enforcement services.

DIVISION 4. – LANDSCAPE STANDARDS FOR PRIVATE PROPERTY

Sec. 106-342. – Purpose.

This division establishes requirements for landscaping on private property to improve the livability and attractiveness of the city, enhance the appearance of development, provide shade, reduce heat and glare, control soil erosion, conserve water, screen and buffer incompatible land uses, reduce paving, increase permeable surfaces, enhance the quality of neighborhoods, and improve air quality.

Sec. 106-343. – Applicability.

The provisions of this section shall apply to all development and land uses as follows:

- A. Development Projects. All projects that require an administrative or discretionary permit, including conditional use permits, site plan review for major remodels as described in subsections (C) and (D) below, and subdivisions shall provide landscaping in compliance with this section.

- B. Model Water Efficient Landscape Ordinance (MWELO). All projects that require landscape and irrigation plans compliant with MWELO shall provide landscaping in compliance with this section.
- C. Existing Development. Any application for the expansion of an existing multifamily residential, commercial, or industrial development that results in a 20 percent or more of the existing square footage or 500 square feet, whichever is less.
- D. Single Family Dwellings. Projects involving the new construction of one or more single-family dwellings, or an addition of 500 square feet or more to an existing single-family dwelling, shall be required to submit landscape and irrigation plans.
- E. Parking Lots. Redesigned or resurfaced multi-family, commercial, or industrial parking lots when the work is in association with a development project, or if grading is required.

Sec. 106-344. – Landscape design and irrigation plans.

The project applicant shall submit a landscape design plan and irrigation plan that meets the criteria set forth in this section for all projects that meet the applicability standards above. All landscape design and irrigation plans shall be prepared by a California licensed landscape architect or other qualified professional and shall include the following:

- A. Plans showing landscape areas, hardscape areas, and allowable impervious surfaces.
- B. The project applicant shall ensure that the defensible space required by the city code is maintained and shall avoid fire-prone plant materials and mulches.
- C. A description of the type and size of all proposed plant materials.
- D. Any proposed stormwater facilities.
- E. A description of all hardscape materials and features.
- F. Irrigation plans shall accompany the landscape design plan and incorporate low water use systems as required by the California Model Water Efficient Landscape Ordinance.

Sec. 106-345. – Landscaping standards.

- A. *Tree Requirement.* All new development projects require a minimum one 15-gallon, native canopy tree within a street facing setback.
- B. *Residential zones.* The following landscaping standards shall apply to all residential properties within the R-1, R-2, R-3, RPD zones:
 - 1. A minimum of 20 percent of the lot area not comprised of buildings or required vehicular access and parking areas shall be comprised of pervious surfaces such as landscaping, gravel, rocks, or other similar pervious materials.
 - 2. A minimum of 50 percent of all street-facing yard areas between the principal dwelling unit and the public or private street curb, shall be maintained as a landscaped area. Hardscape areas containing impervious surfaces shall only be used for the purpose of pedestrian and vehicular access, and paved patios and decks.
 - 3. No more than 50 percent of the required landscaped areas may consist of decorative features such as boulders, river and lava rock, fountains, ponds, rock riverbeds, pedestrian bridges, arbors and pergolas with a maximum height of 9 feet.
 - 4. Mulch may be used as an integral part of required landscaped areas.
 - 5. The following standards shall apply to multi-family residential properties with surface parking lots:

- a. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent automatic irrigation system.
 - b. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
6. No vehicle shall be parked in a required landscape area.

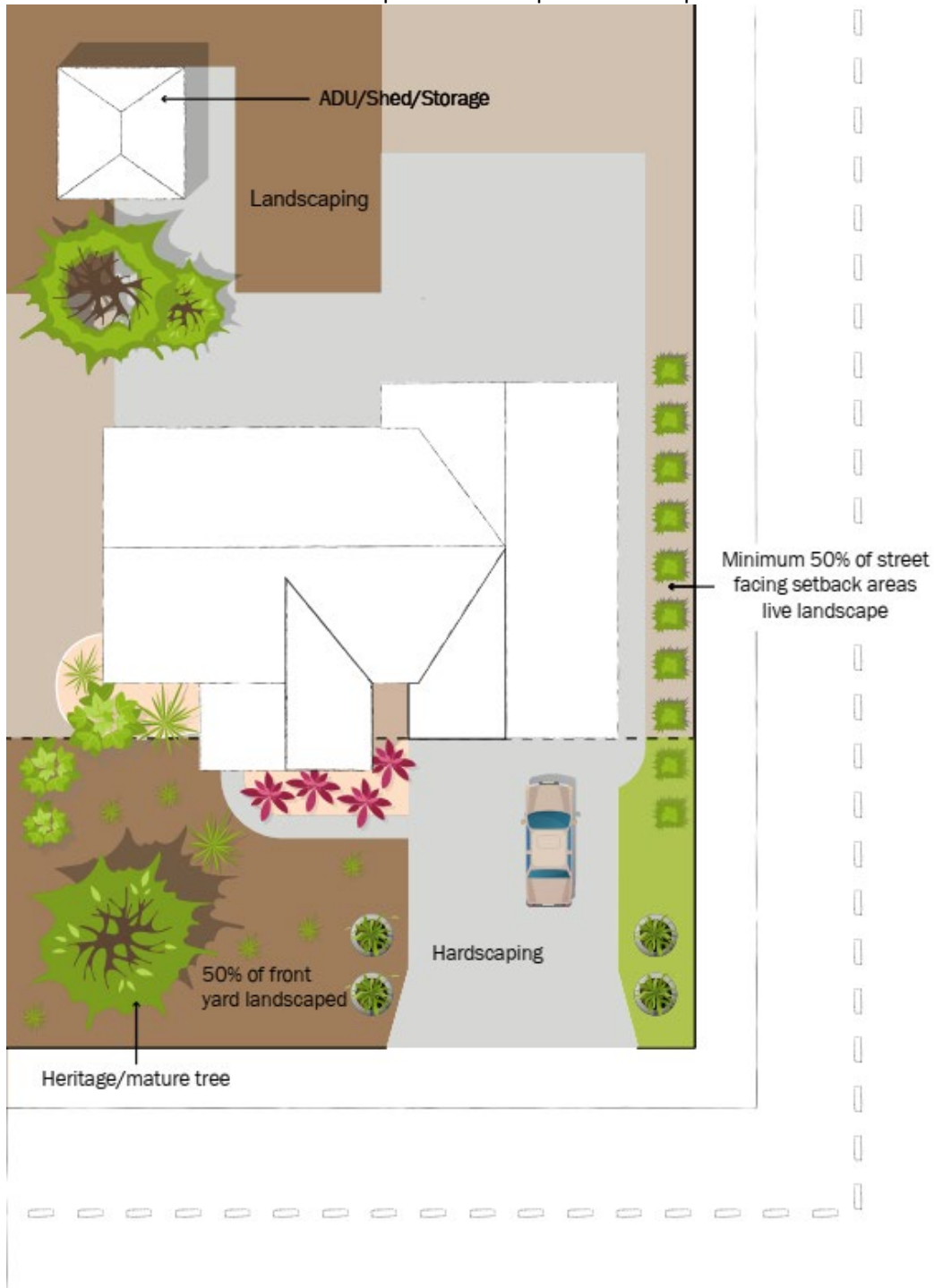


Figure 106-345-1. Residential Landscaping Diagram

C. *Commercial zones.* The following landscaping standards shall apply to all commercial properties within the C-1 and C-2 zones:

1. A minimum 50 percent of all street facing setback areas shall be maintained as a landscaped area except for driveways, pedestrian walkways, or parking aisles.
2. For commercial buildings where no setback is provided on a street facing part of the building, a minimum 25 percent of the wall area shall area shall be planted with a living wall or minimum 2-foot wide planter boxes or planting beds.
3. The following standards shall apply to commercial properties with surface parking lots:
 - a. A minimum of 2 percent of parking lot area shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
 - b. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way.
 - c. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
 - d. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
 - e. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development Director that landscaping is not necessary to fulfill the purpose of this section.

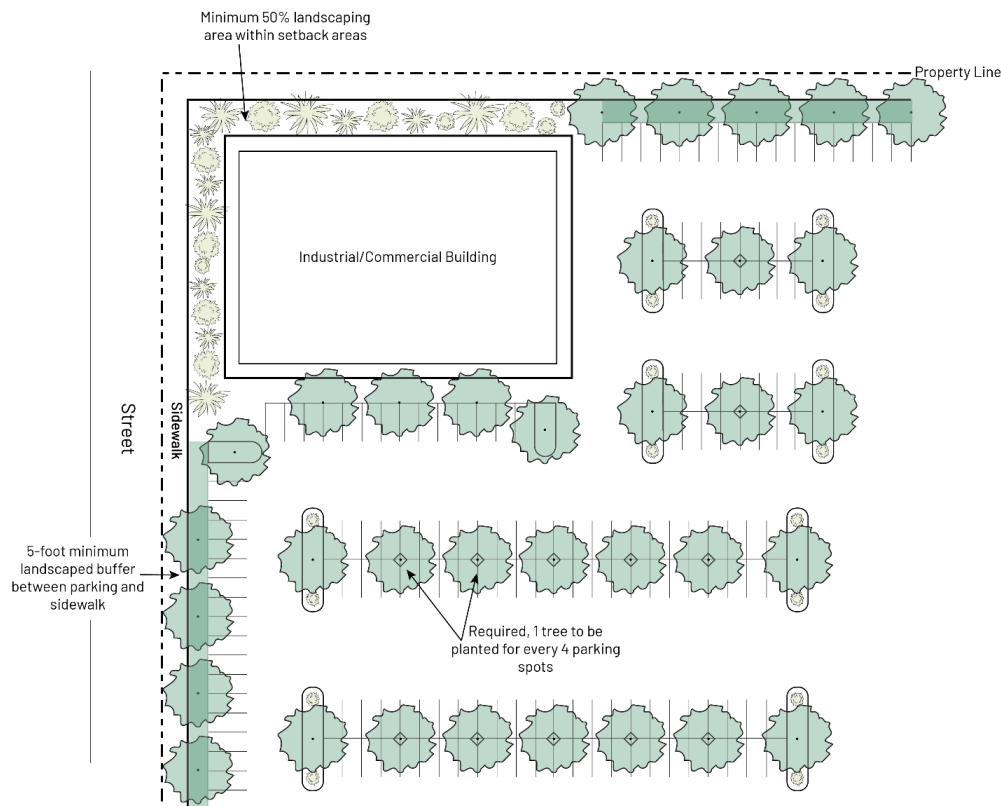


Figure 106-345-2. Commercial Parking Lot Landscaping Diagram

- D. *Industrial zones.* The following landscaping standards shall apply to all industrial properties within the M-1 and M-2 zones:
1. A minimum 50 percent of all street facing setback areas shall be maintained as a landscaped area except for driveways, pedestrian walkways, or parking aisles.
 2. For industrial properties with parking lots the following standards shall apply:
 - a. A minimum of 2 percent of parking lot areas shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
 - b. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent automatic irrigation system.
 - c. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
 - d. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
 - e. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development Director that landscaping is not necessary to fulfill the purpose of this section.

Sec. 106-346. – Modification to landscape standards.

The community development Director may modify the landscape requirement by a maximum 1 percent in the required setback areas, open space areas, and areas not devoted to lot coverage and paving. The modification may only be approved if the Director finds that the project provides: a higher overall quality of landscape design than would normally be expected for a similar development project; a superior landscape maintenance plan; and for outdoor dining activities, special paving or other examples of exceptional architectural quality in the project’s design.

Sec. 106-347. – Plant materials and planting standards.

Plant materials shall be of a type and placement compatible with the project site and surrounding land uses as follows:

- A. Artificial turf is prohibited.
- B. Invasive plant species are prohibited.
- C. Landscape planting shall emphasize drought-tolerant and native species and be suitable for the soil and climatic conditions of the site.
- D. Native plant material or compatible, nonnative plant material shall be selected.
- E. Plant materials shall be provided in the following sizes and shown on the landscape plan:
 1. The minimum acceptable size for trees shall be a 15-gallon.
 2. Newly planted trees shall be supported with stakes or guy wires.
 3. Shrubs shall be a minimum size of five gallons. When planted to serve as a hedge or screen, shrubs shall be planted with two or four feet of spacing, depending on the plant species.
 4. Shrubs and hedges shall not exceed three feet in height within the front and street side setback areas.
 5. Ground cover shall be generally spaced at a maximum of six to eight inches on center. When used as ground cover, minimum one-gallon sized shrubs may be planted 10 to 24 inches on center.

- F. Trees planted within ten feet of a street, sidewalk, paved trail or walkway shall be a deep-rooted species or shall be separated from paved surfaces by a root barrier to prevent physical damage to public improvements
- G. A minimum distance of 15 feet is required between the center of trees to street light standards, water meters, back-flow prevention systems, sewer cleanouts and fire hydrants.
- H. New and replacement tree species shall be in conformance with the City of San Fernando Urban Forest Management Plan or as approved by the community development Director.

Sec. 106-348. – Landscape maintenance standards.

The following landscape maintenance standards are required for all landscaped areas in the City:

- A. All landscaping shall be permanently maintained in a healthy and thriving condition at all times, in compliance with the approved landscape design plan.
- B. Lawn and ground cover shall be trimmed or mowed regularly. All planting areas shall be kept free of weeds and debris.
- C. All plantings shall be kept in a healthy and growing condition. Fertilization, cultivation, and tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.
- D. Irrigation systems shall be kept in working condition. Adjustments, replacements, repairs and cleaning shall be a part of regular maintenance.
- E. Stakes and ties on trees shall be checked regularly for correct functions. Ties shall be adjusted to avoid creating abrasions or girdling on trunks or branches.

Sec. 106-349. – Enforcement.

Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating any provisions of these landscape standards or failing to comply with any order or regulation made hereunder, shall be subject to the penalties set forth in Chapter 1 Article III of the San Fernando Municipal Code.

Sec. 106-350. – Tree preservation and protection on private property.

The following regulations apply to the protection, preservation, maintenance, removal, and replacement of any heritage tree, protected tree, or native tree on private property:

- A. A heritage or protected tree that is a threat to the public welfare as determined by the Los Angeles Fire Department, San Fernando Police Department, or San Fernando Public Works Director or removal as directed by a county, state, or federal agency, or an insurance provider shall be exempt from obtaining a zoning clearance, administrative permit, or discretionary permit approval for its removal.
- B. The planning and preservation commission upon a recommendation from the Director is authorized to approve the removal of a heritage tree, native tree, or protected tree based on the findings of a report prepared an International Society of Arboriculture (ISA) certified arborist confirming one or more of the following factors:
 - 1. The tree is dead.
 - 2. The tree has reached an over-protected condition for its pre-existing location and will result in the deterioration of surrounding hardscaped areas potentially resulting in a health and safety hazard.

ATTACHMENT "B"

3. The tree which is infected with a disease which cannot be treated successfully, or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity.
 4. The tree has a severe void of heartwood due to wood consuming organisms which could potentially cause catastrophic failure (i.e., collapse).
 5. A tree has been determined to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk.
 6. The tree requires extensive root pruning because of excessive hardscape damage resulting in the severe reduction of its capacity to support itself thereby creating a potential safety hazard.
 7. A healthy living tree that has caused damage to any underground utility as a result of root blockage.
 8. A tree that is causing an immediate threat to the health and safety or general welfare of the property owner or the public.
 9. The removal is necessary to prevent a substantial inconvenience or financial hardship to the property owner as determined by the community development Director.
- C. Where it has been determined that preservation of a heritage tree, native tree, or protected tree is infeasible, replacement tree(s) shall be provided at a 1:2 ratio as follows:
1. Replacement trees shall be planted on the site where the tree has been removed, except in instances where on-site planting and future tree survival is shown to be infeasible in which case the community development Director shall authorize other off-site locations where maintenance will be guaranteed.
 2. If the relocation or replacement tree is to be planted on private property, the owner of the proposed suitable relocation site consents in writing to the placement of a relocated or replacement tree.
 3. Replacement trees shall be canopy trees as defined in this section.
 4. The property owner shall sign a covenant to maintain the tree and replace it in 3 years if it dies. Follow up with survival of required trees after 3 years. Trees that have not survived establishment must be replaced.
- D. Tree protection before construction. Construction projects that will impact more than 1,200 sq ft of land must submit a Tree Protection Plan as a part of building plan check outlining what measures will be taken to protect existing trees during construction including:
1. The location, species, DBH, and condition of trees
 2. The Tree Protection Zone for all trees to be preserved
 3. Tree fencing (to be installed under dripline)
 4. Erosion control
 5. Tree pruning
 6. Soil compaction mitigation
 7. Irrigation
 8. Tree maintenance schedule
 9. A Tree Root Plan will be required in the case of grading or excavation. Tree plans should be approved and overseen by a certified arborist.

- E. Tree protection during construction. Care shall be exercised by all individuals, developers and contractors working near heritage trees or protected trees so that no damage occurs to such trees. During construction, these trees shall be protected in the following manner:
 - 1. All trees to be saved shall be enclosed/delineated by an appropriate temporary construction barrier, such as fencing or other mechanism, prior to commencement of work. Barriers are to remain in place during all phases of construction and may not be removed without the written consent of the community development Director.
 - 2. Such barrier(s) must be located a distance from the trunk base of two times the trunk diameter, up to a maximum of 15 feet, unless otherwise approved in writing by the community development Director.
 - 3. No fill material shall be placed within three feet from the outer trunk circumference of any tree.
 - 4. No fill materials shall be placed within the drip line of any tree in excess of 18 inches in depth. This guideline is subject to modification to meet the needs of an individual tree species, as determined by a certified arborist or licensed landscape architect.
 - 5. No substantial compaction of the soil within the drip line of any tree shall be undertaken.
 - 6. No construction, including structures and walls, that disrupts the root system shall be permitted. As a guideline, no cutting of roots should occur within a distance equal to 3½ times the trunk diameter, as measured at ground level. Actual setback may vary to meet the needs of individual tree species as determined by a certified arborist or licensed landscape architect. When some root removal is necessary, the tree crown may require thinning to prevent wind damage.
 - 7. Any tree that dies as a result of construction must be replaced with two 15 gallon size trees with a mature tree canopy of at least 20 ft and low water requirement.
- F. The community development director, through city police officers, building inspectors, community preservation officers and members of the community development department, in the course of their duties, when monitoring construction activities, shall check for compliance with the provisions of this article. Any irregularities or suspected violations of this article shall be reported immediately to the community development Director.
- G. Immature trees may be relocated or removed without a permit.

Sec. 106-351. – Model Water Efficient Landscape Ordinance (MWELo) requirements.

Landscape design plans are required to comply with California MWELo standards as follows:

- A. Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the city, who are constructing a new (single-family, multi-family, public, institutional, commercial, or industrial) project with a landscape area greater than 2,500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo, including sections related to use of compost and mulch as delineated in this section. Other requirements of the MWELo are in effect and can be found in 23 CCR, Division 2, Chapter 2.7.
- B. Property owners or their building or landscape designers that meet the threshold for MWELo compliance above shall:

1. Comply with Sections 492.6 (a)(3)(B)(C),(D) and (G) of the MWELo, which requires the submittal of a landscape design plan with a soil preparation, mulch, and amendments section to include the following:
 - a. For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than six percent organic matter in the top six inches of soil are exempt from adding compost and tilling.
 - b. For landscape installations, a minimum three-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife up to five percent of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - c. Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel modification plan guidelines or other applicable local ordinances.
 2. The irrigation plan shall include sustainable landscaping principles and must prevent irrigation runoff, low head drainage and overspray.
 3. The installation of synthetic grass or artificial turf in landscaping plans for private development is prohibited.
 4. The MWELo compliance items listed in this section are not an inclusive list of MWELo requirements; therefore, property owners or their building or landscape designers that meet the threshold for MWELo compliance outlined in [section 70-147\(a\)](#) shall consult the full MWELo for all requirements.
 5. Comply with LID stormwater management standards by encouraging the construction of roofs on new private development that directly runoff into vegetated areas onsite, or include a rain gutter that is directed toward vegetated areas.
- C. If, after the adoption of this article, the California Department of Water Resources, or its successor agency, amends 23 CCR, Division 2, Chapter 2.7, Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo September 15, 2015 requirements in a manner that requires city to incorporate the requirements of an updated MWELo in a local ordinance, and the amended requirements include provisions more stringent than those required in this section, the revised requirements of 23 CCR, Division 2, Chapter 2.7 shall be enforced.

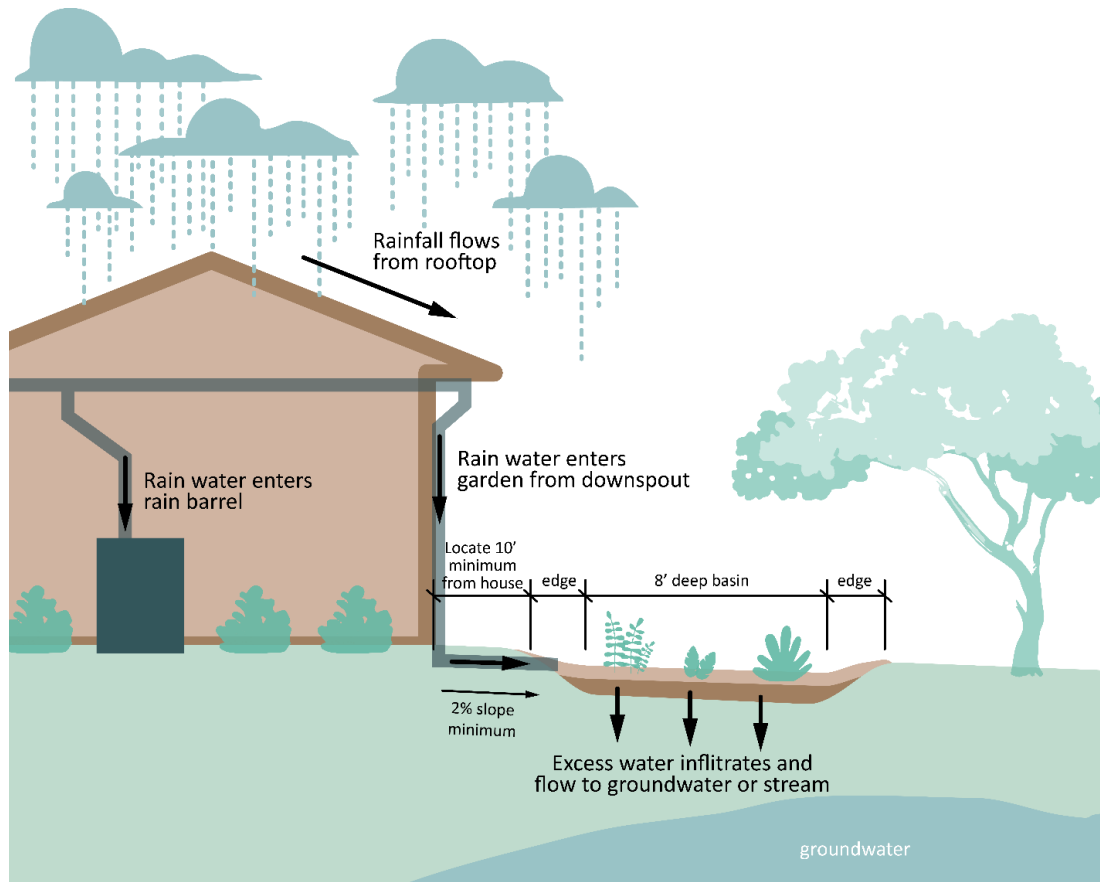


Figure 106-351. Example of MWELo Compliance

Sec. 106-352. - Reserved.

DIVISION 5. – LIGHTING

Sec. 106-353. – Outdoor lighting.

General Standards for Outdoor Lighting. Exterior lighting shall comply with the following requirements:

- A. All lighting shall be energy-efficient (e.g., LED, or other lighting technology) with a rated average bulb life of not less than 10,000 hours.
- B. All lighting shall be shielded and/or recessed so that direct glare and reflections are confined to the maximum extent feasible within the boundaries of the site, and shall be directed downward and away from adjoining properties and public rights-of-way.
- C. Permanently installed lighting shall not blink, flash, or be of unusually high intensity or brightness.
- D. All outdoor lighting for non-residential uses shall be on a time clock or photo-sensor system and turned off during daylight hours and during hours when the building(s) is not in use and the lighting is not required for security.
- E. All lighting fixtures on the site should be uniform or compatible with respect to base support, finish material texture, color, and/or style of poles and luminaires. Landscaping and pedestrian walkway lights shall be less than four feet in height.

- F. Maximum Height. Freestanding light poles and luminaires shall not exceed the following maximum heights:
- G. 15 feet for residential and mixed-use projects.
- H. 18 feet for non-residential projects, or a lesser height determined by the Director, to mitigate any impacts to adjoining properties.
- I. Security Lighting.
 - 1. Multiple-Family Residential Developments. Aisles, passageways, and entryways/recesses related to and within the building complex shall be illuminated with an intensity of at least one-quarter foot-candles at the ground level during the hours of darkness.
 - 2. Non-Residential Developments. All exterior doors, during the hours of darkness, shall be illuminated with a minimum of one-quarter foot-candles of light.

ARTICLE III. – GENERAL REGULATIONS

DIVISION 6. – SCREENING

Sec. 106-364. – Screening.

- A. *Screening.* When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
 - 1. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
 - 2. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
- B. *Equipment Screening.* All of the following equipment and spaces shall be screened on all sides and subject to the standards of this section:
 - 1. Solid walls and/or fences of six feet in height shall screen mechanical equipment, garbage receptacles, loading areas, and other unsightly areas, and provide privacy at the back of lots and alongside streets.
 - 2. All rooftop mechanical equipment shall be placed behind a permanent parapet wall and shall be completely screened from view.
 - 3. Screening shall be equal in height to the highest portion of the equipment or ducting and shall be permanently maintained.

All wall air conditioner units shall be screened from view with material that is compatible and in harmony with the architectural styling and detailing of the building.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 1. – ACCESSORY DWELLING UNITS

Subsections A. through K. establish the standards for the development of an Accessory Dwelling Unit and Subsection L. establishes the standards for the development of a Junior Accessory Dwelling Unit through a ministerial process, in compliance with section 106-42 (Use regulations) and California Government Code Sections 66310 to 66342. If any provision of this Chapter or the underlying zoning district standards conflict with state law, the latter shall govern per Government Code Section 66316.

- A. *Minimum Lot Size.* No minimum lot size shall be required for an accessory dwelling unit.
- B. *Statewide Exemption Accessory Dwelling Unit.* As established by Government Code Section 66313, development standards in this section shall apply to the extent they do not prohibit the construction of an accessory dwelling unit of up to 800 square feet that is up to 18 feet in height if detached or 25 feet in height if attached, with four-foot side and rear yard setbacks.
- C. *Maximum Unit Size.*
 - 1. The maximum permitted unit size of an attached accessory dwelling unit, or an accessory dwelling unit located entirely within a proposed or existing primary dwelling unit, shall not exceed 850 square feet for a one-bedroom unit or 1,200 for a two or more-bedroom unit, or 50% of the gross square footage of the primary dwelling unit on the lot, whichever is less, except as noted in section b. above.
 - 2. The maximum permitted size of a detached accessory dwelling unit shall not exceed 850 square feet for a one-bedroom unit or 1,200 square feet for a two or more-bedroom unit.
 - 3. Maximum permitted unit size shall include any living area as defined in the California building code confined from exterior wall to exterior wall.
- D. *Minimum Unit Size.* The minimum unit size of an attached or detached accessory dwelling unit shall be at least 150 square feet, including a kitchen and at least one 3/4 bathroom.
- E. *Zones in which Accessory Dwelling Units may be Constructed.* The construction, use, and maintenance of accessory dwelling units shall be permitted in areas zoned to allow single-family or multiple-family dwelling residential use, or mixed-use. For purposes of this division, a multiple-family dwelling unit is two or more attached dwelling units on a single property.
- F. *Accessory Dwelling Unit Density and Development Standards.*
 - 1. *Single-family Dwellings.* Accessory dwelling units are allowed on a property containing existing or proposed single family dwellings under the following circumstances:
 - a. No more than one accessory dwelling unit per lot within the proposed or existing square footage of a single-family dwelling or existing square footage of an accessory structure that meets specific requirements such as exterior access and setbacks for fire and safety.
 - b. No more than one detached new construction accessory dwelling unit. A new construction-attached accessory dwelling unit may be constructed in lieu of the new construction detached accessory dwelling units.
 - c. No more than one junior accessory dwelling unit per lot within the proposed or existing space of a single-family dwelling that meets specific requirements such as exterior access and setbacks for fire and safety as described in Subsection I.
 - d. The maximum height for accessory dwelling units shall be 18 feet in height and an additional two (2) feet for roof pitch to align with the roof pitch of the primary dwelling

unit if detached or 25 feet in height if attached. For accessory dwelling units proposed above a garage, the maximum height of the accessory dwelling unit shall not exceed one (1) story from floor to ceiling height.

2. *Multiple-family Dwellings.* Accessory dwelling units are allowed on a property containing multiple-family dwellings or mixed-use structures on a lot containing multiple-family dwelling units under the following conditions:
 - a. The number of accessory dwelling units shall not exceed 25% of the number of existing units, minimum one unit.
 - b. The accessory dwelling units shall only be located within areas that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages which are attached or detached. Non-livable space used to create accessory dwelling units must be limited to residential areas within a mixed-use development and not the areas used for commercial or other activities.
 - c. The maximum height shall be 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multiple-family, multistory dwelling.
 - d. Each accessory dwelling unit must comply with state building standards for dwellings.
 - e. A maximum of eight detached, accessory dwelling units shall be allowed on a property with existing multiple-family dwelling units, not to exceed the number of existing units on the lot.
 - f. A maximum of two detached accessory dwelling units shall be allowed on a property with a proposed multiple-family dwelling.
- G. *Minimum Room Dimensions.* Minimum room dimensions, including ceiling heights, floor area and width, shall meet the Uniform Building Code regulations in effect at the time of construction.
- H. *Location.*
 1. Accessory dwelling units may be within, attached to, or detached from and on the same lot as, a proposed or existing single-family dwelling, or within or detached from a multiple-family dwelling, and subject to compliance with front, side, and rear yard setback standards of the underlying zone except as allowed in subsection b above.
 2. Accessory dwelling units may be located entirely within a proposed or existing primary dwelling unit or existing accessory structure; provided, the accessory dwelling unit has independent exterior access from the existing primary dwelling or accessory structure.
 3. An ADU created within an existing accessory structure may be expanded up to 150 square feet without application of local development standards, but this expansion shall be limited to accommodating ingress and egress.
- I. *Parking.* Parking for an accessory dwelling unit and replacement parking is not required.
- J. *Habitability.* Accessory dwelling units are fully habitable and shall include independent kitchen and bathroom facilities. Accessory dwelling units shall be independent from the main dwelling without internal access.
- K. *Occupancy, Sale, and Rental Restrictions.* Owner occupancy is not required for accessory dwelling units. Accessory dwelling units shall not be sold or conveyed separately from the primary residence, except when sold by a qualified nonprofit corporation to a qualified buyer in accordance with Government Code Sections 66340 and 66341. Accessory dwelling units shall not be used for rentals of terms of 30 days or less unless
- L. *Setbacks.*
 1. An accessory dwelling unit shall have side and rear yard setbacks of at least four feet from lot lines. An accessory dwelling unit shall abide by the front yard setback requirements of the zone in which it is located.

2. An accessory dwelling unit constructed entirely within a proposed or existing primary dwelling unit or accessory structure, which has side and rear setbacks that are sufficient for fire safety, as determined by the City of Los Angeles Fire Department, shall not be subject to setback standards for new development.
 3. An accessory dwelling unit constructed above, or as a second story to, a garage or other accessory structure shall be setback a minimum of four feet from side and rear lot lines. An accessory dwelling unit constructed above, or as a second story to, a garage or other accessory structure shall abide by the front yard setback requirements of the zone in which it is located.
- M. *Junior Accessory Dwelling Units.* In addition to an accessory dwelling unit as provided in this section, Junior accessory dwelling units are permitted within an existing or proposed single family residence, including attached garages, consistent with state law. The following establishes standards for junior accessory dwelling units.
1. *Maximum Unit Size.* A junior accessory dwelling unit may be up to 500 square feet.
 - a. Maximum permitted unit size shall include any livable space from exterior wall to exterior wall.
 2. *Density.* No more than one junior accessory dwelling unit is allowed on a property.
 3. *Location.* A junior accessory dwelling unit shall be located entirely within a proposed or existing primary dwelling unit, subject to the following:
 - a. A junior accessory dwelling may be in an attached garage but may not be in a detached accessory structure.
 - b. A junior accessory dwelling unit shall have separate exterior access independent from the proposed or existing primary dwelling unit.
 - c. A junior accessory dwelling unit may share significant interior connection to the primary dwelling if they are sharing a bathroom facility.
 4. *Parking.* Parking for a junior accessory dwelling unit and replacement parking is not required.
 5. *Habitability.* Junior accessory dwelling units shall include an efficiency kitchen which shall include a cooking facility with appliances, a food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
 6. *Occupancy, Sale, and Rental Restrictions.* Owner occupancy is required in either the remaining portion of the primary residence, another dwelling unit on the same lot, or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization. These occupancy restrictions shall be enforced through recordation of deed restrictions or covenant agreement recorded against the property per Government Code Section 66333. The form of the deed restriction will be provided by the City and shall provide that: The junior accessory dwelling units shall not be sold separately from the primary dwelling, except as may otherwise be permitted by State law; the JADU is restricted to the approved size and other attributes allowed by this section.
 7. *Conveyance.* Junior accessory dwelling units shall not be sold separately from the primary dwelling unit and shall not be used for rentals of terms of 30 days or less.
- N. *Other Development Standards and Requirements.*
1. Unless stated in this section, all other development standards for accessory dwelling units and junior accessory dwelling units shall apply according to the zone in which the subject property is located; including but not limited to, setbacks, building height, and distance between structures.
 2. *Conversion of Existing Structures.* For the purpose of converting an existing structure into an accessory dwelling unit or junior accessory dwelling unit, an existing structure is defined as one of the following:

- a. A structure that has been erected prior to the date of adoption of the appropriate building code that does not present a threat to public health and safety or one for which a legal building permit has been issued
- 3. When a garage is converted into an ADU or JADU, the garage door must be removed and replaced with windows or entry doors.
- 4. *Architectural requirements.* Accessory dwelling units shall be subject to the following architectural requirements.
 - a. The materials and colors of the exterior walks, roof, windows, and doors shall be the same as the materials and colors of the primary dwelling.
 - b. The roof slope shall match the dominant roof slope of the primary dwelling, whereby the dominant roof slope means the slope shared by the largest portion of the roof.
 - c. Exterior lighting shall be limited to down-lights or as otherwise required by the building or fire code.
- 5. *Entrances.* Entrances for accessory dwelling units constructed above garages shall not face adjacent properties.
 - a. An exterior entrance to the second story of an accessory dwelling unit shall not project into any required minimum setback and shall be located to either face the primary dwelling unit and/or the side and/or rear property line that it is furthest away from.
- 6. *Pedestrian walkways.* ADUs shall provide pedestrian access to the sidewalk that is at least 4 feet wide.
- 7. *Landscape requirements.* Landscape screening must be planted and maintained between the accessory dwelling unit and the side and rear lot lines of the property in accordance with Division 4 of Article III.
- 8. *Fire Sprinklers.* Fire sprinklers are required in an accessory dwelling unit if sprinklers are required in the primary residence. The construction of an accessory dwelling unit does not trigger the requirement for fire sprinklers to be installed in the existing primary dwelling.
- 9. *Solar panels.* New construction accessory dwelling units are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, non-manufactured, detached accessory dwelling unit (though some exceptions apply). Per the California Energy Commission (CEC), the solar systems can be installed on the accessory dwelling unit or on the primary dwelling unit. Accessory dwelling units that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the Energy Code requirement to provide solar systems.
- O. *Application Process.* The following is the ministerial application process for accessory dwelling units and junior accessory dwelling units.
 - 1. A building permit is required for accessory dwelling units and junior accessory dwelling units. The completed building permit application shall be submitted to the Building Safety Division on an application form prepared by the Building Official and shall include the submittal requirements. In order to be deemed complete, plans shall comply with all current applicable development standards, any applicable Department handouts, and any additional information required by the Building Official in order to conduct a thorough review.
 - 2. The Building Division shall approve or deny the application within 60 days of acceptance of a complete application if there is an existing single-family or multifamily dwelling on the lot, as established for accessory dwelling units in Government Code Sections 66314-66332 and for junior accessory dwelling units in Government Code Sections 66333-66339. If the permit application to create or serve an accessory dwelling unit or a junior accessory dwelling unit is submitted concurrently with a permit application to create a new single-family or multifamily

dwelling on the lot, no permit for the accessory dwelling unit or the junior accessory dwelling unit shall be issued until the permit application to create the new single-family or multifamily dwelling has been adjudicated, but the application to create or serve the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the project is denied, the applicant will receive a full list of comments with remedies to correct any Code deficiencies.

3. Prior to Building Permit issuance, applicant for an accessory dwelling unit shall submit an Address Assignment Request Fee and Application to the Public Works Department.
4. Prior to Building Permit issuance, projects resulting in the addition of 750 square feet or more for an accessory dwelling unit located at the subject property shall pay all impact fees of this Code, except that any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g. the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling). For the purposes of this Paragraph, impact fees do not include any connection fee or capacity charge for water or sewer service.
5. Prior to the Building Permit issuance, projects resulting in 500 square feet or more for an accessory dwelling unit located at the subject property shall pay all school impact fees.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 4. – ANIMAL BOARDING, PET DAY CARE, VETERINARY CLINICS AND ANIMAL HOSPITAL

Sec. 106-567. – Purpose.

This section provides operational standards for kennels, pet day care facilities, veterinary clinics and animal hospitals in compliance with the development standards within the underlying zone district.

Sec. 106-568. – Operational standards.

- A. All operations must be conducted within a completely enclosed building.
- B. Outdoor dog runs and training activities are permitted only within the M-1 and M-2 Zone, and when the facility is located at least 200 feet from a residential zone.
- C. The areas within the building where animals are boarded shall be sufficiently soundproofed to prevent a disturbance or become a nuisance to surrounding properties, as determined by the Director.
- D. The areas of the building where animals are boarded shall have a minimum of 10 air changes per hour.
- E. Animal isolation areas shall have 100% fresh air, with all air exhausted and none returned to the ventilation system.
- F. Public access areas shall be provided with a separate ventilation system from the animal boarding and treatment areas.
- G. The areas used for animal boarding, isolation, and treatment shall be constructed of easily-cleaned materials.
- H. All areas where animals are present shall be cleaned a minimum of twice daily in order to provide appropriate odor control and sanitation.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 5. – AUTOMATIC TELLER MACHINES (ATMS)

Sec. 106-569. – Purpose.

This section provides location, development, and operating standards for automatic teller machines (ATMs) in compliance with the development standards within the underlying zone district.

Sec. 106-570. – Development standards.

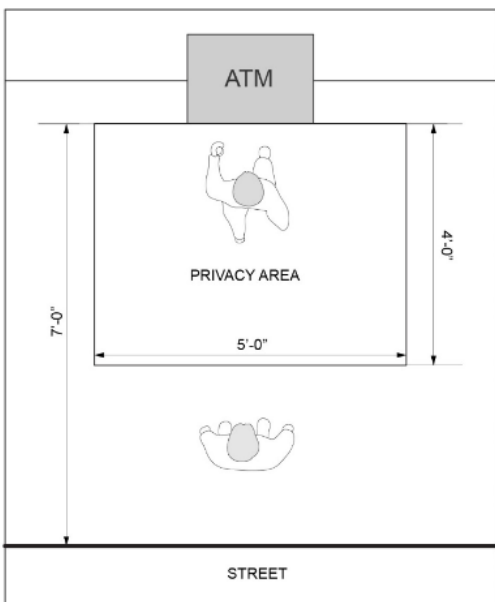
A. *Location requirements.*

1. Setback from an adjacent street curb or alley by a minimum of seven feet.
2. A privacy area immediately in front of each ATM, measuring at least five feet wide by four feet deep, shall be provided. Methods for defining the privacy area shall be approved by the Director.
3. Located to not eliminate or substantially reduce any landscaped areas.
4. Located to ensure the safety and security of patrons.

B. *Design.* All construction and modifications to the exterior of the structure pertaining to the installation of the ATMs shall be completed in a manner consistent with the architectural design of the structure, and in conformance with all applicable City architectural standards and guidelines.

C. *Lighting.* Each exterior ATM shall be provided with security lighting in compliance with Division 5 of Article III or State law, whichever is more restrictive.

D. *Maintenance.* Each ATM shall be provided with receptacles sufficient in size and number to accommodate trash and smoking materials generated by users of the ATM.



ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 7. – DRIVE-THROUGH ESTABLISHMENTS.

Sec. 106-601. – Purpose.

This section provides standards for the location, development, and operation of drive-in and drive-through facilities in compliance with the development standards within the underlying zone district, which shall be designed and operated to effectively mitigate problems of congestion, excessive pavement, litter, noise, traffic, and unsightliness.

Sec. 106-602. – Development standards.

- A. *Drive aisle length.* The drive-through aisle shall provide a minimum of 140 feet of queuing length, of which at least 60 feet shall be provided before an on-site menu board. The drive aisle shall be measured along the centerline, from the entry or beginning of a drive-aisle to the center of the farthest service window area.
- B. *Drive aisle width.* Drive aisles shall have a minimum 10-foot interior radius at curves, and a minimum 12-foot width.
- C. *Drive aisle separation.* Each drive aisle shall be separated by curbing and landscaping from the circulation routes necessary for ingress or egress from the property, or access to any off-street parking spaces.
- D. *Drive aisle entrance.* Each entrance to a drive aisle and the direction of traffic flow shall be clearly designated by signs and/or pavement markings, as deemed necessary by the Director.
- E. *Walkways.* To the extent possible, pedestrian walkways should not intersect the drive aisles. Where they do, they shall have clear visibility and be emphasized by enhanced paving or markings, as deemed necessary by the Director.
- F. *Circulation Plan.* A parking and vehicle circulation plan encompassing adjoining streets and alleys shall be submitted for review and approval. Such plan shall provide for safe pedestrian access from parking lots to the main door and shall comply with applicable requirements of the American with Disabilities Act.
- G. *Trash receptacle provision.* A minimum of one outdoor trash receptacle shall be provided onsite.
- H. *Noise generating equipment.* No noise-generating compressors or other such equipment shall be placed on or near any property line adjoining any residential zoned property.
- I. *Speaker system noise.* Drive-through speaker systems shall emit no more than 50 decibels four feet from the vehicle and the speaker, and shall not be audible above the daytime ambient noise levels beyond the property boundaries. The system shall be designed to compensate for ambient noise levels in the immediate area and shall not be located within 30 feet of any residentially zoned property.
- J. *Screening.* Each drive aisle shall be appropriately screened with a combination of landscaping, low walls, and/or berms to prevent headlight glare from impacting adjoining land uses, public rights-of-way, and parking lots, as deemed necessary by the Director.
- K. *Decorative wall.* A six-foot-high, solid decorative masonry wall shall be constructed on each property line that adjoins a residential developed parcel. The design of the wall and the proposed construction materials shall be subject to the approval of the Director.

Sec. 106-603. – Operational standards.

- A. *Hours of operation.* When located on a site adjacent to or separated by an alley from any residentially zoned property, a drive-through establishment shall not operate between the hours of 10:00 p.m. and 7:00 a.m.
- B. *Litter.* Employees shall collect on-site and off-site litter generated by customers at least once per business day.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 8. – ESTABLISHMENTS SELLING ALCOHOL

Sec. 106-604. – Purpose.

The language of this division shall apply to all establishments selling alcohol, including bars, breweries, distilleries, tap rooms, tasting rooms, clubs, restaurants, and wine bars. The purpose of the language codified within this article is to set forth regulations and enforcement procedures that:

- A. Address community problems associated with the on-site consumption of alcoholic beverages, such as litter, loitering, graffiti, misconduct, and escalated noise levels;
- B. Ensure that there is no degradation of the deemed approved activities;
- C. Prevent such prohibited activities and activities contrary to deemed approved activities from becoming public nuisances; and
- D. Ensure such adverse impacts are monitored, mitigated and/or controlled such that they do not negatively contribute to the change in character of the areas in which they are located.

Sec. 106-605. – Application procedure.

The applicant shall be required to submit to the Planning Division the following:

- A. A floor plan shall be reviewed and approved to identify the areas in which all on-site sale and consumption of alcoholic beverages shall occur. This shall be limited to the confines of the building and approved outdoor patio or dining area.
- B. A plan to encourage use of ride share programs, designated drivers, and other methods to discourage intoxicated driving shall be established, and documentation of such a program shall be provided.
- C. A security plan shall be submitted for review and approval prior to the opening of the business.
 - 1. Security personnel shall be required by the City for establishments with occupancy load of over 100 people.
 - 2. The doors to the establishment shall remain closed except upon entering and exiting the business.
 - 3. The security plan shall include a video surveillance system and exterior lighting plan, satisfactory to the Community Development Director or designee, shall be submitted and approved prior to issuing a Certificate of Occupancy. The video surveillance system shall be installed to assist with monitoring of both the interior and exterior the property. A Digital Video Recorder (DVR) or similar video recording device, capable of exporting images in TIFF, BMP, or JPG format shall be used. Recording shall be retained for no less than 30 days. Exterior lighting shall clearly illuminate the common areas surrounding the building including, but not limited to, the entrance and exit doors and the business address.

Sec. 106-606. – Operational requirements.

- A. Prior to the service of alcohol within the establishment, the operator shall obtain a valid license from the ABC and provide a copy of the license to the Planning Division.
- B. The City reserves the right to request of the ABC additional conditions, such as hours of operation restrictions, restriction of the type of alcohol sold, or other conditions that the City may deem necessary in order to reduce potential impacts.
- C. Should the ABC issue a license suspension or citation, the operator shall provide a copy of said suspension or citation to the Planning Division.
- D. The operating business shall comply with all applicable noise regulations.

ATTACHMENT "B"

- E. The operator shall be responsible for requiring that there be no loitering on the site, on the public right-of-way and or/ in front of adjacent properties at any time and that all customers shall leave the site no later than 30 minutes after closing, after which, only employees shall be allowed on the premises.
- F. Litter and trash receptacles shall be located at convenient locations, both inside and outside establishment, and trash and debris shall be removed on a daily basis.
- G. The property shall be maintained in a clean and neat manner at all times and shall comply with property maintenance standards as set forth in the San Fernando Municipal Code.
- H. Exterior public telephones shall not be located on the premises.
- I. Graffiti shall be removed within 48 hours of its application.
- J. No person shall appear in a state of nudity in any bar, club, or similar business establishment.
 - 1. For the purposes of this section, "nudity" means the showing of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of any part of the nipple or below the nipple.
- K. Bona fide eating establishments (restaurants) shall only sell alcoholic beverages during hours that meals are being served and gross receipts from alcohol sales shall not exceed fifty percent (50%) of the total revenue of the business.
- L. Special events are permitted with the approval of a Special Event Permit in compliance with San Fernando Municipal Code section 106-1112 (Temporary Uses and Structures: Religious and entertainment assembly).
- M. No establishment may sell alcoholic beverages for on-premises or off-premises consumption unless a Conditional Use Permit for alcoholic beverages has been approved for such establishment or unless exempted by this Code section or another operative plan.
- N. No new establishment selling alcohol shall be permitted within 200 feet of either a residence, family day care home, schools for minors, child day care facility, convalescent home, a residential care home-retirement home, or any residentially zoned lot or parcel.
- O. Tasting rooms for breweries, wine blending facilities, wineries, or distilleries shall be allowed to be open to the public during from 11:00 A.M. to 12:00 A.M. daily.
- P. Bars and bona fide eating establishments (restaurants) are prohibited from selling any spirits for consumption off of the premises. The consumption of spirits shall be limited to the restaurant or drinking area as defined per applicable licenses from the ABC. However, beer and wine may be purchased for off-site consumption, provided that the beer and wine may not be consumed within any public common area near the establishment, within any public right-of-way, or outside of any nearby property.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 12. – LIVE/WORK DEVELOPMENT

Sec. 106-652. – Purpose.

This section provides location, development, and performance standards for live/work developments in compliance with the development standards within the underlying zone district.

Sec. 106-653. – Applicability.

- A. The provisions in this section shall regulate the conversion and new construction of live/work uses, where allowed by the applicable zoning districts.
- B. Except as specifically provided in this section, live/work projects shall be in compliance with the development standards within the underlying zone district.
- C. Where an Owner-Participation Agreement, Disposition and Development Agreement, or Development Agreement with the City applies to a land parcel, and the provisions of such agreement differ from the Live/Work Development Standards, the provisions of the agreement shall prevail.

Sec. 106-654. – Use regulations.

- A. *Permitted uses/occupations.* The following uses/occupations are permitted in live/work units:
 - 1. Accountant;
 - 2. Architect;
 - 3. Artist and artisan;
 - 4. Attorney;
 - 5. Computer software- and multimedia-related professional;
 - 6. Engineer;
 - 7. Fashion, graphic, interior and other designer;
 - 8. Insurance, real estate and travel agent;
 - 9. Photographer;
 - 10. Psychologist/psychiatrist;
 - 11. Other similar uses/occupations, as determined by the Director, may be permitted, provided that the allowed uses/occupations are permitted by the underlying zone.
- B. *Occupancy and Employees.*
 - 1. At least one of the full-time employees of the live/work unit must be a full-time resident of the live/work unit and shall possess a valid Business License Certificate.
 - 2. Only one residential component per live/work unit shall be allowed.
 - 3. The residential component shall not be rented separately from the working space.
 - 4. No more than one employee, other than the resident(s) of the live/work unit, shall be permitted on site at any given time in units that are less than or equal to 1,499 square feet.
 - 5. No more than 2 employees, other than the resident(s) of the live/work unit, shall be permitted on site at any given time in units that are greater than or equal to 1,500 square feet.
- C. *Business activity.* None of the uses permitted shall be operated in an objectionable manner, due to fumes, odor, dust, smoke, gas, noise, or vibrations that are or may be detrimental to properties and occupants in the neighborhood and/or to any other uses and occupants on the same property.
- D. *Special and/or temporary events.* Special and/or temporary events in live/work units shall be required to follow the permit process for special and/or temporary events contained in Division 9 of Article V. – Temporary Use Permit and Special Event Permit.
- E. *Covenant.* A City-approved covenant shall be executed by the owner of each live/work unit and shall include statements that the occupant(s) understand(s) and accept(s) he/she is living in a live/work unit and must operate a business from said unit. The covenant shall also set forth the required use conditions as described in this section.
 - 1. The residential component shall be contiguous with, and integral to, the working space, with direct access between the two areas, and not as a separate stand-alone dwelling unit.
 - 2. Only one residential component per live/work unit shall be allowed. The residential component space and the business component space shall only be used as one contiguous habitable space and, if rented, shall only be rented together as one tenant space.

3. Any lease between the owner and a tenant, or between a tenant and a subtenant, shall refer to the fact that the live/work unit is subject to the above-referenced covenant.
4. A resident in any live/work unit shall operate a business from the unit and shall possess a San Fernando Business License Certificate in good standing for business activities conducted within the unit.

Sec. 106-655. – Development standards.

- A. *Unit size and dimension.* The minimum square footage of a live/work unit shall be 700 square feet.
- B. *Floor plans.* A live/work unit may include a single level floor plan or a multiple-level floor plan.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 13. – OUTDOOR DINING

Sec. 106-656. – Intent and purpose.

The purpose of this division is to establish requirements for outdoor dining area that is accessory to a restaurant, café, specialty food establishment or other eating establishments, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars on when located on private property.

Sec. 106-657. – Requirements.

- A. The outdoor dining area shall require approval of a planning review. See also section 74-196 of the San Fernando Municipal Code, “Use of Sidewalk for Outdoor Dining.”
- B. Prior to the installation of any structural, mechanical, electrical or plumbing improvements associated with the outdoor dining or sitting area, a Building permit shall be obtained.
- C. Prior to occupancy of an outdoor dining or seating area an inspection is required.

Sec. 106-658. - Development standards.

- A. Base Zone regulations for setbacks, and maximum lot coverage, and emergency access in accordance with the California Fire Code, shall apply.
- B. Dining areas shall maintain building egress as defined by the Uniform Building Code.
- C. Tables and chairs shall be placed only in the locations shown on the approved site plan.
- D. Barriers to delineate the outdoor dining area are recommended, but not required unless alcohol will be served in the outdoor dining area. The barrier may be either permanently installed or moveable.
- E. When located immediately adjacent to a residential use, or other sensitive uses, provisions shall be made to minimize noise, light, and odor impacts on the residential use.
- F. Outdoor dining may be covered or uncovered. Awnings or umbrellas may be used in conjunction with outdoor dining, but shall not be used as a permanent roof or shelter over the outdoor dining.
- G. Outdoor dining shall be designed and operated so that it may be used by people of all abilities by complying with all of the following:
 1. The surface of the outdoor dining area shall be level and have a running slope and a cross slope that do not exceed 2 percent (1 unit vertical in 50 units’ horizontal).
 2. The outdoor dining area shall not be located on a raised platform or in a sunken area, unless an accessible ramp is provided in accordance with the California Building Code, or the American Disabilities Act, whichever provides greater accessibility.
 3. Access openings should be placed in a location that will not create confusion for visually impaired pedestrians.

4. At least one wheelchair accessible seating space shall be provided for every 20 seats, or as required by the California Building Code, or the American Disabilities Act, whichever is greater.
 5. When multiple wheelchair accessible seating spaces are provided, they shall be distributed and integrated within the outdoor dining area.
 6. Wheelchair accessible seating spaces shall have a minimum unobstructed maneuverability dimension of 30 inches in width by 48 inches in depth.
 7. Access to designated wheelchair seating spaces shall be provided through an accessible path with not less than 48 inches unobstructed width.
- H. Parking for the outdoor dining portion of an eating establishment shall only be required if and only for the area over the thresholds identified below:
1. The area of the outdoor dining area is greater than 200 square feet; or
 2. The area of an outdoor dining area exceeds 25% of the combined total of the gross floor area of the associated eating establishment and the area of the outdoor dining area.
- I. When outdoor dining is proposed on the parking area for the establishment, the required parking can be provided as described in the San Fernando Municipal Code [section 106-284](#).

Sec. 106-659. – Design standards.

- A. A colors and materials sheet shall be included in the site plan application to provide the colors, materials of all furniture, barriers, lighting and landscaping that is to be in the outdoor dining area. Exact dimensions and specifications shall be included.
- B. Dining/seating area barriers (fences, gates, ropes, etc.) shall be visually appealing, and help to separate the dining/seating area from the sidewalk.
- C. Fabric inserts (natural or synthetic) of any size are not permitted to be used as a part of a barrier.
- D. The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited.
- E. Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines.
- F. Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.
- G. All furniture and fixtures must be of sufficiently sturdy construction so as not to blow over with normal winds.
- H. Furniture and fixtures must not be secured to trees, lampposts, street signs, hydrants, or any other public street infrastructure by any means, whether during restaurant operating hours or when the restaurant is closed.
- I. Outdoor dining furniture shall be made of high-quality, durable materials that provide an attractive design and are appropriate use for outdoor use. Folding chairs, lightweight, plastic, deteriorated, U.V. damages, splintered or similar furniture will not be approved or placed in the outdoor dining area. Sealed or painted metal or wood tables are recommended.
- J. All materials shall be well maintained without stains, rust, tears, or discoloration. Materials that show signs of significant wear/age shall be replaced.
- K. Umbrellas shall be constructed of a canvas-type, durable, and fade and fire-resistant material suitable for outdoor use. No plastic fabrics, plastic or vinyl-laminated fabrics, or any type of rigid materials are permitted.
- L. Umbrellas shall be installed and maintained so as to provide pedestrian clearance by maintaining 7 feet of clearance from the ground to the lowest edge of the umbrella.
 1. The 7-foot minimum height includes not only the umbrella frame and panels, but also any decorative borders such as fringes, tassels, or other such ornamentation.
 2. No part of an umbrella may exceed a height of 9 feet above the surface of the outdoor dining area to avoid an undue visual obstruction of other businesses.

- M. Umbrellas shall be set back a minimum of 3 feet from the neighboring property measured from the outer most edge of the umbrella to the property line.
- N. Umbrellas must be free of advertisements or product names.
 - 1. Umbrellas must not contain signage for the restaurant or for any other entity in the form of wording, logos, drawings, pictorial or photographic representations, or any other similar identifying characteristics.
- O. All parts of any umbrella (Including the fabric and supporting ribs) must be contained entirely within the outdoor seating area.
- P. Umbrellas must blend appropriately with the surrounding built environment.
- Q. Umbrella fabric must be one solid color, and is not permitted to be a fluorescent or other strikingly bright or vivid color.
- R. Barriers made of walls, railings, fences, planter boxes, solid wood fences or concrete walls or a combination thereof are acceptable.
- S. Barriers shall be no taller than 4 feet in height, unless the barrier is preexisting and exceeds 4 feet in height or a barrier greater than 4 feet in height is required pursuant to another section of the Municipal Code or other codes. Railing and fencing must be constructed of metal, (aluminum, steel, iron, or similar) or wood and must be of a dark color (either painted or stained).
- T. To ensure their effectiveness as pedestrian control devices and their ability to be detected by persons with vision impairments, barriers must meet the following measurements:
 - 1. Planters may not exceed a height of 36 inches above the level of the sidewalk. Plants may not exceed a height of 108 inches (8 feet) above the level of the sidewalk.
 - 2. In the case of a rope or chain enclosure, the rope or chain must not exceed 27 inches above the sidewalk surface.
 - 3. All barriers must be detectable to visually impaired pedestrians who employ a cane for guidance. Therefore, the bottom of the barriers must be no greater than 27 inches above the sidewalk surface.
 - 4. Fences or other perimeter enclosures with a height of between 36 inches and 48 inches must be at least 50 percent open (see-through) in order to maintain visibility of street level activity. Any enclosure with a height over 48 inches must be at least 80 percent open (see-through).
 - 5. Any access opening within the barrier must measure no less than 44 inches in width.
- U. When abutting public property, a barrier may be in the form of open fencing, railing and /or landscape planters that must be a minimum of 3 feet, but not taller than 4 feet in height.
- V. If a barrier is moveable, it shall be affixed while the establishment is open for business. Rope or chain barriers are permitted. The rope or chain must have a minimum diameter of one inch. Vertical support posts must be constructed of metal or wood. A stanchion base shall not be domed, and shall not be more than one-half (1/2) of an inch above the surface of the floor.
- W. A stanchion or other vertical supporting member that has a base must not be a tripping hazard.
- X. No banners or signage shall be displayed on the barrier of an outdoor dining area or within the outdoor dining area other than the name of the establishment that may be placed on umbrellas or on the valance of an awning with an overhang not lower than 84 inches from the finished grade of the ground of the outdoor dining area.
- Y. Portable heaters, if provided, shall be located a minimum of 4 feet away from the exterior face of the building and from any combustible materials, including architectural projections, or in accordance with manufacturer recommendations, whichever is most restrictive.
- Z. Planters may be made out of wood, ceramics, stone, or high quality thick plastic planter boxes.
- AA. Planters shall contain live plant materials in healthy condition. Seasonal, thematic planter displays are encouraged. Stressed, dead, or dying landscape must be promptly replaced. Artificial plants; empty planters; or planters with only bare dirt, mulch, straw, woodchips or similar material are not permitted.
- BB. Planters shall have a self-contained watering reservoir system that prevents any leakage.

- CC. Illuminated outdoor dining areas shall incorporate lighting which shall be installed to prevent glare onto, or direct illumination of any public space or property or use.
- DD. Lighting shall be mounted so that all wiring is concealed. Rope or string lights are allowed provided they are installed to the requirements of the Building Code and manufacturer’s specifications. Spotlights and illumination for adverting are prohibited.

Sec. 106-660. – Operating standards.

- A. Outdoor dining shall be operated in a manner that meets all requirements of the Health Department of Los Angeles County and any other applicable regulations.
- B. Exclusive of the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas city-wide shall be limited to the hours between 7:00 a.m. and 11:00 p.m., daily.
 - 1. Within the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 12:00 a.m., daily.
 - 2. When the primary use requires a conditional use permit, the hours and days of operation of the outdoor dining area shall be identified in the approved conditional use permit.
- C. An outdoor dining area may provide either waiter/waitress service or self-service.
- D. The outdoor dining area shall be clean and free of litter at all times. Waste receptacles are encouraged.
- E. Dining equipment (including, but not limited to, tables, chairs, space heaters, barriers) may remain in place when not in use if located on private property; dining equipment, if stored, may not be stored in an area visible from the public right-of-way or from any plaza area.
- F. Live entertainment, television monitors, screens, dancing, pool tables, billiard tables, adult entertainment uses, and cover charges are prohibited in the outdoor dining area.
- G. Food trucks are permitted with an approved conditional use permit pursuant to Division 7 of Article V.
- H. Outdoor dining shall comply with the sound level limits of the associated eating establishment in accordance with San Fernando Municipal Code [Chapter 34 Article II](#).
- I. All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with San Fernando Municipal Code [Chapter 23](#).
- J. Outdoor cooking is permitted in an outdoor dining area in compliance with the LA County Health Department, CA Building Code and City of LA Fire Code.
- K. Establishments which propose to serve alcoholic beverages in the outdoor dining area shall comply with the standards established by the California Department of Alcoholic Beverage Control and shall update their approvals from said department to include the new outdoor dining area if necessary. The outdoor dining area shall be:
 - 1. Physically defined and clearly part of the establishment it serves as an accessory use to; and
 - 2. Supervised by a restaurant employee to ensure compliance with laws regarding the on-site consumption of alcoholic beverages.

Sec. 106-661. – Denial, Revocation, or Suspension of Permit

- A. Violations of the outdoor dining area standards may result in enforcement actions up to and including revocation of said permit and termination of use.
- B. A violation of this chapter is subject to the administrative citation provisions of subject to [SFMC Article III](#) of this code.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 19. – TEMPORARY STORAGE CONTAINERS

Sec. 106-758. – Purpose.

This section provides location, development, and operating standards for temporary storage containers in compliance with the development standards within the underlying zone district.

Sec. 106-759. – Approval by the director.

Temporary storage containers shall be allowed, subject to approval of a Zoning Clearance application as required in section 106-1023.

Sec. 106-760. – Applicability.

Temporary storage containers may be allowed if unusual circumstances exist that require the use of a temporary storage container, as determined by the Director. Unusual circumstances include, but are not limited to, construction, business relocation, natural disasters, and residential rehabilitation activities.

Sec. 106-761. – Development standards.

- A. A temporary storage container shall:
 - 1. Not be located in a parking area unless a zoning clearance is obtained;
 - 2. Not be located in a landscaped area; unless a zoning clearance is obtained;
 - 3. Be located on-site not more than 180 days during any consecutive 12-month period;
 - 4. Require the submittal of a zoning clearance with the Planning Division, in accordance with section 106-849 if proposed for more than 180 days during any consecutive 12-month period.
- B. Fences, walls, and/or landscaping, or other methods approved by the Director shall be required to properly screen the temporary storage container from a public street, right-of-way, or adjacent residential zoning districts.
- C. No signs, other than the operating company identification, shall be allowed on a temporary storage container.
- D. The use of a temporary storage container for seasonal storage shall be prohibited.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 21. – VEHICLE FUELING AND ELECTRIC VEHICLE (EV) CHARGING STATIONS

Sec. 106-763. – Purpose.

This section provides location, development, and operating standards for vehicle fueling and/or EV charging stations in compliance with section 106-766.

Sec. 106-764. – Permitted uses.

Vehicle fueling or EV charging stations shall be limited to selling vehicle fuels, other fuels and other supplying goods necessary for electric vehicles or zero emission vehicles, and supplying goods and services required in the operation and maintenance of motor and/or electric vehicles. These shall include the following.

- A. Automotive retail sales. The retail sale of batteries, motor fuels, tires, lubricants, and oils.

- B. Repairs. Incidental minor repairs, including brake, lubrication, tire, and tune up service, shall be conducted entirely within an enclosed structure, in compliance with the standards in Division 6 of Article IV and where allowed by the zone, subject to the standards of the underlying zone.
- C. Convenience store. A new or existing vehicle fueling or EV charging station may include an onsite convenience store as an accessory use, where allowed by the zone.

Sec. 106-765. – Prohibited uses.

The following uses and services are prohibited at vehicle fueling or EV charging stations.

- A. Autobody and fender repair, painting, upholstery work, and dismantling.
- B. Tire recapping, machine work or welding.
- C. Overhauling, replacement, or repairing of differentials, engines, front suspension, and transmissions.

Sec. 106-766. – Operational standards.

All vehicle fueling or EV charging stations shall comply with the following operational standards.

- A. Location and display of accessories, batteries, and tires for sale shall be on or within three feet of the pump island or the main structure's exterior;
- B. No vehicle rental activities shall be conducted on the vehicle fueling or EV charging station site; and
- C. All outdoor/open storage of materials shall be limited to a maximum area of 150 square feet, and shall be enclosed by a 6-foot-high, solid decorative masonry wall, subject to the approval of the Director.
- D. All EV charging systems shall meet the requirements of the California Electrical Code, the California Building Code, the California Green Building Standards Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, accredited testing laboratories, and rules of the Public Utilities Commission regarding safety and reliability.

Sec. 106-767. – Development standards.

All vehicle fueling or EV charging stations shall comply with the following development standards.

- A. If a vehicle fueling or EV charging station adjoins a zone or overlay that allows residential uses, a 6-foot-high, solid decorative masonry wall, in compliance with Division 7 of Article III (Walls and Fences), shall be installed along the property line that adjoins the property that is zoned to allow residential.
- B. A 3-foot-wide planting strip shall be located on the station site along the entire length of the wall separating the vehicle fueling or EV charging station from adjacent property that allows residential uses and public street rights-of-way, except for driveway openings. All unpaved areas shall be landscaped in compliance with Division 4 of Article III (Landscaping Standards for Private Property).
- C. A planter area of not less than 100 square feet shall be provided at the corner of two intersecting streets, in compliance with Chapter Division 4 of Article III (Landscaping Standards for Private Property).
- D. Additional landscaping may be required by the Director to screen the vehicle fueling or EV charging station from adjacent residential properties.
- E. All exterior light sources, including canopy, flood, and perimeter, shall be energy efficient, stationary, and shielded or recessed within the roof canopy, to ensure that all light, including glare or reflections, is directed away from adjoining properties and public rights-of-way, in compliance with section 106.353 (Outdoor Lighting).

Sec. 106-768. – Site maintenance.

All vehicle fueling or EV charging stations shall comply with the following maintenance standards.

- A. Used or discarded automotive parts or equipment, or permanently disabled, junked, or wrecked vehicles, shall not be located outside of the main structure.

- B. A refuse storage area, completely enclosed with a masonry wall not less than five feet high, with a solid gated opening, and large enough to accommodate standard-sized commercial trash bins, shall be located to be accessible to refuse collection vehicles.
- C. Driveways and service areas shall be maintained and kept free of oil, grease, and other petroleum products, in addition to litter. These areas shall be periodically cleaned with equipment that dissolves spilled oil, grease, and other petroleum products without washing them into the drainage, gutter, and sewer system.
- D. Additional Conditions. Additional conditions (e.g., hours of operation, sign regulations, structure materials and design) may be imposed by the applicable review authority as deemed reasonable and necessary to protect the public health, safety, and general welfare of the community.

ARTICLE V. - ADMINISTRATION

DIVISION 3. - ZONE CLEARANCE

Sec. 106-823. - Purpose.

This section establishes procedures for conducting a Zone Clearance to verify that each new or expanded use or structure complies with all of the applicable requirements of this Code and with any applicable policies or standards of the General Plan and any operative plans.

(Ord. No. 1270, § 30.745, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1585, §§ 1, 2, 12-1-2008)

Sec. 106-824. - Applicability.

- A. *Establishment of a Permitted Use.* A Zone Clearance is required to confirm that the establishment of a new use is permitted as a matter of right and that no Conditional Use Permit or other entitlements are required prior to securing a business license certificate and commencing operations.
- B. *Other Activities.* A Zone Clearance shall be required for any other activity for which a Zone Clearance is specifically required elsewhere in this Code.
- C. *Streamlined Development.* A Zone Clearance is required for all streamlined development as defined in Section 65913.4 of the California Government Code and any other process the City deems should be a ministerial review but requires routing and review for compliance. The Zone Clearance for Streamlined Development shall be processed like a Site Plan Review but shall be reviewed and approved or denied ministerially (i.e., compliance with discretionary findings, discretionary conditions of approval, and review by the Planning and Preservation Commission are not required or permitted).
- D. *Exceptions.*
 - 1. No Zone Clearance shall be required for the continuation of previously approved or permitted uses, structures, or uses and structures that are not subject to any Building Code or Zoning Code regulations.
 - 2. A change in building use that complies with this Code shall require a Building Permit if the use is in a different Building Code occupancy group class, such as conversion of a retail building to public assembly or residential use.

Sec. 106-825. - Review authority.

If the Director determines that the proposed use or building is allowed as a matter of right by this Code, and conforms to all the applicable development and use standards, the Director shall issue a Zone Clearance.

Sec. 106-826. - Application.

- A. Application for a Zone Clearance shall be filed in a manner consistent with the requirements contained in Division 1 of this article.
- B. The Director may request that the Zone Clearance application be accompanied by a written narrative, operational statement, plans, and other related materials necessary to show that the proposed development, alteration, or use of the site complies with all applicable provisions of this Code. The Director may require attachments of other written or graphic information, including, but not limited to, statements, numeric data, site plans, floor plans, and building elevations and sections, as a record of the proposal's conformity with the applicable regulations of this Code.
- C. Applications for Streamlined Development shall be subject to the same material and document requirements as a Site Plan Review, as applicable.

Sec. 106-827. - Notice.

Public notice shall not be required.

Sec. 106-828—106-843. – Reserved.

ARTICLE V. - ADMINISTRATION

DIVISION 4. – ADMINISTRATIVE PLANNING REVIEW

Sec. 106-844. – Purpose.

The purpose of this chapter is to establish thresholds for level of review for planning applications that do not require a full Site Plan Review or Conditional Use Permit review. Applications applied for under this division shall be reviewed and approved administratively.

Sec. 106-845. – Findings and decisions.

The Review Authority shall only approve an application for a minor or major administrative planning review if it finds that the application is consistent with the purposes of this article and with the following:

- A. The applicable standards and requirements of this Code;
- B. The General Plan and any applicable Specific Plan, Community Plan, ordinances or policies the City has adopted;
- C. Any applicable design guidelines or standards the City has adopted;
- D. Any approved Tentative Map, Conditional Use Permit, Variance, or other planning or zoning approval that the project required.

Sec. 106-846. – Thresholds for review.

No change in the use or structure for which a permit or other approval has been issued is permitted unless the permit is modified as provided for in this Code. For the purpose of this section, when an applicant is proposing to amend, alter, expand buildings or uses, or otherwise revise a specific project or an existing developed site, staff will be required to determine the type of application (Site Plan Review or Conditional Use Permit) and level of review based on the following below:

- A. *Minor Administrative Planning Review.* The Director may approve minor changes to approved plans that are consistent with the original findings and conditions approved by the Review Authority and would not intensify any potentially detrimental effects of the project or create a new unanticipated impact that may or may not be significant. Minor projects typically **do not** require the review of other departments or agencies. Minor projects include, but are not limited to, the following:

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- a. *Residential Minor Administrative Planning Review:* Architectural or exterior material, treatments or color changes which **do not** change the basic form and theme of an existing building or conflict with the original architectural form and theme of an existing building; and which **do not** require the review of other departments (excepting Building & Safety) or agencies.
 - a. Any interior alterations that do not increase the number of rooms, bedrooms, or the gross floor area within a structure, or change or intensify the permitted use of that structure or the height of the building.
 - b. On-site changes to a previously approved site plan which **do not** change the basic form and/or function of an existing site; and, not requiring the review of other departments or agencies.
 - c. Landscape modifications which **do not** alter the general concept or reduce the effective amount of landscaping not requiring the review of other departments or agencies.
 - d. Structural additions or alterations to existing residential projects not requiring the review of other departments or agencies, and/or which **do not** propose additional units exceeding density requirements for respective districts, and **do not** require a change to entitlement type.
 - e. Parking lot configurations not changing the previously approved circulation of the parking lot.
- b. *Non-Residential Minor Administrative Planning Review:*
 - a. Minor structural additions to non-residential projects not requiring the review of other departments or agencies.
 - b. Construction of fences, walls, and screens on non-residential property which **do not** include vehicular or emergency service pedestrian gates.
 - c. Any addition of solar covered parking structures less than or equal to 1,000 square feet not requiring the review of other departments or agencies.
 - d. On-site changes to a previously approved site plan which **do not** change the basic form and/or function of an existing site; and, not requiring the review of other departments or agencies.
 - e. Landscape modifications which **do not** alter the general concept or reduce the effective amount of landscaping not requiring the review of other departments or agencies.
 - f. Parking lot configurations not changing the previously approved circulation of the parking lot.
- B. *Major Administrative Planning Review.* Major administrative planning reviews typically require the review of a limited number of other departments or agencies. Major administrative planning reviews include, but are not limited to, the following:
 - a. *Residential Major Administrative Planning Review:*
 - a. Structural additions or alterations to existing residential projects requiring the review of a limited/abridged number of other departments or agencies, and which **do not** propose additional units exceeding density requirements for respective districts or require a change to entitlement type.
 - b. New construction or additions to residential buildings of less than 200 square feet.
 - c. Construction of a new residential building(s) within existing residential projects exceeding either 50 percent of the existing number of units or 50 additional units, whichever is less

and, which **do not** propose additional units exceeding density requirements for respective districts and **do not** require a change to entitlement type.

- b. *Non-Residential Major Administrative Planning Review:*
 - a. Structural additions to non-residential projects requiring the review of a limited/abridged number of other departments or agencies.
 - b. Structural additions to non-residential projects or the construction of a new building(s) or structure(s) on developed and previously entitled land or parcels.
 - c. Addition of a drive-through facility to an existing or previously approved building.
 - d. New construction or expansion of existing parking lots into areas not previously utilized for parking or on-site vehicular circulation that change the previously approved circulation of the parking lot.
 - e. Any change or modification to an existing Conditional Use Permit (or other application type requiring noticing), which does not require or warrant re-noticing.
- C. *Full Review.* Projects that do not fit the above criteria and projects that require a full entitlement review, as determined by the Director, shall be considered full Site Plan Reviews and/or full Conditional Use Permits. Examples of this include, but are not limited to, the following:
 - a. New use on vacant/undeveloped land.
 - b. Changes resulting in additional environmental impacts not previously assessed; or, which are not eligible for a CEQA Exemption.
 - c. Construction of a new building on undeveloped land or parcel.
 - d. Expansion of a building or use encompassing a land area not included in the previously approved entitlement.
 - e. Establishment of a new conditional use.
 - f. Expansion of a conditional use with no previously approved Conditional Use Permit on record.
 - g. Structural additions to non-residential projects that result in 20 percent or more of the existing square footage or 500 square feet, whichever is less.
 - h. Structural additions to existing residential projects that are 200 square feet or more or add another level to the existing residential structure.

ARTICLE V. - ADMINISTRATION

DIVISION 5. – TEMPORARY USE PERMIT AND SPECIAL EVENT PERMIT

Sec. 106-847. – Purpose.

The intent and purpose of this Division is to establish a process for reviewing proposed temporary uses and special events to ensure that basic health, safety, and community welfare standards are met, while approving suitable temporary uses and special events, with the minimum necessary conditions or limitations consistent with the temporary nature of the activity. A Temporary Use Permit and Special Event Permit allows for short-term activities that might not meet the normal development or use standards of the applicable zoning district but are considered acceptable due to their temporary nature.

Sec. 106-848. – Applicability.

- A. *Permit Requirement.* A Temporary Use Permit or Special Event Permit approved by the applicable review authority shall be required for all uses identified in this Division and shall be issued before the commencement of the activity.
- B. *Exempt Activities.* The following temporary uses are exempt from requiring a Temporary Use Permit or Special Event Permit and other city approval. Uses other than the following shall comply with this division.
 - 1. On-site contractor’s construction yards, in conjunction with an approved construction project. The activity shall cease upon completion of the construction project, or the expiration of the companion building permit authorizing the construction project.
 - 2. Promotional activities related to the primary product lines of a retail business, and similar activities (e.g., book readings and signings at bookstores, opening receptions at art galleries).
 - 3. Emergency public health and safety activities.

Sec. 106-849. – Allowed Temporary uses and special events.

The following temporary uses and special events may be allowed, subject to a Temporary Use Permit or Special Event Permit by the applicable review authority. Uses other than the following shall comply with the use and development regulations and permit requirements that otherwise apply to the property, except uses that are exempt from the provisions of this Division in compliance with Sec. 106-848 (Applicability).

A. *Temporary Use Permit:*

- 1. *Storage.* Enclosed temporary storage, unrelated to a construction project, or exceeding 180 days, but in no case exceeding a maximum of one (1) year. See Division 19 of Article IV (Temporary Storage Containers) for specific standards.
- 2. *Temporary entertainment and exhibit uses.* Indoor or outdoor temporary entertainment and exhibit uses related or not related to the primary use of the property and compatible with the zoning district of the site and surrounding land uses. These temporary uses may include, but are not limited to, art exhibits and installations, museums, live or motion picture theatres, and interactive or immersive attractions, and may be permitted for more than twelve (12) days but not more than six (6) consecutive months.
- 3. *Temporary outdoor sales.* Temporary outdoor sale of merchandise, in any commercial, industrial, or SP-5 zoning district, in compliance with the following provisions:
 - a. There shall be no more than four (4) sales in any calendar year.
 - b. Each sale shall be limited to three (3) consecutive days.
 - c. The merchandise displayed shall be that customarily sold on the site.
 - d. The site utilized for a permanently established business holding a valid business license certificate as required.
- 4. *Temporary real estate sales offices.* A temporary real estate sales office may be established within the area of an approved development project, solely for the first sales of homes. A permit for a temporary real estate office may be approved for a maximum of one (1) year.
- 5. *Temporary structures.* A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.
- 6. *Temporary work trailers.* A trailer or mobile home as a temporary work site for employees of a business may be allowed during construction or remodeling of a permanent commercial or manufacturing structure, when a valid building permit is in force. The permit for a temporary work trailer may be granted for up to one (1) year.
- 7. *Seasonal sales.* The annual sales of holiday related items such as Christmas Trees, pumpkin lots/patches and similar items may be permitted in accordance with the following standards:

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- a. Time Period. Seasonal sales, including Christmas Tree and pumpkin lots, associated with holidays are allowed up to a month preceding and one week following the holiday.
 - b. Goods, signs, and temporary structures. All items for sale, as well as signs and temporary structures, shall be removed within five days after the end of sales, and the appearance of the site shall be returned to its original state.
 - c. Parking. The Director may require a shake-off area or alternative design to ensure that dirt is not deposited onto public streets.
8. *Temporary use of unattended collection boxes.* A collection box is permitted as a temporary accessory to a principal permitted use with approval of site plan review by the community development Director pursuant to Division 6 of Article V of this chapter and subject to the following:
- a. *Definition.* For the purpose of this section, "collection box" means an unattended canister, receptacle, or similar device, used for soliciting and collecting donations of salvageable goods and movable property, but not money or evidences of debt. This term does not include a recyclables container regulated by Chapter 70 of this Code.
 - b. *Prohibition.* No person, individual, firm, corporation, partnership, association, club, society, or other entity shall engage in any of the following without a permit in accordance with this section: (i) place, install, or maintain on any real property a collection box held out to the public for donations; (ii) extract any item from a collection box; or (iii) allow, aid, abet, or suffer any such action.
 - c. *Application.*
 - i. Any requirement to show particular information on the site plan may be waived as the Director deems appropriate.
 - ii. The application shall include:
 - A. The signed and notarized written consent to the application by the owner of the subject parcel of land;
 - B. Contact information for the person responsible for the ongoing maintenance of the collection box; and
 - C. Other information deemed appropriate by the Director.
 - iii. A permit may be issued only to a nonprofit entity that is eligible to solicit donations of salvageable personal property pursuant to Welfare and Institutions Code Section 148.3.
 - d. *Duration.*
 - i. Written approval of a collection box under this section shall be considered a temporary permit and shall be valid for a period not longer than 24 months as set forth in the permit, unless otherwise provided by this section. The permit shall terminate earlier than the expiration stated therein if: (1) the permit is revoked on the grounds of non-compliance with the permit or other law; or (2) the collection box is abandoned for 30 days after the mailing date of the city's written notification to the permit holder of the abandonment.
 - ii. The permit holder and the owner, tenant, and person or entity in control of the parcel of land on which the collection box is placed shall be jointly and severally liable for costs incurred in removing an unpermitted or abandoned collection box. The Director may require a cash bond or other guarantee of removal of the temporary use upon expiration of the permit.
 - e. *Zones.* Collection boxes are prohibited in the city's residential zones, except on properties with any of the following land uses approved by conditional use permit: churches, temples or other places of religious worship or similar places of assembly, schools, nursery schools, hospitals, sanitariums, large community care facilities, museums, and libraries. This division shall prevail over the restriction against temporary

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structures at places of religious worship. The Director may issue a temporary permit pursuant to this section for a period longer than 24 months if the applicant demonstrates that the collection box is customarily incidental to the principal use in accordance with the city zoning ordinance.

- f. *Location.* No collection box shall be placed:
 - i. Within 500 feet of another collection box or a salvage and recycling business, or within 30 feet of the property line of any adjacent residentially zoned parcel. The Director shall have discretion to waive or modify these distance restrictions if justified by the following: (i) the collection box is customarily incidental to the principal use; (ii) it will cause no significant adverse effect on adjacent property; and (iii) the public necessity, convenience, general welfare or good zoning practice.
 - ii. Within a yard setback.
 - iii. Within a required off-street parking space.
 - g. *Conditions of approval.* Approvals shall be limited to one collection box per property. The Director may impose conditions on a collection box permit to ensure compatibility with surrounding uses and to preserve the public health, safety, and welfare, including, without limitation, aesthetics and periodic review of compliance with this section.
 - h. *Maintenance.* The collection box shall have a firmly closing lid. The permit holder and the parcel owner shall be responsible to:
 - i. Maintain the premises in a clean, sanitary condition at all times, free from discarded items, garbage, and other waste.
 - ii. Regularly empty contents to ensure the collection box does not exceed its capacity.
 - iii. Remove any graffiti or material placed outside of the collection box within 24 hours.
 - i. *Size.* The collection box shall not exceed six cubic yards in volume or six feet in height.
9. *Other Temporary Uses.* The Director of Recreation & Community Services shall have the discretion to determine the required permit type for temporary and special uses not listed in this Division.

B. *Special Event Permit:*

- 1. *Carnivals, fairs, and festival events.* Carnivals, fairs, and festival events are subject to the following standards:
 - a. *Location.* Carnivals, fairs, and festival events are limited to areas within Commercial or Employment districts, or on property owned by a public school.
 - b. *Time limit.* When abutting or adjacent to a Residential District or a street that serves a Residential District the hours of operation shall be limited to 7 a.m. to 10 p.m.
 - c. *Lighting.* Lighting shall be hooded and directed away from residential uses.
- 2. *Special events and sales.* Other short term special events may be permitted in accordance with the following standards:
 - a. *Location.* Events are limited to non-residential districts.
 - b. *Number of events.* No more than six events at one site shall be allowed within any 12-month period. Events shall not last more than five days per event and there shall be a minimum of fourteen (14) days between events.
 - c. *Products.* The outdoor display area shall be directly related to a business occupying a primary structure on the same site.
 - d. *Existing parking.* The available parking shall not be reduced to less than ninety percent (90%) of the minimum number of spaces required by this Chapter.

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3. *Indoor events.* All event centers, as defined and permitted by this Chapter, shall comply with the following standards, in addition to those identified in section 106-853 and section 106-852 (Conditions of Approval).
 - a. Conformance with all applicable Building and Fire Code requirements for assembly uses including, but not limited to, egress, seismic retrofitting, and restrooms.
 - b. Provision of off-street parking in accordance with Division 3, Subdivision II (Off-Street Parking and Loading).
 - c. Conformance with the following public health, safety, and welfare standards:
 - i. When abutting residential uses or zoning, delivery and retrieval of event materials/props and set-up and take-down operations and activities shall occur only between the hours of 8:00 a.m. to 8:00 p.m. Monday through Friday and 9:00 a.m. to 8:00 p.m. Saturday and Sunday.
 - ii. Event staff shall monitor vehicle parking and retrieval to ensure there is no excessive noise before, during, or after events.
 - iii. Event staff shall instruct event attendees to remain respectful of nearby residential areas and signage shall be clearly and conspicuously posted and maintained in parking areas with the following wording: “Event Guests and Event Staff, please remain respectful of nearby residential and commercial neighbors and refrain from making loud noises, playing music at high volumes, and accelerating vehicle engines. Thank you for your cooperation.”
 - iv. Event staff shall utilize at least one (1) 3-yard plastic recycle bin, one (1) 3-yard plastic refuse bin, and one (1) green waste bin sized to Public Works Environmental Programs and Operation Division standard, which must be located and filled within the interior of the event center building. After each event, all bins must be located on the outside of the event center building for City trash pick-up operations.
 - v. All events and event-related activities shall occur within the interior of the event center building. No event-related activities or storage of event materials/props shall be permitted exterior of the event center building.
4. *Outdoor events.* The following outdoor events may be allowed:
 - a. Entertainment and assembly events. Outdoor entertainment and assembly events, including concerts, fairs, farmers’ markets, festivals, flea markets, food events, fund-raisers, live entertainment, parades, outdoor sporting events, public relations activities, rummage sales, secondhand sales, swap meets, and other similar events designed to attract large crowds, and which are held on private or public property, for up to 6 days per calendar year or as determined appropriate by the Director of Recreation and Community Services.
5. *Other special events.* The Director of Recreation and Community Services shall have the discretion to determine the required permit for temporary and special uses not listed in this Division.

(Ord. No. 1651, § 3, 2-16-2016)Sec. 106-850. – Review authority.

- A. *Director Review.* The Director shall be responsible for the review and approval of all permits for temporary uses not reviewed by the Recreation & Community Services Committee on Permits and Licenses.
- B. *Committee on Permits and Licenses.* The Recreation and Community Services Department oversees the Committee responsible for the review and approval of all permits for special events, unless reviewed by the Director.

Sec. 106-851. – Application filing and processing.

An application for a Temporary Use Permit or Special Event Permit shall be filed with the applicable authority and processed as follows.

- A. *Application Contents.* The application shall be made on forms made by the Community Development Department and shall be accompanied by the information identified in any applicable City handouts and permit applications.
- B. *Time for Filing.* A temporary use or special event permit application shall be filed as follows:
 - 1. *Temporary use permit.* A temporary use permit application shall be filed at least 14 days in advance of the proposed commencement of the use.
 - 2. *Special event permit.* A special event permit application shall be filed with the Recreation and Community Services Department at least 7 days in advance of a proposed minor event, and 14 days in advance of a proposed major event. The Director or Committee shall determine whether a proposed special event or temporary event is minor or major, based on the characteristics of, and activities associated with, the event, and the likely impacts on the surrounding community.
 - 3. *Additional permits required.* Temporary uses and special events may be subject to additional permits and other city approvals, licenses, and inspections required by applicable laws or regulations.

Sec. 106-852. – Conditions of approval.

The review authority may impose reasonable and necessary specific design, locational, and operational conditions in approving Temporary Use Permit or Special Event Permit as follows:

- A. The use or event is limited to a duration that is no more than the maximum allowed duration, as determined appropriate by the review authority.
- B. The site is physically adequate for the type, density, and intensity of use being proposed, including provision of services (e.g., sanitation and water), public access, and the absence of physical constraints.
- C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing land uses on-site and in the vicinity of the subject property.
- D. The temporary use or activity will be removed and the site restored as necessary to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by this Chapter.
- E. The use or event will comply with all applicable provision of local, State and Federal laws or regulations.
- F. Any other pertinent factors affecting the operation of the temporary use or special event will be addressed, including the following, to ensure the orderly and efficient operation of the proposed use or event, in compliance with the intent and purpose of this Division
 - 1. Conditions may require the provision of
 - a. Sanitary and medical facilities.
 - b. Security and safety measures.
 - c. Solid waste collection and disposal.
 - 2. Conditions may regulate:
 - a. Nuisance factors, including the prevention of glare or direct illumination of adjacent properties, dirt, dust, gasses, heat, noise, odors, smoke, or vibrations.
 - b. Operating hours and days, including limitation of the duration of the use or event to a shorter time period than that requested.
 - c. Temporary signs.

- d. Temporary structures and facilities, including height, placement, and size, and the location of equipment and open spaces, including buffer areas and other yards.

Sec. 106-853. – Development and operating standards.

- A. *General Standards.* Standards for floor areas, heights, landscaping areas, off-street parking, setbacks, and other structure and property development standards, which apply to the category of use or the zoning district of the subject parcel, shall be used as a guide for determining the appropriate development standards for temporary uses and special events. However, the review authority may authorize an adjustment from the specific requirements as deemed necessary and appropriate.
- B. *Standards for Specific Temporary Activities.* Specific temporary land use activities shall comply with the development standards identified in Article III (General Regulations), as applicable to the use, in addition to those identified in section 106-849 and section 106-852 (Conditions of approval).

Sec. 106-854. – Post-approval procedures.

The approval or denial of a Temporary Use Permit or Special Event Permit may be appealed in compliance with Division 2 of Article V The procedures of Sec.106-809 (Summary of Planning Permits and Actions) shall apply to the approval of the permit.

- A. *Condition of the Site Following a Temporary Use or Special Event.* Each site occupied by a temporary use or special event shall be cleaned of debris, litter or any other evidence of the temporary activity, on completion or removal of the activity, and shall thereafter be used in compliance with the provisions of this Chapter.
- B. *Revocation.* A Temporary Use or Special Event Permit may be revoked or modified, with only a 24-hour notice, in compliance with Division 2 of Article V (Hearing and Appeals).
- C. *Extension of the Permit.* The Director may extend the operational length of a temporary use or special event if the delay is beyond the control of, and was not the result of actions by, the permittee.
- D. *Expiration of Permit.* A Temporary Use Permit or Special Event Permit shall be considered to have expired when the approved use has ceased or been suspended.

NEW SECTION LIST

ARTICLE I. GENERAL PROVISIONS

DIVISION 1. – INTRODUCTORY PROVISIONS

Sec. 106-4. – Structure of the development code.

- A. *Organization of regulations.* This Code consists of six articles:
 - 1. Article I: General Provisions
 - 2. Article II: Base and Overlay Zones
 - 3. Article III: General Regulations
 - 4. Article IV: Standards for Specific Land Uses and Activities
 - 5. Article V: Administration
 - 6. Article VI: Definitions
- B. *Types of regulations.* This Code contains five types of regulations controlling the use and development of property:
 - 1. *Use regulations.* These regulations specify land uses permitted, conditionally permitted, or specifically prohibited in each zoning district, and include special requirements, if any, applicable to specific uses. Use regulations for base zoning districts and for overlay districts are in Article II of this Code. Certain regulations that are applicable in some or all districts, and performance standards which govern special uses, are in Article III.
 - 2. *Development standards.* These regulations control the height, bulk, locations, and appearance of structures. Development regulations for base zoning districts and for overlay districts are in Article II of this Code. Certain development regulations that are applicable to some or all districts are in Article III. These include regulations for specific uses, development and site regulations, performance standards, parking, and signage.
 - 3. *Administrative regulations.* These regulations contain detailed procedures for the administration of this Code, and include common procedures, processes, and standards for discretionary entitlement applications and other permits. Administrative regulations are in Article V.
 - 4. *Definitions.* Article VI provides definitions and articulates use classifications and terms and definitions used in this Code.

ARTICLE I. GENERAL PROVISIONS

DIVISION 1. – INTRODUCTORY PROVISIONS

Sec. 106-16. - Procedural requirements.

Failure to follow the procedural requirements contained in this chapter shall not invalidate City actions taken in absence of a clear showing of intent.

ARTICLE III.- GENERAL REGULATIONS

DIVISION 1. – GENERALLY

Sec. 106.190. – Access.

- A. *Access to streets.*
 - 1. Every structure shall be constructed upon, or moved to, a legally recorded parcel with a permanent means of access to a public street, in compliance with City standards.
 - 2. All structures shall be properly located to ensure safe and convenient access for servicing, fire protection, and parking.
 - 3. Parcels located on a private street, which were legally established before the effective date of this Title, are exempt from the required compliance with the latest adopted City standards for private streets.
- B. *Pedestrian access.* All multiple-family residential, non-residential, or mixed use developments shall provide a minimum of one pedestrian walkway of no less than four feet in width, from each adjoining street frontage connecting said street with either the main building entrance or common pedestrian corridor.
- C. *Access to Accessory Structures.* Accessory structures and other on-site architectural features shall be properly located to ensure that they do not obstruct access to main structures or accessory living quarters.

ARTICLE III. – GENERAL REGULATIONS

DIVISION 7. – WALLS AND FENCES

Sec. 106-374. – All zones.

The following standards shall apply to all walls and fences city-side.

- A. The height of a wall or fence located along an interior property line shall be measured from the higher natural or established grade of the two abutting properties.
- B. Jacuzzi, spa, swimming pools and other similar outdoor water features shall be fenced in compliance with the Uniform Building Code.
- C. Screening of outdoor uses and equipment shall be provided in compliance with Division 6 of this article or as specified in Article IV for specific land uses and activities.
- D. Temporary fencing may be approved as deemed necessary and appropriate by the Director.
- E. If a fence or wall obstructs the view of a property address from the street right-of-way, the address numbers shall be located on the fence so that they are clearly visible from the street right-of-way.
- F. Decorative lighting fixtures may exceed the maximum allowed height for walls and fences along a street-facing property line shall reflect light down and away from adjoining properties so that the light emitted does not create a public nuisance or offense, in compliance with other applicable SFMC provisions.

- G. Lighting fixtures may be attached to the side of a fence along an interior property line, provided that they do not project above the top of the fence.
- H. Fences or walls shall not incorporate electrical currents, razor ribbon or wire, barbed wire, concertina ribbon, protruding fragments of broken glass or similar materials shall be permitted.
- I. Chain link is prohibited within any front or side yard area except as part of a temporary construction fence.
- J. The Director may administratively approve fences and walls that exceed the maximum heights identified in this section, in compliance with Division 9 of Article V (modifications, 20% or less).

ARTICLE V. - ADMINISTRATION

DIVISION 1. – GENERALLY

Sec. 106-808. – Purpose.

The purpose of this article is to identify the bodies, officials, and administrators with designated responsibilities under various divisions of the Zoning Code. Subsequent divisions of Article V provide detailed information on procedures, applications, and permits, including Code text and zoning map amendments, and enforcement. When carrying out their assigned duties and responsibilities, all bodies, administrators, and officials shall interpret and apply the provisions of this Code to implement the policies and achieve the objectives of the General Plan.

Sec. 106-809. – Summary of planning permits and actions.

The following table shows, for ease of reference, a brief summary of the permits and actions that are administered under this Code. The table is not regulatory. For complete regulations, procedures, and requirements, see Divisions 2 through 14 of Article V – Administration. For purposes of this chapter, the following definitions shall apply:

- A. *Ministerial*. Review of plans to determine compliance with codified standards. An example of a ministerial action is the Building Division approving a building permit application.
- B. *Discretionary Quasi-Judicial*. Decisions made by administrative or executive officials or local boards and commissions that apply general rules or policies to specific circumstances. An example of a Discretionary Quasi-Judicial action is the Planning & Preservation Commission approving a Conditional Use Permit for a drive-thru facility.
- C. *Discretionary Legislative*. Decisions made by elected bodies and establish general rules or policies that have a wider impact. An example of a Discretionary Legislative action is the City Council approving a General Plan Amendment.

TABLE 106-831: PLANNING PERMITS AND ACTIONS			
Proposed Activity	Permit or Action Required	Type of Decision	Review Authority
Use-Only Proposals			
Establishment of a (P) Permitted Use	Zone Clearance	Ministerial	Director of Community Development
Establishment of a (C) Conditional Use	Conditional Use Permit	Discretionary Quasi-Judicial	Planning & Preservation Commission

ATTACHMENT “B”

Establishment of a Temporary use	Temporary Use Permit	Discretionary Quasi-Judicial	Director of Community Development
Development Proposals			
Development of a (P) Permitted Use	Site Plan and Planning Review	Discretionary Quasi-Judicial	Director of Community Development
Request for relief from property development standards due to unique conditions in conjunction with a Site	Variance	Discretionary Quasi-Judicial	Planning & Preservation Commission
Request for minor accommodations to prescribed development standards	Modification	Discretionary Quasi-Judicial	Director of Community Development
Other Proposals or Actions			
Minor changes to approved plans, consistent with original findings and conditions	Minor Administrative Planning Review	Ministerial	Director of Community Development
Changes to a discretionary permit or changes to approved plans that would affect findings or conditions	Major Administrative Planning Review	Discretionary Quasi-Judicial	Director of Community Development
Violation of conditions or terms of permit	Revocation of Permit	Discretionary Quasi-Judicial	Planning & Preservation Commission
Modifications of or exceptions from regulations to ensure equal access to housing for individuals with disabilities	Reasonable Accommodation for Housing	Discretionary Quasi-Judicial	Director of Community Development
Proposals to change a regulation within this Code	Zoning Text Amendment	Discretionary Legislative	City Council
Proposal for development which complies to regulations of an existing district, but not the one currently applied to the site	Zoning Map Amendment	Discretionary Legislative	City Council
Change of the General Plan land use designation for a site	General Plan Amendment	Discretionary Legislative	City Council

Request to qualify for vesting and processing benefits offered under SB 330	Preliminary Application Pursuant to Section 65951.1	Discretionary Quasi-Judicial	
Request to qualify for ministerial review under SB 35 (SB 423)	Preliminary Application Pursuant to Section 65951.1	Ministerial	
Large, multi-phase project which needs certainty regarding regulations over time in exchange for public benefits	Development Agreement	Discretionary Legislative	City Council

Sec. 106-810. - Application process and fees.

A. Applicant.

1. The property owner(s) shall sign all applications.
2. If the application is made by someone other than the owner, written proof, satisfactory to the Director, of the right to act as the owner’s agent or to use and possess the property as applied for, shall accompany the application.
3. Written proof of authorization must be signed and dated by the property owner and expressly state what the agent is authorized to do on behalf of the owner.

B. Forms and Materials.

1. *Application Forms.* The Director shall prepare and issue application forms and lists that specify the information that will be required from applicants for projects subject to the provisions of this Code.
2. *Supporting Materials.* The Director may require the submission of supporting materials as part of the application, including, but not limited to, operational statements, photographs, plans, drawings, renderings, models, material and color samples, and other items necessary to describe existing conditions on the project site and in the vicinity and the proposed project and to determine the level of environmental review pursuant to the California Environmental Quality Act.
3. *Availability of Materials.* All materials submitted becomes the property of the City, may be distributed to the public, and shall be made available for public inspection. At any time, upon reasonable request, and during normal business hours, any person may examine an application and materials submitted in support of or in opposition to an application in the Planning Division offices. Unless prohibited by law, copies of such materials shall be made available at a reasonable cost.

C. Application Fees.

1. *Payment of Application and Processing Fees.* No application shall be accepted as complete and processed without payment in full of the required application and review fee per the Master Fee Schedule.
2. *Multiple Applications.* The City’s processing fees are in accordance with the adopted fee schedule. Cost savings may be incurred due to similar documents being prepared for a single project, such as CEQA review.

Sec. 106-811. - Application review.

Except as required by State law, each application filed with the Planning Division shall be initially processed as follows:

- A. *Completeness Review.* The Division shall review an application for completeness and accuracy before it is accepted as being complete and officially filed. The Division will consider an application complete when:
 - 1. All necessary application forms, documentation, exhibits, materials, maps, plans, reports, and other information specified in the application form, any applicable Division handout, or any additional information on standard checklists, forms, or documents required by the Director have been provided and accepted as adequate; and
 - 2. All necessary fees and deposits have been paid and accepted.
- B. *Notification of Applicant.* The applicant shall receive written notification, within 30 days of submittal, that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the written notification, must be provided.
- C. *Expiration of Application.* If a pending application is not deemed complete within 6 months after the first filing with the Division, the application shall expire and be deemed withdrawn, and any remaining deposit amount shall be refunded, subject to administrative processing fees.
- D. *Extension of Application.* The Director may grant one 6-month extension, upon written request of the applicant. After expiration of the application and extension, if granted, a new application, including fees, plans, exhibits and other materials, will be required to commence processing of a new project application on the same property.
- E. *Additional Information.* After the application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project, in compliance with the California Environmental Quality Act.
- F. *Referral of Application.* At the discretion of the Director, or where otherwise required by this Title, State, or Federal law, an application filed in compliance with this Title may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

ARTICLE V. - ADMINISTRATION

DIVISION 6. – SITE PLAN REVIEW

Sec. 106-855. – Purpose.

The purpose of the site plan review procedure is to enable the Director to check development proposals for conformity with the sections of this chapter in a manner that is also consistent with the general plan, any applicable specific plans, and adopted design guidelines.

Sec. 106-856. – Applicability.

- A. *Development.* A Site Plan Review Permit shall be required for all projects that propose development, as defined in Article VI – Definitions of this Code, of property within the City of San Fernando in addition to:

1. All new construction or exterior alteration of any existing building or structure which also requires a conditional use permit or a variance;
 2. All new construction or major remodel of any existing building or structure in the PD overlay, RPD zone, or SP-5 zone;
 3. All new construction or exterior alteration of any existing building or structure in a residential zone that involves 200 square feet or more of floor area or will extend the structure to a second floor;
 4. All new construction or exterior alteration of any existing building or structure in a commercial or industrial zone that results in a 20 percent or more of the existing square footage or 500 square feet, whichever is less.
 5. All new construction of any freestanding sign in all commercial and industrial zones, other than a monument sign or any electronic message center sign.
 6. All new construction or alteration of any wireless communication facility that is determined not to be exempt pursuant to section 106-771 of this Code. Generally speaking, these facilities are located on private property, including city owned property not located within the public right-of-way.
- B. *Exceptions.* No Site Plan Review Permit shall be required for the following:
1. To confirm that the establishment of a new use with no development is permitted as a matter of right.
 2. The continuation of previously approved or permitted uses, structures, or uses and structures, that are not subject to any Building Code or Zoning Ordinance regulations.
 3. Sign permit applications proposing new or revised signage that meet the standards of Division 9 of Article III - Signs
 4. Administrative Planning Review as outlined in Division 7 of this article.

Sec. 106-857. – Procedure.

- A. The applicant shall submit copies of the site plan to the Director. The number of copies required shall be as determined by the Director. The applicant shall be required to pay appropriate fees as determined by city council resolution for processing site plan review applications.
- B. The site plan shall be reviewed by the Director for conformity with sections of this chapter, the general plan, any applicable specific plans, adopted design guidelines, policies and ordinances of the City. The plans may be conditionally approved and signed by the Director which conditional approval stipulates that the development as shown, with any changes noted by the Director, conforms to the development regulations of the zone.
- C. Certain development regulations in the various zones are subject to commission review and approval. In these instances the site plan review application shall be submitted to the commission and the items in question shall be placed on the agenda. The commission may approve, disapprove or approve the proposed development with conditions on the site plan review application. The commission's findings shall be noted on the plans and recorded in the commission minutes.
- D. When a Site Plan Review is required, no building permit shall be issued until the site plan review application has been approved in accordance with this section, and no certificate of occupancy shall be issued unless the development complies with the approved site plan review and all conditions attached thereto.
- E. If the Director determines that there are unusual circumstances or special conditions related to an application, the Director may defer action and refer such application to the planning and preservation commission for final decision.
- F. The applicant may appeal the decision of the Director or the planning and preservation commission pursuant to section 106-817.

(Ord. No. 1270, § 30.745.1, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1585, §§ 1, 2, 12-1-2008)

Sec. 106-858. – Application.

Except as required by State law, each application filed with the Planning Division shall be initially processed as follows:

- A. *Completeness Review.* The Division shall review an application for completeness and accuracy before it is accepted as being complete and officially files. The Division will consider an application complete when:
 - 1. All necessary application forms, documentation, exhibits, materials, maps, plans, reports, and other information specified in the application form, any applicable Division handout, or any additional information required by the Director have been provided and accepted as adequate; and
 - 2. All necessary fees and deposits have been paid and accepted.
- B. *Notification of Applicant.* The applicant shall receive written notification, within 30 days of submittal, that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the written notification, must be provided.
- C. *Expiration of Application.* If a pending application is not deemed complete within 6 months after the first filing with the Division, the application shall expire and be deemed withdrawn, and any remaining deposit amount shall be refunded, subject to administrative processing fees.
- D. *Extension of Application.* The Director may grant one 6-month extension, upon written request of the applicant. After expiration of the application and extension, if granted, a new application, including fees, plans, exhibits and other materials, will be required to commence processing of a new project application on the same property.
- E. *Additional Information.* After the application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project, in compliance with the California Environmental Quality Act.
- F. *Referral of Application.* At the discretion of the Director, or where otherwise required by this Title, State, or Federal law, an application filed in compliance with this Title may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

Sec. 106-859. – Findings and Decisions.

A Site Plan Review may be approved, with or without conditions, only after first making specific findings as outlined below, and any additional findings required for the approval of specific land uses in Article IV.

- A. *Findings for Approval of Non-Housing Development Projects.* The Review Authority shall only approve a Site Plan Review Permit application for a non-housing related project if it finds that the application is consistent with the purposes of this article and with the following:
 - 1. The applicable standards and requirements of this Code;
 - 2. The General Plan and any applicable Specific Plan, Community Plan, ordinances or policies the City has adopted;
 - 3. Any applicable design guidelines/standards the City has adopted;
 - 4. Any approved Tentative Map, Conditional Use Permit, Variance, or other planning or zoning approval that the project required;
 - 5. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, streetlights, traffic control devices, and the width and pavement of adjoining street and alleys) will be available to serve the subject site.
 - 6. The proposed development will not be substantially adverse to the public health, safety, or general welfare of the community, nor be detrimental to surrounding properties or improvements.
- B. *Findings for Approval of Housing Development Projects.*

1. The Project does not have a specific, adverse impact on public health or safety. A “specific adverse impact” means a significant, quantifiable, direct and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions in existence on the date the application was deemed complete.
 2. The Project is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and with all applicable development and objective design standards, as existed on the date the application was deemed complete.
 3. The Project is consistent with the General Plan and any applicable specific plan.
 4. The existing or proposed public facilities necessary to accommodate the Project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.
- C. *Findings for Denial or Reduced Density of Housing Development Projects.* Housing development projects consistent with the General Plan, Zoning Code, and objective design standards can only be denied if the findings in Gov. Code 65589.5(j)(1) can be made.
- D. *Findings for Denial or Reduced Density of Housing Development Projects with 20% Affordability.* Housing development projects with 20% affordable units and consistent with the General Plan, Zoning Code, and objective design standards can only be denied if the findings in Gov. Code 65589.5(d) can be made. Certain affordable housing projects shall be processed under the Zone Clearance, Streamlined Development process.

Sec. 106-860. – Conditions of approval.

In granting approval of a Site Plan Review Permit, the Review Authority may impose conditions that are reasonably related to the application and deemed necessary to achieve the purposes of this article, the General Plan, and any applicable operative plan or policy the City has adopted. The conditions shall ensure compliance with the applicable criteria and standards established by this Code or mitigation required pursuant to the California Environmental Quality Act (CEQA) review. Conditions may be related to the following objectives:

- A. The proposed design will not lead to an overburdening of existing or planned infrastructure capacities, including, but not limited to, capacities for water, runoff, storm water, wastewater, and solid waste systems;
- B. The proposed design will ensure that the proposal conforms in all significant respects with the General Plan and with any other applicable plans or policies and design guidelines adopted by the City Council;
- C. The proposed design will achieve the general purposes of this Code or the specific purpose of the zoning district in which the project is located;
- D. The proposed project shall mitigate any potential impacts identified as a result of the environmental review conducted in compliance with the California Environmental Quality Act.
- E. The proposed project shall provide the public facilities necessary to accommodate the Project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, street lights, traffic control devices, width and pavement of adjoining streets and alleys, etc.).

Sec. 106-861. – Post-approval procedures.

Procedures relating to appeals, notices, revocations and modifications, as identified in Article V (Administration) in addition to those identified in Article IV (Standards for Specific Land Uses and Activities), shall apply following the approval of a Site Plan Review.

Secs. 106-862—106-866. – Reserved.

ARTICLE V. - ADMINISTRATION

DIVISION 7. – CONDITIONAL USE PERMITS

Subdivision I. – In General

Sec. 106-875. - Post-approval procedures.

Conditional Use Permits granted pursuant to the provisions of this Chapter that are valid and in effect, shall run with the land and shall continue to be valid upon a change of ownership of the site or structure that was the subject of the use permit application. However, should the activity approved by the use permit be discontinued for a consecutive period of one year with two 6-month extensions as approved by the Director, the use permit shall be deemed to be expired and shall become null and void. An applicant may request an extension by filing a written application with the Director at least 30 days, but no more than six months prior, to the expiration of the approval. Upon expiration, further continuation of the activity on-site will require approval of a new Conditional Use Permit.

ARTICLE V. - ADMINISTRATION

DIVISION 10. - AMENDMENTS TO GENERAL PLAN TEXT, GENERAL PLAN LAND USE MAP, ZONING CODE TEXT, ZONING MAP, AND SPECIFIC PLAN AMENDMENTS

Sec. 106-1019. – Purpose.

The city council may amend this chapter whenever required by public necessity, convenience and general welfare.

RESOLUTION NO. 2025-001

RESOLUTION OF THE PLANNING AND PRESERVATION COMMISSION OF THE CITY OF SAN FERNANDO RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ADOPT AN ORDINANCE REPEALING AND REPLACING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE

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

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

WHEREAS, the City has identified a need to reorganize and amend its zoning code to improve its usability, clarity, and consistency while ensuring compliance with new state laws and implementing policies and programs identified in the City's Housing Element; and

WHEREAS, the City has identified a need to codify policies and procedures to improve public access to said policies and procedures; and

WHEREAS, the City has identified a need to set development standards to facilitate application review and processing; and

WHEREAS, the Planning and Preservation Commission, as part of its special meeting of January 27th, 2025, conducted a duly noticed public hearing on the proposed code reorganization and amendments, and all testimony was received and made part of the public record; and

WHEREAS, the City prepared a revised zoning code that includes new articles, divisions, and sections, as well as modifications to existing provisions to enhance the organization, functionality, and compliance of the zoning code as detailed in Exhibit "B" attached hereto.

NOW, THEREFORE, THE PLANNING COMMISSION 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

This project has been determined to be exempt from the requirements of the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment. The text

amendments are administrative and regulatory in nature, focused on improving clarity, consistency, and compliance with existing State mandates and the 6th Cycle Housing Element, and do not involve any physical development or changes in land use. Therefore, there is no potential for the project to result in direct or indirect environmental impacts.

SECTION 3. Zoning Text Amendment Findings

Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

1. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plan.

The proposed code reorganization aligns with and supports the San Fernando General Plan by ensuring clarity, accessibility, and consistency in the implementation of zoning regulations. Specifically:

- **Consistency with Land Use Objectives:** The reorganization provides clear guidance for implementing land use policies outlined in the General Plan, ensuring that zoning designations align with the intended character and uses of various districts within the city.
 - **Policy Alignment:** The amendment enhances the usability of the zoning code, making it easier for stakeholders, including residents, developers, and staff, to understand and comply with the city's development standards. This supports the General Plan's goals of promoting orderly growth, sustainable development, and efficient land use practices.
 - **Program Implementation:** By improving the structure and organization of the zoning code, the proposed amendment facilitates the effective execution of General Plan programs, such as fostering economic development, housing opportunities, and infrastructure improvements.
 - **Enhanced Transparency:** The amendment eliminates redundancies and clarifies ambiguities, fostering greater transparency and ensuring that the zoning code serves as a reliable tool for implementing the General Plan's vision and objectives.
2. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The proposed code reorganization supports the public interest and enhances public welfare by improving the efficiency and effectiveness of zoning regulations as described below:

- **Clarity and Accessibility:** The reorganization simplifies the zoning code structure, making it easier for the public, property owners, and developers to understand and comply with city regulations, thus reducing potential disputes and enforcement challenges.
- **Promoting Public Safety:** By ensuring consistency and clarity in development standards, the amendment supports the city's ability to enforce regulations that protect public

health and safety, such as those related to building codes, setbacks, and environmental safeguards.

- **Streamlining Processes:** The amendment enhances the convenience of navigating the zoning code, thereby streamlining the permitting process and reducing delays for property owners and developers, all while maintaining regulatory standards.
- **Community Welfare:** A well-organized zoning code promotes orderly development, enhances property values, and ensures land uses that are compatible with community needs and expectations, contributing positively to the overall quality of life in San Fernando.

SECTION 4. Determination.

Based on the findings outlined in Section 3 above, the Planning and Preservation Commission of the City of San Fernando does hereby recommend that the City Council adopt an ordinance reorganizing and amending Chapter 106 of the San Fernando Municipal Code as set forth in Exhibit "A" and Exhibit "B".

SECTION 5. Record of Proceeding

The documents and other materials that constitute the record of the proceedings upon which the Planning and Preservation Commission's decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as materials that support the staff reports for the proposed project and are located in the Community Development Department of the City of San Fernando at 117 Macneil Street, San Fernando, CA 91340. The custodian of these documents is in the City Clerk of the City of San Fernando.

SECTION 6. Certification of the Resolution

The Secretary of the Planning and Preservation Commission of the City of San Fernando, California, shall certify the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED by the Planning and Preservation of the City of San Fernando at the special meeting held this 27th day of January 2025, by the following votes:

AYES: Diaz, Lau, Sanchez, Solorio and Martinez - 5

NOES: None- 0

ABSENT: None- 0

ABSTAIN: None- 0

CECILIA MARTINEZ, VICE
CHAIRPERSON

ATTEST:

ERIKA RAMIREZ, SECRETARY TO THE
PLANNING AND PRESERVATION
COMMISSION

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Fabian Valdez, Police Chief
CJ Chiasson, Police Commander
Art Ziyalov, Information Technology Systems Administrator

Date: March 3, 2025

Subject: Receive and File a Presentation on the City's Emergency Operations Plan and Multi-Hazard Mitigation Plan

RECOMMENDATION:

It is recommended that the City Council receive and file a presentation on the City's Emergency Operations Plan and Multi-Hazard Mitigation Plan.

BACKGROUND:

1. On September 7, 2021, the City Council adopted Resolution No. 8095, approving the City's 2021 Multi-Hazard Mitigation Plan (MHMP) (Attachment "A").
2. On December 16, 2021, the City certified the Emergency Response Plan ("ERP") (Attachment "B") with the U.S. Environmental Protection Agency to ensure that the water system is reasonably capable of responding effectively to emergencies caused by natural disasters, infrastructure failures, or malevolent acts.
3. On June 6, 2022, the City Council adopted Resolution No. 8153 that, among other actions, approved and update to the Safety Element of the City's General Plan.
4. On November 7, 2022, the City Council adopted the updated Emergency Operations Plan (EOP) (Attachment "C").
5. On January 21, 2025, City Council requested an informational presentation from City staff regarding on the City's Emergency Operation Plan, Hazard Mitigation Plan, and Cyber Emergency Plan.

Receive and File an Informational Presentation on the City's Emergency Operation and Multi-Hazard Mitigation Plans

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ANALYSIS:

The City has prioritized strengthening its emergency preparedness and hazard mitigation capabilities to assure that the City is capable of protecting lives, property, and community well-being in the face of potential emergencies. Recognizing the increasing complexity of modern risks, including threats of wildfires, earthquakes, and terrorism, the City has developed and adopted updated planning documents to provide a clear roadmap for reducing vulnerabilities, enhancing resilience, and ensuring efficient emergency responses. These plans were shaped through collaboration with City staff, external agencies, and the public to ensure they align with current standards, best practices, and the community's specific needs. These agencies included: Los Angeles County Office of Emergency Management ("OEM"), California Governor's Office of Emergency Services ("Cal OES"), Federal Emergency Management Agency ("FEMA"), Los Angeles County Fire Department ("LAFD"), Los Angeles County Department of Public Health ("LACDPH"), Los Angeles County Sheriff's Department ("LASD"), Disaster Management Area C ("DMA C"), American Red Cross, Southern California Edison ("SCE") & local utility companies, local hospitals & healthcare providers, community-based organizations & volunteer groups (CERT, faith-based organizations, non-profits), neighboring cities & mutual aid partners.

At the core of the emergency response efforts is the Emergency Operations Plan ("EOP"), which serves as a vital tool for guiding the City's coordinated response to emergencies and disasters. The updated EOP integrates lessons learned by from past incidents in other cities, aligns with regional and State guidelines, reflecting the City's response using its current organizational structure and resources. The EOP establishes guidelines for managing emergencies effectively, outlining the structure, objectives, and roles required by each City Department for a unified and efficient response. This summary highlights the EOP's key elements and demonstrates how it equips the City to address a wide range of potential emergencies with precision and readiness.

Emergency Operations Plan Summary.

The Emergency Operations Plan ("EOP") for the City, adopted November 7, 2022, outlines the City's strategies for managing emergencies and disasters to ensure an effective response and recovery. The plan defines the authority, responsibilities, and operations of the City during crises, emphasizing coordination among City, State, Federal, and private sector relief efforts. Aligned with the California Emergency Services Act, Standardized Emergency Management System ("SEMS"), and National Incident Management System ("NIMS"), the plan includes a basic framework, hazard-specific and functional-support annexes, and references to supplementary resources. The City Manager acts as the Director of Emergency Services, coordinating efforts with the City Council, Police Department, community, and private sector stakeholders.

Key risks identified in the EOP include natural disasters like earthquakes, wildfires, and floods, as well as human-caused hazards such as terrorism and infrastructure interruptions. Community preparedness and education is a priority, with initiatives like public information systems and Community Emergency Response Team (CERT) training being at the forefront of preparation.

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Recovery efforts focus on restoring services, repairing infrastructure, and addressing community needs. Mutual aid agreements and stakeholder collaboration are integral to the City's approach to minimizing disaster impacts by ensuring that the City has the resources it needs to adequately address an emergency when City resources have been taxed.

The City's EOP was last updated on November 7, 2022, and is scheduled for a formal review every two (2) years. Staff recognizes the importance of maintaining an up-to-date emergency response framework and are actively working on reviewing and revising the plan to ensure it reflects the latest emergency management protocols, potential risks, and operational improvements.

Multi-Hazard Mitigation Plan Summary.

While the Emergency Operations Plan ("EOP") details how the City of San Fernando responds to disasters in real-time, the Multi-Hazard Mitigation Plan ("MHMP") takes a proactive approach to minimize the long-term impacts of potential disasters. The MHMP identifies hazards, assesses risks, and develops strategies to reduce community vulnerabilities. Together, the EOP and MHMP form a comprehensive framework to enhance the City's resiliency during and after an emergency.

The City's 2021 Multi-Hazard Mitigation Plan, was developed in compliance with the Disaster Mitigation Act of 2000 to maintain eligibility for Federal funding and improve disaster preparedness. It outlines a collaborative planning process involving City departments, external agencies, and public input to identify risks and develop mitigation strategies. Key hazards—such as earthquakes, floods, windstorms, and pandemics—are assessed for their potential impacts. The plan prioritizes actions to mitigate hazard impacts, safeguard critical infrastructure, and enhance public safety through infrastructure upgrades, policy improvements, and community outreach. It also identifies vulnerable critical facilities, including City Hall, police facilities, and water reservoirs, and emphasizes ongoing plan maintenance, regular updates, and public engagement. Additionally, the MHMP aligns with state and federal guidelines, incorporating historical hazard data, stakeholder feedback, and best practices to support its strategies.

Typically, a MHMP is valid for a period of five (5) years. The City's current MHMP is set to expire on September 7, 2026. Keeping the MHMP current and valid allows the City to remain eligible for federal funding and ensures continued disaster preparedness.

Emergency Response Plan Summary.

The Emergency Response Plan (ERP), submitted to the U.S. Environmental Protection Agency (EPA) as part of the Risk and Resilience Assessment (RRA) under the America's Water Infrastructure Act (AWIA) of 2018, ensures that local water systems are prepared to respond to and recover from emergencies that could impact drinking water services. It outlines strategies to mitigate risks such as natural disasters, cyberattacks, and contamination, while establishing response and recovery procedures to maintain service continuity. The ERP also enhances coordination with federal, state, and local agencies, improves operational resilience through

Receive and File an Informational Presentation on the City's Emergency Operation and Multi-Hazard Mitigation Plans

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backup resources and communication strategies, and ensures compliance with EPA regulations for systems serving over 3,300 people.

As part of the ERP, the City implements a fire hydrant program as a critical component of its water system infrastructure and emergency preparedness. Regular inspections, maintenance, and testing ensure hydrants are operational, free of leaks, and capable of providing adequate pressure and flow for firefighting. The City maintains detailed maps and records of hydrant locations, pressure zones, and maintenance activities to aid first responders during emergencies.

Fire hydrants are strategically placed throughout the City to provide sufficient coverage across residential, commercial, and industrial areas, ensuring accessibility and compliance with fire safety regulations. As part of its emergency response strategy, the City coordinates with the Los Angeles Fire Department (LAFD) to assure hydrant functionality during critical incidents like wildfires or structural fires. Additionally, old or damaged hydrants are replaced through capital improvement programs to meet modern standards. Connected to the City's two pressure zones, hydrants are integrated into mutual aid agreements, allowing resource sharing with neighboring areas, if necessary. This comprehensive approach ensures the fire hydrants remain a reliable resource for public safety and emergency response.

The Emergency Response Plan does not expire, but it will need a revision and update by December 31, 2026 to be in compliance with Environmental Protection Agency ("EPA") regulations due to mandatory review and recertification requirements.

Cybersecurity Incident Response Plan Summary.

Cybersecurity is a major function and focus area of the City's Information Technology (IT) Division. A heavy emphasis is put into scrutinizing all technological implementations or projects, in regard to maintaining maximum security and segmentation of the City's network. By segmenting the City's network, it creates a barrier for threat actors or hackers to try to cripple the entire City's IT systems, should someone breach the City's network. Cybersecurity is a constant moving target, and requires constant monitoring and research, as well as posture and technology improvements. It is for this reason that the Fiscal Year 2024-2025 Administrative Services Department Work Plan included development of a cybersecurity incident response plan.

The City currently contracts with a professional IT Managed Service Provider – Acorn Technology Services, which employs highly qualified IT staff that augment the City's IT staff, and many of the internal services that our IT Division provides. The City is also part of a pool of agencies for Risk Management and Insurance - Independent Cities Risk Management Authority (ICRMA), through which the City procures cyber insurance. In coordination with both of these entities, staff has drafted an initial cybersecurity incident response plan that is being refined to align with best practices and will be incorporated as a component of the City's MHMP.

Receive and File an Informational Presentation on the City's Emergency Operation and Multi-Hazard Mitigation Plans

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Given the sensitivity of this plan, many of the cybersecurity practices are typically maintained internally to avoid any potential risks of exploitation, social engineering, and exposure of any of the City's tactics, technologies, or strategies that are currently implemented.

Preparedness Training.

Effective training strategies for City personnel, Councilmembers, and the community are essential for building a well-prepared and resilient city. Training is tiered to address different roles and responsibilities, ensuring that each group receives relevant and practical instruction.

City personnel regularly train in the Incident Command System ("ICS") and National Incident Management System ("NIMS") and participate in hands-on emergency response exercises, including tabletop drills for earthquakes, floods, and hazardous material incidents. The City also utilizes VEOCI, a virtual Emergency Operations Center software, which proved invaluable during the recent Hurst Fire and student walk-out protests, by enabling real-time documentation of events and actions. Ongoing training in this virtual environment ensures staff remain proficient and prepared.

The City Council should receive targeted briefings on emergency management policies, decision-making in crisis situations, and their roles in disaster declarations and public communication. More information regarding a City Councilmembers' role during an emergency is provided through the following Western Cities' Magazine article (<https://www.westerncity.com/article/crisis-leadership-understanding-emergency-response-system-and-elected-officials-role>). As members of the community as well, it is advisable for Councilmembers to attend Community Emergency Response Team training. This type of training is not only beneficial for the City Council but also plays a crucial role in broader community preparedness efforts. The City is exploring different CERT training options for the community and will provide updates once plans are solidified. Given that state and local emergency services are currently occupied with the recent natural disasters, training will be reprioritized once resources are freed and available.

Community preparedness efforts by the City has included CERT training. CERT trains volunteers in disaster preparedness, equipping them with skills like fire suppression, basic medical aid, and search and rescue. By supporting emergency responders and assisting neighbors before help arrives, CERT enhances community resilience and speeds recovery.

BUDGET IMPACT:

There is no budget impact associated with receiving this informational report. Ongoing preparedness training through ICS and NIMS are incorporated Citywide Work Plans, and therefore, included in the Fiscal Year 2024-2025 Adopted Budget. Additionally, on April 8, 2024, the City was granted a sub-award through the Department of Homeland Security from the City

Receive and File an Informational Presentation on the City's Emergency Operation and Multi-Hazard Mitigation Plans

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of Los Angeles for information technology upgrades to the Emergency Operations Center ("EOC"). The \$23,000 grant will allow for critical upgrades to the EOC. As the EOC is the central hub for operations during all critical incidents, these upgrades will ensure timely responses and coordination during events.

CONCLUSION:

It is recommended that the City Council receive and file a presentation on the City's Emergency Operations Plan and Multi-Hazard Mitigation Plan.

ATTACHMENTS:

- A. Multi-Hazard Mitigation Plan ([provided digitally through weblink](#))
- B. Emergency Response Plan ([provided digitally through weblink](#))
- C. Emergency Operations Plan ([provided digitally through weblink](#))

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julio C. Salcedo, Director of Recreation and Community Services

Date: March 3, 2025

Subject: Discussion and Consideration Regarding Hosting an Immigration Event

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss and consider providing direction regarding next steps for hosting an immigration forum or resource fair at a City facility; and
- b. Provide staff direction, as appropriate.

BACKGROUND:

1. On October 3, 2000, the City Council adopted Resolution No. 6750 (Attachment "A"), urging immigration Reform in the National Interest.
2. On July 21, 2003, the City Council adopted Resolution No. 6924 (Attachment "B") supporting the immigrant workers freedom ride "On the Road to Citizenship."
3. On May 1, 2006, the City Council adopted Resolution No. 7111 (Attachment "C") opposing the Clear Act and the Sensenbrenner-King Immigration Restriction Bill (H.R.4437) being considered in congress and urging the United States Senate to reject it.
4. On May 17, 2010, the City Council adopted Resolution No. 7378 (Attachment "D") opposing Arizona Immigration Law Senate Bill ("SB") 1070 and request the Federal Government for comprehensive immigration reform.
5. On February 21, 2017, then Police Chief Anthony Vairo provided a presentation to the City Council regarding the Police Department's roles and responsibilities as it relates to immigration enforcement.

Discussion and Consideration Regarding Hosting an Immigration Event

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6. On July 2, 2018, the City Council adopted Resolution No. 7871 (Attachment “E”) condemning the Trump Administration’s immigration policies; calling on all members of congress on both sides of the aisle to repudiate the Trump administration’s incompetent callous and cruel approach to immigration; and demanding that congress act immediately to enact fair and humane comprehensive immigration reform.
7. On July 1, 2024, the City Council adopted Resolution No. 8320 (Attachment “F”) affirming support for immigration reform.
8. On December 2, 2024, Councilmember Mary Solorio agendized an item to discuss Sanctuary City policies. Councilmember Solorio tabled the agenda item to a future date uncertain pending a presentation by the San Fernando Police Department regarding local immigration enforcement policies.
9. On January 21, 2025, Councilmember Patty Lopez agendized an item to discuss the City co-sponsoring a public forum on immigration enforcement organized by Councilmember Patty Lopez. The City Council deferred the request to be considered as part of the February 3, 2025 City Council meeting discussion to be included with the Police Department’s public safety presentation.
10. On February 3, 2025, Police Chief Fabian Valdez provided a presentation to the City Council regarding the Police Department’s roles and responsibilities as it relates to California’s Senate Bill 54, the “California Values Act”. The City Council directed staff to return to a future meeting with additional information to potentially partner with other organizations, including non-profits and State and Federal elected officials, to host an immigration forum at a city facility.
11. On February 18, 2025, Councilmember Garcia pulled the “Status Updates for Enhancements, Projects” (“Project Priorities”) staff report for discussion. The City Council ask that staff include an update regarding the immigration forum on the recurring Project Priorities agenda item and directed staff to revisit the topic at the next City Council meeting to provide direction to staff on the next steps for hosting a city-sponsored immigration forum. This included hosting the event independently or partnering with organizations to assist in facilitating the forum.

ANALYSIS:

An immigration event is a public event organized by local governments, community groups, or advocacy organizations to educate residents about immigration laws, policies, and available services. These events typically connect individuals with resources such as legal aid and social services, address community concerns by offering insights from industry professionals, and

Discussion and Consideration Regarding Hosting an Immigration Event

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facilitate collaboration among various stakeholders. They are especially valuable in diverse communities, helping residents navigate the complexities of the immigration system.

The City of San Fernando has a diverse population, with a significant number of residents having connections to immigration. Immigration has influenced the city's culture, economy, and community dynamics over time. The various resolutions and City Council actions over the years demonstrates a commitment from the City Council to support immigration reform and advocate for the rights of immigrants and highlight the City's consistent stance on immigration issues and the protection of immigrant communities.

Resource Fair versus Forum

When considering hosting an immigration event, it is important to identify the type of event that the City would like to host. An *Immigration Resource Fair* is an event where attendees can access various services, information, and direct assistance from multiple organizations, such as legal aid groups, community organizations, and government agencies. It typically features booths, workshops, and one-on-one consultations to help individuals navigate immigration processes. In contrast, an *Immigration Forum* is more of an informational and discussion-based event, often featuring expert panels, guest speakers, and Q&A sessions focused on policy updates, legal rights, and broader immigration-related topics. While a resource fair provides hands-on support, a forum emphasizes education and dialogue.

Based on the original direction, City staff reached out to the offices of local state and federal elected officials to offer a location in the City to host an immigration forum or resource fair. Some of the feedback received from those offices included a recommendation to partner with a local non-profit specializing in immigration services to organize the resource fair at a City location. Those recommendations included contacting the Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA), Hermandad Mexicana Nacional (HMN), and the American Civil Liberties Union (ACLU), who have advocated for, organized, educated and defended immigrants in Los Angeles area for many years. Staff has also made contact with the Consulado General de México en Los Ángeles to inquire about their interest in participating in a resource fair.

Staff was also made aware that there has been some hesitancy by the immigrant population in attending in-person events due to the concern that they may be targeted for immigration enforcement, which should be considered when planning an immigration related forum or resource fair.

Staff is requesting direction from the City Council regarding next steps for hosting an immigration forum or resource fair at a City facility.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

Discussion and Consideration Regarding Hosting an Immigration Event

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CONCLUSION:

It is recommended that the City Council discuss and provide direction regarding next steps for hosting an immigration forum or resource fair at a City facility.

ATTACHMENTS:

- A. Resolution No. 6750
- B. Resolution No. 6924
- C. Resolution No. 7111
- D. Resolution No. 7378
- E. Resolution No. 7871
- F. Resolution No. 8320

RESOLUTION NO. 6750

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, URGING IMMIGRATION REFORMS IN THE NATIONAL INTEREST.

WHEREAS, immigrants who have been in the United States for more than a decade have become valuable employees and deeply rooted in their communities who work hard, pay taxes and support their families and many of whom were unjustly denied the chance to apply for permanent residence because of past government mistakes therefore shall be afforded the opportunity to legalize their status permanently by updating the registry date from 1972 to 1986; and

WHEREAS, refugees from Central America and the Carribbean, namely Salvadorans, Guatemalans, Hondurans and Haitians, who fled civil conflict in their home countries and have resided in the United States for many years, who work hard, pay taxes and support their families and who were treated unfairly by the government because of political bias therefore shall be afforded the same opportunity to adjust their status to permanent residence as Congress provided in 1997 to other similarly-situated refugees, namely Cubans and Nicaraguans; and

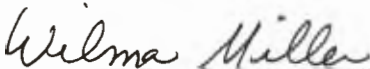
WHEREAS, individuals already in the United States who qualify for permanent immigrant visas by having a close relative or employer petition on their behalf and who are in the final stages of obtaining their immigrant visas therefore shall be allowed to remain in the country while their visa applications are processed, to continue to work and ensure that their families stay together, by restoring Section 245(i) of the Immigration Act; and,

WHEREAS, provisions including updating the registry date, NACARA parity and restoration of Section 245(i) are common sense approaches to correct past government mistakes that have kept long-established, hardworking immigrant families in bureaucratic limbo, to help sustain our nation's booming economy by stabilizing the status of immigrants already here and already working and to ensure that families are kept together therefore shall be included in legislation that addresses the needs of the hi-tech industry for more temporary high skilled (I-1B) workers to ensure that the concerns of deserving immigrants are resolved this year.

PASSED, APPROVED AND ADOPTED this 3rd day of October, 2000.


MAYOR SILVERIO ROBLEDO

ATTEST:


WILMA MILLER, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I, Wilma Miller, City Clerk of the City of San Fernando do hereby certify that the foregoing Resolution was duly adopted by the City Council and signed by the Mayor of said City at a regular meeting held on the 3rd day of October, 2000 and that the same was passed by the following vote:

AYES: Robledo, Ramos, Di Tomaso, Hernandez, Montanez
NOES: None
ABSENT: None
ABSTAIN: None



WILMA MILLER, CITY CLERK

RESOLUTION NO. 6924

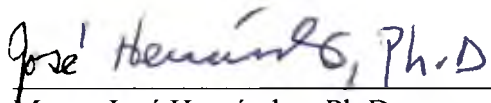
A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SAN FERNANDO, SUPPORTING THE
IMMIGRANT WORKERS FREEDOM RIDE "ON THE
ROAD TO CITIZENSHIP"

WHEREAS, the City of San Fernando:

- Has officially embraced the cause of immigrant workers in the United States; and
- Actively campaigns for legislative reform to benefit immigrant workers and their families; and
- Expects that legislation to reform immigration law will be a matter of increasing congressional and executive attention; and
- Believes that such legislative reform must include, at a minimum: (1) legalization, including the right of immigrant workers in the United States to live and work in this country and become its citizens, and (2) the right of immigrant workers to unite their families in the United States if they wish; and
- Understands that a national mobilization of individuals and organizations from all sectors, including labor, business, political religious, community, immigrant and civil rights and others, is necessary to demonstrate to Congress and the President that there is widespread support in the United States for meaningful legislative reform and for the recognition of the contribution of immigrant workers to the quality of social, cultural, political and economic life in the United States; and
- Believes that the Immigrant Workers Freedom Ride, which will culminate in a mass demonstration in support of immigrant rights and legislative reform in Washington, D.C., and in New York City in Fall of 2003, will be a powerful vehicle for mobilizing that national constituency.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of San Fernando does hereby resolve that it supports The Immigrant Workers Freedom Ride "On the road to citizenship".

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 21st day of July, 2003.



Mayor José Hernández, Ph.D.

ATTEST:

Elena G. Chávez

Elena G. Chávez, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I, Elena G. Chávez, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 21st day of July, 2003, by the following vote to wit:

AYES: Hernández, De La Torre, Martinez, Veres, Ruelas – 5

NOES: None

ABSENT: None

Elena G. Chávez

Elena G. Chávez, City Clerk

RESOLUTION NO. 7111

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, OPPOSING THE CLEAR ACT AND THE SENSENBRENNER-KING IMMIGRATION RESTRICTION BILL (H.R.4437) BEING CONSIDERED IN CONGRESS, AND URGING THE UNITED STATES SENATE TO REJECT IT

THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

WHEREAS, the Clear Act amendments were recently added to the Sensenbrenner-King Immigration Bill (H.R.4437); and

WHEREAS, said amendments, as well as others under consideration, would;

- Stiffen criminal sanctions for the act of being undocumented;
- Deputize local police forces in border communities to act immigration agents, despite the objections of many police officials;
- Encourage local law enforcement to enforce immigration laws;
- Eliminate birthright citizenship for babies born in the U.S. to undocumented immigrants;
- Eliminate the visa category for brothers and sisters of U.S. citizens;
- Place religious groups, employers, and even private citizens at risk of criminal prosecution as “smugglers” if they aid or transport an undocumented immigrant;
- Classify all 11 million undocumented immigrants working in the U.S. as “aggravated felons,” subjecting them to deportation and imprisonment and depriving them of any access to a hearing prior to deportation;
- Allow the government to prosecute almost any American who has regular contact with the undocumented;
- Disrupt the U.S. economy by creating an overly broad and retroactive employment verification system without creating legal channels for needed workers to work lawfully;
- Limit judicial review of executive branch immigration decisions and strip the courts of their role in protecting the individual against excessive governmental power;
- Make it more difficult for legal immigrants to become U.S. citizens; and

WHEREAS, H.R.4437 by requiring San Fernando police officers to operate as immigration agents, would burden police with enforcement of technical civil immigration statutes, diverting them from priority tasks of public safety; and

WHEREAS, by requiring police officers to perform the functions of immigration agents, H.R.4437 would discourage immigrants from coming forward to report crimes and suspicious activity, marking local street less safe; and

WHEREAS, the policy of the San Fernando Police Department is that officers shall not consider ancestry, race, ethnicity, national origin, color, age, sex, sexual orientation, gender

variance, marital status, physical or mental disability, or religion as a sole basis for establishing reasonable suspicion, probable cause, or a basis for requesting consent to search: and

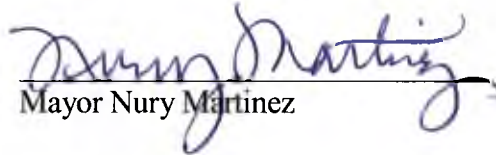
WHEREAS, H.R.4437 would represent an unfunded and unsafe mandate imposed on the San Fernando Police Department; and

WHEREAS, H.R.4437, as currently written, is unfairly punitive, and is not reasonably designed to combat terrorism or enhance the security of the United States of America.

NOW, THEREFORE, BE IT RESOLVED THAT for all of the above-stated reasons, the City Council of the City of San Fernando is strongly opposed to the enactment of H.R.4437, and urges the United States Senate to reject it, or to overhaul it to remove the above-described objectionable provisions.


BE IT FURTHER RESOLVED THAT this resolution shall be affective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 1st day of May, 2006.



Mayor Nury Martinez

ATTEST:



Elena G. Chávez, City Clerk


STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council on the 1st day of May, 2006, by the following vote wit:

AYES: Martinez, Ruelas, Hernández – 3

NOES: None

ABSENT: Veres, De La Torre – 2



Elena G. Chávez, City Clerk

RESOLUTION NO. 7378

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO OPPOSING THE CONTROVERSIAL
ARIZONA IMMIGRATION LAW SB 1070 AND REQUEST TO
THE FEDERAL GOVERNMENT FOR COMPREHENSIVE
IMMIGRATION REFORM**

WHEREAS, Senate Bill 1070 (SB 1070) was passed into law in Arizona and signed by Governor Jan Brewer on April 23, 2010; and

WHEREAS, SB 1070 requires the police “when practicable” to detain people they “reasonably suspect” are in the country without authorization; allows the police to charge immigrants with a state crime for not carrying immigration documents; creates a private right of action to sue cities upon belief that the government has a policy or practice that restricts immigration law enforcement; and makes it a crime to stop on a public street to attempt to hire a temporary worker; and

WHEREAS, SB 1070 will inevitably lead to racial profiling, jeopardize public safety, and creates a wedge between law enforcement and ethnic communities; and

WHEREAS, the Mayor of Phoenix, Arizona, Phil Gordon, has publically stated opposition to SB 1070; and

WHEREAS, President Barack Obama has stated that SB 1070 threatens “to undermine basic notions of fairness that we cherish as Americans, as well as the trust between police and their communities that is so crucial to keeping us safe;” and


WHEREAS, civil rights leaders, constitutional scholars, elected officials, and police chiefs across the country are united in their opposition to SB 1070; and

NOW, THEREFORE, be it resolved, that the San Fernando City Council declares its opposition to SB 1070 and calls for its immediate repeal; and

BE IT FURTHER RESOLVED, that the San Fernando City Council demand that the Federal government have comprehensive immigration reform and prohibits City staff from traveling to (or through) Arizona while on City business until SB 1070 is repealed; and

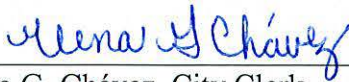
BE IT FINALLY RESOLVED, that the San Fernando City Council hereby direct staff to send copies of this Resolution to Arizona Governor Jan Brewer, Attorney General Eric Holder and to our Congressional delegation (i.e., Representative Howard Berman and Senators Barbara Boxer and Dianne Feinstein). Also, that staff issue a press release to the local media stating our actions and reasons.

PASSED, APPROVED, AND ADOPTED this 17th day of May, 2010.



Mario F. Hernández, Mayor

ATTEST:



Elena G. Chávez, City Clerk

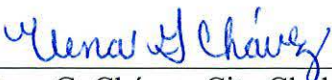
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 17th day of May, 2010, by the following vote to wit:

AYES: E. Hernández, Veres, M. Hernández, De La Torre – 4

NOES: Esqueda – 1

ABSENT: None



Elena G. Chávez, City Clerk

RESOLUTION NO. 7871

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, CONDEMNING THE TRUMP ADMINISTRATION'S IMMIGRATION POLICIES; CALLING ON ALL MEMBERS OF CONGRESS ON BOTH SIDES OF THE AISLE TO REPUDIATE THE TRUMP ADMINISTRATION'S INCOMPETENT CALLOUS AND CRUEL APPROACH TO IMMIGRATION; AND DEMANDING THAT CONGRESS ACT IMMEDIATELY TO ENACT FAIR AND HUMANE COMPREHENSIVE IMMIGRATION REFORM

WHEREAS, the Trump Administration has implemented a “zero tolerance” policy under which the Justice Department has attempted to criminally prosecute persons who cross the U.S.-Mexico border, even if many could be legally seeking asylum or refugee status; and

WHEREAS, this “zero tolerance” policy dramatically increases the number of vulnerable minors who are in U.S. custody without the protection of their families; and

WHEREAS, in practice, this policy has resulted in 1,995 minors who have been cruelly and callously separated from their families between April 19, 2018 and May 31, 2018; and

WHEREAS, the purported goal of this policy is to serve as a deterrent to prevent people from crossing the border without documentation; and

WHEREAS, the adoption of the “zero tolerance” policy has led to the perverse, despicable and barbaric creation of “tender age” shelters that house migrant infants, toddlers, and young children who are forcibly separated from their parents; and

WHEREAS, this policy further escalates the increasing harassment and discrimination of immigrants caused by the Trump’s Administration policies, including: 1. Regular public vilification of migrants, people of color, and people from certain countries; 2. Executive Orders authorizing increased raids and deportation of undocumented immigrants; 3. Reduction of the refugee quota; 4. A costly and unnecessary border wall; 5. A travel ban directed at select Muslim majority nations; 6. Threats to retaliate against law enforcement and cities that seek to keep communities safe through cooperation with immigrant communities; 7. Rejecting caravans of migrant asylum seekers from Central and South America; and 8. Targeting 700,000 young adult immigrants brought to the United States as children by rescinding the Deferred Action for Childhood Arrivals (DACA) program; and

WHEREAS, President Trump signed *Executive Order 13841: Affording Congress an Opportunity to Address Family Separation* on June 20, 2018, which declared “the policy of this Administration to maintain family unity, including by detaining alien families together where appropriate and consistent with law and available resources,” attempts to shift responsibility and accountability for the Administration’s actions to Congress by calling for immigration reform, and

does not contain a clear commitment or plan to care for children currently in detention and separated from their families nor to reunite the thousands of families torn apart by a draconian policy of “zero tolerance”; and

WHEREAS, this “zero tolerance” policy of punishing innocent children and purposely disrupting families as a deterrent is a human rights abuse that causes unnecessary trauma to children and parents; and

WHEREAS, the number of young children in detention is increasing and these younger children face more risks because of their age; and

WHEREAS, these practices violate core American values; and

WHEREAS, the City of San Fernando opposes the unwarranted separation of undocumented children from their parents and the incarceration of unaccompanied minors, unless the child is in danger of abuse or neglect at the hands of the parent or legal guardian, or a danger to himself/herself or others; and

WHEREAS, the Trump Administration along with its shameless apologists and meek enablers are advised to recall the solemn words by Emma Lazarus that have greeted immigrants at the Statute of Liberty for decades:

*Not like the brazen giant of Greek fame,
With conquering limbs astride from land to land;
Here at our sea-washed, sunset gates shall stand
A mighty woman with a torch, whose flame
Is the imprisoned lightning, and her name
Mother of Exiles. From her beacon-hand
Glows world-wide welcome; her mild eyes command
The air-bridged harbor that twin cities frame.
"Keep, ancient lands, your storied pomp!" cries she
With silent lips. "Give me your tired, your poor,
Your huddled masses yearning to breathe free,
The wretched refuse of your teeming shore.
Send these, the homeless, tempest-tost to me,
I lift my lamp beside the golden door!"*

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


SECTION 1: The representations set forth in the Recitals above, are true and correct.

SECTION 2: That by the adoption of this Resolution, the City of San Fernando calls on the Trump Administration to take responsibility for the “zero tolerance” policy as it is wholly within the Administration’s power to rescind this policy.

SECTION 3: That by the adoption of this Resolution, the City of San Fernando urges the U.S. Senate and Congress to come together in a bipartisan support and adopt humane federal immigration legislation that will result in undocumented families not being separated and that does not demonize people on the basis of their race or national origin.

SECTION 4: That the City of San Fernando is committed to protect the safety of all children in our city and those who enter our community.

PASSED, APPROVED, AND ADOPTED this 2nd day of July, 2018.



Sylvia Ballin, Mayor

ATTEST:



Elena G. Chávez, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was adopted a regular meeting of the City Council held on the 2nd day of July, 2018 and was carried by the following roll call vote:

AYES: Ballin, Fajardo, Gonzales, Lopez – 4

NOES: None

ABSENT: Soto – 1

ABSTAIN: None



Elena G. Chávez, City Clerk

RESOLUTION NO. 8320

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AFFIRMING SUPPORT FOR IMMIGRATION REFORM**

WHEREAS, the City Council of San Fernando recognizes the pressing need for immigration reform in part to address the status of individuals who have resided in our country for over 10, 20, or 35 years since the enactment of the Immigration Reform and Control Act of 1968; and

WHEREAS, despite the passage of more than three decades since the implementation of the Immigration Reform and Control Act of 1968, countless individuals continue to face uncertainties due to shortcomings in the immigration system, hindering their ability to fully contribute to our society and economy; and

WHEREAS, it is evident that our local, state, and federal governments stand to benefit from granting legal status to certain individuals, many of whom have established families, properties, and businesses within our community, thereby enriching our social fabric and economic prosperity; and

WHEREAS, by endorsing this resolution, the City Council of San Fernando expresses support for legislative measures that provide pathways to legal status, including the issuance of work permits and identification cards, which would not only enhance public safety but also foster greater integration and participation within our communities.

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

SECTION 1. By adoption of this resolution, the City Council of San Fernando hereby affirms its support for comprehensive immigration reform that recognizes the contributions of long-standing residents and promotes their inclusion as valued members of our society.

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 1st day of July, 2024.

DocuSigned by:
Celeste Rodriguez
1802A32830E7406...

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

ATTEST:

DocuSigned by:
Julia Fritz
E4162E636E934B3...

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8320 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 1st day of July, 2024, by the following vote of the City Council:

AYES: Garcia, Solorio, Fajardo, Mendoza, Rodriguez - 5

NAYS: None

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 5th day of July, 2024.

DocuSigned by:
Julia Fritz
E4162E636E934B3...

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 3, 2025

Subject: Discussion and Consideration of a Request to Co-Sponsor and Use of City Seal for Celebration Expo and Consideration of a Request to Co-Sponsor the San Fernando Outdoor Market hosted by the Mall Association

RECOMMENDATION:

It is recommended that the City Council:

- a. Consider the request to approve a Co-Sponsorship of Celebration Expo hosted by the Mall Association (Attachment "A");
- b. Consider the request to waive City fees associated with activities by City staff to support the events;
- c. Consider the request to approve the use of the City seal on the printed material and social media, pursuant to City Council Ordinance No. 1724 (Attachment "B"); and
- d. Provide direction for co-sponsorship of San Fernando Outdoor Market.

BACKGROUND:

1. On November 22, 1965, the City adopted Ordinance No. 912 (Attachment "C"), establishing Parking and Business Improvement Area A to manage parking infrastructure within defined boundaries. Proceeds may be designated for maintaining and operating district parking lots and on-street parking meters, paying off bond obligations (retired by 1983), and fulfilling other financial obligations tied to parking revenues. Any excess funds may be allocated for acquiring, constructing, and maintaining additional parking facilities within the area. The ordinance also allows payments for obligations specific to Parking District No. 1 under Resolution No. 3193.
2. On November 4, 1968, the City adopted Ordinance No. 973 (Attachment "D"), establishing Parking and Business Improvement Area B to promote retail trade and public engagement.

Discussion and Consideration of a Request to Co-Sponsor and Use of City Seal for Celebration Expo and Consideration of a Request to Co-Sponsor the San Fernando Outdoor Market hosted by the Mall Association

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Proceeds may be used for cleaning and maintaining the pedestrian mall, advertising, sales promotions, public music, and events like art shows and festivals. Funds may also be used to support decorating public spaces and, after deducting a five percent (5%) administrative fee, may be allocated to entities contracted to carry out these promotional activities. This ordinance focuses on enhancing the area's commercial appeal and fostering community involvement.

3. On September 5, 1984, Mall Assessment District, Inc., was incorporated as a California non-profit mutual benefit corporation for the sole purpose of administering the parking and business improvement district established by Ordinance No. 973.
4. On December 17, 1984, the City executed Contract No. 768 (Attachment "E") with Mall Assessment District, Inc. ("Mall Association"), to perform the activities under Ordinance No. 973, except for mall maintenance, which was reserved to the City. Through the Contract, the Mall Association is required to submit annual programs and budgets for approval, provide biannual activity reports, and operate on a reimbursement basis with a \$1,000 cash fund advanced by the City for operating expenses. Additionally, the Mall Association is permitted to engage in fundraising activities.
5. On April 2, 2024, the City Council adopted Ordinance No. 1724 (Attachment "B") amending the San Fernando Municipal Code setting a Standard Management Procedure for use of the City Seal. Per the Resolution, an appropriate use of the City seal includes use on City related literature and material for City sponsored or co-sponsored functions and events.

ANALYSIS:

A Memorandum of Understanding (MOU) establishes a structured framework that ensures alignment between parties in achieving shared objectives such as economic development and enhanced public spaces. It also mitigates potential conflicts by fostering communication and decision-making protocols, ensuring that maintenance, funding, and operational responsibilities are clearly defined. Ultimately, an MOU strengthens partnerships, enabling a unified approach that benefits both the local economy and community.

The existing MOU, adopted in 1984 between the Mall Association and the City, allows the Mall Association to perform the work and services outlined in Ordinance No. 973, except for mall maintenance under Purpose A, which remains the City's responsibility. The work to be performed are summarized below.

Discussion and Consideration of a Request to Co-Sponsor and Use of City Seal for Celebration Expo and Consideration of a Request to Co-Sponsor the San Fernando Outdoor Market hosted by the Mall Association

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- a. Purpose A: The general promotion of retail trade activity, including, but not limited to, the cleaning and maintenance of the San Fernando Road Pedestrian Mall, general advertising and promotion, sales promotion activity, and special promotional literature.
- b. Purpose B: The furnishing of music in public places.
- c. Purpose C: The promotion of public events, including, but not limited to, art shows, festivals and public ceremonies, which are to take place on or in public places.
- d. Purpose D: The decoration of any public place, including, but not limited to, Christmas decorations and other decorations.

Celebration Expo.

In accordance with the 1984 Agreement, the Mall Association will host *Celebration Expo* on March 16, 2025, from 11:00 a.m. to 4:00 p.m., to promote bridal, quinceañera, and party dress sales in the San Fernando Mall. The event will feature businesses specializing in celebration-related goods and services (e.g., bridal, quinceañera, baptism, prom) in an "expo-style" format, at no to cost vendors that are members of the Mall Association (i.e. have a physical location on the Mall). Participating businesses may also invite guest exhibitors. The event will require street closures on San Fernando Road between Brand Blvd. and San Fernando Mission Blvd., the same closure area as the monthly San Fernando Outdoor Market. The event will include musical performances, a live DJ, and a fashion show.

The Mall Association is requesting co-sponsorship of the event, which includes the following:

1. Waive all application and permit fees, which includes reimbursement of costs for City labor and equipment of approximately \$13,129. A list of application and permit fees is included as Attachment "F".
2. Use of City logo on marketing materials prepared by the Mall Association and use the City's website and social media outlets to promote the event.

San Fernando Outdoor Market.

The San Fernando Outdoor Market, originally established during the COVID-19 pandemic to support outdoor business operations, has evolved into a popular community event. Managed by the Mall Association, the City has continued to provide street closures at no cost. The Mall Association is requesting continued co-sponsorship through waiver of all application fees, permit fees, and costs associated with street closures and police presence. The fees and cost for each Outdoor Market are similar to the estimated cost for Celebration Expo.

While the Outdoor Market attracts significant foot traffic to San Fernando businesses, several businesses along the San Fernando Mall have raised concerns about how street closures impact

Discussion and Consideration of a Request to Co-Sponsor and Use of City Seal for Celebration Expo and Consideration of a Request to Co-Sponsor the San Fernando Outdoor Market hosted by the Mall Association

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their operations. The next Outdoor Market event is scheduled for Saturday, April 26, 2025. Unlike the Celebration Expo, the Outdoor Market generates revenue through vendor participation fees.

BUDGET IMPACT:

The direct cost to the City for providing staff to close the streets, provide additional police officers, and conduct building review and inspection of the stage, as requested by the Mall Association, is approximately \$9,064 per event. The cost for the use of city-owned equipment is \$3,725 per event and applicable permits is \$340. Staff overtime costs are currently included in the City's General Fund budget.

The City collects approximately \$40,000 per year from businesses located in the Parking and Business Improvement District Area B, which is provided to the Mall Association through the existing MOU on a reimbursement basis. These funds may be used to pay the City's Special Event costs to support Celebration Expo. The last request for reimbursement from the Mall Association was on December 7, 2020, in the amount of \$25,224 for Holiday Lighting. The current balance being held by the City is \$212,281.

The Mall Association currently collects fees from vendors participating in the Outdoor Market. Since the Mall Association has not requested reimbursement for costs associated with the Outdoor Market, this activity is not currently being funded through the assessment collected from businesses located in the Parking and Business Improvement District Area B.

CONCLUSION:

Staff recommends the City Council consider the request to co-sponsor and waive fees for the Celebration Expo, and provide direction for co-sponsorship and continued fee waivers for the San Fernando Outdoor Market.

ATTACHMENTS:

- A. Celebration Expo Flyer
- B. Ordinance No. 1724
- C. Ordinance No. 912
- D. Ordinance No. 973
- E. City Contract No. 768
- F. List of all fees for Celebration Expo



CITY OF
SAN FERNANDO
CELEBRATION DISTRICT

Celebration **EXPO**

SUNDAY, MARCH 16, 2025

11am - 4pm



900 San Fernando Rd. San Fernando, CA 91340

LIFE'S BIGGEST MOMENTS START HERE

MUSIC, VENDORS, FASHION SHOW

BRIDAL, QUINCEAÑERA, PROM, BAPTISM, FIRST COMMUNION & MORE!



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FOR MORE
INFORMATION!**

@FIESTASSANFERNANDO

ORDINANCE NO. 1724

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS

WHEREAS, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

WHEREAS, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

WHEREAS, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

Sec. 1-14. Reserved

SECTION 3. Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. *Custody and Use of the City Seal and City Logos and Insignias*

(a) Definitions.

“City Seal” means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1 7/8 inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words “City of San Fernando, California, Incorporated Aug. 31, 1911.” The City Seal is depicted in color and in monochrome as follows:



“City Logo” means an illustrative logo depicting the City Seal in monochrome with the words “The City of San Fernando” overlay on top and with the letters “D” and “O” in the word “Fernando” interlocking.



“City Insignia” means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.

(b) Use of City Seal, City Logo and City Insignia.

- (1) *The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.*
- (2) *The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.*

- (3) *In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.*
- (4) *The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.*
- (5) *The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.*

(c) *Prohibited Uses of City Seal, City Logo and City Insignia.*

- (1) *It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.*
- (2) *No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.*
- (3) *Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.*

(d) Penalties.

Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding \$1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.

SECTION 4. CEQA. The City Council has determined that the proposed Ordinance is not a “project” as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

SECTION 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 6. Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION 7. Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 2nd day of April, 2024.



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

ATTEST:



Julia Fritz, City Clerk

APPROVED AS TO FORM:



Richard Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2nd day of April, 2024 by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of April, 2024.



Julia Fritz, City Clerk

ORDINANCE NO. 912

AN ORDINANCE OF THE CITY OF SAN FERNANDO ESTABLISHING A PARKING AND BUSINESS IMPROVEMENT AREA, FIXING THE BOUNDARIES THEREOF, AND FIXING THE INITIAL RATE OF INCREASE OR ADDITIONAL LEVY OF THE LICENSE TAX TO BE IMPOSED ON THE BUSINESSES IN SUCH AREA.

The Council of the City of San Fernando does ordain as follows:

SECTION 1: Authority. The proceedings taken in this proceeding are taken pursuant to the authority of the "Parking and Business Improvement Area Law of 1965" as added to the Streets and Highways Code by Statutes 1965, Chapter 241, being Sections 36,000 et seq. of the Streets and Highways Code.

SECTION 2: Resolution of Intention. This ordinance is adopted pursuant to that certain Resolution of Intention adopted by this City Council, being Resolution No. 4040, adopted on the 25th day of October, 1965, and entitled "A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO DECLARING ITS INTENTION TO FORM A PARKING AND BUSINESS IMPROVEMENT AREA TO BE KNOWN AS "PARKING AND BUSINESS IMPROVEMENT AREA A OF THE CITY OF SAN FERNANDO", FIXING THE TIME AND PLACE FOR HEARING, AND GIVING NOTICE THEREOF." which Resolution of Intention was adopted by the City Council and proceedings thereunder taken pursuant to the authority of said "Parking and Business Improvement Area Law of 1965".

SECTION 3: Notice and Hearing. Said Resolution No. 4040 was published and mailed as provided by law, and a hearing thereon was held by the City Council on November 15, 1965 at the hour of 7:30 o'clock P.M. in the Council Chambers of the City Council of said City of San Fernando, in

the City Hall, 117 Macneil Street, San Fernando, California.

SECTION 4: Protests and Action Thereon. At the hearing provided for by said Resolution No. 4040 and as set forth above, all persons desiring to be heard were heard and all protests and objections made or filed were fully heard and the same have been overruled and denied by order of the City Council entered on its minutes, and said hearing has been duly concluded.

SECTION 5: Protests Less Than Majority. The City Council has determined, by order entered on its minutes, that objections or protests objecting to and protesting the formation of said area have not been made by businesses in the proposed area which pay a majority of the taxes within the area under the general business license tax of the City.

SECTION 6: Name. The name of the parking and business improvement area hereby created and established is "PARKING AND BUSINESS IMPROVEMENT AREA A OF THE CITY OF SAN FERNANDO", hereinafter for brevity and convenience sometimes referred to as "Area".

SECTION 7: Area Description. A description of the exterior boundaries of said "Parking and Business Improvement Area A of the City of San Fernando" hereby created and established is:

Beginning at the intersection of the centerline of Truman Street, 80 feet wide, with the northeasterly prolongation of centerline of Mission Boulevard, 60 feet wide, as described in final order of condemnation entered in Case No. SF C-472 Superior Court of Los Angeles County, a certified copy of said final order being recorded in Book 36483, pages 416-418 Official Records of said County; thence southeasterly along the centerline of said Truman Street to a point of intersection with the northeast prolongation of the Southeast line of Lot 14, Block "C", Porter Land & Water Co.'s Resurvey of the City of San Fernando, as per map recorded in Book 34, Pages 65 & 66 of Miscellaneous Records in the Office of the County Recorder of said County; thence southwesterly along said northeasterly prolongation and along said southeast line and southwest prolongation thereof to centerline of San Fernando Road, 80 feet wide; thence northwest along said centerline of San Fernando Road to the northeasterly prolongation of the southeast line of Lot 17, Block 2,

Porter Land & Water Co.'s Resurvey of the City of San Fernando, as per map recorded in Book 34, pages 65 & 66 of Miscellaneous Records of said County; thence southwesterly along said prolongation and along the southeast line of Lots 17 and 24 in said Block 2, and continuing southwesterly parallel to Chatsworth Drive to centerline of Pico Street, 60 feet wide; thence southeasterly along said centerline to northeast prolongation of southeast line of Lots 8, 9, 10, and 11, Block 22 of said Porter Land & Water Co.'s Resurvey; thence southwesterly along said northeasterly prolongation, along said southeast line and the southwesterly prolongation thereof to centerline of Coronel Street, 60 feet wide; thence northwesterly along said centerline to northeast prolongation of southeast line of Lots 1, 2, and 3, Tract 1803, as per map recorded in Book 21, page 113 of Maps, Records of said County; thence southwesterly along said prolongation and said southeast line to northeast line of Lot 4 of said Tract No. 1803; thence northwesterly along said northeast line, 32.5 feet; thence southwesterly parallel with Chatsworth Drive, to centerline of Hollister Street, 60 feet wide; thence northwesterly along said centerline of Hollister Street to the centerline of Maclay Avenue, 60 feet wide, formerly Newmark Street, as said Avenue is shown on map of Porter Land & Water Co.'s Resurvey of Town of San Fernando recorded in Book 34, pages 65 & 66 of Miscellaneous Records in said office of County Recorder; thence northeast along said centerline of Maclay Avenue, 60 feet wide, to the southeasterly prolongation of the southwest line of Lots 1 to 20, Block 25 of said Porter Land & Water Co.'s Resurvey; thence northwesterly along said southeasterly prolongation and said southwest line, and along the northwesterly prolongation thereof to the centerline of Mission Boulevard, 80 feet wide, as shown on map of Tract 5247, recorded in Book 58, page 14 of Maps in said office of County Recorder; thence northeast along said centerline of Mission Boulevard, to centerline of San Fernando Road, 80 feet wide; thence southeast along said centerline of San Fernando Road to centerline of Mission Boulevard, as described in said final order of condemnation in Case No. SF C-472; thence northeast along said centerline of Mission Boulevard to point of beginning.

SECTION 8: Businesses Subject to Additional Tax. All businesses within the boundaries of said Area as described herein, not exempt by law, will be subject to the provisions of the additional tax imposed by this ordinance.

SECTION 9: Rate of Increase or Additional Levy of License Tax. The initial rate of increase or additional levy of the business license tax on all businesses conducting their activities in the "Area", which is in addition to the ordinary license tax imposed upon such businesses by Chapter 12 of "The Code of the City of San Fernando, California 1957" is hereby fixed and

established at the rates as set forth by the following schedule:

(1) CLASS I BUSINESSES:

- a. Retail Businesses
- b. Wholesale Businesses
- c. Manufacturing Businesses
- d. Manufacturing Dealers
- e. Telephone Service Businesses
- f. Savings and Loan Associations
- g. Card Rooms, Social Card Rooms, and Card Schools

Businesses in this class shall be taxed three times their ordinary business license tax or Fifty Dollars (\$50.00), whichever is greater, with a maximum license tax of One Thousand Dollars (\$1,000.00).

(2) CLASS II BUSINESSES:

- a. Independent Contractors
- b. Detective Agencies
- c. Employment or Booking Agencies
- d. Freight Forwarders or Warehousemen
- e. Leasing or Renting Tangible Personal Property
- f. Masseurs
- g. Auto and Appliance Repair Shops
- h. Trade and Business Schools
- i. Hotels, Apartment Houses, Motels, Rooming or Boarding Houses
- j. Advertising Agencies
- k. Undertakers
- l. Contractors

Businesses in this class shall be taxed twice their ordinary business license tax or Fifty Dollars (\$50.00), whichever is greater, with a maximum of One Thousand Dollars (\$1,000.00).

(3) CLASS III BUSINESSES:

- a. Laundries, Self-Service Laundries, Cleaning and Dyeing Businesses or Agents therefor
- b. Non-Profit Organizations Selling New and/or Used Merchandise
- c. Music Teachers
- d. Shoe Repair Shops
- e. Newspapers and Job Printing Plants
- f. Personal Loan Companies
- g. Pawn Brokers

Businesses in this class shall be taxed one time their ordinary business license tax, if any, or Fifty Dollars (\$50.00), whichever is the greater.

(4) CLASS IV BUSINESSES:

- a. Pool and Billiard Rooms
- b. Bowling Alleys
- c. Amusement Arcades
- d. Theatres

Businesses in this class shall be taxed in the amount of Two Hundred Dollars (\$200.00).

SECTION 10: Area Constituted and Established. Said "Parking and Business Improvement Area A of the City of San Fernando" is hereby fully constituted and established.

SECTION 11: Uses of Proceeds. The uses to which the proceeds from the additional tax revenue realized from the rate of increase or additional levy of license tax, as herein provided, will be put are:

(1) Pay rental for the offstreet vehicle parking lots located in "Parking District No. 1 of the City of San Fernando" sufficient in amount that after making due allowance for contingencies and error in estimates,

the "gross revenues from the operation of district parking places" and the "gross revenues from offstreet meters" as such phrases are used in Resolution No. 3193, adopted July 6, 1959, will together be an amount at least sufficient to pay when due the financial obligations of said "Parking District No. 1 of the City of San Fernando", including obligations set forth and referred to in Covenant 11 of Section 20 of said Resolution No. 3193, which obligations are to pay the following:

(a) "Necessary and reasonable maintenance and operation costs of the district parking places" and "necessary and reasonable onstreet parking meter expenses";

(b) The interest on the bonds as the same shall become due and payable;

(c) The principal of the bonds as the same shall mature and fall due;

(d) All payments required to be made into the Reserve Fund as required by Section 18 of said Resolution No. 3193;

(e) All payments required to meet any other obligations of the City which are charges, liens, or encumbrances upon or payable from the "gross revenues from onstreet parking meters" or "gross revenues from the operation of the district parking places".

(2) To pay as rental for the said offstreet parking lots in said Parking District No. 1 such additional sums as may be required from time to time to meet and pay any other financial obligations of "Parking District No. 1 of the City of San Fernando" as such obligations are set forth and contained in Resolution No. 3193, adopted July 6, 1959.

(3) Any excess proceeds remaining after meeting the financial obligations set forth in the preceding paragraphs shall be used for the acquisition, construction, and maintenance of new or additional vehicle parking facilities within said "Area".

SECTION 12: Definitions and Classifications of Businesses.

The definitions and classifications of businesses referred to in this ordinance shall be determined by the definitions and classifications as set forth in Chapter 12 of "The Code of the City of San Fernando, California 1957".

SECTION 13: Credit. Any business referred to in this ordinance which is liable for an increase or additional levy of license tax hereunder shall be entitled to a credit against such increase or additional levy of license tax equal to one-half the amount of such increase or additional tax if such business:

(1) Provides free offstreet vehicular customer parking in full conformance with the vehicle parking requirements specified under zoning Ordinance No. 423, adopted December 26, 1945, as amended; or

(2) Payment for said business has been made in full into the in lieu parking fund for vehicle parking as required by said Ordinance No. 423.

SECTION 14: Collection of Additional Tax. The collection of the increase or additional levy to the license tax levied and imposed by this ordinance shall be made at the same time and in the same manner as the ordinary business license tax of the City under the provisions of Chapter 12 of "The Code of the City of San Fernando, California 1957"; and such increase or additional levy of license tax imposed hereunder shall be computed in the manner provided in said Chapter 12 for each business, but according to the schedule set forth herein, and shall be due and payable as provided in said Chapter 12 of said Code.

SECTION 15: New Business in Area. Any new business in the "Area" shall be assessed in accordance with its classification, provided that in the event only a portion of the calendar year remains, the tax levied hereunder shall be prorated in accordance with the proportion that the number of

months (or major portion of any month) remaining in the calendar year bears to the 12 months of the calendar year.

SECTION 16: Refund of Additional Tax. In the event a business in the "Area" is discontinued during any calendar year for which the additional license tax levied hereunder has been paid, the Council, upon written application therefor, may refund to the person who paid the same that proportion of such additional license tax so paid that the number of months (including major portion of any month) remaining in the year, from the date of discontinuance of such business, bears to the twelve months of the year.

SECTION 17: Exemption - Voluntary Contribution. Any business, person, or institution located within the said "Area", which is exempt from the payment of the ordinary business license tax of the City by reason of the provisions of the United States or State Constitutions, is not to be taxed under this ordinance but may make a voluntary contribution to the City. Such contribution shall be used for the purposes provided in this ordinance.

SECTION 18: Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of San Fernando hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 19: Effective Date. This ordinance shall take effect on January 1, 1966.

SECTION 20: Publication. The City Clerk shall certify to the

passage of this ordinance, and prior to the expiration of fifteen (15) days from the date of the adoption hereof the same shall be published at least once in The San Fernando Valley Sun, a newspaper published and circulated in the City of San Fernando.

ADOPTED AND APPROVED this 22nd day of November, 1965.

Philip F. Jones
MAYOR

ATTEST:

Leila Edwards
CITY CLERK OF THE CITY OF
SAN FERNANDO.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN FERNANDO)

I, LEILA EDWARDS, City Clerk of the City of San Fernando, do hereby certify that the foregoing ordinance was duly adopted by the Council of the City of San Fernando, California, and signed by the Mayor of said City at a regular meeting of the Council held on the 22nd day of November, 1965, and that the same was passed by the following vote, to wit:

AYES: Arps, Harper, Jones, Macey and Schmidt-5
NOES: None-0
ABSENT: None-0

Leila Edwards
LEILA EDWARDS, CITY CLERK
OF THE CITY OF SAN FERNANDO.

ORDINANCE NO. 973

AN ORDINANCE OF THE CITY OF SAN FERNANDO ESTABLISHING A PARKING AND BUSINESS IMPROVEMENT AREA, FIXING THE BOUNDARIES THEREOF, ESTABLISHING BENEFIT ZONES, CLASSIFYING BUSINESSES THEREIN, AND FIXING THE INITIAL RATE OF INCREASE OR ADDITIONAL LEVY OF LICENSE TAX TO BE IMPOSED ON THE BUSINESSES IN SUCH AREA AND ZONES.

The Council of the City of San Fernando does ordain as follows:

SECTION 1: Authority. The proceedings taken herein are taken pursuant to the authority of the "Parking and Business Improvement Area Law of 1965" as added to the Streets and Highways Code by Statutes 1965, Chapter 241, being Sections 36,000 et seq. of the Streets and Highways Code.

SECTION 2: Resolution of Intention. This ordinance is adopted pursuant to that certain Resolution of Intention adopted by this City Council, being Resolution No. 4298, adopted October 7, 1968, and entitled "A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO DECLARING ITS INTENTION TO FORM A PARKING AND BUSINESS IMPROVEMENT AREA TO BE KNOWN AS 'PARKING AND BUSINESS IMPROVEMENT AREA B OF THE CITY OF SAN FERNANDO', FIXING THE TIME AND PLACE FOR HEARING, AND ORDERING THE GIVING OF NOTICE THEREOF", which Resolution of Intention was adopted by the City Council and proceedings thereunder taken pursuant to the authority of said "Parking and Business Improvement Area Law of 1965".

SECTION 3: Notice and Hearing. Said Resolution No. 4298 was published and mailed as provided by law, and a hearing thereon was held by

the City Council on October 29, 1968, at the hour of 7:30 o'clock p.m. in the Council Chambers of the City Council of said City of San Fernando in the City Hall, 117 Macneil Street, San Fernando, California.

SECTION 4: Protests and Action Thereon. At the hearing provided for by said Resolution No. 4298 and as set forth above, all persons desiring to be heard were heard and all protests and objections made or filed were fully heard and the same have been overruled and denied by order of the City Council entered on its minutes, and said hearing has been duly concluded.

SECTION 5: Protests Less Than Majority. The City Council has determined, by order entered on its minutes, that objections or protests objecting to and protesting the formation of said "Area" have not been made by businesses in the proposed "Area" which pay a majority of the taxes within the "Area" under the general business license tax of the City.

SECTION 6: Name. The name of the parking and business improvement area hereby created and established is "PARKING AND BUSINESS IMPROVEMENT AREA B OF THE CITY OF SAN FERNANDO", hereinafter for brevity and convenience sometimes referred to as "Area".

SECTION 7: Area Description. A description of the exterior boundaries of said "Parking and Business Improvement Area B of the City of San Fernando" hereby created and established is:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the Northeasterly prolongation of the centerline of Mission Boulevard, 80 feet wide, with the Southwesterly line of the 100-foot wide right-of-way of Southern Pacific Company; thence Southwesterly along said Northeasterly prolongation and along the said centerline of Mission Boulevard to the centerline of Pico Street, 60 feet wide; thence Southeasterly along the centerline of Pico Street to the centerline of Brand Boulevard, 130 feet wide; thence Northeasterly along the centerline of Brand Boulevard to the centerline of Celis Street, 60 feet wide; thence Southeasterly along the centerline of Celis Street to the centerline of Chatsworth Drive, 60 feet wide; thence Northeasterly along

the centerline of Chatsworth Drive to the centerline of San Fernando Road, 80 feet wide; thence Northwesterly along the centerline of San Fernando Road to the centerline of Kittridge Street, 60 feet wide; thence Northeasterly along the centerline of Kittridge Street to the Southeasterly prolongation of the Northeasterly line of Lots 1 to 6 inclusive of Tract No. 4687 as per map recorded in Book 62, page 37 of Maps, in the office of the County Recorder of said County; thence Northwesterly along said Southeasterly prolongation, said Northeasterly line, and the Northwesterly prolongation thereof, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to said Southwesterly line of 100-foot wide right-of-way of Southern Pacific Company; thence Northwesterly along said Southwesterly line to the point of beginning.

SECTION 8: Benefit Zones. For the hereinafter set forth purposes separate benefit zones, based upon the degree of benefit derived from the purpose, are hereby created and established, which benefit zones shall be known respectively as "Zone 1" and "Zone 2", and which zones are respectively described as follows:

A. ZONE 1:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the centerline of Mission Boulevard with the Northwesterly prolongation of the Southwest line of Northeast 24 feet of the Northwest 8 feet of Lot 13 in Tract No. 9589, as per map recorded in Book 160, page 48 of Maps; thence Southeast along said prolongation and said Southwest line to the Southeast line of the Northwest 8 feet of said Lot 13, Tract No. 9589; thence Northeast along said Southeast line 24 feet to the Northeast line of said Lot 13; thence Southeasterly along the Northeast line of Lots 1 to 13 in said Tract 9589, and along the Northeast line of Lots 28 to 32 in Tract No. 3674 as per map recorded in Book 47, page 42 of Maps, to the most Easterly corner of said Lot 28; thence Southwesterly along the Southeasterly line of said Lot 28, 6 feet; thence Southeasterly parallel with said Northeast line of Lots 28 to 32, Tract 3674, and its Southeasterly prolongation, to the centerline of Maclay Avenue, 80 feet wide; thence Northeasterly along said centerline of Maclay Avenue, 6 feet to said Southeasterly prolongation; thence Southeasterly along said prolongation and along the Northeast line of Lots 3 to 26 inclusive of said Tract 3674, to the most Easterly corner of said Lot 3; thence Southwesterly along the Southeasterly line of said Lot 3, 58 feet; thence Southeasterly parallel with the Northeast line of Lots 1 and 2 in said Tract No. 3674 and its Southeasterly prolongation, to the centerline of Brand Boulevard; thence

Northeasterly along the centerline of Brand Boulevard to the Northwesterly prolongation of the Northeast line of Lots 1 to 6 of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps; thence along said Northwesterly prolongation, said Northeast line and its Southeasterly prolongation to the centerline of Kittridge Street; thence Southwesterly along the centerline of Kittridge Street to the centerline of San Fernando Road; thence Southeasterly along the centerline of San Fernando Road to the centerline of Chatsworth Drive; thence Southwesterly along the centerline of Chatsworth Drive to the Southeasterly prolongation of the Northeast line of the Southwest 40 feet of Lot 130 of Tract No. 2824, as per map recorded in Book 28, pages 36 and 37 of Maps; thence Northwesterly along said prolongation and said Northeast line to the Northwest line of the Southeast 33.33 feet of said Lot 130; thence Southwesterly along said Northwest line 40 feet to the Southwest line of said Lot 130; thence Northwesterly along said Southwest line and the Southwest line of Lot 126 in said Tract 2824, 134 feet to the Southeast line of the Northwest 99.17 feet of said Lot 126; thence Northeasterly along said last mentioned Southeast line 45 feet; thence Northwesterly parallel with the Southwest line of said Lot 126 and its Northwesterly prolongation, to the centerline of Brand Boulevard; thence Southwesterly along the centerline of Brand Boulevard to the Southeasterly prolongation of the Southwest line of Lot 2 of said Tract No. 2824; thence Northwesterly along said last mentioned Southeasterly prolongation, along the Southwest line of said Lot 2, Tract No. 2824, and the Northwesterly prolongation thereof to the Southwesterly prolongation of the Southeast line of Lot 17 in Block 4 of Porter Land and Water Co.'s Resurvey of the Town of San Fernando as per map recorded in Book 34, pages 65 and 66 of Miscellaneous Records; thence Northeast along said Southwesterly prolongation and said Southeast line 39.5 feet; thence Northwesterly parallel with the Southwest line of said Lot 17 and the Northwesterly prolongation thereof to the centerline of Maclay Avenue; thence Southwesterly along said centerline 39.5 feet to the Southeast prolongation of the Southwest line of Lots 1 to 20 inclusive in Block 5 of said Porter Land and Water Co.'s Resurvey; thence Northwesterly along said prolongation, said Southwest line and its Northwesterly prolongation, to the centerline of Mission Boulevard; thence Northeasterly along said centerline of Mission Boulevard to the point of beginning.

B. ZONE 2:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the Northeasterly prolongation of the centerline of Mission Boulevard, 80 feet wide, with the Southwesterly line of the 100-foot wide right-of-way of Southern Pacific Company; thence Southwesterly along said Northeasterly prolongation and along

the said centerline of Mission Boulevard to the centerline of Pico Street, 60 feet wide; thence Southeasterly along the centerline of Pico Street to the centerline of Brand Boulevard, 130 feet wide; thence Northeasterly along the centerline of Brand Boulevard to the centerline of Celis Street, 60 feet wide; thence Southeasterly along the centerline of Celis Street to the centerline of Chatsworth Drive, 60 feet wide; thence Northeasterly along the centerline of Chatsworth Drive to the centerline of San Fernando Road, 80 feet wide; thence Northwesterly along the centerline of San Fernando Road to the centerline of Kittridge Street, 60 feet wide; thence Northeasterly along the centerline of Kittridge Street to the Southeasterly prolongation of the Northeasterly line of Lots 1 to 6 inclusive of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps in the office of the County Recorder of said County; thence Northwesterly along said Southeasterly prolongation, said Northeasterly line, and the Northwesterly prolongation thereof, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to said Southwesterly line of 100-foot wide right-of-way of Southern Pacific Company; thence Northwesterly along said Southwesterly line to the point of beginning.

EXCEPT that portion thereof within the following described boundaries:

Beginning at the intersection of the centerline of Mission Boulevard with the Northwesterly prolongation of the Southwest line of Northeast 24 feet of the Northwest 8 feet of Lot 13 in Tract No. 9589, as per map recorded in Book 160, page 48 of Maps; thence Southeast along said prolongation and said Southwest line to the Southeast line of the Northwest 8 feet of said Lot 13, Tract 9589; thence Northeast along said Southeast line 24 feet to the Northeast line of said Lot 13; thence Southeasterly along the Northeast line of Lots 1 to 13 in said Tract 9589, and along the Northeast line of Lots 28 to 32 in Tract No. 3674, as per map recorded in Book 47, page 42 of Maps, to the most Easterly corner of said Lot 28; thence Southwesterly along the Southeasterly line of said Lot 28, 6 feet; thence Southeasterly parallel with said Northeast line of Lots 28 to 32, Tract 3674, and its Southeasterly prolongation, to the centerline of Maclay Avenue 80 feet wide; thence Northeasterly along said centerline of Maclay Avenue, 6 feet to said Southeasterly prolongation; thence Southeasterly along said prolongation and along the Northeast line of Lots 3 to 26 inclusive of said Tract 3674 to the most Easterly corner of said Lot 3; thence Southwesterly along the Southeasterly line of said Lot 3, 58 feet; thence Southeasterly parallel with the Northeast line of Lots 1 and 2 in said Tract No. 3674 and its Southeasterly prolongation, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to the Northwesterly prolongation of the Northeast line of Lots 1 to 6 of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps; thence along said Northwesterly prolongation, said Northeast line and its

Southeasterly prolongation to the centerline of Kittridge Street; thence Southwesterly along the centerline of Kittridge Street to the centerline of San Fernando Road; thence Southeasterly along the centerline of San Fernando Road to the centerline of Chatsworth Drive; thence Southwesterly along the centerline of Chatsworth Drive to the Southeasterly prolongation of the Northeast line of the Southwest 40 feet of Lot 130 of Tract No. 2824, as per map recorded in Book 28, pages 36 and 37 of Maps; thence Northwesterly along said prolongation and said Northeast line to the Northwest line of the Southeast 33.33 feet of said Lot 130; thence Southwesterly along said Northwest line 40 feet to the Southwest line of said Lot 130; thence Northwesterly along said Southwest line and the Southwest line of Lot 126 in said Tract 2824, 134 feet to the Southeast line of the Northwest 99.17 feet of said Lot 126; thence Northeasterly along said last mentioned Southeast line 45 feet; thence Northwesterly parallel with the Southwest line of said Lot 126 and its Northwesterly prolongation, to the centerline of Brand Boulevard; thence Southwesterly along the centerline of Brand Boulevard to the Southeasterly prolongation of the Southwest line of Lot 2 of said Tract No. 2824; thence Northwesterly along said last mentioned Southeasterly prolongation, along the Southwest line of said Lot 2, Tract No. 2824, and the Northwesterly prolongation thereof to the Southwesterly prolongation of the Southeast line of Lot 17 in Block 4 of Porter Land and Water Co.'s Resurvey of the Town of San Fernando, as per map recorded in Book 34, pages 65 and 66 of Miscellaneous Records; thence Northeast along said Southwesterly prolongation and said Southeast line 39.5 feet; thence Northwesterly parallel with the Southwest line of said Lot 17 and the Northwesterly prolongation thereof to the centerline of Maclay Avenue; thence Southwesterly along said centerline 39.5 feet to the Southeast prolongation of the Southwest line of Lots 1 to 20 inclusive in Block 5 of said Porter Land and Water Co.'s Resurvey; thence Northwesterly along said prolongation, said Southwest line and its Northwesterly prolongation, to the centerline of Mission Boulevard; thence Northeasterly along said centerline of Mission Boulevard to the point of beginning.

SECTION 9: Uses of Proceeds in Respective Zones - Purposes.

The uses to which the proceeds from the additional tax revenue realized from the rate of increase or additional levy of or to the license tax, as herein provided, will be put, and in which zone or zones of said "Area" are as follows:

A. Purpose A. The general promotion of retail trade activity including but not limited to the cleaning and maintenance of the San Fernando Road Pedestrian Mall and the San Fernando Road Pedestrian Mall Addition No. 1 (hereinafter collectively sometimes referred to as Pedestrian

Mall), general advertising and promotion, sales promotion activity, and special promotional literature in the following enumerated zones of said "Area" (sometimes hereinafter referred to as Purpose A): Zone 1 and Zone 2.

B. Purpose B. The furnishing of music in public places in the following enumerated zone or zones in said "Area" (sometimes hereinafter referred to as Purpose B): Zone 1.

C. Purpose C. The promotion of public events including but not limited to such activities as art shows, festivals, and public ceremonies, which are to take place on or in public places in the following enumerated zones in said "Area" (sometimes hereinafter referred to as Purpose C): Zone 1 and Zone 2.

D. Purpose D. The decoration of any public place including but not limited to Christmas decorations and other decorations in the following enumerated zones in said "Area" (sometimes hereinafter referred to as Purpose D): Zone 1 and Zone 2.

E. Other Purposes. After first deducting two per cent (2%) from all proceeds of the additional tax revenue realized from the rate of increase or additional levy of or to the license tax, except for the proceeds realized from additional levy to the business license tax under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance, as the cost of collection, and the proceeds of the additional levy of tax derived under paragraph (e) of subdivision 1 of subsection A of Section 12 hereof, for maintenance of the Pedestrian Mall, the balance of all proceeds of the additional tax revenue realized from the rate of increase or additional levy of or to the license tax shall be used by the City to pay contract fees to the San Fernando Chamber of Commerce to carry out and perform all other purposes enumerated in subsections A through D inclusive of this section.

The two per cent (2%) of the proceeds retained by the City

shall be used for the purpose of defraying the cost of collection of the rate of increase or additional levy of or to the license tax and the proceeds derived under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance shall be used by the City to defray the cost of cleaning and maintenance of the Pedestrian Mall.

SECTION 10: Classification of Businesses and Appeals.

A. Classification of Businesses Generally. For the purpose of the rate of increase or additional levy of or to the license tax, the various businesses located in the "Area" are classified in accordance with the following schedule:

CLASS I - RETAIL BUSINESSES, includes all businesses licensed under Chapter 12 of "The Code of the City of San Fernando, California 1957" as retail establishments, except in those instances where they are otherwise classified in this section.

CLASS II - PROFESSIONAL BUSINESSES, includes all those businesses generally recognized and considered as professional, including but not limited to attorneys at law, doctors, dentists, optometrists, and accountants, except in those instances where such businesses are otherwise classified in this section.

CLASS III - SERVICE BUSINESSES, includes barbers, beauticians, beauty parlors, utilities, real estate brokers, service stations, photographers, contractors, cleaners, laundries, garages and auto repairs, and other such similar service businesses, unless otherwise specifically set forth and classified in this section.

CLASS IV - MISCELLANEOUS BUSINESSES, includes financial institutions, recreation activities, hotels and motels, apartments, insurance agents, bars, manufacturers and wholesalers, and all other businesses which do not fall into Classes I through III inclusive, or which do not have business licenses under Chapter 12 of "The Code of the City of San Fernando, California 1957".

B. Classification in Case of Dispute. Any questions arising as to the classification of any business shall be determined by the City Clerk.

C. Appeals. Any person aggrieved by any decision of the City Clerk with respect to such classification may appeal to the Council by filing a notice of appeal with the Clerk of the Council within five (5) days from the date of the decision by the City Clerk. The Council shall thereupon fix a time and place for hearing such appeal. The Clerk of the Council shall give notice to such person of the time and place of hearing by serving said notice personally or by depositing it in the United States Post Office in San Fernando, postage prepaid, addressed to such person at his last known address. At the time of the hearing the Council shall determine and rule upon the appeal and its decision shall be final.

SECTION 11: Businesses Subject to Additional Tax. All businesses within the boundaries of said "Area" described herein, not exempt by law, shall be subject to the provisions of the tax or additional tax imposed by this ordinance.

SECTION 12: Rate of Increase or Additional Levy of License Tax. The initial rate of increase or additional levy of or to the business license tax for each of the purposes set forth in subsections A through D inclusive of Section 9 hereof, on all businesses conducting their activities and on all persons, firms, corporations, organizations, lodges, and institutions maintaining offices, quarters, or meeting places in each of said zones in the "Area", which is in addition to the ordinary business license tax imposed upon such businesses by Chapter 12 of "The Code of the City of San Fernando, California 1957" and in addition to the increase or additional levy of license tax imposed by Ordinance No. 912, adopted November 22, 1965, for the purpose of "Parking and Business Improvement Area A of the City of San Fernando", is hereby fixed and established at the rates as set

forth in the following schedule:

A. For Purpose A of Section 9:

1. ZONE 1:

(a) Class I Businesses: 1.25 times their ordinary business license tax.

(b) Class II Businesses: 0.30 times their ordinary business license tax.

(c) Class III Businesses: 0.55 times their ordinary business license tax.

(d) Class IV Businesses: 0.25 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by \$1.50, whichever is the greater.

(e) In addition to the rate of increase or additional levy of or to the business license tax set forth above, all businesses and all persons, firms, corporations, organizations, lodges, and institutions maintaining offices, quarters, or meeting places having frontage and/or abutting on the Pedestrian Mall shall be taxed and shall pay an additional sum determined by and equal to the number of feet said business, office, quarters, or meeting place fronts and/or abuts on said Pedestrian Mall, multiplied by \$2.50, which additional levy shall be applicable to all classes of business set forth above; provided, however, that as to any business or person, firm, corporation, organization, lodge, or institution maintaining offices, quarters, or meeting places on any floor other than the ground floor in any building fronting or abutting on the

Pedestrian Mall the tax shall be \$5.00 per year.

2. ZONE 2:

(a) Class I Businesses: 1.0 times their ordinary business license tax.

(b) Class II Businesses: 0.133 times their ordinary business license tax.

(c) Class III Businesses: 0.30 times their ordinary business license tax.

(d) Class IV Businesses: 0.125 times their ordinary business license tax or a sum determined by and equal to the number of feet such business fronts on a public street, multiplied by \$0.75, whichever is the greater.

B. For Purpose B of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.1 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.084 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on said Pedestrian Mall, multiplied by \$0.50, whichever is the greater.

2. ZONE 2:

Increase or additional levy of or to business license tax on businesses in this zone: None.

C. For Purpose C of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.25 times their ordinary business license tax.

(b) Class II Businesses: 0.15 times their ordinary business license tax.

(c) Class III Businesses: 0.15 times their ordinary business license tax.

(d) Class IV Businesses: 0.083 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by \$0.50, whichever is the greater.

2. ZONE 2:

(a) Class I Businesses: 0.15 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.0625 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on a public street, multiplied by \$0.375, whichever is the greater.

D. For Purpose D of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.4 times their ordinary business license tax.

(b) Class II Businesses: 0.2 times their ordinary business license tax.

(c) Class III Businesses: 0.2 times their ordinary business license tax.

(d) Class IV Businesses: 0.083 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by \$0.50, whichever is the greater.

2. ZONE 2:

(a) Class I Businesses: 0.183 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.0625 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on a public street, multiplied by \$0.375, whichever is the greater.

E. Upstairs Businesses. Any business conducting its activities or any person, firm, corporation, organization, lodge, or institution maintaining offices, quarters, or meeting places on a floor other than the ground floor of any building fronting or abutting on the Pedestrian Mall or fronting on any public street shall be liable for the increase or additional levy of or to the business license tax imposed by this ordinance to the same extent as though located on the ground floor; provided, however, that as to the additional levy of or to the business license tax under paragraph (e) of

subdivision 1 of subsection A of this section the amount of tax shall be \$5.00 per year.

F. Maximum:

1. One or First Place of Business. In the event the total rate of increase or additional levy of or to the business license tax imposed by this ordinance, under any one subsection or any combination of subsections of this Section 12, excluding however the additional levy of or to the business license tax under paragraph (e) of subdivision 1 of subsection A of this section, for any one place of business, shall equal or exceed the maximum for any one place of business hereinafter specified, then such business shall be only liable for and pay the said maximum:

- Located in Zone 1 Maximum \$500.00 per year
- Located in Zone 2 Maximum \$300.00 per year

2. Additional Places of Business in "Area". In the event any person, firm, or corporation operates more than one place of business in the "Area", then the place of business with the greatest gross receipts shall be considered for the purpose of this subsection F as the first place of business and shall be liable for the maximum prescribed in subdivision 1 above, but as to each additional place of business in the "Area" the same will be governed by subdivision 1 hereof provided, however, for each such additional place of business the maximum shall be:

- Located in Zone 1 Maximum \$150.00 per year
- Located in Zone 2 Maximum \$ 90.00 per year

SECTION 13: Area Constituted and Established. Said "Parking and Business Improvement Area B of the City of San Fernando" is hereby fully constituted and established.

SECTION 14: Definitions and Classifications. The definitions and classifications of businesses, as hereinabove set forth, except as herein otherwise provided, shall be determined by the definitions and classifications

as set forth in Chapter 12 of "The Code of the City of San Fernando, California 1957".

SECTION 15: Due Date and Penalty for Nonpayment of Additional Tax When Due. The increase or additional levy of or to the business license tax as herein provided for shall be due and payable at the same time and in the same manner as the ordinary business license tax, all as provided in Chapter 12 of "The Code of the City of San Fernando, California 1957", and upon failure to pay the same when due, the same shall bear the same type of penalties as prescribed by said Chapter 12 for the nonpayment of the ordinary business license tax.

SECTION 16: Collection of Additional Tax. The collection of the increase or additional levy of or to the business license tax levied and imposed by this ordinance shall be made at the same time and in the same manner as the ordinary business license tax of the City under the provisions of Chapter 12 of "The Code of the City of San Fernando, California 1957"; and such increase or additional levy of or to the business license tax shall be computed in the manner provided in said Chapter 12 for each business but according to the schedule set forth herein.

SECTION 17: New Business in "Area". Any new business in the "Area" shall be assessed in accordance with its classification, provided that in the event only a portion of the calendar year remains, the increase or additional levy of or to the business license tax levied hereunder shall be prorated in accordance with the proportion that the number of months (or major portion of any month) remaining in the calendar year bears to the 12 months of the calendar year.

SECTION 18: Refund of Additional Tax. In the event a business in the "Area" is discontinued during any calendar year for which the increase or additional levy of or to the business license tax imposed hereunder has been paid, the Council, upon written application therefor, may

refund to the person who paid the same that proportion of such increase or additional license tax that the number of months (including major portion of any month) remaining in the year, from the date of discontinuance of such business, bears to the 12 months of the calendar year.

SECTION 19: Exemption - Voluntary Contribution. Except as herein otherwise provided, any business, person, or institution located within the said "Area" which is exempt from the payment of the ordinary business license tax of the City by reason of the provisions of the United States or State Constitutions, is not to be taxed under this ordinance but may make a voluntary contribution to the City. There is specifically excepted from the exemption contained in this section and nothing contained herein shall be construed to exempt any business from the increase or additional levy of or to the license tax levied and assessed under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance (cleaning and maintenance of Pedestrian Mall). Any voluntary contribution made pursuant to this section shall be used for the purposes provided in this ordinance.

SECTION 20: Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of San Fernando hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 21: Effective Date. This ordinance shall be in full force and effect on and after January 1, 1969.

SECTION 22: Publication. The City Clerk shall certify to the passage of this ordinance and prior to the expiration of fifteen (15) days

from the date of the adoption hereof the same shall be published at least once in The San Fernando Valley Sun, a newspaper published and circulated in the City of San Fernando.

ADOPTED AND APPROVED this 4th day of November, 1968.

Manuel S. Flores
MAYOR

ATTEST:

Leila Edwards
CITY CLERK OF THE CITY
OF SAN FERNANDO.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN FERNANDO)

I, LEILA EDWARDS, City Clerk of the City of San Fernando, do hereby certify that the foregoing ordinance was duly adopted by the Council of the City of San Fernando, California, and was signed by the Mayor of said City at a regular meeting of the City Council held on the 4th day of November, 1968, and that the same was passed by the following vote, to wit:

AYES: Allenbaugh, Arps, Flores, Jones and Macey-5
NOES: None-0
ABSENT: None-0

Leila Edwards
LEILA EDWARDS, CITY CLERK
OF THE CITY OF SAN FERNANDO

AGREEMENT

THIS AGREEMENT is made this 17th day of December, 1984, by and between the CITY OF SAN FERNANDO, a municipal corporation ("City"), and the MALL ASSESSMENT DISTRICT, INC., a California non-profit mutual benefit corporation ("Corporation").

R E C I T A L S:

1. On November 4, 1968, the City adopted Ordinance No. 973, establishing a parking and business improvement area, fixing the boundaries thereof, establishing benefit zones, classifying businesses therein, and fixing the initial rate of increase or additional levy of license tax to be imposed on the businesses in such area and zones, which ordinance became effective January 1, 1969.

2. On September 5, 1984, Mall Assessment District, Inc., was incorporated as a California non-profit mutual benefit corporation for the sole purpose of administering said District.

3. The City desires to contract with the Corporation to perform the work and render the services called for in purposes A, B, C and D of said Ordinance No. 973, except for the mall maintenance which is reserved to the City, and for the payment for such services.

NOW, THEREFORE, in consideration of the covenants and promises hereinafter set forth, the parties hereto do agree as follows:

1. The City hereby hires and retains Corporation to render and perform and Corporation covenants agrees to render and perform for the consideration herein specified the work and services herein set forth.

2. Corporation agrees to render all services, perform all work, and bear all expenses within the limits of the funds paid it therefor by the City to carry out the following purposes:

- (a) Purpose A of Section 9 of Ordinance No. 973, except for the cleaning and maintenance of the San Fernando Road Pedestrian Mall.
- (b) Purpose B of Section 9 of Ordinance No. 973.
- (c) Purpose C of Section 9 of Ordinance No. 973.
- (d) Purpose D of Section 9 of Ordinance No. 973.

3. The area within which Corporation agrees to render the service and perform the work for the City is Parking and Business Improvement Area B of the City of San Fernando, more particularly described and delineated in Section 7 of Ordinance No. 973.

4. The City Council shall cause to be prepared not later than the 15th day of March of each year an estimate of all proceeds of the additional tax revenue to be realized each year from the rate of increase or additional levy of or

to the license tax under Ordinance No. 973 and for each of the purposes set forth in Section 12 of said ordinance. After first deducting an amount to be determined by resolution of the City Council to cover the costs of collection and deducting those proceeds realized from additional levy to the business license tax under paragraph 12(A)(1)(e) of Ordinance No. 973 (for maintenance of the pedestrian mall), the balance of the proceeds realized from the increase or additional levy of or to the business license tax under Ordinance No. 973 for each of the purposes set forth in Section 3 above, shall be budgeted for payment to Corporation for rendering the service and performing the work required for each of said purposes within said area.

5. Corporation, prior to November 15th of each calendar year, shall submit to the City Council for its approval a program and budget for the expenditure of the funds to be received by it for each of those purposes listed in Section 3 above, said budget to cover the period of January 1st to December 31st of the following year.

6. Whenever the City allocates to Corporation sums of money or otherwise from time to time appropriates or pays any money to Corporation for the work and services to be performed hereunder, all such payments, except as otherwise specified, at the time said payments are made, shall be and are hereby agreed to be in consideration of the services

rendered by Corporation on behalf of the City specified in this Agreement. The consideration to be paid hereunder for the work performed and services rendered by Corporation shall be paid by the City to Corporation or the vendor contracting with Corporation within thirty (30) days following the month during which said work was performed and services were rendered unless otherwise ordered by the City Council, and all such payments shall be subject to the following conditions:

(a) All payments are to be made upon a claim or demand presented, audited, and paid as in the case of other claims against the City as provided by law.

(b) When such allocations or payments are made, Corporation shall, on or before the 1st day of January and the first day of July of each calendar year, submit to the City Council a report describing its activities for the preceding six month period, ending respectively December 31 and June 30, particularly setting forth services rendered in connection with each of the purposes listed in Section 3. Said report shall be submitted within 45 days of the close of the reporting period.

(c) The amount allocated in the annual budget for the expenditure of the proceeds of the increase or additional levy of or to the business license tax under

Ordinance No. 973, or otherwise, from time to time appropriated by the City for the services to be rendered hereunder by Corporation, shall not be a fixed or binding obligation upon the City to continuously thereafter pay the Corporation said sum, but shall be dependent upon the filing of proper claims and reports evidencing the services rendered as required by subdivisions (a) and (b) of this section, and shall be further dependent upon the availability of continuing the appropriation of the same for said purposes as determined by the City Council and the availability of such proceeds realized from the increase or additional levy of or to the business license tax set forth above.

Notwithstanding the above, City shall, from time to time, advance funds to Corporation for the purpose of maintaining a cash fund, not to exceed One Thousand Dollars (\$1,000.00), to cover the current operating expenses incurred in performing those services listed in Section 3 above.

7. It is understood and agreed by and between the parties hereto that this Agreement and all obligations thereunder can be terminated and cancelled by either party hereto upon written notice to be given to the other at least sixty (60) days prior to the date of termination. Upon such termination, all obligations of the City hereunder shall immediately cease and terminate.

8. Corporation may, from time to time, engage in fundraising and other activities in the course of its activities under this Agreement. Any profit realized from such activities shall be utilized by Corporation to serve those purposes listed in Section 3 above.

9. Corporation shall indemnify and hold harmless City from and against any and all claims arising from Corporation's activities under this Agreement, and shall further indemnify and hold harmless City from and against any and all claims arising from any breach or default in the performance of any obligation on Corporation's part to be performed under the terms of this Agreement, or arising from any negligence of Corporation, or any of Corporation's agents, contractors, or employees, and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon; and in case any action or proceeding be brought against City by reason of such claim, Corporation, upon notice from City, shall defend the same at Corporation's cost.

10. Corporation agrees to take and maintain in full force and effect public liability and property damage insurance with City named as insured for liability or financial loss resulting from injuries occurring to persons or to property arising out of the services performed under

this Agreement, the amount of said insurance to be not less than One Million Dollars (\$1,000,000.00) for bodily injury for any one person on account of any one incident and for property damage. Corporation shall provide City with certificates of insurance evidencing compliance with the foregoing, and such certificates shall provide for a written obligation on the part of Corporation's insurance carrier to notify City in writing thirty (30) days prior to the cancellation of or material change in the policy. If Corporation fails to take out and maintain the aforesaid insurance, this Agreement shall terminate.

11. In the event of any dispute between the parties hereto involving the covenants or conditions contained in this Agreement or arising out of the subject matter of this Agreement, the prevailing party shall be entitled to recover reasonable expenses, attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY OF SAN FERNANDO

By *David W. Weyland*
Mayor Pro Tem

ATTEST:

By *Donald E. Penman*
City Clerk

MALL ASSESSMENT DISTRICT, INC.

By *Michael J. ...*
President

Celebration Expo	Cost
Special Event Permit	\$132.00
Building Permit	\$275.00
Building Inspection	\$416.74
Amplified Sound Permit	\$208.25
Two Police Officers	\$1,400.00
Street Closures	\$10,696.49
<i>Labor: \$6,972.20</i>	
<i>Equipment: \$3,477.60</i>	
<i>Parts & Materials: \$246.69</i>	
Total	\$13,128.48

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: March 3, 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:

1. See Attachment "A" that was submitted to request to agendize this item for the February 18, 2025, City Council Meeting.
2. On February 18, 2025, the City Council continued this item to the March 3, 2025 City Council meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL
DISCUSSION/CONSIDERATION**

CITY COUNCILMEMBER INFORMATION

NAME Patty Lopez	TITLE Councilmember
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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 <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 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: March 3, 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:

1. See Attachment "A" that was submitted to request to agendize this item for the February 18, 2025, City Council Meeting.
2. On February 18, 2025, the City Council continued this item to the March 3, 2025 City Council meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME 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.