



CITY OF SAN FERNANDO
CITY COUNCIL

MEETING AGENDA
REGULAR MEETING – 6:00 PM
MONDAY, MARCH 17, 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.

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.

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CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

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

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF CERTIFICATES OF RECOGNITION FOR WOMEN’S HISTORY MONTH 2025
- Lorraine Aceves
 - Elsa Ofarrill
 - Patricia Garcia
 - Carmen Godinez
 - Querubina Haydee Aguilar
 - Juana Trejo

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- B. CERTIFICATE OF RECOGNITION CELEBRATING ANGELINA PEREZ'S 100TH BIRTHDAY
- C. ANNUAL RECOGNITION
 - CESAR CHAVEZ DAY – MARCH 31, 2025
- D. INTRODUCTION OF NEW EMPLOYEES

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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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. April 7, 2008 - Special CC Mtg
 - b. April 7, 2008 - Regular CC Mtg
 - c. April 21, 2008 - Special CC Mtg
 - d. April 21, 2008 – Regular CC Mtg
 - e. March 9, 2009 – Special CC Mtg
 - f. March 30, 2009 – Special RDA Mtg
 - g. June 8, 2009 - Special CC Mtg
 - h. June 15, 2009 - Special CC Mtg
 - i. January 10, 2011 – Special RDA Mtg
 - j. January 10, 2011 – Special CC Mtg
 - k. January 6, 2025 - Special & Regular CC Mtg
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2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-032 approving the Warrant Register.

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

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

4) CONSIDERATION TO APPROVE PUBLIC RELEASE AND CIRCULATION OF REQUEST FOR PROPOSALS FOR LABOR ATTORNEY SERVICES

Recommend that the City Council approve the release and circulation of a Request for Proposals for Labor Attorney Services.

5) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR PHASE 3 OF THE ANNUAL STREET RESURFACING PROJECT

Recommend that the City Council:

- a. Accept the improvements as constructed by American Asphalt South, Inc., and consider the work completed;
- b. Authorize the issuance and filing of a “Notice of Completion” with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the five percent retention amount of \$85,971.65 after the 35-day lien period from the date the Notice of Completion is recorded.

6) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A COMPREHENSIVE TREE PRESERVATION POLICY

Recommend that the City Council:

- a. Receive and file an informational report from Public Works staff on tree maintenance progress and procedures for Fiscal Year 2024-2025; and
- b. Adopt Resolution No. 8371, approving a Comprehensive Tree Preservation Policy.

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7) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH HABITAT FOR HUMANITY OF GREATER LOS ANGELES TO ADMINISTER THE CALHOME-FUNDED MORTGAGE ASSISTANCE AND OWNER-OCCUPIED REHABILITATION PROGRAMS

Recommend that the City Council:

- a. Authorize the City to enter into a Memorandum of Understanding with Habitat for Humanity of Greater Los Angeles (Contract No. 2347) to administer the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the MOU with Habitat for Humanity of Greater Los Angeles and all related documents.

8) CONSIDERATION TO ADOPT AN ORDINANCE APPROVING AMENDMENTS TO THE SAN FERNANDO MUNICIPAL CODE ADOPTING BY REFERENCE THE 2023 EDITION CITY OF LOS ANGELES BUILDING AND FIRE CODES AND SETTING A DATE FOR PUBLIC HEARING

Recommend that the City Council:

- a. Approve introduction of a first reading, in title only, and waive further reading of Ordinance No. 1733, , “An Ordinance of the City of San Fernando, California, amending Articles I, II, III, IV, V, IX, and X of Chapter 18 of the San Fernando Municipal Code adopting by reference Division II of Chapter 1 of the 2022 Edition of the California Building Code, which is codified in Part 2 of Title 24 of The California Code of Regulations; the 2023 Edition of the City of Los Angeles Building Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Electrical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Mechanical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Plumbing Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Residential Code, as in effect December 23, 2022; and the 2023 Edition of the City Of Los Angeles Green Building Code, as in effect December 23, 2022, which are codified in Articles 1, 1.5, 3, 4, 5 and 9 of Chapter IX of The City of Los Angeles Municipal Code, including appendices, amendments, additions, and deletions thereto; amending Article II of Chapter 38 of the San Fernando Municipal Code, adopting by reference the City of Los Angeles Fire Code, as in effect October 4, 2023, which is codified in Article 7 of Chapter V of The City of Los Angeles Municipal Code, including appendices, amendments, additions and deletions thereto”; and
- b. Direct staff to provide for notice of Public Hearing on the proposed adoption of Ordinance No. 1733 at the April 21, 2025 regular City Council meeting.

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PUBLIC HEARING

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

Recommend that the City Council:

- a. Conduct a Public Hearing;
 - b. Pending public testimony, either:
 1. Adopt Resolution 8365 titled, "A Resolution of the City Council of the City of San Fernando, California, Approving an Appeal Filed by the Applicant, Midland Contractors, Inc., overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD);
- OR**
2. Deny the Appeal and affirm the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and of issuing a Certificate of Use for the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

ADMINISTRATIVE REPORTS

10) 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.
-

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11) 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.

12) DISCUSSION AND CONSIDERATION REGARDING LEGAL PROCESSES FOR COMMISSIONER NOMINATIONS

This item was agendized by Councilmember Patty Lopez.

13) DISCUSSION ON CLARIFYING THE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2024-2025 AND RESOLUTION APPROVING THE MID-YEAR BUDGET

This item was agendized by Councilmember Victoria Garcia.

14) DISCUSSION REGARDING THE LENGTH OF CITY COUNCIL MEETINGS

This item was agendized by Councilmember Victoria Garcia.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The meeting will adjourn to its next regular meeting on April 7, 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.

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Regular Meeting
San Fernando City Council

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PRESENTATIONS - ANNUAL RECOGNITIONS

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THE CITY OF SAN FERNANDO



JOINS

Angelina Perez

IN CELEBRATING HER 100TH BIRTHDAY!

WHEREAS, the City of San Fernando proudly recognizes and celebrates Angelina Garcia Perez, a beloved and lifelong member of the San Fernando community, who was born on March 13, 1925, in the City of San Fernando, California;

WHEREAS, Mrs. Perez is one of six children born to Abraham and Francisca Garcia, and has lived a life rooted in family, faith, and dedication to her community;

WHEREAS, together with her husband, Juan Castro Perez, also a native of San Fernando and now deceased, Angelina lovingly raised seven children, building a strong family foundation grounded in love, respect, and perseverance;

WHEREAS, Angelina is the proud matriarch of a beautiful and growing family that includes 20 grandchildren, 37 great-grandchildren, and 8 great-great-grandchildren, whose lives are a testament to her enduring legacy of love and guidance; and

WHEREAS, over the course of a remarkable 100 years, Angelina has served as an inspiration to all, demonstrating the power of family, faith, and compassion, and her presence continues to enrich the lives of all who know her.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL does hereby extend its warmest congratulations and best wishes to Angelina Garcia Perez on the celebration of her 100th birthday, and joins her family, friends, and entire community in honoring this extraordinary milestone.



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

March 13, 2025

THE CITY OF SAN FERNANDO

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Proclamation

CÉSAR CHÁVEZ DAY

March 31, 2025

WHEREAS, throughout his life of work and service, César Chávez empowered thousands to stand together for their rights and led our nation toward a more equitable and just society. His visionary leadership inspired a powerful movement that burns brightly to this day, rallying people from all walks of life to champion the dignity of work;

WHEREAS, born near Yuma, Arizona in 1927, Chávez and his family moved to California after losing their home during the Great Depression. Tolling in the fields from a young age, Chávez faced dismal working conditions, racism, abuse, and exploitation. Moved to confront these injustices, he began working as an organizer in the farmworker community, advocating for improvements in their working and living conditions;

WHEREAS, founding the United Farm Workers together with Dolores Huerta, Chávez challenged Americans to recognize that produce on their dinner tables was picked by people who were being denied the most basic human rights. Chávez led a historic march of farmworkers from Delano to Sacramento in 1966 and helped launch a successful boycott of grapes that galvanized support across the country. His tireless efforts were instrumental in the passage of the 1975 California Agricultural Labor Relations Act, which made our state the first in United States history to give farmworkers the right to join a union;

WHEREAS, on the anniversary of his birth, we celebrate César Chávez's hard-won strides for social justice, and reflect on the work that lies ahead to build a brighter future for all our communities.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM MARCH 31, 2025 as CÉSAR CHÁVEZ DAY in the City of San Fernando, and encourages people in San Fernando to carry on his timeless legacy by lifting up our neighbors, speaking out against injustice, and working together to extend the dream of prosperity, equity and progress to all



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Enc Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

March 17, 2025

THE CITY OF
SAN FERNANDO

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**APRIL 7, 2008 – 5:00 PM
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Julie Ruelas called the meeting to order at 5:05 p.m.

Present:

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

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

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

STUDY SESSION

1) SAN FERNANDO REGIONAL POOL FACILITY UPDATE

Staff provided an information presentation on:

- a) Construction status and timeline;
- b) Meetings of the Swimming Pool Project Ad Hoc Committee;

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SPECIAL MINUTES – APRIL 7, 2008**

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- c) Status of Request for Proposals for the Management and Operation of the San Fernando Regional Pool Facility; and
- d) Meetings with Los Angeles County.

No action taken. The City Council received and filed the report.

ADJOURNMENT 6:02 P.M.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 7, 2008 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 17, 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**

**APRIL 7, 2008 – 6:00 PM
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Julie Ruelas called the meeting to order at 6:25 p.m.

Present:

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

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

PLEDGE OF ALLEGIANCE Chief Ordelheide

INVOCATION None

PRESENTATIONS

SMALL BUSINESS AWARD: APRIL

- Dr. Jerry B. Malleus – San Fernando Dental Center
- B) CESAR E. CHÁVEZ AWARD PRESENTATION
- C) ARBOR DAY PROCLAMATION
- D) MOTHERS AGAINST DRUNK DRIVING WILL PRESENT THE “DEUCE” AWARD TO:
 - Field Training Officer William Bailey
 - Field Training Officer C.J. Chiasson
 - Officer Evelyn Diaz
 - Officer Marshall Mack

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E) POLICE CHIEF ROBERT ORDELHEIDE WILL PRESENT THE DEPARTMENT'S OUTSTANDING ACHIEVEMENT IN PRODUCTIVITY AWARD FOR DUI ENFORCEMENT TO:

- Sergeant Kevin Glasgow
- Field Training Officer William Bailey
- Field Training Officer C.J. Chiasson
- Canine Officer Saul Esquivel
- Officer Evelyn Diaz
- Officer Marshall Mack

F) POLICE CHIEF ROBERT ORDELHEIDE WILL PRESENT THE DEPARTMENT'S "TRAFFIC SAFETY OFFICER OF THE YEAR" AWARD TO MOTOR OFFICER LARRY BARNARD

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Dr. James Lawson
Mike Majers
Margarita Lopez
Renato Lira
Henry Romero
Daniel Ambriz
Rodrigo Mora
Ricardo C.
Juana C.
Ruben Rodriguez

CONSENT CALENDAR

Councilmember De La Torre pulled Item No. 1 and Mayor Pro Tem Ruelas pulled Item Nos. 3 and 5 for further discussion.

Motion by Councilmember De La Torre, seconded by Councilmember Veres to table Item No. 1 for the special meeting on Tuesday, April 15, 2008.

1) APPROVAL OF WARRANT REGISTER NO. 08-041

The motion carried, as follows:

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ROLL CALL

AYES: De La Torre
NAYES: Ruelas - 1
ABSENT: None
ABSTAIN: None

By consensus, the City Council tabled this item for additional information to the special meeting on Tuesday, April 15, 2008.

- 5) SAN FERNANDO CHAMBER OF COMMERCE AND NORTHEAST VALLEY HEALTH CORPORATION AMERICAN CROWN CIRCUS AT 208 PARK AVENUE (“CESAR E. CHAVEZ PARK”)

The motion carried, by consensus.

Motion by Councilmember Hernandez, seconded by Mayor Martinez to approve Item Nos. 2, 3, 4 and 6.

- 2) FY 2008-2009 LANDSCAPING & LIGHTING ASSESSMENT DISTRICT RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE ENGINEER’S REPORT
- 3) ACCEPTANCE OF THE AMERICAN RED CROSS SHELTER AGREEMENT
- 4) SAN FERNANDO DOWNTOWN MALL ASSOCIATION CIRCO NACIONAL DE MEXICO AT 1320 SAN FERNANDO ROAD (“SKATE PARK”)
- 6) RESOLUTION APPROVING AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF SAN FERNANDO AND THE SAN FERNANDO PUBLIC EMPLOYEES’ ASSOCIATION (SFPEA) AND AMENDING THE 2007-2008 BUDGET AND THE SALARY RANGE SCHEDULE

The motion carried, unanimously.

NEW BUSINESS

- 7) APPROVAL OF CONFLICT WAIVER FOR RICHARDS, WATSON & GERSHON IN THE MATTER OF THE PROPOSED MEMORANDUM OF UNDERSTANDING AND COOPERATIVE AGREEMENT WITH THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY REGARDING CONSTRUCTION OF A PARK ON THE CITY’S EIGHTH STREET PROPERTY

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas that the City Council approve the conflict waiver, enabling Richards, Watson & Gershon to represent the City in the matter of the proposed Memorandum of Understanding and Cooperative

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Agreement with the Mountains Recreation and Conservation Authority regarding construction of a Park on the Eighth Street Property. The motion carried, unanimously.

8) GRAFFITI CONTROL ORDINANCE AND GRAFFITI REMOVAL FACILITATION PROGRAM

Motion by Mayor Martinez, seconded by Councilmember Hernandez that the City Council introduce for first reading by title only and waive further reading of “An Ordinance of the City of San Fernando Amending the San Fernando City Code Regarding Procedures for the Prevention, Prohibition and Removal of Graffiti”; and authorize staff to implement the proposed administrative procedures to facilitate graffiti removal on private property. The motion carried, unanimously.

COMMITTEE/COMMISSION LIAISON REPORTS

9) METROPOLITAN WATER DISTRICT (MWD)

An informational update was provided by Metropolitan Water District Board Member Sylvia Ballin.

CITY COUNCIL ITEMS

10) REVIEW OF NOISE ORDINANCE

Mayor Pro Tem Julie Ruelas presented the staff report and staff responded to questions. The information was received and filed.

11) LETTER OF SUPPORT – ASSEMBLY BILL 811: SOLAR AND ENERGY EFFICIENCY UPGRADE LEGISLATION

Councilmember Steven Veres presented the staff report. Motion by Councilmember Veres, seconded by Mayor Pro Tem Ruelas to authorize staff to send a letter of support. The motion carried, with Councilmember Hernandez absent.

12) INVITATION FOR THE CITY OF SAN FERNANDO TO JOIN THE LOS ANGELES COUNTY PROGRAM TO REDUCE PLASTIC CARRYOUT BAG LITTER

Mayor Pro Tem Julie Ruelas presented the staff report. By consensus, the City Council referred the item for discussion to the Natural Resources, Infrastructure, Water, Energy and Waste Management Committee to bring back recommendations at a future City Council meeting.

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13) APPOINTMENT TO THE RECREATION AND COMMUNITY SERVICES COMMISSION

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas approving the appointment of Jesus Flores to the Recreation and Community Services Commission as her representative. The motion carried, unanimously.

GENERAL COUNCIL COMMENTS

Councilmember De La Torre talked about budget concerns and suggested the city place a freeze on spending and hiring expenses.

Councilmember Hernández had inquired on Ron role in the department on a day-to-day basis.

Mayor Pro Tem Ruelas stated that the Budget Study Session dates must be set as soon as possible.

Councilmember Veres spoke about potential freezes on non-critical issues, commented on having budget discussions early and on hiring freezes.

Mayor Martinez commented that the budget study sessions are overdue and should have occurred earlier in the year, and questioned the status/timeline of labor negotiations.

STAFF COMMUNICATION

Staff spoke about water conservation efforts.

RECESS TO CLOSED SESSION (9:08 P.M.)

By consensus, the City Council recessed to the following Closed Session, thereafter adjourned the meeting.

CLOSED SESSION

A) CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)

City Negotiator:	City Administrator José E. Pulido
Employee Organization:	San Fernando Police Officers' Association

No reportable action.

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ADJOURNMENT 10:01 P.M.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 7, 2008 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 17, 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**

**APRIL 21, 2008 – 5:00 PM
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Julie Ruelas called the meeting to order at 5:04 p.m.

Present:

Council: Mayor Julie Ruelas, Mayor Pro Tem Nury Martinez, and Councilmembers Steven Veres, Maribel De La Torre (arrived at 5:30 p.m.), and Dr. José Hernández

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

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Aisenmen

CONTINUED BUSINESS

SAN FERNANDO REGIONAL POOL FACILITY UPDATE

Staff provided the City Council with a project update on the following items:

- a) Project Construction
 - i. Nadar Construction Schedule
 - ii. Accelerated Schedule

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- b) Management and Operations
 - i. Proposed Three-Month and Long-Term Programming Plan
Received and filed.
 - ii. Los Angeles County Update
Received and filed.
 - iii. Proposed Fees
Discussion of proposed fees would be brought back to a future City Council meeting.
 - iv. Formation of a City Council Pool Operations & Programming Ad Hoc Committee
Councilmember De La Torre and Mayor Martinez were appointed to serve on the City Council Pool Operations & Programming Ad Hoc Committee.

ADJOURNMENT 5:55 P.M.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 21, 2008 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 17, 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**

**APRIL 21, 2008 – 6:00 PM
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Julie Ruelas called the meeting to order at 6:49 p.m.

Present:

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

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Mayor Nury Martinez

PRESENTATIONS

- A) SMALL BUSINESS AWARD: APRIL
 - Dr. Jerry B. Malleus – San Fernando Dental Center
- B) CESAR E. CHÁVEZ ART AND ESSAY PRESENTATION
- C) AMERICAN CANCER SOCIETY’S RELAY FOR LIFE
- D) GLOBAL LOVE DAY – MAY 1, 2008

APPROVAL OF AGENDA

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

SAN FERNANDO CITY COUNCIL

MINUTES – APRIL 21, 2008

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PUBLIC STATEMENTS – WRITTEN/ORAL

None

CONSENT CALENDAR

Mayor Ruelas pulled Item No. 1 for further discussion.

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez to approve:

- 1) APPROVAL OF WARRANT REGISTER NO. 08-042

The motion carried, by the following vote:

ROLL CALL

AYES:	De La Torre, Hernandez, Ruelas, Martinez - 4
NAYES:	Veres – 1
ABSENT:	None
ABSTAIN:	None

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Ruelas to approve:

- 2) GRAFFITI CONTROL ORDINANCE AND GRAFFITI REMOVAL FACILITATION PROGRAM
- 3) AMPLIFIED SOUND PERMIT REQUEST: SANTA ROSA CHURCH, 668 S. WORKMAN STREET
- 4) RESOLUTION APPROVING AN AMENDMENT TO THE SALARY RANGE SCHEDULE AND THE 2007-2008 BUDGET TO IMPLEMENT THE CONFIDENTIAL EMPLOYEE GROUP EQUITY ADJUSTMENTS

The motion carried, unanimously.

CITY COUNCIL ITEMS

- 5) INDOOR BATTING CAGES AND TRAINING FACILITY PROPOSAL

Mayor Pro Tem Julie Ruelas and Councilmember Steven Veres presented the staff report. By consensus, the City Council directed staff to provide additional information and return to a future City Council meeting.

SAN FERNANDO CITY COUNCIL

MINUTES – APRIL 21, 2008

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6) SUPPORT “SAVE DARFUR” CAMPAIGN

Mayor Pro Tem Julie Ruelas presented the staff report.

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez to approve Resolution No. 7249. The motion carried, as follows:

ROLL CALL

AYES:	Hernandez, Veres, Ruelas, Martinez
NAYES:	None
ABSENT:	None
ABSTAIN:	De La Torre – 1

GENERAL COUNCIL COMMENTS

None

STAFF COMMUNICATION

None

By consensus, the City Council recessed to the following Closed Session, thereafter, adjourned the meeting.

CLOSED SESSION

A) CONFERENCE WITH LABOR NEGOTIATOR
(G.C. 54957.6)

City Negotiator:	City Administrator José E. Pulido
Employee Organization:	San Fernando Police Officers’ Association

B) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(G.C. 54956.9 (a))

Name of Case: Jorge Cruz, et al v. City of San Fernando
Case No.: BC352521
Claim No.: 302126

No reportable action.

SAN FERNANDO CITY COUNCIL

MINUTES – APRIL 21, 2008

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ADJOURNMENT 8:50 P.M.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 21, 2008 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 17, 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**

**March 9, 2009 – 6:00 P.M.
SPECIAL MEETING**

San Fernando Regional Pool Facility (second floor)
208 Park Avenue
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Steven Veres called the meeting to order at 6:22 p.m.

Present:

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

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

Absent: Councilmember Nury Martinez

APPROVAL OF AGENDA

Motion by Mayor Veres, seconded by Councilmember De La Torre, to approve the agenda as amended to include a request for a sound permit approval for the location at 1003 Truman. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

Henry Romero

WALK ON AGENDA ITEM

CONSIDERATION TO APPROVE A SOUND PERMIT AT THE LOCATION 1003 TRUMAN (ON TRUMAN, CORNER OF BRAND AND MACLAY) FOR AN EVENT ON APRIL 25, 2009.

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Esqueda to approve the request for a sound permit at the location of 1003 Truman, on April 25, 2009 from the hours of 12:00PM to 4:00PM. The motion carried, unanimously.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – March 9, 2009**

Page 2

RETAIL OPPORTUNITIES WORKSHOP

Staff presented the staff report regarding information on the economic development study sessions focused on growing revenues, enhancing commercial districts and strategizing the City's long-term economic viability.

In addition, Lisa Hill of Buxton Company, presented a proposal of services offered related to business and marketing strategies, and opportunities for the economic development and growth of the retail industry in San Fernando.

By consensus, the City Council directed staff to bring back to a future City Council meeting a revised proposal from Buxton Company that includes a more robust marketing approach towards opportunities for retail growth; and refer the proposed budget expenditure portion to the Budget, Personnel, and Finance Standing Committee for review and recommendations.

ADJOURNMENT 8:37 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 9, 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 17, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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

**March 30, 2009 – 4:00 PM
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Vice-Chair Mario F. Hernandez called the meeting to order at 4:00 p.m.

Present:

Agency: Vice-Chair Mario F. Hernandez, and Members Maribel De La Torre and Ernesto Rubio Hernandez

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

Absent: Chair Steven Veres and Member Nury Martinez

APPROVAL OF AGENDA

Motion by Vice-Chair M. Hernandez, seconded by Member E. Hernandez, to approve the agenda. The motion carried with the following vote:

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

It was noted that Chair Steven Veres arrived at 4:40 p.m.

CONTINUED BUSINESS

RE-PRESENTATION OF THE OCTOBER 14, 2008 AGENCY BOARD STUDY SESSION

**SAN FERNANDO REDEVELOPMENT AGENCY
SPECIAL MEETING MINUTES – March 30, 2009 (4:00 p.m.)**

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Staff presented the staff report and responded to Board Member questions. By consensus, Board Members directed staff to proceed with continued discussions at the upcoming 6 p.m. Redevelopment Agency Meeting of Policy Option Nos. 1, 2 and 3 with a focus on pursuing Option No. 1 immediately due to time constraints.

ADJOURNMENT (6:11 P.M.)

By consensus, the meeting was adjourned to the regular meeting at 6:00 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 30, 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 17, 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 8, 2009 – 6:00 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 6:16 p.m.

Present:

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

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

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

J. Cuiriz

STUDY SESSION

1) UPDATE FROM STAFF REGARDING THE POOL OPERATIONS CONTRACT

The City Council received and filed the report.

2) APPOINTMENT OF STANDING COMMITTEE MEMBERS

Councilmembers were appointed to the following standing committees:

No. 1 Budget, Personnel and Finance (BPF)

Chair Mario F. Hernandez

Member Maribel De la Torre

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

Chair Steven Veres

Member Ernesto Hernandez

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – JUNE 8, 2009**

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

Chair Brenda Esqueda

Member Steven Veres

No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)

Chair Ernesto Hernandez

Member Mario Hernandez

No. 5 Education, Parks, Arts, Health and Aging (EPAH)

Chair Maribel De La Torre

Member Brenda Esqueda

**3) BUDGET STUDY SESSION NO. 4 - GENERAL FUND OVERVIEW BY DEPARTMENT
(CONTINUED)**

City staff presented the Fiscal Year (FY) 2009/10 General Fund Budgets to the City Council for the following departments: Finance, City Treasurer, Administration (including City Clerk & Personnel) and City Council. City Council recommended minor modifications which would be reflected in the final adopted budget.

By consensus, the City Council recessed to Closed Session, thereafter, adjourned the meeting.

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)

ADJOURNED (8:48 P.M.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 8, 2009 meeting as approved by the San Fernando City Council at the _____ 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 17, 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 15, 2009 – 6:00 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 7:16 p.m.

Present:

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

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

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

STUDY SESSION

- 1) BUDGET STUDY SESSION NO. 5 - GENERAL FUND OVERVIEW BY DEPARTMENT
(CONTINUED)

City staff presented the draft Fiscal Year (FY) 2009/10 Redevelopment Agency Budget for Project Areas No. 1, 2, 3 and 4 to the City Council; and continued discussions on FY 2009/10 General Fund and Non-General Fund Budgets. The City Council made minor modifications which would be presented in Budget Study Session No. 6.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – JUNE 15, 2009**

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ADJOURNED (9:22 P.M.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 15, 2009 meeting as approved by the San Fernando City Council at the _____ 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 17, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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

**JANUARY 10, 2011 – 6:00 PM
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Chair Mario F. Hernández called the meeting to order at 6:09 p.m.

Present:

Agency: Chair Mario F. Hernández, Vice-Chair Brenda Esqueda and Member Ernesto Rubio Hernández

Staff: Interim City Administrator Al Hernández, Agency Counsel Michael Estrada, and Secretary Elena G. Chávez

Absent: Member Maribel De La Torre and Steven Veres

APPROVAL OF AGENDA

Motion by Member E. Hernandez, seconded by Vice-Chair Esqueda, to approve the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

It was noted that Member Maribel De La Torre arrived at 6:25 p.m. and Member Steven Veres arrived at 6:38 p.m.

STUDY SESSION

FISCAL YEAR (FY) 2010/11 TO FY 2014/15 IMPLEMENTATION PLAN AND ASSOCIATED AFFORDABLE HOUSING STRATEGY

SAN FERNANDO CITY COUNCIL AND REDEVELOPMENT AGENCY

SPECIAL MINUTES – January 10, 2011

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Staff provided a presentation and responded to Board Member questions.

By consensus, the Board Members directed staff to proceed with a draft Five-Year Implementation Plan for Fiscal Years 2010/11 – 2014/15 and the Associated Affordable Housing Strategy and bring back the final adoption at the March 7, 2011 regular Redevelopment Agency meeting, with an emphasis on allocating funds to city and agency owned properties.

ADJOURNMENT (7:29 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 10, 2011 special meeting as approved by the 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 17, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**JANUARY 10, 2011 – 6:00 P.M.
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Mario F. Hernández called the meeting to order at 7:33 p.m.

Present:

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

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

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Esqueda, seconded by Mayor Hernandez to approve the agenda as amended. By consensus, the motion carried, unanimously.

PUBLIC STATEMENTS – WRITTEN/ORAL

None.

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

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)

City Negotiator: Councilmember Maribel De La Torre
Unrepresented Employee: City Administrator

No reportable action.

**SAN FERNANDO CITY COUNCIL
SPECIAL MINUTES – January 10, 2011**

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ADJOURNMENT 8:10 P.M.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 10, 2011 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 17, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 5:15 P.M.
REGULAR MEETING – 6:00 P.M.
MONDAY, JANUARY 6, 2025**

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

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

Mayor Mary Mendoza called the Special Meeting to order at 5:15 p.m.

Present:

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

Staff: City Manager Nick Kimball and City Attorney Richard Padilla

Absent: None

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

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

By consensus, Councilmembers recessed to Closed Session.

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(4) – CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION:

Two (2) Matters

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

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

SAN FERNANDO CITY COUNCIL

MINUTES –Special and Regular Meeting January 6, 2025

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ADJOURNMENT (6:08 p.m.)

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

CALL TO ORDER/ROLL CALL – REGULAR MEETING

6:00 P.M. (OPEN SESSION)

Mayor Mary Mendoza called the regular meeting to order at 6:09 p.m.

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

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

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF CERTIFICATES OF APPRECIATION TO THE LAS PALMAS PARK SENIOR CLUB OUTGOING BOARD MEMBERS
- B. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO SAN FERNANDO BAKERY IN RECOGNITION OF THEIR CONTRIBUTIONS TO THE CITY (*TABLED TO THE NEXT REGULAR MEETING*)
- C. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO PROFESSIONAL PRINTING SERVICES IN RECOGNITION OF THEIR CONTRIBUTIONS TO THE CITY

SAN FERNANDO CITY COUNCIL

MINUTES –Special and Regular Meeting January 6, 2025

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D. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO DORADO HOME FURNITURE IN RECOGNITION OF THEIR CONTRIBUTIONS TO THE CITY

E. INTRODUCTION OF NEW EMPLOYEES

PUBLIC STATEMENTS

Maria Luisa Palma spoke in support of enhanced safety and encouraged police presence at Los Angeles Unified School District school campuses.

Marcela Rodriguez spoke regarding concerns related to certain activities at the swap meet.

Gus Villela introduced himself as the Field Representative for Assemblymember Celeste Rodriguez.

Margarita Cervacio spoke in opposition of the 833 N. Brand housing development project.

Efren Lombera spoke regarding public safety concerns.

Maria Lombera spoke in opposition of the 833 N. Brand housing development project.

Gustavo Ramirez spoke regarding world peace and announced an upcoming event being held by organizers from the organization World Peace Now on January 18, 2025, in the City of Pomona.

CONSENT CALENDAR

Mayor Mendoza pulled Item No 4 for discussion and would be recusing herself from consideration regarding Item No. 10 due to the project distance from her residence.

Councilmember Garcia pulled Item Nos. 5, 6 and 10 for discussion.

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve Item Nos. 1, 2, 3, 7, 8 and 9:

1. CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. June 3, 2024 – Regular Meeting
 - b. July 1, 2024 – Regular Meeting
 - c. July 15, 2024 – Regular Meeting
 - d. August 5, 2024 – Regular Meeting
 - e. September 16, 2024 - Joint CC/PPC Meeting
 - f. October 7, 2024 - Joint CC/PPC Meeting
 - g. October 21, 2024 – Regular Meeting

2. CONSIDERATION TO ADOPT RESOLUTION NOS. 24-122 AND 25-011 APPROVING THE WARRANT REGISTERS OF DECEMBER 16, 2024 AND JANUARY 6, 2025, RESPECTIVELY

SAN FERNANDO CITY COUNCIL

MINUTES –Special and Regular Meeting January 6, 2025

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3. RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES
7. CONSIDERATION TO ADOPT A RESOLUTION AND APPROVE AN AGREEMENT BETWEEN THE CITY OF SAN FERNANDO AND LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT REGARDING MEASURE A ANNUAL ALLOCATION TO CITY OF SAN FERNANDO
8. RECEIVE AND FILE INFORMATIONAL PRESENTATION ON LEAD AND COPPER SERVICE LINES
9. CONSIDERATION TO APPROVE AN INCREASE TO THE CAPITAL PROJECT BUDGET AND CONSTRUCTION FOR THE TRAFFIC SIGNAL MODIFICATIONS – 9 LOCATIONS HIGHWAY SAFETY IMPROVEMENT PROJECT NO. HSIPL-5202(019), PLAN NO. P-722 TO THE NOT-TO-EXCEED CONTINGENCY AMOUNT AND ADOPT A RESOLUTION APPROPRIATING FUNDS

The motion carried, unanimously.

Motion by Mayor Mendoza, seconded by Councilmember Garcia to receive and file the Commissioner Attendance Report.

4. RECEIVE AND FILE THE 2024 COMMISSIONER ATTENDANCE REPORT

The motion carried, unanimously.

Motion by Vice Mayor Solorio, seconded by Mayor Mendoza to approve Item Nos. 5 and 6 as presented.

5. CONSIDERATION TO APPROVE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH PRECISION CIVIL ENGINEERING, INC FOR ADDITIONAL ON-CALL PLANNING SERVICES
6. CONSIDERATION TO APPROVE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH RINCON CONSULTANTS INC., FOR ON-CALL PLANNING SERVICES

The motion carried, unanimously.

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve Item No. 10 as presented.

10. CONSIDERATION TO AWARD A CONTRACT WITH CRAFTWATER FOR DESIGN SERVICES FOR THE CARLISLE STREET GREEN ALLEY PROJECT

The motion carried as follows;

ROLL CALL

AYES:	Fajardo, Solorio
NAYES:	None
ABSTAIN:	Lopez, Garcia
ABSENT:	Mendoza

SAN FERNANDO CITY COUNCIL

MINUTES –Special and Regular Meeting January 6, 2025

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ADMINISTRATIVE REPORTS

14) CONSIDERATION TO APPOINT A PARKS, WELLNESS AND RECREATION COMMISSIONER

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

Motion by Mayor Mendoza, seconded by Councilmember Fajardo to appoint Fredy Ortega to the Parks, Wellness, and Recreation Commission. The motion carried, unanimously.

11. DISCUSSION AND CONSIDERATION REGARDING AN UPDATE ON THE PREPARATION OF A NEW MEMORANDUM OF UNDERSTANDING WITH THE MALL ASSOCIATION TO SUPPORT AND FACILITATE AN EFFECTIVE DOWNTOWN MALL ASSOCIATION

Deputy City Manager/Economic Development Kanika Kith presented the staff report and responded to Councilmember questions.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to receive an update on preparing a new Memorandum of Understanding (MOU) with the Mall Association to support and facilitate an effective Downtown Mall Association; formed a Mall Association Ad Hoc Committee to develop recommendations related to the preparation of a new MOU between the Mall Association and the City, and appointed Councilmembers Fajardo and Lopez to serve on the Ad hoc committee. The motion carried, unanimously.

12. DISCUSSION AND CONSIDERATION TO REVIEW AND APPROVE CITY COUNCIL LIAISON ASSIGNMENTS AND AD HOC COMMITTEE ASSIGNMENTS

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

Motion by Mayor Mendoza, seconded by Councilmember Fajardo to approve the City Council Liaison and Ad Hoc Committee Assignments, as amended to continue Councilmember Fajardo as the delegate representative to the Independent Cities Finance Authority and appoint Councilmember Garcia as the alternate representative. The motion carried, unanimously.

13. DISCUSSION AND CONSIDERATION REGARDING CONTINUATION OF WATER SERVICE SHUTOFFS OR IMPLEMENTATION OF AN ASSESSMENT PROCESS THROUGH THE ANNUAL PROPERTY TAX ROLL FOR NON-PAYMENT OF DELINQUENT ACCOUNTS

Director of Administrative Services Erica Melton presented the staff report and responded to Councilmember questions.

By consensus, the City Council directed staff to move forward as previously directed by the 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 in approximately one year.

SAN FERNANDO CITY COUNCIL

MINUTES –Special and Regular Meeting January 6, 2025

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15. DISCUSSION AND CONSIDERATION REGARDING A REPORT BY CHIEF VALDEZ ON RECENT CASES

Councilmember Patty Lopez presented the staff report and spoke about enhanced police patrols in the business district area. The City Council received and filed the report.

16. DISCUSSION AND CONSIDERATION REGARDING BUSINESS GRANTS DISTRIBUTED OVER THE LAST FOUR YEARS

Councilmember Patty Lopez presented the staff report.

By consensus, the City Council directed staff to provide copies of applicable staff reports to Councilmember Lopez regarding the Small Business Assistance Grant Program Fund and on the use of ARPA funds, and include in the next City Manager's Biweekly email report, information on the proposed outreach plan for the next Small Business Assistance Program grant opportunity.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz had no updates to report.

Director of Recreation and Community Services Salcedo mentioned registrations are open for the Academy Art class and commented on the Mission City Baseball Spring League registration status.

Director of Public Works Johnson reported the status of the city owned parking lot resurfacing project and on the City Hall painting project.

Director of Community Development Ramirez reported that the January 13, 2025, Planning and Preservation Commission meeting would be rescheduled to January 27, 2025, and that January 18, 2025, is the walk shop event related to the Climate Action Resilience Plan project.

Director of Finance Melton noted that on January 18, 2025, the Finance division would be open to residents to come to City Hall and set up payment arrangements plans for unpaid utility bills.

Deputy City Manager/Economic Development Kith had no updates to report.

Police Chief Valdez mentioned the San Fernando Community Coalition to prevent gang violence will have a meeting on January 22, 2025, at San Fernando Middle School in conjunction with the Police Department's Parent Academy.

City Manager Kimball mentioned that the itinerary for the Hoover Dam inspection trip should be received today by attendees and reminded Councilmembers that, due to the observance of Martin Luther King Jr. Day on Monday, January 20, 2025, the next City Council meeting would occur on Tuesday, January 21, 2025.

SAN FERNANDO CITY COUNCIL

MINUTES –Special and Regular Meeting January 6, 2025

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GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia mentioned she attended La Bella Pizza Trattoria grand opening, Veterans of Foreign War job fair, the City’s Tree Lighting event, Bonita Salon grand opening, the Business and Community Resource Center’s one year anniversary event, the Filipino Chamber of Commerce holiday mixer and participated in a police ride-along. Additionally, she extended thanks to her family for their support during her re-election campaign.

Councilmember Lopez mentioned she attended many events in the month of December, visited city residents and business owners and extended thanks to her family and those who supported her during her election campaign.

Councilmember Fajardo commented on the public comments received tonight and is in support of strengthening student safety at Los Angeles Unified School District campuses; and mentioned his interest in agendizing a future discussion regarding renovations and improvements at the San Fernando Post Office, spoke about the City potentially starting a battery recycling program, and commented on Los Angeles County’s initiatives regarding the use of Styrofoam and plastics.

Vice Mayor Solorio suggested that if the holiday Día de los Reyes occurs on the same day of a City Council meeting that consideration be taken to change the City Council meeting to the following day.

Mayor Mendoza stated she attended many of the events that Councilmember Garcia had mentioned, commented that she celebrated Día de los Reyes with her family and thanked staff for their work.

ADJOURNMENT (9:23 p.m.)

Mayor Mendoza adjourned the meeting to the next regular meeting on January 21, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the January 6, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

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 17, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-032 (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. 25-032, including:
 - Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-032

**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. 25-032**

**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 17th 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. 25-032, 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 17th 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

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239560	3/17/2025	894242 3G SIGNS	1229		BANNER - SFV MILE 004-2385	711.11
Total :						711.11
239561	3/17/2025	891587 ABLE MAILING INC.	40412		WATER ENVELOPE STORAGE-FEB 202 070-382-0000-4300 072-360-0000-4300	15.00 15.00
Total :						30.00
239562	3/17/2025	894299 ABM PARKING SERVICES 22493922	19644518		PARKING LOT RENTAL-SFV MILE EVEN 004-2385	1,911.00
Total :						1,911.00
239563	3/17/2025	894869 ACORN TECHNOLOGY SERVICES	12199	13307	INFORMATION TECHNOLOGY MANAGE 001-135-0000-4270	17,154.16
Total :						17,154.16
239564	3/17/2025	894315 AG LAWNMOWER SHOP	0148	13283	SMALL EQUIPMENT REPAIR (LAWNMO 001-222-0000-4320	288.54
			0564	13283	SMALL EQUIPMENT REPAIR (LAWNMO 043-390-0000-4300	199.98
Total :						488.52
239565	3/17/2025	893813 ALMANZA, LAURAMARIE C	REIMB.		PRIZES & SUPPLIES-LP PARK SENIOR 004-2383	70.16
Total :						70.16
239566	3/17/2025	100143 ALONSO, SERGIO	FEB 2025	13388	MMAP INSTRUCTOR SERGIO ALONSO 109-424-3618-4260	1,400.00
Total :						1,400.00
239567	3/17/2025	892975 ALTA LANGUAGE SERVICES INC	IS770567		BILINGUAL LISTENING & SPEAKING TE 001-133-0000-4270	406.00
Total :						406.00
239568	3/17/2025	100153 AMERICAN ARBITRATION ASSOC.	01-25-0001-0977		ADMINISTRATIVE FEE 001-112-0000-4270	150.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239568	3/17/2025	100153 100153 AMERICAN ARBITRATION ASSOC.	(Continued)			Total : 150.00
239569	3/17/2025	891069 AMERICAN ASPHALT SOUTH, INC.	2024-2073	13176	PHASE 3 ANNUAL STREET RESURFACI 032-311-0560-4600	78,310.00
				13176	025-311-0560-4600	75,980.00
				13176	012-311-0560-4600	30,160.00
					025-2037	-3,799.00
					032-2037	-3,915.50
					012-2037	-1,508.00
Total :						175,227.50
239570	3/17/2025	100222 ARROYO BUILDING MATERIALS, INC	305493	13257	FOR MISC. LOCAL HARDWARE SUPPLI 070-383-0000-4310	414.66
Total :						414.66
239571	3/17/2025	891209 AUTONATION SSC	540547	13339	TRANSMISSION, POWER TRSFR UNIT 041-320-0228-4400	6,898.50
			CM40547		ENGINE CORE CREDIT-PD3286 041-320-0228-4400	-1,314.00
Total :						5,584.50
239572	3/17/2025	894986 BORTOLO, ANALIA	52-4405-00		WATER ACCT REFUND-850 ORANGE G 070-2010	2.74
Total :						2.74
239573	3/17/2025	893924 BUCKLEY, BRANDON	REIMB.		LUNCH PER DIEM-STC TRAINING 001-225-3688-4360	15.00
Total :						15.00
239574	3/17/2025	888800 BUSINESS CARD	022025		DINNER FOR CC MTG-02/18/25 001-101-0000-4300	172.62
			022025		DRAWSTING BAGS-SFV MILE EVENT 004-2385	1,528.05
			022125		ANNUAL SUBSCRIPTION 001-420-0000-4380	216.00
			022425		CHATGPT PLUS MONTHLY SUBSCRIPT 001-105-0000-4380	20.00
			022525		BATTERIES	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239574	3/17/2025	888800 BUSINESS CARD	(Continued)			
			022525		001-101-0000-4300 SUPPLIES	16.53
			022525		001-101-0000-4300 NETWORK PRINT SERVER	120.12
			022525		001-135-0000-4300 DINNER FOR CC MTG - 02/24/25	119.62
			022825		001-101-0000-4300 PROG SUPPLIES	154.35
			022825		001-422-0000-4300	132.27
			022825		2023-2024 CERT OF ACHIEVEMENT AW	
			022825		001-130-0000-4380	530.00
			022825		TRANSPORTATION-COMISION FEMENI	
			022825		007-440-0443-4260	1,081.50
			022825		DJ SERVICES-SENIOR DANCE 03/01/25	
			022825-2		004-2385	900.00
			022825-3		PROG SUPPLIES	
			030325		001-422-0000-4300	70.55
			030425		SPORTS PROGRAM EQUIPMENT	
			030425		001-423-0000-4300	140.84
			030425		MEMBERSHIP RENEWAL	
			030425		001-423-0000-4360	100.00
			030425		CABLE	
			030425		001-135-0000-4300	11.01
			030425		DINNER FOR CC MTG-03/03/25	
			030425		001-101-0000-4300	193.38
			030425-2		MEMBERSHIP RENEWAL	
			030525		001-130-0000-4380	60.00
			030625		SPORTS PROG EQUIPMENT	
			030625		017-420-1330-4300	870.90
			030625		ITEM RETURNED	
			030625		001-115-0000-4300	-21.72
			030625		NITRILE GLOVES	
			030625		001-423-0000-4300	162.01
			030625		ANNUIAL MEMBERSHIP	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239574	3/17/2025	888800 BUSINESS CARD	(Continued)			
					017-420-1330-4260	228.00
					Total :	6,876.58
239575	3/17/2025	888800 BUSINESS CARD	020525		LODGING-SLI TRAINING ON 02/02-02/02	
			022125		001-225-0000-4360	201.73
			022725		LODGING-SFST TRAINING ON 02/17-02	
			022825		110-220-3604-4360	616.30
			022825		REFUND-LODGING-SLI TRAINING ON	
			022825		001-225-0000-4360	-201.73
			022825		AWARD RIBBONS	
			022825		001-222-0000-4300	82.43
			022825		Total :	698.73
239576	3/17/2025	888038 C.L.E.A.R.S. INC.	NONPO		MEMBERSHIP DUES	
			NONPO		001-222-0000-4380	75.00
			NONPO		Total :	75.00
239577	3/17/2025	887810 CALGROVE RENTALS, INC.	197428-1		RENTAL OF EQUIPMENT	
			197428-1	13230	070-384-0000-4260	176.83
			197428-1	13230	Total :	176.83
239578	3/17/2025	892464 CANON FINANCIAL SERVICES, INC	38520150		FY 2024-2025 CANON COPIER LEASE-F	
			38520150	13206	001-135-0000-4260	2,005.79
			38520150	13206	Total :	2,005.79
239579	3/17/2025	892465 CANON SOLUTIONS AMERICA, INC.	6010907913		FY 2024-2025 CANON MAINTENANCE &	
			6010907913	13211	001-135-0000-4260	2,102.13
			6010907913	13211	Total :	2,102.13
239580	3/17/2025	894600 CARGILL, INCORPORATED	2910702411		NSF CERTIFIED BULK SALT FOR THE I	
			2910702411	13240	070-384-0000-4300	6,101.27
			2910702411	13240	Total :	6,101.27
239581	3/17/2025	103948 CDW GOVERNMENT, INC.	AC8KL4M		TECH EQUIPMENT NEEDED FOR PLAN	
			AC8KL4M	13394	001-150-0000-4300	708.07
			AC8KL4M	13394	001-155-0000-4300	708.07
			AC8KL4M	13394	001-152-0000-4300	708.07

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239581	3/17/2025	103948 CDW GOVERNMENT, INC.	(Continued)			
			AC8LD7T	13394	001-140-0000-4300	708.09
				13394	TECH EQUIPMENT NEEDED FOR PLAN	
				13394	001-150-0000-4300	59.35
				13394	001-152-0000-4300	59.35
				13394	001-140-0000-4300	59.35
				13394	001-155-0000-4300	59.35
			AC97F3R		MICROSOFT SURFACE TABLETS (FIVE	
				13375	121-105-3689-4300	5,433.19
					Total :	8,502.89
239582	3/17/2025	894010 CHARTER COMMUNICATIONS	0283057030525		LP CABLE SERVICE-03/05-03/05	
			187701901021425		001-420-0000-4260	291.97
					PD CABLE SRV-02/10-03/09	
					001-222-0000-4260	235.50
			187702001020725		PD 5G INTERNET SRVS-02/10-03/09	
					010-225-3698-4500	2,600.00
			187702401030725		REC PARK CABLE SRVS-03/10-04/09	
					001-140-0000-4260	272.02
					Total :	3,399.49
239583	3/17/2025	100731 CITY OF LOS ANGELES	WP250000103		WASTE WATER OPERATIONS & MAINT	
				13286	072-360-0629-4260	692,887.00
			WP250000104		CAPITAL PORTION OF ASSSC - JULY SI	
				13287	072-365-0629-4600	240,552.00
					Total :	933,439.00
239584	3/17/2025	103029 CITY OF SAN FERNANDO	7112-7197		REIMB. TO WORKER'S COMP ACCT.	
					006-1038	27,785.87
					Total :	27,785.87
239585	3/17/2025	890893 CITY OF SAN FERNANDO	MARCH 2025		CITY PROPERTY UTILITY BILLS	
					043-390-0000-4210	4,758.88
					Total :	4,758.88
239586	3/17/2025	890893 CITY OF SAN FERNANDO	FY24/25		FEE WAIVER: WESTERN LACO COUNC	
					001-101-0107-4430	195.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239586	3/17/2025	890893 CITY OF SAN FERNANDO	(Continued)			
					001-101-0113-4430	150.00
					001-101-0114-4430	140.00
					001-101-0112-4430	100.00
					Total :	585.00
239587	3/17/2025	890893 CITY OF SAN FERNANDO	FY24/25		FEE WAIVER:ELIDA MELENDEZ FUNER	
					001-190-0107-4430	571.00
					Total :	571.00
239588	3/17/2025	894438 CLEVELAND, KYLE	REIMB.		PD BICYCLE REPAIRS	
					001-222-0000-4300	213.74
					Total :	213.74
239589	3/17/2025	100747 COASTLINE EQUIPMENT	1216481		JOHN DEERE PARTS & SERVICE	
				13288	041-320-0311-4400	84.68
					Total :	84.68
239590	3/17/2025	894912 COMMERCIAL TIRE CENTER	74852		VEHICLE MAINT-WA2571	
					070-383-0000-4400	205.00
					Total :	205.00
239591	3/17/2025	887688 COMMISSION FEMENIL	FY24-25		CIF: ADELANTE MUJER LATINA CAREE	
					053-101-0104-4430	4,000.00
					Total :	4,000.00
239592	3/17/2025	894984 CONTRERAS, CESAR	33-3395-00		WATER ACCT REFUND-1130 HOLLISTE	
					070-2010	19.09
					Total :	19.09
239593	3/17/2025	100810 COPWARE, INC.	87099		SITE LICENSE: CA PEACE OFFICER LE	
					001-135-0000-4270	965.00
					Total :	965.00
239594	3/17/2025	894285 CT&T CONCRETE PAVING INC	CT6460		RELEASE OF RETENTION-GLENOAKS	
					012-2037	993.88
					025-2037	5,500.00

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CITY OF SAN FERNANDO

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239594	3/17/2025	894285 894285 CT&T CONCRETE PAVING INC	(Continued)			Total : 6,493.88
239595	3/17/2025	894159 DE LEON, CYNTHIA	JAN-MAR 2025	13213	LINE DANCE INSTRUCTOR 017-420-1362-4260	122.50 Total : 122.50
239596	3/17/2025	893969 DIAMOND ENVIRONMENTAL SERVICES	6042917	13366	RENTAL OF PORTABLE RESTROOMS 8 001-424-0000-4260	756.75 Total : 756.75
239597	3/17/2025	893919 DPREP INC	DUI20250303		(2) RGSTR-DUI CHECKPOINT PLANNIN 110-225-3628-4360	318.00 Total : 318.00
239598	3/17/2025	894560 DUDEK	202408419 202409245 202410277 202411288	13054 13054 13054 13054	DOWNTOWN MASTER PLAN 121-107-3689-4270 DOWNTOWN MASTER PLAN 121-107-3689-4270 DOWNTOWN MASTER PLAN 121-107-3689-4270 DOWNTOWN MASTER PLAN 121-107-3689-4270	5,922.50 10,476.00 592.60 195.00 Total : 17,186.10
239599	3/17/2025	892826 EMBASSY CONSULTING SERVICES	1160		CRISIS INTERVENTION TRAINING ON 001-225-3688-4360	1,050.00 Total : 1,050.00
239600	3/17/2025	891650 ENTERPRISE FLEET	FBN5286058	13278 13278 13278	LEASE OF TEN VEHICLES FOR 3 DIVIS 041-420-0000-4500 041-311-0000-4500 041-152-0000-4500	928.05 8,542.78 1,630.45 Total : 11,101.28
239601	3/17/2025	894970 ESCOBAR CONTRACTING INC	25-011	13401	EMERGENCY REPAIRS TO THE MAIN S 072-365-0000-4600	14,594.40 Total : 14,594.40

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239602	3/17/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800077418	13226	FULL-SERVICE ENVIRONMENTAL CITY 070-384-0000-4260	8,905.00 Total : 8,905.00
239603	3/17/2025	893800 FAJARDO, JOANNE	022525 FEB 2025	13282 13282	DEMO-SENIOR ZUMBA AND CHAIR ZUM 017-420-1322-4260 SENIOR ZUMBA AND CHAIR ZUMBA IN 017-420-1322-4260	60.00 383.00 Total : 443.00
239604	3/17/2025	101144 FANTASY FLOWERS & BALLOONS	03052025-1 03052025-2 11082425		PLANT 004-2380 PLANT 004-2380 PLANTS FOR ILL SENIOR CLUB MEMBE 004-2380	59.11 45.00 357.66 Total : 461.77
239605	3/17/2025	890602 FERGUSON ENTERPRISES LLC #3326	281089		BARREL LOCKS 070-382-0000-4300	343.98 Total : 343.98
239606	3/17/2025	893029 FERGUSON WATERWORKS #1083	0043410 43461 45559 45559-1 45925 CM002636	13247 13247 13247 13247 13247	FIRE HYDRANT, FIRE SVC, & WATER S 070-385-0701-4600 FIRE HYDRANT, FIRE SVC, & WATER S 070-385-0700-4600 FIRE HYDRANT, FIRE SVC, & WATER S 070-385-0701-4600 FIRE HYDRANT, FIRE SVC, & WATER S 070-385-0701-4600 FIRE HYDRANT, FIRE SVC, & WATER S 070-385-0701-4600 ITEMS RETURNED 070-385-0701-4600	186.15 182.97 761.49 1,167.48 80.99 -226.50 Total : 2,152.58
239607	3/17/2025	894988 FIRST OPTION PROPERTY LLC	35-3040-03		WATER ACCT REFUND-1401 CELIS STE	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239607	3/17/2025	894988 FIRST OPTION PROPERTY LLC	(Continued)		070-2010	2.52
					Total :	2.52
239608	3/17/2025	892198 FRONTIER COMMUNICATIONS	818-361-6728-080105		ENGINEERING FAX LINE	46.16
			818-365-0026-071223		001-310-0000-4220	455.96
			818-365-5097-120298		PD NON EMERGENCY PHONE LINE	45.64
			818-837-1509-032207		001-222-0000-4220	32.01
			818-837-2296-031315		POLLICE NARCOTICS VAULT	388.85
			818-838-4969-021803		001-190-0000-4220	155.57
					Total :	1,124.19
239609	3/17/2025	894543 GARNICA, SANDRA	846150		FACILITY RENTAL DEP REFUND	165.00
					001-2220	165.00
239610	3/17/2025	893947 GEC EVENTS	1018		SOCIAL MEDIA POSTS-MVP & SF OUTC	350.00
					004-2385	350.00
239611	3/17/2025	889174 GLADWELL GOVERNMENTAL SERVICES	5577	13406	RECORDS RETENTION ADDITIONAL S1	6,800.00
			5796	13406	001-115-0000-4260	2,450.00
					Total :	9,250.00
239612	3/17/2025	894008 GMU PAVEMENT ENGINEERING	67612	13395	ON-CALL PAVEMENT DESIGN SERVICE	1,070.00
					008-311-0560-4600	1,070.00
239613	3/17/2025	894743 GR LANDSCAPING CORP	INV00033		LANDSCAPE MAINT. AT VARIOUS WELL	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239613	3/17/2025	894743 GR LANDSCAPING CORP	(Continued)	13248	070-383-0000-4260	1,300.00
				13248	070-384-0000-4260	3,950.00
					Total :	5,250.00
239614	3/17/2025	101376 GRAINGER, INC.	9408901941	13302	BUILDING SUPPLIES, ELECTRICAL & V	403.30
			9413721946	13302	043-390-0000-4300	685.41
			9413763112	13302	BUILDING SUPPLIES, ELECTRICAL & V	137.15
			9414876574	13302	001-370-0000-4300	32.15
					Total :	1,258.01
239615	3/17/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	FEB 2025	13391	MMAP INSTRUCTOR MARIO HERNAND	960.00
					109-424-3618-4260	960.00
239616	3/17/2025	892439 HISTORICAL RESOURCES, INC.	1291	13249	HISTORICAL PRESERVATION CONSUL'	1,425.00
					001-420-0000-4260	1,425.00
239617	3/17/2025	894893 HOME AGAIN LOS ANGELES	HALASF MOTEL_3	13377	HOMLESSNESS PREVENTION PROGR	12,338.00
					121-155-3689-4260	12,338.00
239618	3/17/2025	894775 IBARRA, SERGIO	REIMB.		POSTAGE-ACA FORMS TO IRS	67.15
					001-133-0000-4260	67.15
239619	3/17/2025	894983 IGNITE THE LIGHT OF	FY24/25		CIF: SUPPLIES FOR FOOD/RESOURCE	500.00
					053-101-0112-4430	500.00
239620	3/17/2025	893275 INTERWEST CONSULTING GROUP	1259780	13250	ON-CALL PROFESSIONAL BUILDING, S	8,553.51
			1489179		001-2698	
					ON-CALL PROFESSIONAL BUILDING, S	

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239620	3/17/2025	893275 INTERWEST CONSULTING GROUP	(Continued)			
			1489181	13250	001-2203 ON-CALL PROFESSIONAL BUILDING, S	495.84
			1489187	13250	001-140-0000-4270 ON-CALL PROFESSIONAL BUILDING, S	8,511.92
				13250	001-140-0000-4270	8,408.63
					Total :	25,969.90
239621	3/17/2025	892682 IPS GROUP, INC.	INV107779			
				13345	SMART PARKING METER-FEB 2025 029-335-0000-4600	753.98
					Total :	753.98
239622	3/17/2025	891777 IRRIGATION EXPRESS	15306549-00			
			15306937-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & 070-384-0000-4310	15.31
				13258	IRRIGATION SUPPLIES FOR REPAIRS & 070-383-0000-4310	15.41
					Total :	30.72
239623	3/17/2025	894916 JJ PROPERTY MAINTENANCE	122855			
				13372	CITY-WIDE JANITORIAL SERVICES-FEE 043-390-0000-4260	17,000.00
					Total :	17,000.00
239624	3/17/2025	894853 JOE MAR POLYGRAPH	25-001-SFPD			
					POLYGRAPH SERVICES 001-222-0000-4270	250.00
					Total :	250.00
239625	3/17/2025	894823 KARINA SWEEPING LLC	0037			
				13330	FEB'25-SWEEPING SERVICES- PARKIN 029-335-0000-4260	6,720.00
					Total :	6,720.00
239626	3/17/2025	101971 L.A. MUNICIPAL SERVICES	657-750-1000			
			757-750-1000		ELECTRIC-14060 SAYRE 070-384-0000-4210	3,344.60
			993-750-1000		WATER - 14060 SAYRE 070-384-0000-4210	9.91
					WATER-13003 BORDEN 070-384-0000-4210	1,146.55
					Total :	4,501.06

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239627	3/17/2025	101811 LACPCA	2025			
					2025 ANNUAL DUES 001-222-0000-4380	500.00
					Total :	500.00
239628	3/17/2025	894379 LAPPL/PROFESSIONAL DEVELOPMENT	55057534			
					BLUE LINE LEADERSHIP TRAINING ON 001-224-0000-4360	1,575.00
					Total :	1,575.00
239629	3/17/2025	893218 LAZARO, ERNESTO	FEB 2025			
				13392	MMAP INSTRUCTOR ERNESTO LAZAR 109-424-3618-4260	540.00
					Total :	540.00
239630	3/17/2025	102029 LOTUS BAKERY	REFUND			
					REFUND-MISAPPLIED PAYMENT 070-3901-0000	1,032.26
					072-3901-0000	1,117.98
					Total :	2,150.24
239631	3/17/2025	892477 LOWES	9747-80749			
			9747-82832		REPL SAW BLADE & MATL'S FOR REPA 043-390-0000-4300	64.77
			9747-84156		ROOF PATCH SEALANT 043-390-0000-4300	366.51
			9747-87593		GAS LEAK REPAIR-CH 043-390-0000-4300	7.83
					MATL'S FOR REPAIRS-REC PARK 043-390-0000-4300	64.45
					Total :	503.56
239632	3/17/2025	894987 MAIDA, MARK	35-3030-03			
					WATER ACCT REFIUND-1401 CELIS ST 070-2010	12.35
					Total :	12.35
239633	3/17/2025	889127 MAINTENANCE SUPERINTENDENTS	1047			
			1048		TREE CARE TRAINING 001-346-0000-4300	36.05
			1049		TREE CARE TRAINING 001-346-0000-4300	36.05
					TREE CARE TRAINING 001-346-0000-4300	36.05

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239633	3/17/2025	889127 889127 MAINTENANCE SUPERINTENDENTS	(Continued)			Total : 108.15
239634	3/17/2025	888468 MAJOR METROPOLITAN SECURITY	3156	13303	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4330	140.00 Total : 140.00
239635	3/17/2025	894489 MARQUEZ, KENYA	REIMB.		PARKING FEE-NAEH CONFERENCE 001-155-0000-4370	203.14 Total : 203.14
239636	3/17/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	39.85 Total : 39.85
239637	3/17/2025	893200 MCKESSON MEDICAL-SURGICAL	23361020 23361317		MEDICAL SUPPLIES 001-225-0000-4350 MEDICAL SUPPLIES 001-225-0000-4350	277.36 31.62 Total : 308.98
239638	3/17/2025	102226 MISSION LINEN SUPPLY	523391657	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	413.95 Total : 413.95
239639	3/17/2025	102325 NAPA AUTO PARTS	189463 189884		LATEX GLOVES KNEE MAT, FILTER CUI 041-320-0000-4310 BATTERY-PK2364 041-320-0390-4400	95.32 244.54 Total : 339.86
239640	3/17/2025	893405 NEW HORIZON	2978838		LP PHONE SERVICE-MAR'25 001-420-0000-4220	310.27 Total : 310.27
239641	3/17/2025	894467 NORTH VALLEY CARING	JAN 2025	13373	HOMELESS STREET OUTREACH SERV 110-225-0568-4260	14,076.94 Total : 14,076.94

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239642	3/17/2025	894100 ODP BUSINESS SOLUTIONS , LLC	388795648001 388844138001 388846122001 391376533001 392922323001 400237907001 400239077001 401687170001 404601332001 404602391001 407505448001 407543283001 408128895001 409391471001 409781762001 410884753001 410904385001 410906084001			OFFICE SUPPLIES 001-140-0000-4300 OFFICE SUPPLIES 001-422-0000-4300 OFFICE SUPPLIES 001-424-0000-4300 OFFICE CHAIRS 001-422-0000-4300 OFFICE SUPPLIES 001-140-0000-4300 OFFICE SUPPLIES 001-140-0000-4300 OFFICE SUPPLIES 001-140-0000-4300 OFFICE SUPPLIES 001-150-0000-4300 OFFICE SUPPLIES 070-384-0000-4300 OFFICE SUPPLIES 070-384-0000-4300 OFFICE SUPPLIES 001-150-0000-4300 001-152-0000-4300 OFFICE SUPPLIES 001-133-0000-4300 OFFICE SUPPLIES 001-422-0000-4300 004-2380 TONER 070-381-0000-4300 BOOKCASE 070-383-0000-4300 OFFICE SUPPLIES 001-422-0000-4300 TONER 043-390-0000-4300 HP TONER	116.13 12.12 57.75 243.24 281.50 110.49 28.81 69.42 74.48 112.21 1,277.59 632.14 97.80 135.71 98.37 85.09 132.93 7.49 84.05

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239642	3/17/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			411226648001		070-381-0000-4300 OFFICE SUPPLIES	598.68
			411946714001		001-133-0000-4300 OFFICE SUPPLIES	55.49
			412706872001		001-130-0000-4300 OFFICE SUPPLIES	186.53
			414301600001		001-130-0000-4300 OFFICE SUPPLIES	70.78
			414301784001		001-222-0000-4300 OFFICE SUPPLIES	17.90
			414301786001		001-222-0000-4300 OFFICE SUPPLIES	21.71
			414401424001		001-222-0000-4300 OFFICE SUPPLIES	182.40
					001-130-0000-4300	63.82
					Total :	4,854.63
239643	3/17/2025	894123 OLIVAREZ MADRUGA LAW	26584		LEGAL SERVICES	
					001-110-0000-4270	19,829.60
			26585		070-110-0000-4270 LEGAL SERVICES	2,632.00
			26822		001-110-0000-4270 LEGAL SERVICES	58.80
					001-110-0000-4270 LEGAL SERVICES	14,362.08
			26823		070-110-0000-4270 LEGAL SERVICES	1,652.00
			26824		001-110-0000-4270 LEGAL SERVICES	323.40
					001-110-0000-4270	8,774.85
					Total :	47,632.73
239644	3/17/2025	893258 OMNIGO SOFTWARE	I-OS019687	13402	RMS, CAD, MOBILE AND BWC INTERFA	
					001-135-0000-4260	28,034.06
					Total :	28,034.06
239645	3/17/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-212604		VEH. SERVICE, MAINT. & REPAIR PART	

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239645	3/17/2025	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued)			
			4605-214611	13387	041-320-0224-4400 VEH. SERVICE, MAINT. & REPAIR PART	51.78
			4605-214628	13387	041-1215 VEH. SERVICE, MAINT. & REPAIR PART	77.16
			4605-214790	13387	041-320-0224-4400 VEH. SERVICE, MAINT. & REPAIR PART	22.84
				13387	041-320-0390-4400	48.92
					Total :	200.70
239646	3/17/2025	888110 PACOIMA BEAUTIFUL	849971		EVENT REFUND	
					004-2385	25.00
					Total :	25.00
239647	3/17/2025	892958 PADILLA'S AUTO CENTER	1925		VEHICLE MAINT-PD2293	
			22425		041-320-0224-4400 VEHICLE MAINT-PD3286	130.00
					041-320-0228-4400	80.00
					Total :	210.00
239648	3/17/2025	889545 PEREZ, MARIBEL	REIMB.		MILEAGE REIMB.	
					001-420-0000-4390	48.16
					Total :	48.16
239649	3/17/2025	887646 PLUMBERS DEPOT INC	PD-58124	13273	REPAIRS NEEDED FOR PW SEWER VE	
					072-360-0000-4300	84.05
					Total :	84.05
239650	3/17/2025	894982 POREDA, CARLOS	BS2500142		PERMIT REFUND DUE TO WINDSTORM	
					055-3719-0154	23.32
					001-3320-0000	353.21
					001-2268	1.00
					Total :	377.53
239651	3/17/2025	893933 PORTA-STOR	445909		MCB STORAGE BIN RENTAL-FEB 2025	
					017-420-1330-4260	82.00
					Total :	82.00

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239652	3/17/2025	102688 PROFESSIONAL PRINTING CENTERS	23153		PRE-PRINTED FORMS	
				13274	001-190-0000-4270	1,846.69
			23177		PRE-PRINTED FORMS	
				13274	070-382-0000-4300	2,239.46
				13274	072-360-0000-4300	2,239.45
					Total :	6,325.60
239653	3/17/2025	894306 QUENCH USA, INC.	INV08617082		DRINKING WATER	
					001-222-0000-4300	114.61
					Total :	114.61
239654	3/17/2025	894589 RAMIREZ, ERIKA	REIMB.		PARKING FEE-NAEH CONFERENCE	
					001-155-0000-4370	80.90
					Total :	80.90
239655	3/17/2025	894952 ROBERT D. NIEHAUS, INC.	9728		WATER & SEWER UTILITY RATE STUDY	
				13403	070-381-0000-4270	11,860.00
					Total :	11,860.00
239656	3/17/2025	894953 SAFEGUARD ENVIROGROUP INC	44-56-909ASPRV		ABESTOS TESTING	
					043-390-0000-4330	650.00
					Total :	650.00
239657	3/17/2025	103057 SAN FERNANDO VALLEY SUN	18957		2ND READING- ORD NO. 1728 ESTABLISHMENT	
					001-115-0000-4230	160.00
			18965		NIB: STAGE & SOUND PRODUCTION 2025	
					001-115-0000-4230	125.00
					Total :	285.00
239658	3/17/2025	103184 SMART & FINAL	0022		REFRESHMENTS & SUPPLIES-SR PROJECT	
					004-2346	18.39
			0068		CALLES VERDES EVENT	
					001-310-0000-4300	64.52
			0103		WATER	
					001-222-0000-4300	62.07
			0107		CALLES VERDES EVENT	
					001-310-0000-4300	74.52

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239658	3/17/2025	103184 SMART & FINAL	(Continued)			
			0207		CALLES VERDES EVENT	
					001-310-0000-4300	59.53
			0262		CALLES VERDES EVENT	
					001-310-0000-4300	75.60
					Total :	354.63
239659	3/17/2025	892199 SMARTPHONE METER READING, LLC	SPMR4193		SMART PHONE METER READING SUBSCRIPTION	
				13266	070-382-0000-4300	1,302.00
				13266	072-360-0000-4320	1,302.00
					Total :	2,604.00
239660	3/17/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOIS LOCATIONS	
					027-344-0000-4210	11,764.16
					029-335-0000-4210	3,786.74
					070-384-0000-4210	18,221.41
					074-320-0000-4210	887.40
					043-390-0000-4210	5,773.48
					Total :	40,433.19
239661	3/17/2025	894275 STAPLES, INC.	6024503541		OFFICE SUPPLIES-LEADERSHIP ACAD	
					001-190-0000-4267	189.86
			6024936506		OFFICE SUPPLIES-LEADERSHIP ACAD	
					001-190-0000-4267	186.02
					Total :	375.88
239662	3/17/2025	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	794293		FINGERPRINTING - JAN 2025	
					001-133-0000-4270	160.00
					Total :	160.00
239663	3/17/2025	893955 TALLEY, BRIDGET LAINE	FEB 2025		CHAIR YOGA INSTRUCTOR	
					017-420-1321-4260	189.00
					Total :	189.00
239664	3/17/2025	101528 THE HOME DEPOT CRC	380664		SUPPLIES GRAFFITI REMOVAL	
					001-312-0000-4300	147.78
			4354285		MISC ITEMS-RESTOCK SUPPLIES	

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239664	3/17/2025	101528 THE HOME DEPOT CRC	(Continued)			
			7021178		070-383-0000-4310 MISC ITEMS-RESTOCK SUPPLIES	46.93
			7022318		070-383-0000-4310 REPL LED BULBS	113.37
			8522657		043-390-0000-4300 SAFETY GEAR PPE-GLOVES	242.12
					070-384-0000-4310	66.79
					Total :	616.99
239665	3/17/2025	894052 THE LANGUAGE PROS, INC.	1925		LANGUAGE SERVICES	
			1926	13383	001-101-0000-4270 LANGUAGE SERVICES	300.00
			1929	13383	001-101-0000-4270 LANGUAGE SERVICES	300.00
			1931	13383	001-101-0000-4270 LANGUAGE SERVICES	450.00
			1932	13383	001-101-0000-4270 LANGUAGE SERVICES	213.57
				13383	001-101-0000-4270	1,200.00
					Total :	2,463.57
239666	3/17/2025	890817 THE WALKING MAN, INC.	F4220		PRINTING & DISTRUBTION OF LOT REI	
					012-335-0335-4600	1,050.00
					Total :	1,050.00
239667	3/17/2025	890833 THOMSON REUTERS	8511556050		DETECTIVE INVESTIGATIVE SOFTWARE	
					001-135-0000-4260	304.21
					Total :	304.21
239668	3/17/2025	892782 TIGHE, DONNA	REPL-236113		REPL STL DTD CK-CALPERS HEALTH	
					001-2140	167.79
					Total :	167.79
239669	3/17/2025	893905 TORRES-GAHM, GRACIELA	0-0224		CLEANING SERVICE AT THE LOPEZ AD	
				13253	001-420-0000-4260	425.00
					Total :	425.00

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239670	3/17/2025	893504 TOWN HALL STREAMS, LLC	16356		STREAMING SERVICES-MARCH 2025	
					001-115-0000-4260	175.00
					Total :	175.00
239671	3/17/2025	894985 TRUMAN PROPERTY LLC	54-0612-04		WATER ACCT REFUND-1313 GLENOAK	
					070-2010	71.49
					Total :	71.49
239672	3/17/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE	15122187		ACCT 15122187-POSTAGE REIMB.	
					001-190-0000-4280	1,500.00
					Total :	1,500.00
239673	3/17/2025	103463 U.S. POSTMASTER	MARCH 2025		POSTAGE-MARCH UTILITY BILLS	
					070-382-0000-4300	842.57
					072-360-0000-4300	842.56
					Total :	1,685.13
239674	3/17/2025	103445 UNDERGROUND SERVICE ALERT	220250700		(34) SNF101 NEW TICKET CHARGES	
					070-381-0000-4260	66.24
					072-360-0000-4260	66.23
					001-370-0000-4310	66.23
			24-252984		CA STATE FEE REGULATORY COSTS	
					070-381-0000-4260	10.32
					072-360-0000-4260	10.32
					001-370-0000-4310	10.32
					Total :	229.66
239675	3/17/2025	891825 UNITED STATES TREASURY	CP161		PENALTY-3RD QTR PAYMENT (JULY-SP	
					074-320-0000-4457	192.41
					Total :	192.41
239676	3/17/2025	894888 US BANCORP SERVICE CENTER INC	010625		ANNUAL SUBSCRIPTION	
			010625		001-105-0000-4380	486.00
			010625		DINNER FOR CC MTG-01/06/25	
					001-101-0000-4300	193.38
			010625		CONF RGSTR-LEAGUE OF CAACADEM	
					001-101-0114-4370	675.00

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239676	3/17/2025	894888 US BANCORP SERVICE CENTER INC	(Continued) 010625-2		CONF RGSTR-LEAGUE OF CAACADEM 001-101-0112-4370	675.00
			010725		MEMBERSHIP MEETING RGSTR 001-101-0114-4370	50.00
			010825		ANNUAL SUBSCRIPTION 001-105-0000-4270	72.99
			011525		ANNUAL SUBSCRIPTION 001-105-0000-4380	300.00
			012725		BUSINESS CARDS 001-101-0000-4300	49.52
					001-105-0000-4300	49.53
			020325		CONF REG-2025 ICA WINTER SEMINAF 001-101-0113-4370	795.00
			021925		CONF RGSTR-2025 GSMO CONF ON 02 001-105-0000-4380	869.00
			022325		LODGING-2025 ICA SEMINAR ON 02/22 001-101-0113-4370	744.29
					Total :	4,959.71
239677	3/17/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_02/09-03/08/25	13324	CLOUD BASED FLOW MONITORING - S 072-360-0000-4260	770.00
			COSF_02/1-02/28/25	13325	SEWER FLOW MONITORING & WASTE 072-360-0000-4260	540.00
					Total :	1,310.00
239678	3/17/2025	103534 VALLEY LOCKSMITH	0592	13306	LOCKSMITH SERVICES FOR ALL FACIL 043-390-0000-4330	592.30
					Total :	592.30
239679	3/17/2025	891220 VAN LANT & FANKHANEL, LLP	022425	13238	ANNUAL CITY AUDIT SERVICES 001-130-0000-4270	19,918.75
				13238	070-381-0000-4270	290.63
				13238	001-130-0000-4270	1,250.00
				13238	072-360-0000-4270	290.62
					Total :	21,750.00

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239680	3/17/2025	103574 VERDIN, FRANCISCO JAVIER	JAN-MAR 2025	13222	FOLKLORICO DANCE CLASS INSTRUC 017-420-1362-4260	1,382.50
					Total :	1,382.50
239681	3/17/2025	100101 VERIZON WIRELESS-LA	6106+940860		PD CELL PHONE PLANS 001-222-0000-4220	653.33
			6106640475		VARIOUS CELL PHONE PLANS 001-101-0112-4220	42.06
					001-105-0000-4220	50.02
					001-222-0000-4220	156.04
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.22
					070-384-0000-4220	490.85
					072-360-0000-4220	102.96
			6106952699		CITY YARD STANDBY PHONE PLAN 072-360-0000-4220	37.01
					Total :	2,046.59
239682	3/17/2025	103603 VULCAN MATERIALS COMPANY	2755327	13296	UTILITY TRENCH AND POTHOLE REPA 072-360-0000-4300	1,081.77
			2789852	13296	UTILITY TRENCH AND POTHOLE REPA 070-383-0000-4310	243.75
				13296	070-385-0700-4600	786.36
					Total :	2,111.88
239683	3/17/2025	888390 WEST COAST ARBORISTS, INC.	225180	13368	ANNUAL CITY-WIDE TREE TRIMMING 011-311-0000-4260	10,836.00
			225468	13368	ANNUAL CITY-WIDE TREE TRIMMING 070-381-0000-4270	3,450.00
			225469	13368	ANNUAL CITY-WIDE TREE TRIMMING 070-381-0000-4270	1,125.00
			225470	13368	ANNUAL CITY-WIDE TREE TRIMMING 070-381-0000-4270	7,245.00
					Total :	22,656.00

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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
239684	3/17/2025	890970 WEX BANK	103162987		FUEL FOR FLEET	
					041-320-0221-4402	730.58
					041-320-0222-4402	516.70
					041-320-0224-4402	1,343.66
					041-320-0225-4402	5,159.86
					041-320-0228-4402	99.53
					041-320-0311-4402	1,577.60
					041-320-0320-4402	123.26
					041-320-0370-4402	1,200.98
					041-320-0390-4402	2,043.44
					029-335-0000-4402	92.94
					070-381-0000-4402	21.89
					070-382-0000-4402	224.00
					070-383-0000-4402	270.09
					070-384-0000-4402	310.97
					041-320-0312-4402	272.97
					072-360-0000-4402	754.23
					Total :	14,742.70
239685	3/17/2025	891531 WILLDAN ENGINEERING	00340285		NPDES CONSULTING SERVICES	
				13318	023-311-0000-4270	7,819.91
			00629606		ON-CALL ENGINEERING SERVICES	
				13379	024-311-0000-4600	267.00
					Total :	8,086.91
239686	3/17/2025	889491 WILLDAN FINANCIAL SERVICES	010-59042		LANDSCAPING & LIGHTING ASSESSME	
				13404	027-344-0000-4260	2,886.00
			010-60212		LANDSCAPING & LIGHTING ASSESSME	
				13404	027-344-0000-4260	2,886.00
					Total :	5,772.00
239687	3/17/2025	894164 YUNEX LLC	5610004513		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13384	001-370-0301-4300	616.00
			5610004514		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13384	001-370-0301-4300	647.50
			5610004515		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13384	001-371-0564-4300	6,472.94

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239687	3/17/2025	894164 894164 YUNEX LLC	(Continued)			Total : 7,736.44
128	Vouchers for bank code : bank3					Bank total : 1,627,278.33
128	Vouchers in this report					Total vouchers : 1,627,278.33

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239311	2/12/2025	894150 MORA-ZAMORA, ERENDIRA	FEB 2025	13207	MUSIC ENTERTAINMENT FOR SENIOR 004-2380	1,200.00	
Total :						1,200.00	
1 Vouchers for bank code :		bank3				Bank total :	1,200.00
1 Vouchers in this report					Total vouchers :	1,200.00	

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239312	2/13/2025	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - FEB 2025 001-1160	2,248.87 Total : 2,248.87
239313	2/13/2025	103648 CITY OF SAN FERNANDO	PR 2-14-25		REIMB FOR PAYROLL W/E 2/7/25 001-1003 007-1003 027-1003 028-1003 029-1003 030-1003 041-1003 043-1003 070-1003 072-1003 074-1003 094-1003 110-1003	609,651.03 2,352.67 2,391.62 1,118.22 4,081.39 2,330.18 7,167.08 25,372.12 58,330.59 21,002.25 1,118.55 1,118.25 7,271.22 Total : 743,305.17
239314	2/13/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - FEB 2025 001-1160	83.70 Total : 83.70
239315	2/13/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - FEB 2025 001-1160	12,554.56 Total : 12,554.56
239316	2/13/2025	103054 SAN FERNANDO POLICE	DEMAND		SFPOA STD/LTD INS BENEFITS - FEB 2 001-1160	2,400.00 Total : 2,400.00
239317	2/13/2025	887627 STANDARD INSURANCE	DEMAND		AD&D INS BENEFITS - FEB 2025 001-1160	2,835.33 Total : 2,835.33

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6		Vouchers for bank code : bank3				Bank total : 763,427.63
6		Vouchers in this report				Total vouchers : 763,427.63

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239318	2/24/2025	890893 CITY OF SAN FERNANDO	FEB 2025		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	17,896.26	
Total :						17,896.26	
1 Vouchers for bank code :		bank3				Bank total :	17,896.26
1 Vouchers in this report					Total vouchers :	17,896.26	

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239319	2/27/2025	103648 CITY OF SAN FERNANDO	PR 2/28/25		REIMB FOR PAYROLL W/E 2/21/25		
					001-1003	610,089.84	
					007-1003	2,331.98	
					017-1003	462.08	
					027-1003	2,452.16	
					028-1003	1,143.22	
					029-1003	4,221.25	
					041-1003	7,029.73	
					043-1003	25,933.46	
					070-1003	48,937.37	
					072-1003	21,753.32	
					074-1003	1,118.55	
					094-1003	1,143.23	
					110-1003	7,191.62	
					Total :	733,807.81	
1 Vouchers for bank code : bank3						Bank total :	733,807.81
1 Vouchers in this report						Total vouchers :	733,807.81

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239450	3/1/2025	100286 BAKER, BEVERLY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239451	3/1/2025	100916 DEIBEL, PAUL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239452	3/1/2025	101781 KISHITA, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
239453	3/1/2025	101926 LILES, RICHARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239454	3/1/2025	102126 MARTINEZ, MIGUEL	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	768.52
					Total :	768.52
239455	3/1/2025	894908 NAVARRO, NORMA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239456	3/1/2025	891354 RAMIREZ, ROSALINDA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
239457	3/1/2025	892782 TIGHE, DONNA	25-Mar		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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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239458	3/1/2025	894452 ABDALLAH, MARIA G.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
					Total :	2,157.72
239459	3/1/2025	100091 AGORICHAS, JOHN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239460	3/1/2025	891039 AGUILAR, JESUS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16
					Total :	528.16
239461	3/1/2025	100104 ALBA, ANTHONY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239462	3/1/2025	891011 APODACA-GRASS, ROBERTA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239463	3/1/2025	100260 AVILA, FRANK	25-Mar		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04
					Total :	1,695.04
239464	3/1/2025	100306 BARNARD, LARRY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
239465	3/1/2025	100346 BELDEN, KENNETH M.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00
					Total :	1,489.00
239466	3/1/2025	892233 BUZZELL, CAROL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239467	3/1/2025	102127 CABRERA, KATHY	25-Mar		CALPERS HEALTH REIMB	

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239467	3/1/2025	102127 CABRERA, KATHY	(Continued)		001-180-0000-4127	1,498.96
					Total :	1,498.96
239468	3/1/2025	891350 CALZADA, FRANK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
239469	3/1/2025	100642 CASTRO, RICO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46
					Total :	2,369.46
239470	3/1/2025	103816 CHAVEZ, ELENA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					Total :	670.48
239471	3/1/2025	100752 COLELLI, CHRISTIAN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95
					Total :	2,250.95
239472	3/1/2025	891014 CREEKMORE, CASIMIRA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239473	3/1/2025	893711 DAVIS, JAMES	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06
					Total :	1,739.06
239474	3/1/2025	100913 DECKER, CATHERINE	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	426.70
					Total :	426.70
239475	3/1/2025	100925 DELGADO, RALPH	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
239476	3/1/2025	101667 DIAZ, EVELYN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	948.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239476	3/1/2025	101667 101667 DIAZ, EVELYN	(Continued)			Total : 948.00
239477	3/1/2025	100960 DIEDIKER, VIRGINIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239478	3/1/2025	100996 DRAKE, JOYCE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239479	3/1/2025	100995 DRAKE, MICHAEL	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
239480	3/1/2025	100997 DRAPER, CHRISTOPHER	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
239481	3/1/2025	101044 ELEY, JEFFREY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
239482	3/1/2025	891040 FISHKIN, RIVIAN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
239483	3/1/2025	101178 FLORES, ADRIAN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
239484	3/1/2025	101182 FLORES, MIGUEL	25-Mar		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
239485	3/1/2025	894378 GARCIA, BERTHA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	768.52

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239485	3/1/2025	894378 894378 GARCIA, BERTHA	(Continued)			Total : 768.52
239486	3/1/2025	891351 GARCIA, DEBRA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10 Total : 2,331.10
239487	3/1/2025	101281 GARIBAY, SAUL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52 Total : 2,730.52
239488	3/1/2025	101318 GLASGOW, KEVIN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
239489	3/1/2025	101333 GODINEZ, FRAZIER C.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
239490	3/1/2025	101409 GUERRA, LAUREN E	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
239491	3/1/2025	891021 GUIZA, JENNIE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239492	3/1/2025	102896 GUZMAN, ROSA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	907.46 Total : 907.46
239493	3/1/2025	891352 HADEN, SUSANNA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
239494	3/1/2025	101440 HALCON, ERNEST	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239495	3/1/2025	101672 HANCHETT, NICHOLE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00
					Total :	1,793.00
239496	3/1/2025	891918 HARTWELL, BRUCE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239497	3/1/2025	101465 HARVEY, DAVID	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
239498	3/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
239499	3/1/2025	101471 HASBUN, NAZRI A.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	290.28
					Total :	290.28
239500	3/1/2025	891023 HATFIELD, JAMES	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239501	3/1/2025	892104 HERNANDEZ, ALFONSO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239502	3/1/2025	891024 HOOKER, RAYMOND	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239503	3/1/2025	893616 HOUGH, LOIS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239504	3/1/2025	101597 IBRAHIM, SAMIR	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16

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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
239504	3/1/2025	101597 101597 IBRAHIM, SAMIR	(Continued)			528.16
					Total :	528.16
239505	3/1/2025	101694 JACOBS, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
239506	3/1/2025	892105 KAHMANN, ERIC	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16
					Total :	528.16
239507	3/1/2025	101786 KLOTZSCHE, STEVEN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	738.56
					Total :	738.56
239508	3/1/2025	891866 KNIGHT, DONNA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	178.72
					Total :	178.72
239509	3/1/2025	891043 LIEBERMAN, LEONARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
239510	3/1/2025	101933 LITTLEFIELD, LESLEY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239511	3/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68
					Total :	1,730.68
239512	3/1/2025	102059 MACK, MARSHALL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					Total :	670.48
239513	3/1/2025	891010 MAERTZ, ALVIN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	645.94
					Total :	645.94

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Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239514	3/1/2025	888037 MARTINEZ, ALVARO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 1,297.98
239515	3/1/2025	102206 MILLER, WILMA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239516	3/1/2025	102212 MIRAMONTES, MONICA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
239517	3/1/2025	102232 MIURA, HOWARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239518	3/1/2025	892106 MONTAN, EDWARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
239519	3/1/2025	102443 OKAFOR, MICHAEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19 2,099.19
239520	3/1/2025	102473 ORDELHEIDE, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,359.52 2,359.52
239521	3/1/2025	102486 ORSINI, TODD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18 2,308.18
239522	3/1/2025	102569 PARKS, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
239523	3/1/2025	102580 PATINO, ARMANDO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239523	3/1/2025	102580 102580 PATINO, ARMANDO	(Continued)			2,326.00
239524	3/1/2025	102527 PISCITELLI, ANTHONY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	726.50 726.50
239525	3/1/2025	891033 POLLOCK, CHRISTINE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	349.00 349.00
239526	3/1/2025	102735 QUINONEZ, MARIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
239527	3/1/2025	891034 RAMSEY, JAMES	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239528	3/1/2025	102788 RAYGOZA, JOSE LUIS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
239529	3/1/2025	102864 RIVETTI, DOMINICK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
239530	3/1/2025	887872 ROSENBERG, IRWIN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93 1,807.93
239531	3/1/2025	102936 RUELAS, MARCO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 1,086.55
239532	3/1/2025	102940 RUIZ, RONALD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239533	3/1/2025	891044 RUSSUM, LINDA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239534	3/1/2025	103005 SALAZAR, TONY	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 1,498.96
239535	3/1/2025	103118 SENDA, OCTAVIO	25-Mar		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 1,996.05
239536	3/1/2025	892107 SHANAHAN, MARK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239537	3/1/2025	891035 SHERWOOD, NINA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239538	3/1/2025	103175 SKOBIN, ROMELIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 1,671.25
239539	3/1/2025	893677 SOLIS, MARGARITA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 580.11
239540	3/1/2025	103220 SOMERVILLE, MICHAEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
239541	3/1/2025	889588 UFANO, VIRGINIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239542	3/1/2025	103516 VAIRO, ANTHONY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239542	3/1/2025	103516 VAIRO, ANTHONY	(Continued)			1,793.00
239543	3/1/2025	888417 VALDIVIA, LAURA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239544	3/1/2025	103550 VANICEK, JAMES	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
239545	3/1/2025	103562 VASQUEZ, JOEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
239546	3/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239547	3/1/2025	103692 VILLALVA, FRANCISCO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
239548	3/1/2025	891038 WAITE, CURTIS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
239549	3/1/2025	103612 WALKER, MICHAEL	25-Mar		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 185.08
239550	3/1/2025	103620 WARREN, DALE	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
239551	3/1/2025	893690 WATTS, STEVE M.	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	1,111.60 1,111.60

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239552	3/1/2025	891037 WEBB, NANCY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239553	3/1/2025	103643 WEDDING, JEROME	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239554	3/1/2025	103727 WYSBEEK, DOUDE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239555	3/1/2025	103737 YNIGUEZ, LEONARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
98 Vouchers for bank code : bank3						Bank total : 105,622.35
98 Vouchers in this report						Total vouchers : 105,622.35

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239556	3/4/2025	891860 CARL WARREN & COMPANY	20847-20916		REIMB. TO ITF ACCT (LIABILITY CLAIM: 006-1037	54,143.05
					Total :	54,143.05
239557	3/4/2025	102519 P.E.R.S.	MARCH 2025		HEALTH INS BENEFITS-MARCH 2025 001-1160	208,981.54
					Total :	208,981.54
239558	3/4/2025	893115 P.E.R.S. CITY RETIREMENT	100000017793362		EMPL CONTRIB VARIANCE-02/08-02/21 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	284.30 213.23 3,056.27
					Total :	3,553.80
239559	3/4/2025	893115 P.E.R.S. CITY RETIREMENT	100000017793348		EMPL CONTRIB VARIANCE-01/25-02/07 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	222.57 166.93 2,392.65
					Total :	2,782.15
4 Vouchers for bank code : bank3						Bank total : 269,460.54
4 Vouchers in this report						Total vouchers : 269,460.54

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

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

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

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To date, the following actions have been completed:

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

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

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

On February 28, 2025, City staff met with Metro staff to receive a preliminary update regarding the additional Phase 2 studies requested by the City during the certification of the EIR by the Metro Board. A summary of the meeting was provided to the City Council and Metro staff is tentatively scheduled to attend the City Council meeting on April 21, 2025, to provide an update and get feedback from the City Council.

Next City Council Action: Receive status update from Metro staff regarding next steps, tentatively scheduled for April 21, 2025.

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

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

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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.

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 has been 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

Community Development Department.

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

Title: Community Preservation Commercial Property Education Program

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

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

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Pacoima Beautiful, Fernandeano Tataviam Band of Mission Indians (FTBMI), and Climate Resolve, is a key component.

- **Grant:** On April 2, 2024, the City Council accepted the California Governor's Office of Planning and Research Grant and appropriated the funds. The City Council also approved a professional services agreement with Rincon Consultants Inc. to complete the CARP and General Plan updates.
- **General Plan Update:** The final CARP will support updating the City's General Plan, specifically the Circulation (transition to Mobility) and Open Space/Conservation/Park-Recreation elements. All activities are to be completed by January 31, 2026.

Community Engagement: Community engagement activities are planned throughout 2024-2025. The first Planning 101 workshop was held on September 28, 2024, from 10 a.m. to 2 p.m. at Recreation Park. The second activity was a Community Meeting on November 16, 2024, at Las Palmas Park from 9 a.m. to 10:30 a.m. The Walkshop scheduled for December 7, 2024, was rescheduled to February 22, 2025, from 10 a.m. – 1 p.m. 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 – May 17, 2025
- Community Meeting #2 – Thursday, March 20, 2025 at Las Palmas Park from 6pm to 7:30pm
- Advisory Group Meeting #2 – April 2 or 3, 2025
- Community meeting #3 – Thursday, May 1, 2025 (Evening) or Saturday, May 3, 2025 (Morning)
- Walk-shop #3 – May 17, 2025
- Advisory Group Meeting #3 – May 29, 2025
- Planning 101 Series Workshop #3 – July 26, 2025
- (Optional) Walk-shop #4 – TBD
- Advisory Group Meeting #4 - TBD

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

Tentative Completion Date: January 31, 2026

Staff Project Lead: **Ron Garcia**

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.

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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.

On March 3, 2025, City Council continued the public hearing to April 7, 2025.

Next City Council Action: **A continued public hearing is scheduled for April 7, 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

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.

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- 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. **City Council approved a professional services agreement with Rincon Consultants at the March 3, 2025 Regular City Council meeting. A kick off meeting was held on Friday, March 7, 2025.**

Next City Council Action: TBD

Tentative Completion Date: June 30, 2026

Staff Project Lead: Erika Ramirez /Ron Garcia

Title: Landscape Ordinance

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

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

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

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

On March 3, 2025, City Council continued the public hearing to April 7, 2025.

Next City Council Action: **A continued public hearing is scheduled for April 7, 2025**, to introduce ordinance for first reading.

Tentative Completion Date: May 2025 (tentative second reading).

Staff Project Lead: Erika Ramirez

Title: Outdoor Dining Ordinance

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

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

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

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

On March 3, 2025, City Council continued the public hearing to April 7, 2025.

Next City Council Action: **A continued public hearing is scheduled April 7, 2025**, to introduce an ordinance for first reading.

Tentative Completion Date: **May 2025** (second reading).

Staff Project Lead: Erika Ramirez

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Public Works.

Title: Carlisle Green Alley Reconstruction Project

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

Status: On September 3, 2024, the City Council approved a Professional Services Agreement with TreePeople for project management. On January 6, 2025, the City Council approved a Professional Services Agreement with Craftwater for design services.

Carlisle Street Green Alley Project Tentative Timeline

Milestones

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

Tentative Date

4/28/2025
5/29/2025
8/29/2025
9/1/2025-9/26/2025
10/13/2025
11/3/2025-5/1/2026
5/18/2026
June 2026

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

Tentative Completion Date: June 2026

Staff Project Lead: Patsy Orozco

Title: Calles Verdes Project

Description: The Calles Verdes Project marks a collaborative effort between the City and TreePeople aimed at enhancing the City's infrastructure to effectively manage stormwater and nuisance water. Through the implementation of innovative techniques, the project endeavors to construct bioswales across strategic locations within City streets and parking lot. Specifically, the project entails the installation of bioswales along Maclay Avenue, stretching from San Fernando Road to Kewen Street, alongside the creation of bulbouts at key intersections including Maclay Avenue and Celis Street and Maclay Avenue and Pico Street. Furthermore, the initiative

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

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

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco

Title: Las Palmas Park Revitalization Project

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

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

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco / Willdan

Title: Pioneer Park Playground Renovation Project (Moved to Completed Items in Attachment "C)

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Title: Cindy Montañez Natural Park Improvements & Maintenance

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

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

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

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

On February 24, 2025, City staff met with representatives of the Tataviam Tribe to discuss proposed landscaping improvements for Cindy Montañez Natural Park and the Pacoima Wash Bikeway. A follow-up meeting is scheduled for March 13, 2025, where City staff will determine which project elements will be incorporated into the upcoming Request for Proposals.

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

Tentative Completion Date: On-going

Staff Project Lead: Patsy Orozco / Willdan

Title: San Fernando Mission Trail Restoration Project Phase I – III

Description: Project to restore the lighting along the San Fernando Road Bike Path in the City of San Fernando would involve several key steps to ensure safety, efficiency, and sustainability.

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Project Goals: 1) Enhance Safety – Improve visibility for cyclists and pedestrians, reducing accidents and crime. 2) Improve Energy Efficiency – Utilize LED or solar-powered lights to reduce energy consumption. 3) Ensure Sustainability – Minimize environmental impact by using renewable energy sources and dark-sky-compliant lighting.

Status - Project Scope:

Assessment and Planning:

- Coordinate with the City of San Fernando Public Works Department.
- Conduct an audit of existing lighting infrastructure.
- Identify broken or malfunctioning lights.
- Determine optimal placement and required level of lighting for new or upgraded lights.

Design and Technology Selection:

- Install solar-powered LED lights to enhance sustainability.
- Use motion-sensor lighting in lower-traffic areas to conserve energy.
- Implement anti-glare shields to minimize light pollution.
- Ensure compliance with local regulations and energy efficiency standards.

Implementation:

- Replace damaged poles and fixtures.
- Upgrade electrical systems where needed.
- Integrate smart lighting controls for maintenance monitoring.

Maintenance and Monitoring:

- Develop a long-term maintenance plan.
- Establish a reporting system for outages or damage.

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

Tentative Completion Date: To be determined

Staff Project Lead: Patsy Orozco / Willdan

Title: HSIP Traffic Signal Modification Project

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

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

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Status: The City's contractor, Alfaro Communications Construction Inc. (ACCI) has secured their Southern California Regional Rail Authority Permit needed for the completion of the remaining improvements. ACCI is working on scheduling the installation of the final traffic signal pole 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.

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

Tentative Completion Date: April 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 April 2025.

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

Tentative Completion Date: July 2025

Staff Project Lead: Manuel Fabian / Willdan

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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. **Installation of Wayfinding signs began in March 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 **which is expected to take approximately four (4) to six (6) months to complete. Construction is anticipated to begin in August 2025.**

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

Tentative Completion Date: **September 2025.**

Staff Project Lead: Manuel Fabian / Willdan

Title: Pacoima Wash Bikeway Project

Description: The San Fernando Pacoima Wash Bikeway and Pedestrian Path Project Phase I consists of constructing a bikeway and installing a prefabricated pedestrian bridge along the Pacoima Wash Channel from Fourth Street (Bradley Avenue) to Cindy Montañez Natural Park (Eighth Street). The project will connect students and San Fernando residents to a new non-motorized trail, offering opportunities for recreation and increased bike and pedestrian commuting options along local streets as noted in the City's Safe and Active Streets Plan, encouraging connectivity to wider bike and pedestrian network in neighboring communities within the City of Los Angeles. The project entailed construction of a 12 foot wide, 1.34-mile long

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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 to implement the Residential Parking Program. City staff held a kickoff meeting with the consultant on August 5, 2024, followed by needs assessment interviews with key City departments—Community Development, Police, and Finance—between August 26 and September 23, 2024.

On September 12 and 14, 2024, the consultants conducted parking occupancy data collection in Permit Zones 1 and 2, and a non-permit area impacted by ADUs. Their findings are available on the City’s website.

Parking in commercial corridors was discussed during the Joint City Council/Planning and Preservation Commission meeting on September 16, 2024. On November 6, 2024, City staff and the consultants met with the Ad Hoc Committee to review the Residential Permit Implementation project and gather feedback.

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Community engagement efforts began in October 2024. A community survey launched on October 23, 2024, to assess public opinions on neighborhood parking. In-person and virtual engagement meetings were held on November 21 and December 4, 2024, respectively, with the in-person session at Las Palmas Park. Seventeen attendees provided substantial feedback on data collection results.

On January 14, 2025, City staff and Dixon Resources Unlimited held an Enforcement Workshop with Code and Traffic Enforcement personnel. The community-wide survey closed on January 31, 2025, with over 400 responses in English and Spanish, marking the transition to the second phase of engagement.

On February 19 and 20, 2025, City staff and the consultant hosted meetings to present draft Residential Permit Parking (RPP) recommendations and collect input for finalizing recommendations for City Council review.

Upcoming events include a March 26 meeting with the City Manager, a meeting with the Parking Ad Hoc Council members, and a presentation to the Transportation and Safety Commission.

Next City Council Action: A Presentation of guidelines for proposed Residential Parking Program is tentatively scheduled for May 19, 2025.

Tentative Completion Date: July 2025

Staff Project Lead: Isabella Tapia

Title: City Facility Condition Assessment Report

Description: The Facilities Condition Assessment (FCA) report is a comprehensive evaluation of the current condition of all city owned facilities (buildings). This report is used to assess the physical state of the facilities, identify deficiencies, and estimate the costs associated with repairs, maintenance, and capital improvements. Key Components of a Facilities Condition Assessment Report: Inventory of Assets: A detailed list of all the assets being assessed, including buildings, infrastructure, and equipment. Visual Inspections: On-site inspections of the facilities to assess the condition of structural, mechanical, electrical, plumbing, and other building systems. Condition Ratings: Assigning condition ratings or scores to different components based on their current state, typically ranging from “excellent” to “poor.” Deficiency Identification: Identifying and documenting deficiencies or issues that need to be addressed, such as structural damage, outdated systems, or safety hazards. Cost Estimates: Providing cost estimates for the repairs, replacements, and improvements needed to bring the facilities up to desired standards or maintain their current state. Prioritization: Recommendations for prioritizing repairs and maintenance based on factors like safety, regulatory compliance, and potential impact on operations. Life Cycle Analysis: Analyzing the expected remaining useful life of building systems and components to plan for future replacements or upgrades. Recommendations: Strategic recommendations for maintaining, repairing, or upgrading the facilities, including short-term and long-term plans. Facility Condition Index (FCI): A metric often included in the report that provides a snapshot of the overall condition of the facility. It is usually calculated by dividing the total cost of repairs by the replacement cost of the facility.

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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

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.

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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. Contractor is preparing a schedule that will minimize impact of usage and activities of the building.

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.

Next City Council Action: Approve Notice of Completion, tentatively scheduled for June 2025.

Tentative Completion Date: June 30, 2025.

Staff Project Lead: Rodrigo Mora

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Title: School Zone Signage Safety Enhancement Initiative

Description: This project focuses on replacing existing regulatory and warning signs in school zones with updated, high-visibility, and standardized signage that prioritizes the safety of children, pedestrians, and motorists. The initiative aims to ensure that all school zone areas comply with current traffic safety standards and effectively communicate reduced speed limits, pedestrian crossings, and other critical warnings.

Project Objectives:

- Enhance Child Safety: Upgrade signage to clearly indicate school zones, emphasizing speed reduction and pedestrian safety to protect children during arrival and dismissal times.
- Improve Visibility and Compliance: Install high-contrast, reflective signs that meet updated MUTCD (Manual on Uniform Traffic Control Devices) standards to ensure clear communication during all weather and lighting conditions.
- Standardize School Zone Messaging: Ensure uniformity in regulatory and warning signs across all school zones to reduce driver confusion and reinforce safety protocols.
- Community Engagement and Education: Work with local schools, parent associations, and community groups to raise awareness about new signage and safe driving practices in school zones.

Status - Project Scope:

Assessment and Inventory:

- Conduct a comprehensive audit of existing regulatory and warning signs in all designated school zones.
- Identify signs that are damaged, outdated, or non-compliant with current safety standards.

Design and Specification:

- Develop updated sign designs that incorporate enhanced visibility features such as LED illumination or reflective materials.
- Ensure that designs clearly display reduced speed limits, crossing alerts, and other school zone-specific warnings.
- Coordinate with state and federal guidelines to ensure all new signage is compliant with regulatory standards.

Permitting and Approvals:

- Obtain feedback and approval from school district officials and community stakeholders.

Procurement and Installation:

- Plan phased installations to minimize traffic disruption, focusing on high-priority zones during peak school hours.
- Implement traffic control measures during installation to ensure safety for students and motorists.

Post-Installation Evaluation:

- Conduct follow-up inspections to ensure all signage meets the intended safety and compliance standards.
- Gather community feedback and adjust any signage elements if necessary.

Next City Council Action: To Be Determined

Tentative Completion Date: To Be Determined

Staff Project Lead: Rodrigo Mora

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Title: Recreation Park Bathroom Renovation

Description: This initiative aims to renovate the existing restrooms in the park to create a safe, accessible, and welcoming facility for all park visitors. The project will update outdated infrastructure, improve sanitary conditions, and incorporate sustainable design features to enhance the overall visitor experience while meeting modern standards and regulations.

Project Goals:

- **Enhance Visitor Experience:** Upgrade the restrooms with modern fixtures and finishes to provide a clean, comfortable, and safe environment.
- **Ensure Accessibility:** Ensure full compliance with the Americans with Disabilities Act (ADA) by redesigning facilities to be accessible to all individuals.
- **Promote Sustainability:** Incorporate energy-efficient lighting, water-saving fixtures, and eco-friendly materials to reduce the environmental impact.
- **Increase Safety and Hygiene:** Improve ventilation, lighting, and cleaning protocols to promote a hygienic and secure space for visitors.

Status - Project Scope:

Assessment and Planning:

- Conduct a thorough condition assessment of existing restroom facilities.
- Gather feedback from park visitors and maintenance staff to identify key issues and improvement opportunities.
- Develop detailed project requirements and design criteria.

Design and Engineering:

- Specify sustainable materials, fixtures, and energy-efficient systems.
- Develop cost estimates, and timelines.

Procurement and Contracting:

- Obtain quotations from contractors experienced in public facility renovations.
- Select vendors based on quality, sustainability practices, and cost-effectiveness.

Construction and Renovation:

- Implement construction in phases to minimize disruptions to park visitors.
- Upgrade plumbing, electrical systems, finishes, fixtures, and ventilation systems.
- Install energy-efficient lighting and water-saving devices.

Post-Construction and Evaluation:

- Conduct a comprehensive inspection to ensure all work meets quality and safety standards.
- Solicit feedback from park users and staff for any adjustments.
- Develop a long-term maintenance plan to preserve the facility's condition.

Next City Council Action: To Be Determined

Tentative Completion Date: June 30, 2025

Staff Project Lead: Rodrigo Mora

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Title: Urban Forest Management Plan

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

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

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

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

A "Comprehensive Tree Preservation Policy" has been 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 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.

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

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

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On March 6, 2025, the RFP was published in the San Fernando Valley Sun and on the City's website. The design proposals are due April 8, 2025 at 2:00pm. The tentative Council meeting date is May 5, 2025 to present the consultant selection.

Next City Council Action: Tentative City Council date to present the consultant selection is May 5, 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

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.

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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

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

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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.

Currently staff is working with the Quinn Company in developing selection and sizing criteria for a new loader or backhoe equipment to replace an existing backhoe in the street services division.

Next City Council Action: Water vehicle replacement recommendations **will be included in FY 2025-2026 Budget Development.**

Tentative Completion Date: Ongoing program.

Staff Project Lead: Wendell Johnson

Title: Overhead Mass Arm Street Name Sign Replacement Project

Description: This project aims to replace outdated or damaged overhead mass arm street name signs throughout the City of San Fernando to improve visibility, compliance with current regulations, and overall traffic safety.

Project Goals: 1) Enhance Visibility & Legibility – Install high-contrast, retroreflective signs to improve readability, especially at night. 2) Ensure Regulatory Compliance – Update signs to meet California Manual on Uniform Traffic Control Devices (CA MUTCD) standards. 3) Improve Durability – Use weather-resistant materials that can withstand sun exposure, wind, and rain. 4) Increase Traffic Safety – Provide clearer navigation for drivers, cyclists, and pedestrians.

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Status - Project Scope:

Assessment & Planning:

- Conduct a citywide survey to identify signs that are damaged, faded, or outdated.
- Prioritize replacements based on traffic volume and visibility concerns.

Design & Specification:

- Install larger, high-contrast, reflective street name signs with easy-to-read fonts.
- Use LED-illuminated signs at major intersections for better nighttime visibility.
- Standardize sign dimensions and font sizes per MUTCD & Caltrans guidelines.

Permitting & Approvals:

- Work with Caltrans & City of San Fernando Public Works for design approvals.
- Ensure compliance with state and federal traffic control regulations.

Installation & Implementation:

- Replace existing mass arm-mounted street name signs at intersections.
- Upgrade mounting brackets and supports to improve stability.
- Use traffic control measures to minimize disruptions during installation.

Maintenance & Monitoring:

- Develop an ongoing inspection and maintenance program.
- Implement a tracking system for sign inventory and future replacements.

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

Tentative Completion Date: To be Determined

Staff Project Lead: Manuel Fabian

Title: Repair of Public Parking Lots

Description: The Repair of Public Parking Lots Project involves a pavement treatment to create a more acceptable travel surface to the road at a significant reduction in price. A total of eight (8) parking lots will experience some type of asphalt repair. The project also involves crack sealing, asphalt repairs and restriping of parking stalls. Upon further evaluation of the lots, it was determined that four (4) lots will undergo an overlay and another four (4) will have asphalt repairs performed in areas that are experiencing base failures.

The lots that form part of the project include:

- Parking Lot 3
- Parking Lot 6N
- Parking Lot 7
- Parking Lot 8
- Parking Lot 9
- Parking Lot 10
- City Hall Parking Lot
- San Fernando Police Department Parking Lot

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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. **On March 11, 2025 staff began to deliver 7-day shut off notices to delinquent accounts exceeding 90 day due dates. In an effort to help the customers get familiar with the new process, staff will not shut off water to impacted consumers until April 7, 2025. This will give customers ample time to come to City hall to sign up for payment arrangements plans and or clear their balances.** City Council also moved to direct staff to return at a future meeting with guidance and recommendations regarding the City's ability to collect delinquent sums on the tax roll similar to the manner in which delinquent trash sums are also collected.

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

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

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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

Title: IPS Smart Meter Installation

Description: Replacement of coin operated meters in the San Fernando Mall and Civic Center with Smart meters that accept both coin and card payment. Phase one will include the replacement of 91 coin meters.

Status: On October 7, 2024, the City Council awarded a contract to IPS Group Inc. to replace coin-operated parking meters in the San Fernando Mall and Civic Center areas. In total, 91 smart meters will be deployed. The project will replace 72 coin meters in the San Fernando Mall between Brand Boulevard and Kalisher Street, with the remaining 19 smart meters installed around the Civic Center along Newton Street and Fourth Street.

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Smart meter installation is scheduled for the week of March 17, 2025, with the exact date and time to be confirmed by IPS technicians. Notices were distributed to affected businesses in the San Fernando Mall during the week of March 3, 2025, and "No Parking" signs will be posted on impacted meters 72 hours in advance.

Responsibility for parking meter maintenance is transitioning from the Water Department to the Police Department's Parking Enforcement Division. Water personnel have been training Parking Enforcement officers in basic meter troubleshooting, while Public Works coordinated additional training with IPS technicians on the company's data management and enforcement software.

Additionally, approximately 40 parking meters citywide were identified as noncompliant with California's AB413, also known as the Day Lighting Law, which prohibits parking within 20 feet of a crosswalk, whether marked or unmarked. A Day Lighting Task Force consisting of Public Works and Police Department personnel is leading the law's implementation. This includes removing noncompliant meters, grinding down parking stalls, conducting public education, and enforcing parking regulations.

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

Tentative Completion Date: The week of March 17, 2025

Staff Project Lead: Isabella Tapia

Title: Outdoor Dining in the Public Right of Way

Description: In coordination with Community Development, proposed ordinances have been developed to allow outdoor dining on private property and within the public right of way. The new outdoor dining program aims to promote pedestrian-friendly, community-focused design while supporting local businesses.

Status: On June 15, 2020, the City Council ratified Executive Order No. 2020-06-12, temporarily allowing outdoor dining permits on public sidewalks in commercial zones during the COVID-19 pandemic. Public Works issued over 30 permits citywide, with the last permit issued on June 3, 2022. The temporary program ended following the termination of Los Angeles County's local public health emergency on March 31, 2023.

In the FY 2023-2024 Adopted Budget, Community Development established an objective to create a permanent outdoor dining program to encourage pedestrian activity, foster community-oriented spaces, and support economic recovery. This objective was carried over into the FY 2024-2025 Adopted Budget, with ongoing efforts to formalize the program.

A proposed ordinance and presentation have been developed and will be presented to Council on April 7, 2025.

Next City Council Action: First reading of the ordinance is on April 7, 2025.

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

Staff Project Lead: Isabella Tapia

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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, **some staff have received tests notifications.. Training was originally set for March 12, 2025 but due to scheduling conflicts had to be rescheduled, the new date is expected within 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 (Moved to Completed Items in Attachment “C”)

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.

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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

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.

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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.

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.

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Finance.

Title: Enterprise Resource Planning Software (Finance System)

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

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

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

Tentative Completion Date: 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.

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

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BUDGET IMPACT:

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

CONCLUSION:

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

ATTACHMENTS:

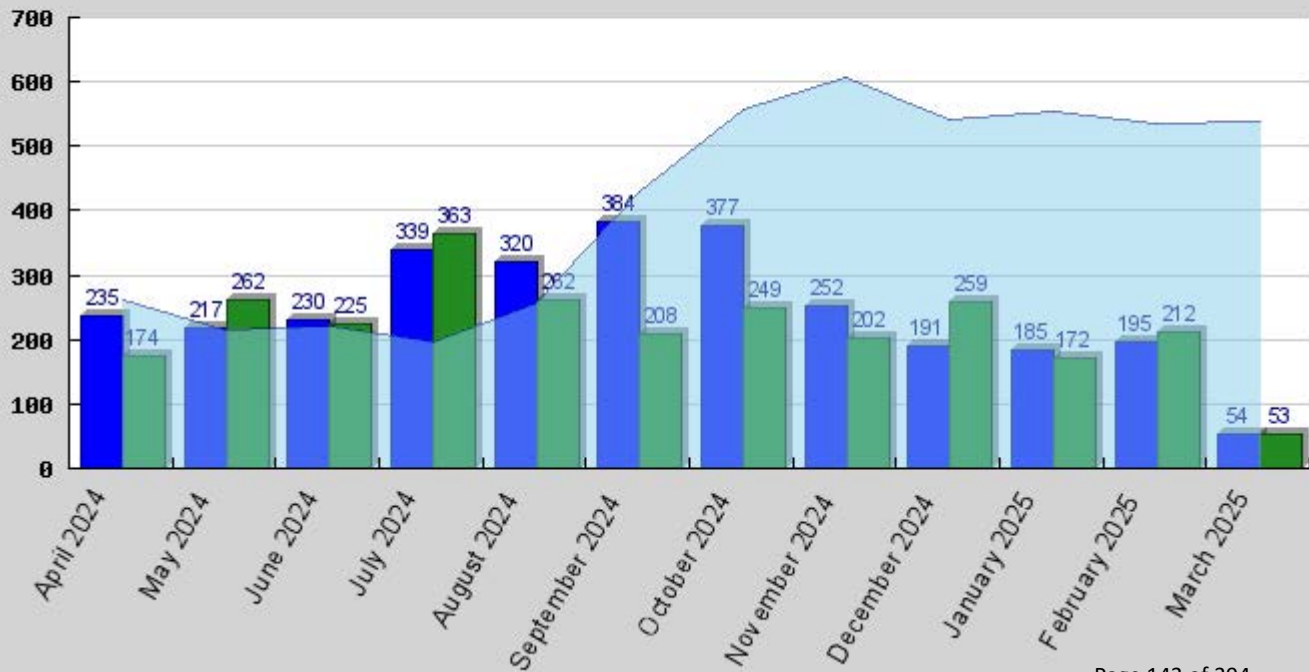
- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Completed Items
- D. Expiring Contracts
- E. Housing Programs Monthly Reports

One Year Analysis of Opened Requests
Ending March 2025

	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	Total
Community Development													
Building Code Violation	8	10	12	13	15	16	23	25	4	4	3	3	136
Homelessness Outreach	10	14	8	21	12	17	37	8	9	13	6	2	157
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	18	24	20	34	27	33	60	33	13	17	9	5	293
Police													
Abandoned Vehicle	6	3	3	6	13	10	9	7	3	1	3	0	64
Total - Police	6	3	3	6	13	10	9	7	3	1	3	0	64
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	0	0	3	0	0	0	2	0	0	5
City Trees	2	5	3	9	8	14	12	6	19	9	3	0	90
Graffiti and Sign Posting on P	56	60	52	82	95	93	70	39	27	40	33	12	659
Graffiti on Private Property	59	42	56	54	49	61	89	55	49	32	43	20	609
Illegal Dumping and Litter	69	60	55	99	90	98	86	71	47	54	62	9	800
Park Maintenance	4	0	2	2	1	15	3	2	2	0	4	2	37
Sidewalk Repair	7	8	7	11	6	18	23	4	4	0	5	0	93
Storm Drain and Flooding	1	2	0	0	4	0	3	0	1	2	2	0	15
Street Lighting	5	7	15	15	12	18	9	24	12	18	22	3	160
Street Repair	5	4	9	8	6	11	5	6	7	1	4	0	66
Street Signage	3	2	4	17	7	2	4	3	2	4	0	1	49
Traffic Signal	0	0	4	2	2	8	4	2	5	5	5	2	39
Total - Public Works	211	190	207	299	280	341	308	212	175	167	183	49	2622
All Topics													
Total All Topics	235	217	230	339	320	384	377	252	191	185	195	54	2979

Open Vs. Closed Requests by Month

For Date Period 04/01/2024 through 03/31/2025



ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	REVISED BUDGET	SPENT	CONTRACTED	REV BALANCE
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	1,007,232	-	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	205,940	-	-
3	Complete	Layne Park Revitalization Project	200,341	200,000	200,000	-	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	24,981	-	-
5	In Progress	Upper Reservoir Project	850,000	850,000	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

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.
- 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.

- 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. City Council approved funding allocation during a public hearing at its March 3, 2025 meeting.

Next City Council Action: n/a

Completion Date: Complete.

Staff Project Lead: Kenya Marquez

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

Title: Police Department Overtime

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

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

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

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

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

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

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

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

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

On Tuesday, November 5, 2024, SFPD's Special Enforcement Team (SET) and Target Asset Protection Specialists conducted an undercover operation targeting shoplifters and organized retail theft at the San Fernando Target store. The operation resulted in the detention of six shoplifters, including three juveniles, one with an outstanding warrant. Another suspect was in possession of contraband. All suspects were arrested and booked for various theft-related offenses, and the stolen merchandise was recovered and returned to Target.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

On Saturday, February 8, 2025, SFPD conducted a Parking Enforcement Detail. During this detail, 39 parking citations were issued.

All funds for this project have been exhausted.

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

Completion Date: February 2025

Staff Project Lead: Sylvia Ortega

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

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 February 18, 2025, the City Council approved the Notice of Completion for this project. On March 11, 2025, the City received the recorded Notice of Completion from Los Angeles County.

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

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

Staff Project Lead: Patsy Orozco

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 (3-17-2025) 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
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	3/16/2022	3/16/2025	Willdan Financial Services	Cost Allocation Plan	\$24,500.00	(2) one-year extensions	Admin	FIN		
2060(a)	10/16/2023	3/16/2025	Willdan Financial Services	First Amendment for Cost Allocation Plan and User Fee Study (Increasing Comp)	\$48,000.00	Renewal Option	CC	FIN		
2289	9/3/2024	3/25/2025	Onyx Paving Company, Inc.	Fog Seal Coating of City Parking Lots, Job No. 7627 (City Lots 3, 5, 6N, 7, 8, 9, 10, City Hall Parking Lot & Police Parking Lot	\$552,560.00	-	CC	PW		11/19/2024: NTP on January 20, 2024, completion w/in 45 working days
2068	4/18/2022	3/30/2025	State of California Department of Forestry and Fire Protection (CAL FIRE)	Funding Related to the Calles Verdes: City of San Fernando Urban Forest Management Plan	\$288,775.53	-	CC	PW		
2339	2/20/2024	3/30/2025	Willdan Financial Services	Landscaping and Lighting Assessment District Fiscal Year 2024-2025	\$6,800.00	-	Admin	PW		
2265	7/1/2024	3/31/2025	Willdan Engineering	Construction Management, Inspection, Labor Compliance and Material Testing Services for the Traffic Signal Modifications - 9 Locations Highway Safety Improvement Project: Federal Project No. HSIPL-5202(019)	\$202,191.00	-	CC	PW		
2284	8/19/2024	4/2/2025	Carrier Corporation	HVAC Upgrades and Roof Replacement at Las Palmas Park (Sourcewell Contract No. 070121-CAR)	\$385,225.00	-	CC	PW		NTP on 1/3/2025, complete w/in 60 working days
2334	12/30/2024	4/30/2025	Ace Construction & Maintenance Inc	Electrical Work at Recreation Park for Server Room Transition	\$24,307.00	-	Admin	PW		
2082	7/5/2022	5/1/2025	TreePeople	Development of the City of San Fernando Urban Forest Management Plan	\$273,775.53	-	CC	PW		
2221	5/1/2024	5/1/2025	Community Bridge Housing Corp.	Temporary Housing Services	\$12,000.00	1 yr extension	Admin	CD		
2244	5/22/2024	5/22/2025	Civica Law Group, APC	Code Enforcement Legal Services	\$24,900.00	-	Admin	CD		
2166	5/23/2023	5/23/2025	Frontier Communications of America, Inc.	One Flat Rate Business Access Line - Main Line	\$179.94/month	-	Admin	FIN		

ADM_City Council Enhancement Project and Priority Updates (3-17-2025) ATT D

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	Prop 218 Public Hearing process required, on target to be completed by July 2025 to present to council for implementation effective January 2026
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	-	
2056(c)	6/9/2023	6/30/2025	Arroyo Background Investigations	Third Amendment for POST Background Investigation for Sworn and Civilian Applicants	\$12,500.00	-	Admin	PD		
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		
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		2/25/2025: Per Juan S. okay to expire
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

ADM_City Council Enhancement Project and Priority Updates (3-17-2025) ATT D

2275	7/2/2024	6/30/2025	Juan L. Mora	Baseball Instruction, Consultant and Umpire Services	\$24,000.00	-	Admin	RCS		1/29/2025: Per Maribel P. okay to expire
2188(a)	8/27/2024	6/30/2025	Tetra Mechanical	First Amendment for HVAC Service and Repair for All City Owned Buildings (Extending term)	\$24,900.00	-	Admin	PW		
2084(b)	8/30/2024	6/30/2025	Major Metropolitan Security	Second Amendment fo Security Alarm Services at all Building (Extending Term)	\$8,164.00	-	Admin	PW		
2102(b)	10/10/2024	6/30/2025	Duke's Root Control Inc.	Second Amendment for Sewer root foaming of connections between City sewer mains and easements	\$17,566.82	-	Admin	PW		
2315	10/29/2024	6/30/2025	Dickerson McCulloch & Associates, LLC	Investigative Services	\$20,000.00	-	Admin	PER		
2125(a)	11/25/2024	6/30/2025	Brite Star/XMASPROS	First Amendment for Installation of holiday decorations on Maclay Street (Extending term)	\$13,440.00	-	Admin	PW	Extending Term	
1903(b)	1/9/2025	6/30/2025	Omnigo Software Information Technologies, LLC	Second Amendment for Hosted services of CAD, RMS, Mobile and Auto-tagging	\$28,034.06	NA	Admin	PD	Extending Term & Increasing Comp	
2337	1/21/2025	6/30/2025	HR Dynamics & Performance Management, Inc.	San Fernando Leadership Academy Organization Development and Facilitation	\$20,450.00	-	Admin	FIN	RFQ	
2340	1/31/2025	6/30/2025	Erendira Mora Zamora	Musical Band for the Las Palmas Senior Citizens Club	\$3,600.00	-	Admin	RCS		
2345	2/27/2025	6/30/2025	Carlos A. Gutierrez	Musical Band for the Las Palmas Senior Citizens Club	\$3,000.00	-	Admin	RCS		
2271(a)	2/26/2025	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		

ADM_City Council Enhancement Project and Priority Updates (3-17-2025) ATT D

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		
2287	9/1/2024	9/1/2025	Habitat for Humanity of Greater Los Angeles (Habitat LA)	Administer a Home Rehabilitation Program	\$50,000 per yr	(2) one-yr extensions	CC	CD		
2308	10/21/2024	9/29/2025	Hope the Mission dba Hope of the Valley Rescue Mission	Mental Health Clinician Services	\$512,165.00	NA	CC	PD		
2291	9/16/2024	9/30/2025	State of California - Office of Traffic Safety (OTS)	Selective Traffic Enforcement Program (STEP)	\$74,000.00	-	CC	PD	Grant	
2292	9/16/2024	9/30/2025	State of California - Office of Traffic Safety (OTS)	Traffic Records Improvement Project (TRIP) (TR25042)	\$44,400.00	-	CC	PD		
2321	11/18/2024	9/30/2025	California Arts Council	Standard Agreement for Master Mariachi Apprentice Program (MMAP)	\$16,203.00	-	CC	RCS	Not Applicable	Replace signature following CAC signing
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		
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

ADM_City Council Enhancement Project and Priority Updates (3-17-2025) ATT D

2225	2/20/2024	Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	\$121,475.00	-	CC	PW		Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days
2252	6/4/2024	Final Approval by City	Ojos Locos Sports Cantina (Applicant) and Impact Sciences Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 104 S. Maclay Ave (Project #SPR2024-007)	\$0.00	-	Admin	CD		
2254	6/12/2024	Final Approval by City	Aszkenazy Development Inc. (Applicant) and Kimley-Horn and Associates, Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 208 Jessie Street	\$0.00	-	Admin	CD		
2273	7/19/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents Project Location: 833 N. Brand Blvd; Project # SPR2024-001	\$0.00	-	Admin	CD		
2296	9/18/2024	Final Approval by City	Karnail Chand & Saroj B Trs (Applicant) and Chambers Group Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 228 Jessie St. APN: 2519-020-011 (Project #SPR2023-053)	\$0.00	-	Admin	CD		
2313	11/18/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Preparation of Environmental Review Documents (CEQA) at 319 N. Hagar Street, APN: 2520-022-011	\$0.00	-	Admin	CD	Not Applicable	
2327	11/22/2024	Final Approval by City	San Fernando Recovery (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents (CEQA) Project Location: 732-762 Griswold	\$0.00	-	Admin	CD	Not Applicable	
2001	10/18/2021	indefinite	California Community Economic Development Association (CCEDA)	Implement local micro and small business grant program, and technical assistance to support the City's economic development	\$25,000.00			RCS		LOCATE ELECTRONIC COPY
2151	5/1/2023	indefinite	Shuster Advisory Group, LLC	Consultant Services for OPEB Trust	\$24,000/FY	-	CC	FIN		
2034	12/25/2008	Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM		
2182	7/20/2023	N/A	Sandra Finch, an individual, ("Claimant") for and on behalf of herself and the Calderon/Shaug Families	Release Liability Agreement regarding: Grace Shaug Calderon is the original owner/lender of various personal items that were loaned for an indefinite period of time to the Lopez Adobe Historical Site 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		

ADM_City Council Enhancement Project and Priority Updates (3-17-2025) ATT D

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		
2212(b)	3/5/2025	Until Project Completion	4Leaf, Inc.	Second Amendment Development of Standard Operating Procedures (SOPS)	\$17,160.00	-	Admin	CD	Increasing compensation	
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

Housing Programs Report



87
Individuals engaged



25
Social Service Referrals



3
Shelter referrals made



1
Family received security deposit assistance



2
Shelter placements



1
Family entered HALA 90-day shelter program



30
Meals distributed



4
Families assisted with housing navigation



10
Individuals received hygiene items



1
Family referred to outside agency for shelter



18
Individuals received clothing



4
Families entered motel program



5
Individuals received transportation

The City's Housing Programs operate in partnership with North Valley Caring Services and Home Again Los Angeles.



NVCS By-Name List

February 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	AB	905 Truman St.	Waiting	2/4/25	Waiting	Waiting	21	✓									
2	EO	901 San Fernando Rd.	Referral not Submitted	Not Submitted	Waiting	Waiting	10		✓								
3	JP	968 Maclay	Client Declined Shelter	Declined	Declined	Declined	6		✓							✓	
4	PEL	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	16		✓				✓				
5	MM	14701 Rinaldi	Tiny Homes Sun Valley	01/10/25	1/14/25	Housed	1		✓								
6	CF	111 N Macneil St.	Waiting	1/31/25	Waiting	Waiting	3						✓				
7	RC	900 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0										
8	FD	111 N Macneil	Client Declined Shelter	Declined	Declined	Declined	1										
9	CA	505 S Huntington St.	Client Declined Shelter	Declined	Declined	Declined	3										
10	RPDL	1242 Pico St.	Client Declined Shelter	Declined	Declined	Declined	8										
11	VR	1212 Pico St.	Client Working with other agency	Not Submitted	Not submitted	Waiting	9										
12	EH	1212 Pico St.	Client Working with other agency	Not Submitted	Not submitted	Waiting	9										
13	HP	314 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	3										
14	VGW	1100 Pico St.	Client Declined Shelter	Declined	Declined	Declined	4										
15	SM	1033 Truman St.	Community Bridge	2/10/25	2/10/25	Housed	11						✓				
16	CJ	910 First St.	Client Declined Shelter	Declined	Declined	Declined	26										
17	JT	224 N Maclay	Client Declined Shelter	Declined	Declined	Declined	12										
18	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	18										
19	DR	455 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	4										
20	AG	757 S Workmen St.	Client Declined Shelter	Declined	Declined	Declined	9										
21	JD	504 Maclay	Client Declined Shelter	Declined	Declined	Declined	0										
22	RBL	1021 Truman	Client Declined Shelter	Declined	Declined	Declined	0										
23	JDBS	1014 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	0										
24	ER	121 S Brand Bl.	DMH Referral	DMH Referral	Waiting	Waiting	6									✓	
25	MP	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	0										
26	AF	900 San Fernando Rd.	Referral not Submitted	Not Submitted	Not Submitted	Waiting	5										
27	GR	1015 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0										
28	JM	111 N Macneil St.	Community Bridge	2/5/25	2/5/25	Housed	3							✓			
29	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	0										
30	RF	1041 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0										
31	IM	1101 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0										
32	RG	2025 Fourth St.					6										
33	TL	2040 B Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2										
34	JD	2040 C Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2										
35	CR	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	1										
36	DB	907 Truman St.	Client Declined Shelter	Declined	Declined	Declined	3										
37	JD	661 Truman St.	Client Declined Shelter	Declined	Declined	Declined	2										
38	GT	2040 Glenoaks Blvd	Pending with other Agency	Not Submitted	Not Submitted	Waiting	3										
39	AL	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3										
40	JD	1033 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0										
41	KD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	2										
42	WD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	2										
43	CD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3										
44	JKT	910 First St.	Client Declined Shelter	Declined	Declined	Declined	0										
45	JD	901 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0										
46	JD	1041 Truman	Client Declined Shelter	Declined	Declined	Declined	0										
47	JD	1701 Hubbard	Client Declined Shelter	Declined	Declined	Declined	0										
48	GR	208 Park Av	Client Declined Shelter	Declined	Declined	Declined	0										
TOTALS								5	30	14	10	6	2	2	0	0	

Home Again LA
February 2025

				Social Service Referrals												Rental Assistance				Security Deposit				Shelter Assistance			Housing Navigation			
Head of Household Initials	Family Size	Enrollment Date	Exit Date	Clothing	DPSS	CalFresh	Employment	Housing Resources	LIFE TAP Card	Regional Rides	Legal Resource	ID Waiver	CBEST	EDD	Utility Asst.	SF Program	LAHSA Problem Solving	Amount	Outcome of Family	SF Program	Outside Agency	Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	Housing Navigation	Outcome of Family	
1	PML	2	2/3/2025	2/3/2025											1															
2	DA	4	2/3/2025	ongoing			1	1																1				Family still in motel program	1	Family still looking for housing
4	VM	2	2/10/2025	2/10/2025					1																					
5	MR	4	01/06/2025	02/04/2025	1		1																1				Exited motel program, referred to LAFH			
6	DM	6	12/12/2024	02/06/2025	1			1							1					1		\$1,998.00	Housed		1		Exited shelter and secured housing	1		
7	GE	6	01/28/2025	ongoing	1		1	1															1				Family still in motel program	1		
8	MV	4	01/31/2025	ongoing			1	1															1				Family still in motel program	1		
9	EO	1	02/10/2025	ongoing																										
10	CJ	1	02/10/2025	ongoing																										
11	IL	1	02/10/2025	02/10/2025											1															
12	GP	1	02/10/2025	02/10/2025					1	1																				
13	PS	1	02/11/2025	02/11/2025											1															
14	AC	1	02/24/2025	02/24/2025				1																		1	Connected to Tarzana Tx Center/Renewed Hope/Centers for Living & Learning.			
15	BS	1	02/26/2025	02/25/2025				1																						
16	MR	4	02/27/2025	02/27/2025																										
Total Individuals		39			3	Total Social Service Referrals												25	Total Families	0	Total Amount	\$0.00	Total Families	1	Total Amount	\$1,998.00	Total Families	6	Total Families	4

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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 17, 2025

Subject: Consideration to Approve Public Release and Circulation of Request for Proposals for Labor Attorney Services

RECOMMENDATION:

It is recommended that the City Council approve the release and circulation of a Request for Proposals (RFP) for Labor Attorney Services (Attachment "A").

BACKGROUND:

1. On December 2, 2013, subsequent to a lengthy Request for Proposal process, the City Council approved an Agreement for Special Services with Leibert Cassidy Whitmore (LCW) to provide Labor and Employment Legal Services.
2. On or about July of each Fiscal Year (FY) since FY 2013-2014, the City Council has approved the renewal of the Agreement for Special Services with LCW.
3. On July 1, 2024, the City Council approved a renewal of the Agreement for Special Services with LCW for FY 2024-2025.

ANALYSIS:

A labor attorney for a city government serves as a critical advisor and representative in all matters related to employment and labor relations, ensuring the city complies with complex federal, state, and local labor laws. Labor attorneys provide guidance on issues such as employee discipline, grievances, collective bargaining negotiations, contract interpretation, and compliance with employment regulations like Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), and American's with Disabilities Act (ADA). Additionally, labor attorneys represent the city in disputes before administrative bodies and courts, help manage risk related to employment practices, and advise on policies to maintain positive labor-management relations while protecting the city's legal and financial interests.

Consideration to Approve Public Release and Circulation of Request for Proposals for Labor Attorney Services

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In an effort to invite additional competition and ensure the City is receiving the best possible price for the services rendered, the City Council requested a formal bidding process for labor attorney services. The proposed RFP (Attachment "A") seeks a five-year term, commencing in FY 2025-2026, with the option to extend an additional 3 years by mutual agreement.

The scope of services in the proposed RFP was revised and expanded from the previous bidding process in 2013 to more explicitly state all of the key functions that will be deemed regular duties for the selected firm. The following is a proposed list of regular services:

1. General Legal Counsel on Employment & Labor Matters

- a) Advising City management on federal, state, and local employment laws (e.g., FLSA, FMLA, ADA, EEOC regulations).
- b) Ensuring compliance with municipal personnel policies and collective bargaining agreements.
- c) Reviewing and updating employee handbooks, policies, and procedures.
- d) Reviewing and updating the City's Personnel Rules.

2. Labor Relations & Collective Bargaining

- a) Representing the City in negotiations with labor unions.
- b) Drafting and interpreting collective bargaining agreements (CBAs).
- c) Advising on labor disputes, grievances, and arbitration.
- d) Handling contract interpretation issues and disputes with employee unions.

3. Employment Litigation & Dispute Resolution

- a) Defending the City against employment-related claims, including wrongful termination, harassment, discrimination, and wage disputes.
- b) Representing the City before administrative bodies (e.g., EEOC, Department of Labor).
- c) Managing mediation and arbitration proceedings.
- d) Providing guidance on employee discipline and terminations to mitigate legal risks.

4. Workplace Investigations

- a) Conducting or overseeing independent investigations into employee misconduct, harassment, or discrimination complaints.
- b) Advising on corrective actions and legal obligations following investigations.

5. Training & Compliance

- a) Providing training for managers and supervisors on labor laws, discrimination prevention, workplace harassment, and best practices.
- b) Conducting compliance audits to identify and address employment law risks.

6. Public Safety Employment Issues

- a) Advising on Police Department employment matters, including disciplinary actions and procedural due process rights.
- b) Handling matters involving the Public Safety Officers Procedural Bill of Rights (POBR).

Consideration to Approve Public Release and Circulation of Request for Proposals for Labor Attorney Services

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7. Wage & Hour Compliance

- a) Advising on fair labor standards, overtime laws, and pay equity issues.
- b) Conducting audits to ensure wage compliance.
- c) Advising on payroll tax practices and applicability.

8. Pension & Benefits Consultation

- a) Providing guidance on retirement and pension-related issues, including compliance with public employee retirement systems (e.g., CalPERS).
- b) Advising on health benefits, leave policies, and disability accommodations.

9. Crisis Management & Emergency Labor Issues

- a) Assisting in labor and employment matters during emergencies, such as public health crises or natural disasters.
- b) Advising on temporary policies and workforce changes during emergencies.

10. Legislative & Policy Updates

- a) Monitoring new labor laws and regulations affecting municipal employees.
- b) Advising on policy changes and compliance strategies.
- c) Review and update the City's Personnel Policies and Procedures.
- d) Review and update the City's Personnel Rules.

If approved by the City Council, the RFP will be released on March 24, 2025, with a tentative submission deadline of May 20, 2025. Interviews will be scheduled with top candidates in June, if necessary. The final selection and presentation of a new agreement with the selected firm will be brought to City Council by July 2025 for approval.

BUDGET IMPACT:

There is no budget impact associated with the release of the Request for Proposals for Labor Attorney Services. Annual costs associated with Labor Attorney Services are appropriated each year during the Budget Process.

CONCLUSION:

Staff recommends that the City Council approve the release and circulation of a Request for Proposals for Labor Attorney Services.

ATTACHMENT:

- A. Request for Proposals for Labor Attorney Services

REQUEST FOR PROPOSALS

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

LABOR ATTORNEY SERVICES

in strict accordance with the Specifications on file in the office of the SAN FERNANDO ADMINISTRATIVE SERVICES DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at SFCITY.ORG/rfps-rfqs-nibs-nois/.

An electronic copy of the proposal must be submitted in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sfcity.org. The deadline for RFP submissions is **5:00** p.m. on **Tuesday, May 20, 2025**. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

Published in The San Fernando Sun on _____ 2025.

City of San Fernando RFP

REQUEST FOR PROPOSALS



The Administrative Services Department is requesting proposals for:

LABOR ATTORNEY SERVICES

RELEASE DATE: March 24, 2025

RESPONSE DUE: May 20, 2025

RFP OVERVIEW & TIMELINE	
RFP Title:	Labor Attorney Services
Scope of Work:	See <i>“Scope of Work”</i> Section on Pages 5-7
RFP Submittal Information:	Submit electronic copies of their proposal in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sfcity.org , with the subject “City of San Fernando - RFP Labor Attorney Services”
RFP Due Date:	Tuesday, May 20, 2025 by 5:00 PM PST
RFP Submittal Requirements:	Submitted Proposals must include the information described in the “INFORMATION TO BE SUBMITTED” Section on Pages 8 & 9 of this RFP. Submitted Proposals will be considered non-responsive if the Proposal does not provide all requested information.
City Contact:	Sergio Ibarra Human Resources & Risk Manager Phone: (818) 898-1220 Email: sibarra@sfcity.org

GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced legal firm to provide labor attorney services for a five-year term, commencing in FY 2025-2026, with the option to extend an additional three years by mutual agreement. The required services and performance conditions are described in the Scope of Work.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 111 full-time employees from a total Adopted Budget for fiscal year 2024-2025 of \$52.9 million, which includes a General Fund budget of \$26.7 million. The City is a member of the Independent Cities Risk Management Authority (ICRMA) which provides insurance coverage for Liability, Workers Compensation, Property, Cyber, and Auto physical and liability Coverage. If selected, the law firm must comply with the ICRMA’s “Litigation

Management Policies and Procedures”, which be found at www.icrma.org. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that open competition for services provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive Request for Proposals (RFP) from experienced and qualified firms to provide labor attorney services. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Sergio Ibarra, Human Resources & Risk Manager via e-mail at sibarra@sfcity.org. Questions must be received by 5:30 p.m. on **Monday, April 28, 2025**. All questions received prior to the deadline will be collected and responses will be emailed by **Monday, May 5, 2025**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to the City Clerk Department at cityclerk@sfcity.org and the subject line of the email shall read, “City of San Fernando RFP – Labor Attorney Services.” Proposals must be received no later than Tuesday, **May 20 at 5:00 PM PST**. All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The following section describes the specific services being requested by this RFP. The City currently has 111 Full-Time employees, 74 Part-Time employees, and 10 Reserves (Volunteers). Additionally, the City has six (6) bargaining units that are currently under multi-year bargaining agreements. Negotiations for successor agreements with each of the units will begin in Fiscal Year 2026-2027. The following is a list of the City's current bargaining units:

Represented by SEIU 721

- San Fernando Public Employees Association
- San Fernando Management Group
- SF Part-time Employees Bargaining Unit

Police Department Bargaining Units

- San Fernando Police Officers Association (POA)
- San Fernando POA – Management Unit
- San Fernando Police Civilians Association

Required Services:

1. General Legal Counsel on Employment & Labor Matters

- a) Advising City management on federal, state, and local employment laws (e.g., FLSA, FMLA, ADA, EEOC regulations).
- b) Ensuring compliance with municipal personnel policies and collective bargaining agreements.
- c) Reviewing and updating employee handbooks, policies, and procedures.
- d) Reviewing and updating the City's Personnel Rules.

2. Labor Relations & Collective Bargaining

- a) Representing the City in negotiations with labor unions.
- b) Drafting and interpreting collective bargaining agreements (CBAs).
- c) Advising on labor disputes, grievances, and arbitration.
- d) Handling contract interpretation issues and disputes with employee unions.

3. Employment Litigation & Dispute Resolution

- a) Defending the City against employment-related claims, including wrongful termination, harassment, discrimination, and wage disputes.
- b) Representing the City before administrative bodies (e.g., EEOC, Department of Labor).
- c) Managing mediation and arbitration proceedings.
- d) Providing guidance on employee discipline and terminations to mitigate legal risks.

4. Workplace Investigations

- a) Conducting or overseeing independent investigations into employee misconduct, harassment, or discrimination complaints.
- b) Advising on corrective actions and legal obligations following investigations.

5. Training & Compliance

- a) Providing training for managers and supervisors on labor laws, discrimination prevention, workplace harassment, and best practices.
- b) Conducting compliance audits to identify and address employment law risks.

6. Public Safety Employment Issues

- a) Advising on police department employment matters, including disciplinary actions and procedural due process rights.
- b) Handling matters involving the Public Safety Officers Procedural Bill of Rights (POBR).

7. Wage & Hour Compliance

- a) Advising on fair labor standards, overtime laws, and pay equity issues.
- b) Conducting audits to ensure wage compliance.
- c) Advising on payroll tax practices and applicability.

8. Pension & Benefits Consultation

- a) Providing guidance on retirement and pension-related issues, including compliance with public employee retirement systems (e.g., CalPERS).
- b) Advising on health benefits, leave policies, and disability accommodations.

9. Crisis Management & Emergency Labor Issues

- a) Assisting in labor and employment matters during emergencies, such as public health crises or natural disasters.
- b) Advising on temporary policies and workforce changes during emergencies.

10. Legislative & Policy Updates

- a) Monitoring new labor laws and regulations affecting municipal employees.
- b) Advising on policy changes and compliance strategies.
- c) Review and update the City's Personnel Policies and Procedures.
- d) Review and update the City's Personnel Rules.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is **five-years, commencing in FY 2025-2026, with the option to extend an additional three-years by mutual agreement.**

SCHEDULE FOR SELECTION

RFP Available:	March 24, 2025
Deadline for submittal of Questions:	April 28, 2025
Response to Questions:	May 5, 2025
Deadline for submittal of Proposal:	May 20, 2025
Interviews (if necessary)	June 2025
Agreement Presented to Council for Review & Approval:	July 2025

METHOD OF SELECTION AND NOTICES

The Human Resources & Risk Manager will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to City's issues.
- Potential to benefit the City.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email in PDF format.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

4. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience of similar or related services provided to other agencies. Provide a description of pertinent experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total amount billed, the period over which your Firm represented the agencies, and the name, title, and phone number of clients to be contacted for references.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's Scope of Services in this RFP and the Firm's ability to satisfy the objectives and requirements outlined in the scope. Describe

the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

6. Include a *Proposed Staffing Section*

In this section, discuss how the Firm would propose to staff the City's requested labor service needs. Firm's key team members shall be identified by name, specific responsibilities and their qualifications. An organizational chart for the attorney team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Human Resources & Risk Manager. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

7. Include a *Proposal Costs Sheet and Rates Section*

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 17, 2025

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for Phase 3 of the Annual Street Resurfacing Project

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the improvements as constructed by American Asphalt South, Inc., and consider the work completed;
- b. Authorize the issuance and filing of a “Notice of Completion” (Attachment “A”) with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the five (5) percent retention amount of \$85,971.65 after the 35-day lien period from the date the Notice of Completion is recorded.

BACKGROUND:

1. As part of the City’s Fiscal Year (FY) 2023–2024 Budget, the City Council approved funding involving the rehabilitation of local roads. This project was funded through Senate Bill (SB) 1, Measure M, Proposition C, State Gas Tax, Measure R, and STP-L funds and included the installation of slurry seal, new traffic striping, curb and gutter improvements and painting of house addresses within the project limits.
2. On April 2, 2024, the City Council awarded Contract No. 2237 to American Asphalt South, Inc., (Contractor) in the amount of \$1,800,173.60 for roadway resurfacing and concrete improvements.
3. On June 10, 2024, a Notice to Proceed was issued to the Contractor.
4. On October 31, 2024, work was completed by the Contractor.

Consideration to Accept Project Completion and Authorize the Recordation of the Notice of Completion for the Phase 3 of the Annual Street Resurfacing Project

Page 2 of 3

ANALYSIS:

The City has an ongoing Annual Street Resurfacing Program to address deferred maintenance and improve the general condition of its approximate 50 miles of streets and alleys. The City receives approximately \$2 million annually in street repair allocations from various State and County funding sources to put toward this program. In order to meet the City Council's Strategic Goal of rebuilding the City's infrastructure, staff developed a plan in 2021 to address more of its streets through a much more cost effective slurry seal treatment rather than costly thin overlay treatment. Phase 1, completed in May 2023, and Phase 2, completed in September 2023, focused on slurry seal of streets in fair condition and extend their useful life.

The Phase 3 Annual Street Resurfacing Project consisted of roadways that were moderately-to-significantly deteriorated with cracks and potholes, so a more robust three-step slurry seal process was performed. These are streets that typically require an overlay treatment, which involves cold milling existing asphalt and placement of new asphalt. The three-step process involved multiple layers 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. In addition, a couple of road segments underwent a crack sealing and micro-surfacing treatment, which consists of a pavement seal layer that preserves and extends its life (Attachment "B").

The construction management firm, Geotechnical, Inc. (GMU), oversaw the project and was tasked with providing inspection services. A GMU inspector monitored the worksite on a daily basis throughout the project duration to ensure that work was performed in accordance with the prescribed plans and specifications. The scope of work included:

- Replacement of concrete curb and gutters;
- Pavement rehabilitation; and
- Installation of traffic striping and painting of house numbers on the curb.

Following a comprehensive evaluation of the work performed by the Contractor, staff confirmed that the project was completed in conformance with the approved plans and specifications. As a result, staff recommends proceeding with filing a Notice of Completion for recordation with the Los Angeles County Office of the Registrar-Recorder/County Clerk.

BUDGET IMPACT:

The Phase 3 Annual Street Resurfacing Project was awarded to American Asphalt South, Inc., (Contract No. 2237) in the amount of \$1,800,173.60, in April 2024. The work performed by American Asphalt South, Inc., was completed under the original contract amount at a cost of \$1,719,433.

Consideration to Accept Project Completion and Authorize the Recordation of the Notice of Completion for the Phase 3 of the Annual Street Resurfacing Project

Page 3 of 3

CONCLUSION:

Staff recommends that the City Council accept the improvements as constructed by American Asphalt South, Inc., consider the work completed, authorize the issuance and filing of the “Notice of Completion,” and authorize the release of the five percent retention amount (\$85,971.65) after the 35-day lien period.

ATTACHMENT:

- A. Notice of Completion
- B. Phase 3 Annual Street Resurfacing Map

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

ATTACHMENT "A"

City of San Fernando
Julia Fritz, City Clerk
San Fernando City Hall
117 Macneil Street
San Fernando, CA 91340

Space Above This Line Reserved For The Recorder's Use

EXEMPT FROM RECORDING FEES PER GOVT CODE SECTION 6103

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

1. **NOTICE IS HEREBY GIVEN THAT:** work on the Fiscal Year 2023-2024 Phase 3 Annual Street Resurfacing Project, Job No. 7621 has been completed, and it is recommended that a Notice of Completion be executed and recorded
2. **NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340
3. **DESCRIPTION OF THE PUBLIC WORK:** Project construction improvements consisted of slurry seal, curb and gutter repairs, asphalt repairs and striping and pavement markings.
4. **DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of San Fernando, County of Los Angeles, State of California, and is described as: Citywide
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on October 31, 2024
6. **NATURE OF OWNER'S INTEREST:** Public Right of Way (Public Street)
7. **NAME AND ADDRESS OF CONTRACTOR:** American Asphalt South, Inc., P.O. Box 7427, Riverside, CA 92513
8. **DECLARATION:** I, Wendell Johnson, duly appointed Director of Public Works of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Wendell Johnson, Director of Public Works
City of San Fernando, California

Date

ACKNOWLEDGMENT

State of California)
County of Los Angeles)

On _____ before me, Julia Fritz, Notary Public, personally appeared, Wendell Johnson who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

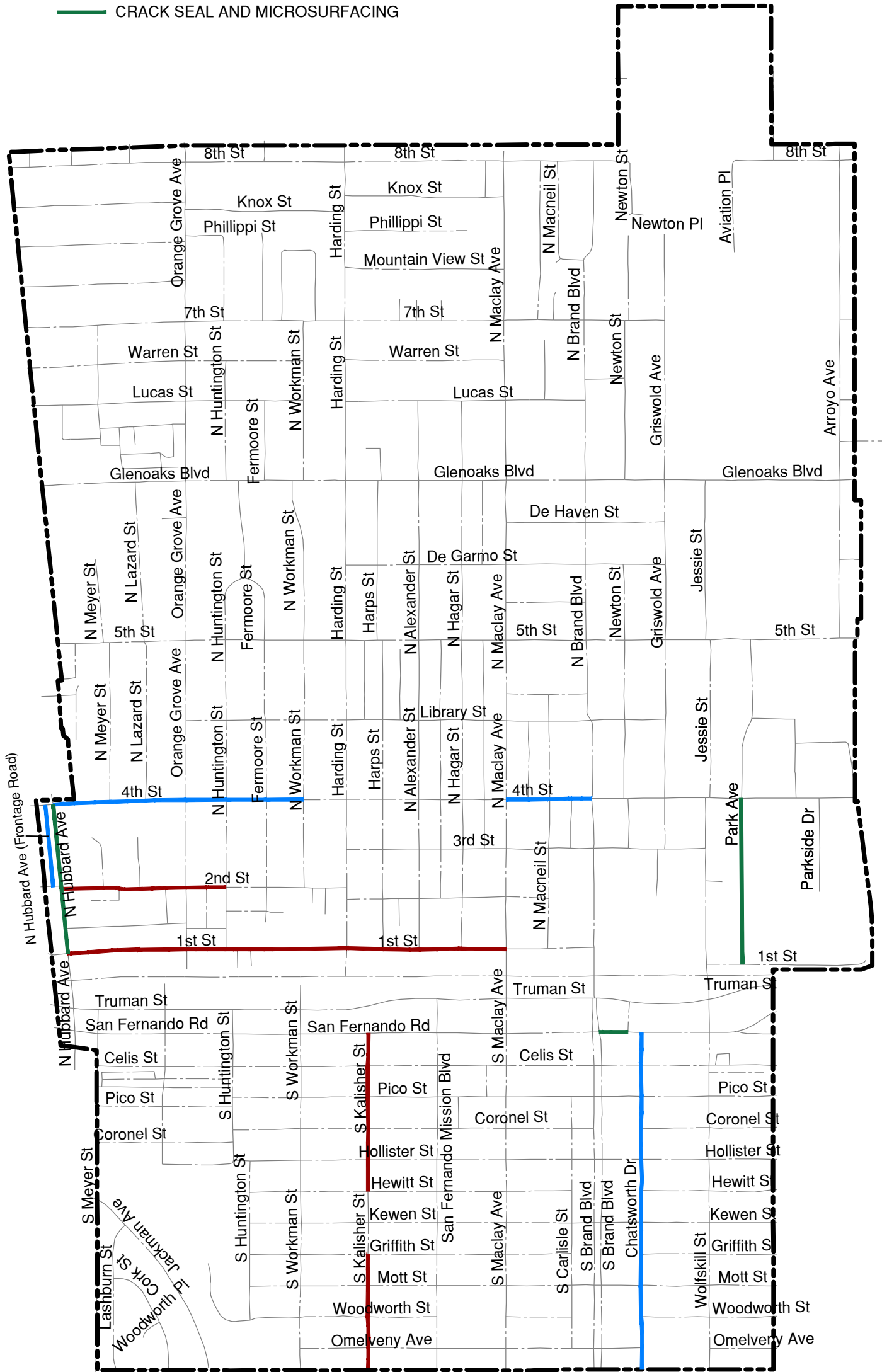
WITNESS my hand and official seal.

Signature _____
Julia Fritz, Notary Public

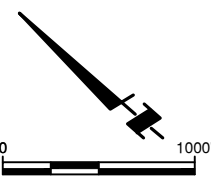
(Seal)

LEGEND

- THREE STEP PROCESS STREET
- OPTIONAL THREE STEP PROCESS STREET
- CRACK SEAL AND MICROSURFACING



DRAWING: q:\2024\24-069-10\dwg\2406910_sf_phase_3_final_street_map.dwg PLOTTED: 5/24/2024 10:56 AM BY: Mahmoud Khodem



San Fernando Phase 3 Street Map		
 <small>ENGINEERS & GEOLOGISTS</small>	Date: May 24, 2024	Plate 1
	Project No.: 24-069-10	

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 17, 2025

Subject: Consideration to Adopt a Resolution Approving a Comprehensive Tree Preservation Policy

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file an informational report from Public Works on tree maintenance progress and procedures for Fiscal Year (FY) 2024-2025; and
- b. Adopt Resolution No. 8371 (Attachment "A"), approving a Comprehensive Tree Preservation Policy (Exhibit "A" to Attachment "A").

BACKGROUND:

1. On May 6, 2024, the City Council adopted Resolution No. 8301, approving and adopting the 2024 Urban Forest Management Plan (UFMP). A link to the adopted UFMP can be found here: <https://ci.san-fernando.ca.us/wp-content/uploads/2024/10/Adopted-Urban-Forestry-Management-Plan.pdf>
2. On August 9, 2024, the Planning and Preservation Commission, in its capacity as Tree Commission, received and filed a presentation of proposed Standard Operating Procedures (SOP) for tree preservation in the public right of way based on the recommendations of the UFMP.

ANALYSIS:

A comprehensive tree preservation policy for trees located within the public right of way serves to protect and enhance the urban forest, recognizing the vital role that trees play in promoting environmental health, public safety, and community well-being. Such a policy establishes clear

Consideration to Adopt a Resolution Approving a Comprehensive Tree Preservation Policy

Page 2 of 5

guidelines for the planting, maintenance, and removal of public trees to ensure their long-term health and sustainability. It also aims to balance infrastructure needs with the preservation of mature trees that provide essential benefits such as shade, air quality improvement, stormwater management, and aesthetic value. By setting standards for tree care and preservation, the policy supports a greener, healthier, and more livable community for current and future generations. The Public Works Department is responsible for maintaining the tree canopy in the public right of way and remains committed to maintaining and enhancing the City's urban forest. Trees are a vital component of San Fernando's infrastructure, contributing to environmental health, aesthetics, and the overall quality of life for residents.

Urban Forest Management Plan (UFMP)

Approved by the City Council on May 6, 2024, the UFMP provides guidelines for tree maintenance, tree preservation, and tree planting throughout the City. It also outlines criteria for tree removal and replacement. For every tree removed, the City commits to planting two (2) trees in its place, with consideration given to parkway width and species recommendations. The UFMP serves as a blueprint as the City develops policies and procedures to implement best practices in establishing tree maintenance regulations and a strategic direction for ensuring a continued commitment to the expansion and beautification of the City's urban forest.

A key recommendation of the UFMP is to establish more rigorous criteria for tree removals, as well as a process for notifying community members prior to a tree removal from the public right of way. Those recommendations are incorporated into the proposed Comprehensive Tree Preservation Policy.

Tree Commission Review

To ensure effective outcomes and diligent processes, staff developed Standard Operating Procedures (SOPs) (Attachment "B") for tree removals based on UFMP recommendations. The SOP was presented to the Planning and Preservation Commission, in their capacity as Tree Commission, at their August 9, 2024 meeting. The Commission stressed the need for a clear notification and appeal process but added no additional direction on the specifics of the removal procedure. The SOPs were then used to begin developing a formal citywide policy.

Proposed Comprehensive Tree Preservation Policy

The proposed Comprehensive Tree Preservation Policy (Policy) incorporates recommendations from the UFMP and the current SOP into one (1) Policy. The proposed Policy (Exhibit "A" to Attachment "A") provides a clear and consistent procedure and criteria for tree removal, public notification, and appeals. The proposed Policy also replaces the existing 'Comprehensive Tree Management Program' guidelines on tree removals. The following is an overview of the proposed Policy.

This Policy applies to any tree that is located in the City's public right-of-way or any tree planted on City owned property. When a tree is designated as City owned, it is the responsibility of the City to maintain and, when appropriate, remove potentially hazardous or dead trees.

Consideration to Adopt a Resolution Approving a Comprehensive Tree Preservation Policy

Page 3 of 5

Non-Emergency Removal Criteria

In accordance with the UFMP, a tree may be removed if it exhibits one (1) of the following criteria determined by a tree care professional, International Society of Arboriculture (ISA) Certified Arborist, or equivalent:

- The tree is dead.
- The tree has reached an over-mature condition and is in declining health which will result in its death within the year.
- The tree is infected with a disease which cannot be treated successfully and/or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity.
- The tree has been determined through a Risk Assessment Report to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk.
- 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.
- The tree is not a good candidate for relocation.
- The tree is not a good candidate for relocation and has been approved for removal as a part of a City Council approved public improvement project that has already gone through the established public process.
- The tree planted by a private party in the public right-of-way after City Council approval of the Master Plan may be subject to removal of the tree by the City.

Emergency Removal Criteria

Criteria taken into consideration for an emergency tree removal (a circumstance where immediate removal is necessary) include:

- The tree poses an imminent danger to human life or injury.
- The tree poses an imminent danger to property damage.

An assessment will be completed by a tree care professional or International Society of Arboriculture (ISA) Certified Arborist or equivalent, when possible.

Notification Requirements for Non-Emergency Removals:

A red tag will be placed directly on any tree scheduled for removal at least fourteen (14) days in advance of a Planning and Preservation Commission meeting. Appeals can be requested through the Public Works Department or at the Planning and Preservation Commission meeting listed in the posting. A notice will also be distributed to the property owner, adjacent property owners, and any other property within 500 feet of a tree identified for removal. The notice will be disturbed as a door hanger. Information of the tree(s) identified to be removed will also be available on the City's website through a tree removal webpage regularly updated by the Public Works Department.

Consideration to Adopt a Resolution Approving a Comprehensive Tree Preservation Policy

Page 4 of 5

Appeal Process for Non-Emergency Removals:

If a community member would like to appeal the proposed removal of a City tree, they may attend the Planning and Preservation Commission Meeting listed on the notice of removal or submit a letter to Public Works expressing their opposition to specific tree(s) to be removed along with a justification for not removing the tree. Staff will ensure that residents are provided with at least a fourteen (14) day notice before a tree removal is presented to the Commission for their consideration.

A list of all trees being considered for removal will be outlined as a consent item at the Planning and Preservation Commission meeting. If a resident requests an appeal for a tree on the prospective list, that tree will be removed from consideration and placed on the following Commission meeting agenda for consideration.

Applicants may appeal the Planning and Preservation Commission decision to the City Council in accordance with City Code Section 106-1278.

The Progress Report below is provided as information only to update the City Council on fiscal year to date tree canopy efforts.

Tree Maintenance Statistics – Fiscal Year 2024-2025

The following is a progress report, including all tracked statistics related to the City's tree maintenance program, from July 1, 2024 to March 3, 2025:

- *Tree Trimming:*
 - 391 palm trees trimmed.
 - 747 multi-species trees trimmed.
- *Tree Planting:*
 - 395 new trees planted to enhance our urban landscape by both Tree People and City Staff.
- *Tree Removals:*
 - 46 trees were removed due to disease, damage, or natural decline.
- *Stump Removal:*
 - 43 tree stumps removed (a total of 114 stumps were removed in the 2024 calendar year, with 96 stumps still scheduled for removal in 2025)
- *Grid Trimming Program (Attachment "C"):*
 - Completed tree trimming in "Grid C"
 - Began trimming trees in "Grid D" as of November 2024

Consideration to Adopt a Resolution Approving a Comprehensive Tree Preservation Policy

Page 5 of 5

Contract Arborist and Tree Trimming Services

The City contracts with West Coast Arborist (WCA) for tree maintenance, removals, planting, and general arborist services. WCA performs grid pruning annually (Tree Grid included as Attachment "C") and handles stump removals (see statistics above). Areas cleared of stumps may be designated for replanting, subject to replacement criteria.

Tree People Collaboration

Through a grant and partnership with the City, Tree People planted 221 trees in parkways lacking trees or where prior removals occurred in FY 2024-2025. This year's plantings focused on the northwest quadrant of the City and included Holly Oak, Crape Myrtle, and Carrotwood trees.

BUDGET IMPACT:

There is no budget impact associated with adopting the Comprehensive Tree Preservation Policy. Tree maintenance services for Fiscal Year 2024-2025 are accounted for in the Public Works Department budget.

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8371 approving the Comprehensive Tree Preservation Policy.

ATTACHMENT:

- A. Resolution to No. 8371, including:
 - Exhibit "A": Comprehensive Tree Preservation Policy
- B. Tree Maintenance Standard Operating Procedures
- C. Grid Trimming Program Map
- D. Recognizing Tree Risk- ISA Publication

RESOLUTION NO. 8371

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING A COMPREHENSIVE TREE PRESERVATION POLICY

WHEREAS, on April 19, 2024, the City Council adopted Resolution No. 8301, approving and adopting the 2024 Urban Forest Management Plan (UFMP); and

WHEREAS, a key recommendation of the UFMP was to establish criteria for tree preservation, as well as a process for notifying community members prior to a tree removal from the public right of way; and

WHEREAS, on August 9, 2024, the Planning and Preservation Commission received and filed a presentation of proposed Standard Operating Procedures (SOP) for tree removals on the public right of way based on the recommendations of the UFMP; and

WHEREAS, the City Manager seeks to formalize these procedures through City Council approval;

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

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

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

PASSED, APPROVED, AND ADOPTED THIS 17th 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. 8371 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 17th 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/PROCEDURE

SUBJECT	ISSUANCE	
Comprehensive Tree Preservation Policy	ORIGINAL DATE March 17, 2025	EFFECTIVE March 17, 2025
	CURRENT DATE March 17, 2025	EFFECTIVE March 17, 2025
CATEGORY	POLICY NO.	SUPERSEDES
Public Works	PW-03172025	

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The purpose of this policy is to establish clear guidelines for the process of removing city owned trees.

SECTION II. SCOPE

This policy applies to any tree that is located in the City’s public right-of-way or any tree planted on City owned property. When a tree is designated as City owned, it is the responsibility of the City to maintain and, when appropriate, remove potentially hazardous or dead trees.

SECTION III. BACKGROUND

- On May 6, 2024, the City Council adopted Resolution No. 8301, approving and adopting the 2024 Urban Forest Management Plan (UFMP).
- A key recommendation of the UFMP was to establish criteria for tree preservation, as well as a process for notifying community members prior to a tree removal from the public right of way.
- On August 12, 2024, the Planning and Preservation Commission, in its capacity as Tree Commission, received and filed a presentation of proposed Standard Operating Procedures (SOP) for tree removals on the public right of way based on the recommendations of the UFMP.
- This policy updates and replaces the existing ‘Comprehensive Tree Management Program’ guidelines on tree removals to create a ‘Comprehensive Tree Preservation Policy’. The new policy also incorporates components of the SOPs established by staff, recommendations of the UFMP, and additional City Council direction.

SECTION IV. TREE REMOVAL CRITERIA

In accordance with the UFMP, a tree may be removed if it exhibits one (1) of the following criteria determined by a tree care professional or International Society of Arboriculture (ISA) Certified Arborist or equivalents:

1. The tree is dead.

2. The tree has reached an over-mature condition and is in declining health which will result in its death within the year.
3. The tree is infected with a disease which cannot be treated successfully and/or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity.
4. The tree has been determined through a Risk Assessment Report to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk.
5. 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.
6. The tree is not a good candidate for relocation.
7. The tree is not a good candidate for relocation and has been approved for removal as a part of a City Council approved public improvement project that has already gone through the established public process.
8. The tree planted by a private party in the public right-of-way after City Council approval of the Master Plan may be subject to removal of the tree by the City.

Tree removals scheduled due to these criteria must follow the notification and appeal process listed in Sections VII and VIII.

SECTION V. EMERGENCY REMOVAL CRITERIA

According to the UFMP, trees may also be removed due to emergent circumstances, creating the following exceptions:

1. The tree poses an imminent danger to human life or injury.
2. The tree poses an imminent danger to property damage.

A tree is generally considered to be at risk of endangering public or property safety if it exhibits characteristics that indicate a high likelihood of failure or limb drop under normal conditions. While exact criteria may vary by jurisdiction and the guidelines used by arborists or municipal authorities, the following are common risk factors:

Structural Defects

- Significant cracks, splits, or cavities in the trunk or major limbs.
- Evidence of severe decay or internal rot that compromises the tree's integrity.
- Excessive Lean or Instability.
- A pronounced lean, especially if accompanied by root damage or soil instability, increases the risk of the tree falling.
- Dead or Dying Limbs.
- Large, dead, or dying branches that are likely to break off and fall, particularly if they overhang public areas or pathways.

Disease or Infestation

- Signs of disease, pest infestation, or fungal decay that weaken the tree's structure.

Environmental and Site Conditions

- Trees located in areas where their failure would likely impact public safety (such as near sidewalks, roads, or building entrances).

- Poor soil conditions, water saturation, or erosion around the root zone that compromise stability.

When these factors are observed and determined to exist based on an inspection by a tree care professional or International Society of Arboriculture (ISA) Certified Arborist or equivalents, when possible, the tree may be designated as hazardous or an “imminent danger” tree by the Director of Public Works, prompting remedial action such as pruning, cabling, or removal to protect people and property.

SECTION VI. NESTING PERIOD CONSIDERATIONS

The Public Works Department will follow all regulatory guidelines and laws. This includes the Federal government’s ‘Migratory Bird Treaty Act’, which prohibits tree removals during nesting period (typically February 1 – August 31), unless the removal is determined to be needed under emergent circumstances listed in Section V.

SECTION VII. NOTIFICATION REQUIREMENTS

A red tag will be placed directly on any tree scheduled for removal at least fourteen (14) days in advance of a Planning and Preservation Commission meeting. Appeals can be requested through the Public Works Department or at the Planning and Preservation Commission meeting listed in the posting. A notice will also be distributed to the property owner, adjacent property owners, and any other property within 500 feet of a tree identified for removal. The notice will be disturbed as a door hanger or similar notice. Information regarding the tree(s) identified to be removed will also be available on the City’s website through a tree removal webpage regularly updated by the Public Works Department.

SECTION VIII. APPEAL PROCESS


If a community member would like to appeal the proposed removal of a City tree, they may attend the Planning and Preservation Commission Meeting listed on the notice of removal or submit a letter to Public Works expressing their opposition to specific tree(s) to be removed along with a justification for not removing the tree. Staff will ensure that residents are provided with at least a fourteen (14) day notice before a tree removal is presented to the Commission for their consideration.

A list of all trees being considered for removal will be outlined as a consent item at the Planning and Preservation Commission meeting. If a resident requests an appeal for a tree on the prospective list, that tree will be removed from consideration and placed on the following Commission meeting agenda for consideration.

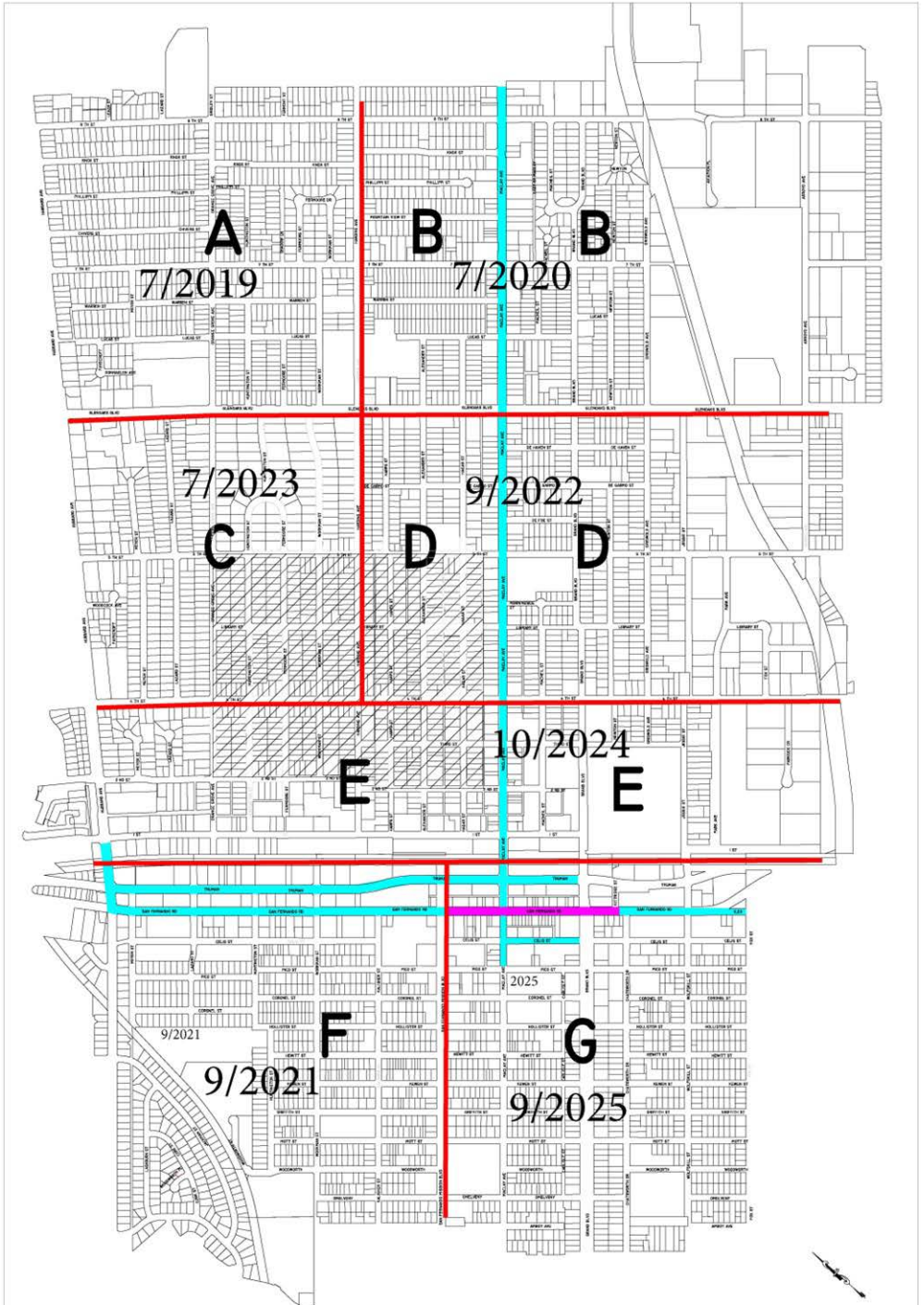
Applicants may appeal the Planning and Preservation Commission decision to the City Council in accordance with City Code Section 106-1278.

SECTION IX. AUTHORITY

By order of City Council Motion (Resolution No. 8371), Policy adopted by the City Council on March 17, 2025.

 THE CITY OF SAN FERNANDO		
Standard Operating Procedure	Tree Removal	SOP-02
Tree Removal Criteria: Pursuant to the Urban Forest Master Plan, a tree may be removed when:	Adopted	DRAFT
<ul style="list-style-type: none"> • Posed an imminent danger to human life or injury. 		
<ul style="list-style-type: none"> • Posed an imminent danger to property damage 		
<ul style="list-style-type: none"> • A tree is dead. 		
<ul style="list-style-type: none"> • A tree has reached an over-mature condition and is in declining health which will result in its death within the year. 		
<ul style="list-style-type: none"> • A tree is infected with a disease which cannot be treated successfully and/or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity. 		
<ul style="list-style-type: none"> • A tree has been determined through a Risk Assessment Report to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk. 		
<ul style="list-style-type: none"> • A 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. 		
<ul style="list-style-type: none"> • A tree is not a good candidate for relocation. 		
<ul style="list-style-type: none"> • A tree is not a good candidate for relocation and has been approved for removal as a part of a City Council approved public improvement project that has already gone through the established public process. 		
<ul style="list-style-type: none"> • A tree planted by a private party in the public right-of-way after City Council approval of the Master Plan may be subject to removal of the tree by the City. 		
Tree Removals		
<u>Exemptions:</u> Posed an imminent danger to human life or injury. Posed an imminent danger to property damage.		
<u>Notification:</u> Our urban forest staff regularly assess the health and safety of public trees to determine if trees pose a hazard and, therefore, require removal. A list of trees slated for removal is posted online and on the tree which is scheduled for removal at least 14 working days in advance of the scheduled removal.		
<u>Appeal:</u> If a resident believe a tree on the list should not be removed, please file an appeal within the 14 working day period.		

City of San Fernando Tree Maintenance Zones



Recognizing Tree Risk

Learn to identify common tree defects that may indicate tree risk and understand how tree risk can be managed.



Trees are an important part of our world and offer a wide range of benefits. However, trees can also be liabilities. While there is no such thing as a completely safe tree, the benefits of trees far outweigh the risks. All trees have the potential to fall, but only a small number actually hit something or someone.

By understanding and addressing the risks associated with trees, you can make your property safer and prolong the lives of your trees.

It is a tree owner's responsibility to ensure the safety of others when around trees on their property. This brochure provides some tips for identifying and managing common defects associated with tree risk. However, evaluating the seriousness of these defects is best done by a professional arborist. Regular tree care performed by an ISA Certified Arborist® will provide an opportunity to identify trees that have defects and unacceptable risk levels. Once the risk is identified, steps may be taken to reduce the likelihood of an incident or damage.



Tree Risk Checklist

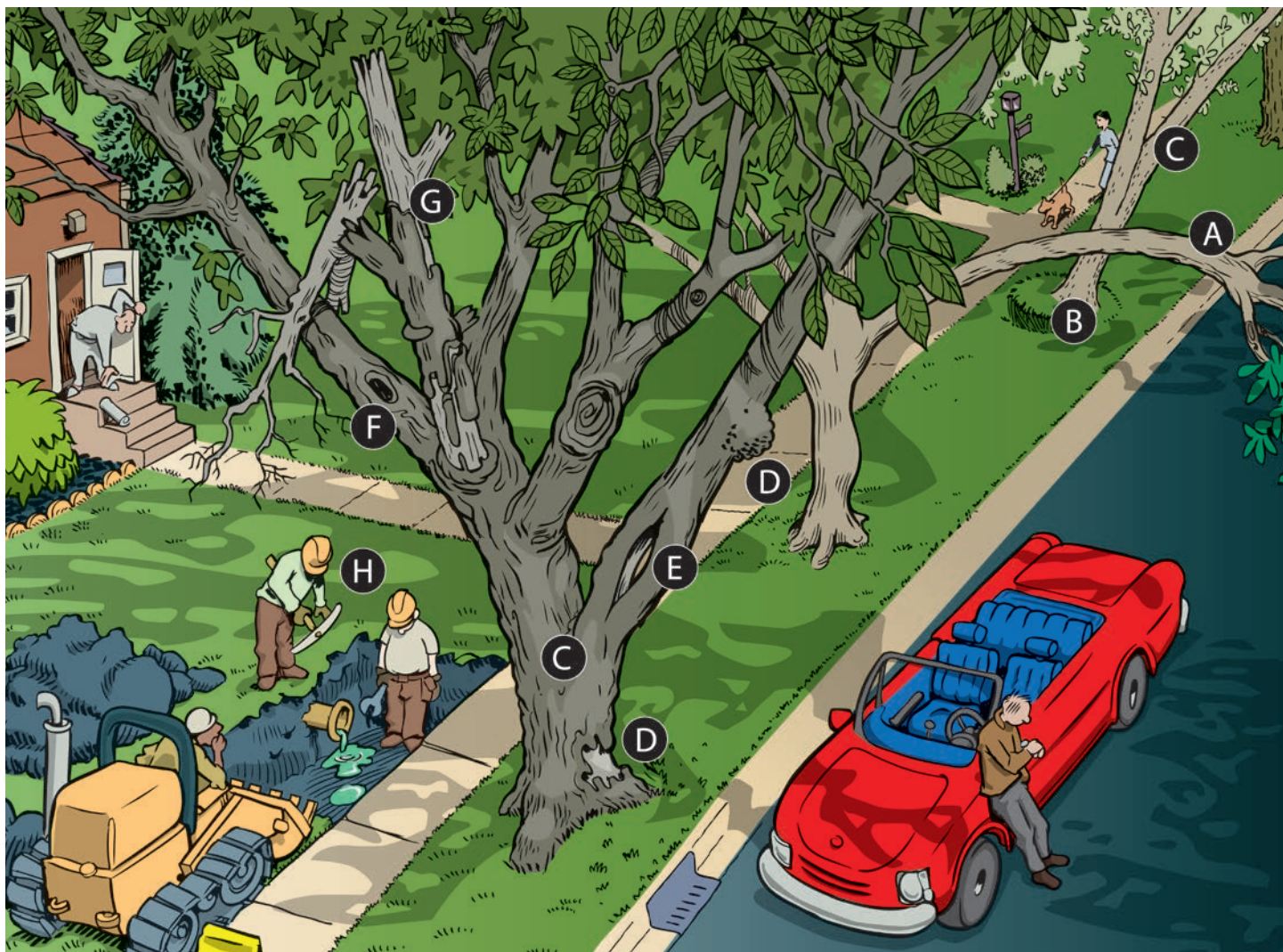
Consider these questions when assessing a tree:

- Are there large dead branches?
- Are there detached, hanging branches?
- Have any branches fallen from the tree?
- Is there loose bark on the trunk?
- Are there cracks or splits in the trunk or where branches are attached?
- Has the trunk developed unusually?
- Are there cavities or rotten wood along the trunk or in major branches?
- Are mushrooms present at the base of or under the tree?
- Has the area recently been altered by construction, changes in soil level, or installations of lawns or pavement?
- Have the leaves developed an unusual yellow color or do they seem smaller in size?
- Has the tree been topped or heavily pruned?

Trees and Utility Lines

Additional consequences can result from trees that fall onto utility lines. Not only can these trees injure people or property near the lines, but they can also hit a conductor and cause power outages or surges, fires, and other damage.

A tree with potential to fall into a utility line presents a very serious situation. Never attempt to remove branches or any tree part from or near power lines, and never go near downed power lines! These lines are especially dangerous, as they could still be conducting electricity. If you see tree parts in contact with utility lines, call your local electricity provider.



Defects in Urban Trees

The following are defects or signs of possible defects in urban trees (see figure):

A: Poor taper:

Branches or stems with their weight concentrated near the end are more prone to failure.

B: Root failure:

Cracks or separations in the soil may indicate soil heaving from excessive movement of the roots. This can be a warning sign for failure, especially if the tree is leaning.

C: Codominant stems (split trunk):

Can often be failure points. Multiple branch attachments at one point on a stem can also be considered a defect.

D: Externally visible defects:

Includes cankers and wounds. Each could be minor or the start of a significant problem; further investigation may be warranted.

E: Cracks or splits:

Watch for longitudinal cracks or splits on the trunk, major branches, or branch unions.

F: External signs of decay:

Asymmetric shapes may be caused by the tree's formation of reaction wood and may be an indication of an internal problem. Other, more obvious signs of decay include the presence of fungal fruiting bodies and cavities.

G: Dead branches:

Dead branches within the canopy of a tree are probably the most obvious potential hazards. The risk of damage or injury depends on the size of the dead branch and distance from any potential targets.

H: Human-caused defects:

Wounds, weak or damaged limbs, root loss, and decay may be the result of construction, grade changes, soil compaction, poor pruning, or other misguided practices.

Ensuring Quality Care

Trees are assets to your home and the community, and they deserve the best possible care. If you answered "yes" to any of the questions in the tree risk checklist on the previous page or see any of the defects depicted in this brochure, your tree should be examined by an ISA Certified Arborist.

Managing Tree Risk

An ISA Certified Arborist can help homeowners manage trees and provide treatments that may help reduce the risk associated with certain trees.

An arborist familiar with tree risk assessment may suggest one or more of the following:

- Prune the tree and remove the defective branches. Inappropriate pruning may weaken the tree. Pruning work is best done by an ISA Certified Arborist.
- Cable and brace the tree. Provide physical support for weak branches and stems to increase their strength and stability. Such supports are not guarantees against failure.
- Provide routine care. Mature trees need routine care in the form of water, nutrients (in some cases), mulch, pruning, and, in some cases, nutrients, as dictated by their structure and the season.
- Remove the tree. Some trees with unacceptable levels of risk are best removed. If possible, plant an appropriate new tree as a replacement.

Recognizing and reducing tree risk not only increases the safety of your property and that of your neighbors, but also improves trees' health and may increase their longevity.



What Is a Certified Arborist?

ISA Certified Arborists® are individuals who have proven a level of knowledge in the art and science of tree care through experience and by passing a comprehensive examination developed by some of the nation's leading experts on tree care. ISA Certified Arborists must also continue their education to maintain their certification. Therefore, they are more likely to be up to date on the latest techniques in arboriculture.

Finding an Arborist

Visit TreesAreGood.org for free tools:

- The "Find an Arborist" tool can help you locate an arborist in your area.
- The "Verify a Credential" tool enables you to confirm whether an arborist has an ISA credential.

Be an Informed Consumer

One of the best methods to use in choosing an arborist is to educate yourself about some of the basic principles of tree care. Visit TreesAreGood.org to read and download all brochures in this series.



www.isa-arbor.com • www.treesaregood.org

©2021 International Society of Arboriculture. (v02.2021)
Through research, technology, and education, the International Society of Arboriculture promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.

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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 17, 2024

Subject: Consideration to Approve a Memorandum of Understanding with Habitat for Humanity of Greater Los Angeles to Administer the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs

RECOMMENDATION:

It is recommended that City Council:

- a. Authorize the City to enter into a Memorandum of Understanding (MOU) with Habitat for Humanity of Greater Los Angeles (Attachment "A" - Contract No. 2347) to administer the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the MOU with Habitat for Humanity of Greater Los Angeles (Habitat LA) and all related documents.

BACKGROUND:

1. On July 15, 2024, the City Council received a presentation from staff regarding a potential Home Rehabilitation Loan Program. The presentation included a brief overview of the CalHome Program and suggested that the City consider applying in partnership with Habitat LA when funding opportunities became available.
2. On September 3, 2024, the City Council approved Contract No. 2287 with Habitat for Humanity of Greater Los Angeles in an amount not-to-exceed \$50,000 to establish a Home Rehabilitation Program for a term of one (1) year.
3. On December 12, 2024, the California Department of Housing and Community Development (HCD) issued a Notice of Funding Availability (NOFA) (Attachment "B") for several activities, including Owner-Occupied Rehabilitation and First-Time Homebuyer Mortgage Assistance programs.

Consideration to Approve a Memorandum of Understanding with Habitat for Humanity of Greater Los Angeles to Administer the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs

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4. On February 18, 2025, the City Council adopted Resolution No. 8367 authorizing the preparation and submittal of a grant application in partnership with Habitat LA, in an amount of up to \$5 million from the California Department of Housing and Community Development (HCD) for the 2024 Homeownership Super Notice of Funding Availability.
5. On March 13, 2025, the City submitted a Grant Application, in Partnership with Habitat for Humanity of Greater Los Angeles, to the California Department of Housing and Community Development for the 2024 Homeownership Super Notice of Funding Availability.

ANALYSIS:

The California Department of Housing and Community Development (HCD) administers the Homeownership Super Notice of Funding Availability (NOFA), a program designed to expand affordable homeownership opportunities and promote sustainable housing solutions across California. In 2024, HCD announced the release of the Homeownership Super NOFA (HOSN), allocating approximately \$176.8 million in funding. This funding will be distributed through various HCD-administered homeownership programs, including the CalHome Program.

With \$143.1 million in available funding, the CalHome Program supports initiatives that increase homeownership opportunities for lower- and very low-income households, revitalize neighborhoods, and foster sustainable development. The program provides grants to local jurisdictions to facilitate homeownership through housing development, acquisition, and rehabilitation for low- and moderate-income residents.

To qualify for CalHome funding, applicants must demonstrate experience in administering a local owner-occupied rehabilitation program for at least two (2) of the last four (4) years. Since the City did not meet this requirement, Habitat for Humanity of Greater Los Angeles (Habitat LA) was identified as its administrative subcontractor. Habitat LA was identified due to their extensive experience managing home rehabilitation and mortgage assistance programs across multiple municipalities.

As a condition of the grant application, the City was required to establish a formal agreement with Habitat LA. This partnership ensures that:

- The City meets the CalHome experience requirement, allowing it to qualify for funding.
- The City benefits from Habitat LA's expertise and infrastructure, ensuring efficient administration of the program.

Consideration to Approve a Memorandum of Understanding with Habitat for Humanity of Greater Los Angeles to Administer the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs

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Through a Memorandum of Understanding (MOU), Habitat LA will oversee the implementation of both programs on behalf of the City, ensuring compliance with CalHome Program regulations while maximizing the impact of the funding. The MOU (Attachment "A") outlines the roles and responsibilities of each partner, including:

- Habitat LA will manage the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs.
- Habitat LA will screen applicants, verify income eligibility, conduct property assessments, oversee repairs, and process loans per CalHome guidelines.
- The City will allocate CalHome funds in a timely manner, submit required reports, and ensure overall program compliance.

By leveraging Habitat LA's established expertise in home rehabilitation and financial assistance, the City ensures an efficient, compliant, and impactful administration of CalHome funds, helping to expand homeownership opportunities and improve housing conditions in San Fernando.

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to enter into a MOU with Habitat LA for the CalHome-funded Mortgage Assistance and Owner-Occupied rehabilitation programs. All administrative costs associated with Habitat LA's program administration will be covered through the CalHome grant. If the City is awarded grant funds through the Homeownership Super NOFA, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

CONCLUSION:

It is recommended that City Council approve a MOU with Habitat LA to administer the CalHome-funded Mortgage Assistance and Owner-Occupied Rehabilitation Programs; and authorize the City Manager, or designee, to make non-substantive changes and execute the MOU with Habitat LA and all related documents.

ATTACHMENTS:

- A. Contract No. 2347
- B. CalHome Program Guidelines



Bringing People Together to Build Homes, Communities and Hope

Habitat LA and The City of San Fernando Memorandum of Understanding

This Memorandum of Understanding (MOU) dated **March 7, 2025** signed between Habitat for Humanity of Greater Los Angeles (Habitat LA), a California nonprofit corporation with an address of 8739 Artesia Blvd. in Bellflower, CA the City San Fernando, California, with an address of 117 Macneil Street, San Fernando, CA 91340; collectively referred to as “the Partners”.

In consideration of the mutual agreements set forth in this Agreement, Habitat LA and The city of San Fernando agree as follows:

1. Introduction

Habitat for Humanity of Greater Los Angeles (Habitat LA) is a Californian-based non-profit organization qualified under Section 501(c)(3) of the United States Internal Revenue Code. It is organized with the mission to bring people together to build homes, communities, and hope. Over its 30-year history, Habitat LA has built, repaired, or rehabilitated more than 1,200 homes across its service area, which includes more than 85% of Los Angeles County, including the City of San Fernando. Today, Habitat LA operates homeownership programs, critical home repair services, homebuyer education workshops, one-on-one housing counseling, neighborhood revitalization programs, and veterans-focused programs, serving thousands of people annually. It also recruits and trains thousands of volunteers on its construction sites, ReStore social enterprise stores, and offices annually.

The City of San Fernando (“City) is a city located in Los Angeles County. Incorporated in 1910, the City is governed by a three-member City Council whose members are elected at-large and operates under a Council/City Manager form of government.

2. Goal

This MOU aims to create a partnership between the City of San Fernando and Habitat LA to operate the CalHome-funded Mortgage Assistance (MA) and Owner-Occupied Rehabilitation (OOR) Programs within the City of San Fernando. The MOU describes each partner's responsibilities and commitments in managing the CalHome-funded OOR program.

Together, the Partners will accomplish the following:

- Create approved guidelines, loan servicing plan, and reuse account plan.
- Identify first time home buyers for MA funds and qualified homes for OOR
- Issue loans made with CalHome funds of no more than \$200,000 per household, unless the home must be replaced, in which case the cap will increase to \$250,000 per household.

3. California Housing and Community Development CalHome Program



On March 13th, 2025 the City of San Fernando will apply for \$5,000,000 in funds, \$3,000,000 of which will be for Mortgage Assistance and \$2,000,000 of which will be for Owner Occupied Rehabilitation. If awarded, the City of San Fernando will use \$2,000,000 to complete critical home repairs and 3,000,000 to issue zero interest down payment loans.

Of this funding, 10% of the total award for Mortgage Assistance will cover activity delivery fees (ADFs). 5% will be reimbursed within the first 90 days of the awarded contract, where 5% will be reimbursed on a per-loan basis. The per-loan basis reimbursement maximum will be 5% of the total award divided by the estimated number of Loans to be made under the contract.

20% of the total award for Owner Occupied Rehabilitation will cover ADFs. 10% will be reimbursed within the first 90 days and 10% will be reimbursed on a per -loan basis. The per loan-basis reimbursement maximum will be 10% of the total award divided by the estimated number of loans to be made.

4. Habitat LA's Responsibilities:

As a Partner of this MOU, Habitat LA will:

- Qualify applicant households:
 - Review the household's application in a timely manner.
 - Collect and review household income, ownership, and household size documents, ensuring that the household meets all CalHome requirements.
 - Collect and re-certify households, if necessary.
 - Complete a whole-home assessment, identifying repairs needed and ensuring that requested repairs are completed
 - Subcontract home assessment to outside parties when necessary
- Serve as the Activity Delivery Administrator for each project, receiving 5% for each MA loan issued and 10% of each OOR loan issued.
- Qualify GC and qualified subcontractors to complete work for OOR clients.
 - Obtain bids as necessary.
 - Collect documentation verifying subcontractors' C47 license.
- Provide the City of San Fernando with all documents required to issue and reconcile OOR loans, including:
 - Program Application
 - Confirmation of Ownership & Household Size
 - Verification of borrower's citizenship or legal residency
 - CalHome Income Verification Worksheets
 - Paystubs
 - Credit Report
 - Benefits Letter(s), if applicable
 - Checking account statements
 - Savings account statements
 - Tax Returns
 - Documentation of other assets used to qualify applicant
 - Property appraisal or valuation of before & after-rehab value
 - Work write-up, cost estimate, and cost reasonableness
 - Notice of completion
 - Property Inspection
 - Work Write-Up
 - Cost Estimate
 - Bid Package
 - Verification of C47 License
 - Evidence of worker's comp and employer liability insurance.
 - Onsite inspection records, progress inspection reports (as applicable)



**Habitat
for Humanity®**
Greater Los Angeles

Bringing People Together to Build **Homes, Communities** and **Hope**

- Hazard/flood insurance
- Title insurance policy listing the City of San Fernando as insured
- Provide the city of San Fernando with all documents necessary to issue and reconcile MA loans including
 - Program application
 - Confirmation of ownership and household size
 - Confirmation of first-time home buyer status
 - Social Security Card/Passport, other forms of identification to confirm citizenship or legal residency
 - Drivers License or other state-issued ID
 - CalHome Income Verification Worksheet
 - Pay Stubs (if applicable)
 - Benefits Letter(s) (if applicable)
 - Checking Account Statements - 3 most current, consecutive
 - Savings Account Statement(s) - 1 most current
 - SIGNED Tax Returns
 - Documentation of other assets used to qualify applicant
 - Property appraisal or valuation
 - Mortgage/debt verifications
 - Preliminary title report
 - Executed promissory notes
 - Deed of trust
 - Certified copy of settlement statement
 - Documentation of continued owner-occupancy
 - Eligibility verification- income, household income, household size
- Quarterly and annual reports:
 - Habitat LA will provide all information required for the CalHome quarterly and annual reports, including:
 - Number of households served
 - Number of applications received
 - Number of applications approved
 - Number of applications declined
 - Narrative information
- Regular progress meetings:
 - Habitat LA will meet with the City of San Fernando monthly to provide program updates. Market the program:
- Habitat LA will be responsible for marketing
 - The City of San Fernando will provide Habitat LA with a list of prospective clients to be served if available
 - Habitat LA will attend community meetings, as necessary, to inform residents of the CalHome loan opportunity.
 - Habitat LA will share posts to its social media channels (Facebook, Instagram, X) to market the program, as needed.
 - Habitat LA will distribute flyers to residents



Bringing People Together to Build Homes, Communities and Hope

5. City of San Fernando Responsibilities:

As a Partner to this MOU, the City of San Fernando will:

- Provide CalHome funding in a timely manner
 - Requests for Funds (RFF) will be submitted when new applicant reservations are established and at least 66% of previous RFFs have been spent. Approval will take up to one week, after which processing time for HCD will be 4-6 weeks. Habitat LA will close loans once applicants are certified and funding is received from HCD.
- Provide references to qualified C47 Contractors
- Provide references to interested households
- Submit quarterly and annual reports
- Submit annual reuse account reports
- Submit requests for funds and reconciliation documents.
- Provide Habitat LA CalHome funds within 35 business days of submitted request for funds.
- Serve as the main point of contact for the state of California Housing and Community Development Department representative
- Share in marketing responsibilities

6. Principal Contacts

Habitat LA Contacts

HCD Contact
Jason Watson
Jason.Watson@hcd.ca.gov

Iliana Gonzalez
Associate Director of Home Preservation
Phone: 310-323-4663x161
Email: igonzalez@habitatla.org

Key City of San Fernando
Contacts:
Kenya Marquez
kmarquez@sfcity.org

Naomi Zahler
Public Funding Manager
Phone: 562-332-4356
nzahler@habitatla.org

7. Use of Intellectual Property*

The Partners agree that any intellectual property, which is jointly developed through activities covered under this MOU, can be used by either party for non-profit, noncommercial purposes without obtaining consent from the other and without any need to account to the other. All other intellectual property used in implementing this MOU will remain the property of the party that provided it. This property can be used by either party for purposes covered by the MOU, but consent will be obtained from the owner of the property before using it for purposes not covered by the MOU.

8. Effective Dates and Amendments

This MOU shall take effect upon signing by both Partners and shall remain in until mutual agreement by both Partners or until the end of the CalHome contract term, whichever is earlier.

DocuSigned by:

 City of San Fernando: 1041FC9C27C7499... Date: 03/12/2025 | 12:35 PM EDT



Bringing People Together to Build **Homes, Communities** and **Hope**

Habitat LA Signature:  Date: March 7, 2025

Erin Rank, President & CEO

CalHome

2024 Program Guidelines



**Gavin Newsom, Governor
State of California**

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

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

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December 12, 2024

CALHOME
2024 PROGRAM GUIDELINES

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ARTICLE I. GENERAL OVERVIEW

Section 100. Purpose and Scope

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

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

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

Section 101. Definitions

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

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

ARTICLE II. GENERAL PROGRAM REQUIREMENTS

Section 200. Eligible Applicants

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

(a) Geographic restrictions

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

(b) Stability and capacity

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

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

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

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

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

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

(c) Reporting requirements

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

(d) Community-Based Developers

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

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

Section 201. Eligible Activities

Eligible Activities are:

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

Section 202. Eligible and Ineligible Uses of Funds

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

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

Section 203. Eligible Households

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

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

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

Section 204. Local Program/Project Administration

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

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

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

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

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

Section 205. Homebuyer Education Requirements

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

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

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

Section 206. Loan Servicing Requirements

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

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

Section 207. Reuse Account Requirements

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

Section 208. Threshold Requirements

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

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

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

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

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

(a) Relocation Requirements.

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

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

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

ARTICLE III. HOMEOWNERSHIP/HOMEBUYER LOAN REQUIREMENTS

Section 300. Maximum Homeowner/Homebuyer Loan amounts

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

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

Section 301. Homeowner/Homebuyer Loan terms

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

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

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

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

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

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

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

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

ARTICLE IV. PROGRAM REQUIREMENTS

Section 400 Homeownership Development Project Loan

Section 400.1 Eligible Applicant

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

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

Section 400.2 Eligible Costs

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

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

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

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

Section 400.3 Site Control

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

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

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

Section 400.4 Maximum Homeownership Development Project Loan Amount

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

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

Section 400.5 Homeownership Development Project Loan Terms

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

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

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

Section 400.6 Homeownership Development Project Loan-to-Value Limits

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

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

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

Section 400.7 Homeownership Development Project Requirements

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

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

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

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

Section 401 Self-Help Technical Assistance Project

Section 401.1 Eligible Applicant

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

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

Section 401.2 Eligible Costs

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

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

communications, printing, and travel expenses.

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

Section 401.3 Self-Help Technical Assistance Administrative Requirements

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

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

Section 402 Mortgage Assistance Program

Section 402.1 Eligible Applicant

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

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

Section 402.2 Eligible Costs

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

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

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

Section 402.3 Administrative Requirements

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

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

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

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

Section 402.4 Underwriting Requirements.

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

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

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

Section 403 Owner-Occupied Rehabilitation

Section 403.1 Eligible Applicant

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

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

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

Section 403.2 Eligible Costs

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

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

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

Section 403.3 Administrative Requirements

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

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

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

Section 403.4 Owner-Occupied Underwriting and Construction Requirements

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

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

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

Section 404 Shared Housing Programs

Section 404.1 Eligible Applicant

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

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

Section 404.2 Eligible Costs

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

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

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

Section 404.3 Administration Requirements.

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

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

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

Section 405 ADU/JADU Programs

Section 405.1 Eligible Applicant

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

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

Section 405.2 Eligible Costs

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

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

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

Section 405.3 ADU/JADU Programs Administration Requirements.

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

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

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

Section 405.4 ADU/JADU Programs Underwriting and Construction Requirements

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

and approved by the Department addressing the following topics:

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

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

ARTICLE V. APPLICATION PROCEDURES

Section 500. Application Process

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

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

Section 501. Application Requirements

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

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

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

Section 502. Selection Process

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

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

Section 503. Appeals Process

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

Article VI. PROGRAM OPERATIONS

Section 600. Legal Documents

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

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

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

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

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

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

Section 601. Disbursement of Loan and Grant Funds

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

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

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

Section 602. Reporting Requirements

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

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

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

Section 603. Performance Goals

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

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

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

(b) For Homeownership Development Projects:

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

(c) For Self-Help Technical Assistance Grants:

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

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

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

Section 604. Defaults and Loan Cancellations

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

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

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

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

APPENDIX A- DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

Income calculation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Homeownership- Any of the following:

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

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

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

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

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

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

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

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

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

Indian Country-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

the following meanings:

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

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

Rehabilitation does not include replacement of personal property.

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

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

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

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

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

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

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

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

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

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

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

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

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

Tribal Entity- Any of the following:

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

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

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

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

APPENDIX B- Tribal Eligibility

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

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

AND;

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

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

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

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

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

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

applicable law.

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AGENDA REPORT

To: Mayor Mendoza and Councilmembers

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

Date: March 17, 2025

Subject: Consideration to Adopt an Ordinance Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes and Setting a Date for Public Hearing

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve introduction of a first reading, in title only, and waive further reading of Ordinance No. 1733, (Attachment “A”), “An Ordinance of the City of San Fernando, California, amending Articles I, II, III, IV, V, IX, and X of Chapter 18 of the San Fernando Municipal Code adopting by reference Division II of Chapter 1 of the 2022 Edition of the California Building Code, which is codified in Part 2 of Title 24 of The California Code of Regulations; the 2023 Edition of the City of Los Angeles Building Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Electrical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Mechanical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Plumbing Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Residential Code, as in effect December 23, 2022; and the 2023 Edition of the City Of Los Angeles Green Building Code, as in effect December 23, 2022, which are codified in Articles 1, 1.5, 3, 4, 5 and 9 of Chapter IX of The City of Los Angeles Municipal Code, including appendices, amendments, additions, and deletions thereto; amending Article II of Chapter 38 of the San Fernando Municipal Code, adopting by reference the City of Los Angeles Fire Code, as in effect October 4, 2023, which is codified in Article 7 of Chapter V of The City of Los Angeles Municipal Code, including appendices, amendments, additions and deletions thereto”; and
- b. Direct staff to provide for notice of Public Hearing on the proposed adoption of Ordinance No. 1733 at the April 21, 2025 regular City Council meeting.

BACKGROUND:

1. The City of San Fernando adopts, by reference, the City of Los Angeles’s Building and Fire Codes, which is one of the requirements of the City’s fire suppression service contract with the Los Angeles Fire Department.

Consideration to Adopt an Ordinance Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes and Setting a Date for Public Hearing

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2. On June 4, 2012, the City Council adopted the 2008 Edition of the City of Los Angeles Elevator Safety Orders of Title 8 and the 2007 Edition of Part 7 of Title 24 of the California Code of Regulations as part of its elevator code. The Elevator Code has not changed since that time.
3. On October 15, 2018, the City Council adopted the 2016 Edition of California Building Code with the City of Los Angeles's amendments.
4. On March 21, 2022, the City Council adopted the 2019 Edition of California Building Code with the City of Los Angeles's amendments.
5. On July 1, 2022, the California Building Standards Commission published the new California Building Standards Code, which became effective for all cities on January 1, 2023.
6. On December 6, 2022, the City of Los Angeles adopted by reference certain portions of the 2021 International Building Code and the 2022 California Building Code, with local amendments (City of Los Angeles Ordinance No. 187719) (Attachment "B"), which became effective on December 23, 2022, and included adopting the following codes:
 - a. Building Code
 - b. Electrical Code
 - c. Plumbing Code
 - d. Mechanical Code
 - e. Green Building Code
 - f. Residential Code
7. On September 5, 2023, the City of Los Angeles adopted the 2022 California Fire Code, with local amendments (City of Los Angeles Ordinance No. 187994) (Attachment "C"), which became effective on October 4, 2023.

ANALYSIS:

A building code establishes minimum standards for the design, construction, and maintenance of physical buildings to ensure the safety, health, and welfare of the public. Building codes regulate aspects such as structural integrity, fire safety, accessibility, energy efficiency, and sanitation to protect occupants and the community from hazards. By providing clear guidelines for builders, contractors, architects, and engineers, building codes help create safe and resilient structures while also supporting orderly development and compliance with community planning goals.

In California, the California Building Standards Commission (the CBSC) is responsible for developing building codes used for the construction of buildings within the State. The

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International Building Code is the uniform code referenced and adopted by California. Approximately every three (3) years, a new version of the International Building Code is published by the International Code Council (ICC). The CSBC makes amendments to the International Building Code and publishes the California Building Codes.

The California Building Codes are required to be adopted by every city within the State. Pursuant to Health & Safety Code Sections 17958.5 and 18941.5, any city may establish more restrictive building standards than those in the California Building Codes if a city finds that the more stringent standard or “local amendment” is necessary because of local climatic, geological, or topographical conditions. If a city fails to adopt its own more restrictive standards, the codes published by the state become the city’s codes.

Through the Fire and Emergency Services Agreement with the City of Los Angeles Fire Department (LAFD), the City obtains certain fire plan check services and fire inspection services and is required to adopt the Los Angeles Fire Code and building regulations, including the Los Angeles Building, Residential, Elevator, Electrical, Plumbing, Mechanical and Green Building Codes.

The Proposed Ordinance has been prepared to adopt by reference the following:

1. Division II of Chapter 1 of the California Building Code as the City’s administrative code;
2. The 2022 Edition of the California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standards Codes, with local City of Los Angeles amendments; and
3. The 2022 Edition of the California Fire Code, with local City of Los Angeles amendments.

Adoption of Division II of Chapter 1 of the California Building Code as the City’s Administrative Code.

The City’s administrative code governs the administration and enforcement, including inspections and permits, of the City’s building, electrical, mechanical, plumbing, housing and dangerous buildings codes. To improve the effectiveness with which the City administers its building regulations, staff is proposing to adopt by reference the administrative provisions of the 2022 Edition of the California Building Code (Division II of Chapter 1) as the City’s administrative code with no local City of Los Angeles amendments. Chapter 1, Div. II is not adopted by the State Building Standards Commission as part of the State’s Code and is therefore up to the City to adopt.

Adoption of the 2022 Editions of the California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standards Codes, with Local City of Los Angeles Amendments.

The City obtains fire plan check and inspection services from the Los Angeles Fire Department. As part of the City’s services agreement with Los Angeles, the City is required to adopt Los

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Angeles's building regulations, including Los Angeles's building, residential, elevator, electrical, plumbing, mechanical and green building codes. Consequently, the City is required to adopt the latest editions of the California Building Standards Codes with the City of Los Angeles's amendments.

Los Angeles has made a variety of amendments to the California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standards Codes as authorized by state law. The City has, in turn, routinely adopted Los Angeles's amendments to the California Building Standards Codes. This process is being followed again this year. Please note that the City of Los Angeles's Elevator Code, which the City previously adopted, has not since been amended by City of Los Angeles, and thus no new adoption is necessary at this time.

Some of the more notable provisions of the City of Los Angeles's Amendments address structural provisions for:

- Seismic design and anchorage of components
- Seismic loads requirements for occupancy change for existing buildings
- Structural observation for structures
- Concrete design
- Flood hazard area design

Adoption of City of Los Angeles Fire Code.

The City currently contracts with LAFD for Fire Protection and Emergency Medical Services. Per this Agreement, the City is required to adopt the City Los Angeles building codes inclusive of any updates of Los Angeles Fire Code. The City has historically adopted the City of Los Angeles Codes with Los Angeles' local amendments in order to establish a uniformity of standards. This serves to minimize conflict and confusion in addressing the community's needs including, but not limited to, fire plan check review, fire inspections, and fire suppression services.

The City's Fire Code provides amendments consistent with how the Los Angeles Fire Department enforces site design, site access, smoke control provisions, water availability and building access. Some of the notable Fire Code categories of amendments are:

- Mobile food prep vehicles requirement is removed from the code
- Storage of lithium batteries requirements
- Penetration and voids amendments
- Fire alarm and detection system requirements
- Automatic sprinkler system amendments
- Fire-resistance-rated construction amendments

Adoption Process.

Government Code Section 50022.1, et seq., authorizes the adoption by reference of the codes specified in this ordinance. When adopting a code by reference, State law requires that the City

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Council schedule a Public Hearing after first reading of the ordinance. The Public Hearing can occur in conjunction with the second reading of the ordinance. Pursuant to Government Code Section 50022.3, the notice of the Public Hearing must be published once a week for two (2) successive weeks, with at least five days intervening between the respective publications dates.

In addition, the City Clerk is required to keep on file a copy of the codes to be adopted by reference for at least 15 days before the Public Hearing. As required for an ordinance that adopts other codes by reference, staff recommends that the City Council set the Public Hearing for this item to occur for second reading and adoption of the proposed Ordinance at the regular City Council meeting on April 21, 2025.

Environmental Review.

The California Environmental Quality Act (CEQA) does not apply to continuing administrative activities or organizational activities of government that will not result in specific direct or indirect physical changes in the environment, or to the creation of government funding mechanisms or other governmental fiscal activities that do not result in potential environmental impacts. Public Resources Code Section 21065 and State CEQA Guidelines Sections 15378(b)(2) and (b)(5). The draft ordinance makes various technical changes to the existing regulations in the form of local administrative, climate, geologic or topographical changes. On that basis, the draft ordinance is not subject to CEQA.

BUDGET IMPACT:

Preparation of the proposed Ordinance for amendment of the City's codes are included in the annual work program for the Community Development Department and City Manager's Office, respectively. Therefore, funding for both efforts is included in the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

It is recommended that the City Council approve introduction of a first reading, in title only, and waive further reading of Ordinance No. 1733; and direct staff to provide for notice of a public hearing on the proposed adoption at the April 21, 2025 regular City Council meeting.

ATTACHMENTS:

- A. Ordinance No. 1733
- B. Los Angeles Ordinance for Building Code Adoption 2023 ([provided digitally through weblink](#))
- C. Los Angeles Ordinance for Fire Code Adoption 2023 ([provided digitally through weblink](#))
- D. [Los Angeles Building Code](#)
- E. [Los Angeles Fire Code](#)

ORDINANCE NO. 1733

AN ORDINANCE OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING ARTICLES I, II, III, IV, V, IX, AND X OF CHAPTER 18 OF THE SAN FERNANDO MUNICIPAL CODE ADOPTING BY REFERENCE DIVISION II OF CHAPTER 1 OF THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE, WHICH IS CODIFIED IN PART 2 OF TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS; THE 2023 EDITION OF THE CITY OF LOS ANGELES BUILDING CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES ELECTRICAL CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES MECHANICAL CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES PLUMBING CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES RESIDENTIAL CODE, AS IN EFFECT DECEMBER 23, 2022; AND THE 2023 EDITION OF THE CITY OF LOS ANGELES GREEN BUILDING CODE, AS IN EFFECT DECEMBER 23, 2022, WHICH ARE CODIFIED IN ARTICLES 1, 1.5, 3, 4, 5 AND 9 OF CHAPTER IX OF THE CITY OF LOS ANGELES MUNICIPAL CODE, INCLUDING APPENDICES, AMENDMENTS, ADDITIONS, AND DELETIONS THERETO; AMENDING ARTICLE II OF CHAPTER 38 OF THE SAN FERNANDO MUNICIPAL CODE, ADOPTING BY REFERENCE THE CITY OF LOS ANGELES FIRE CODE, AS IN EFFECT OCTOBER 04, 2023, WHICH IS CODIFIED IN ARTICLE 7 OF CHAPTER V OF THE CITY OF LOS ANGELES MUNICIPAL CODE, INCLUDING APPENDICES, AMENDMENTS, ADDITIONS AND DELETIONS THERETO

WHEREAS, California Government Code Section 50022.1 et seq. authorizes the adoption by reference of the Codes specified in the title of the Ordinance; and

WHEREAS, at least one (1) copy of each of said Codes certified as full, true and correct by the City Clerk of the City of San Fernando ("City") have been filed in the Office of the City Clerk in and posted electronically on the City's website accordance with the provisions of Government Code Section 50022.6; and

WHEREAS, California Health & Safety Code Sections 17958.5 and 18941.5 authorize cities and counties to make changes or modifications in the requirements contained in the provisions published in the California Building Standards Code and the other regulations adopted pursuant to Section 17922, as it determines, pursuant to the provisions of Section 17958.7, are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, except as noted below, the City desires to adopt by reference Division II of Chapter 1 of the 2022 edition of the California Building Code, which is codified in Part 2 of Title 24 of the California Code of Regulations; the 2023 edition of the City of Los Angeles Building Code,

the 2023 edition of the City of Los Angeles Electrical Code, the 2023 edition of the City of Los Angeles Mechanical Code, the 2023 edition of the City of Los Angeles Plumbing Code, the 2023 edition of the City of Los Angeles Residential Code, the 2023 edition of the City of Los Angeles Green Building Code, including appendices, amendments, additions and deletions thereto; and the City of Los Angeles Fire Code, including appendices, amendments, additions and deletions thereto, subject to amendments that are reasonably necessary because of local climatic, geologic and/or topographic conditions; and

WHEREAS, no additional findings of reasonable necessity on the basis of local climatic, geologic or topographic conditions are necessary for the City’s amendments to Codes specified in the title of the Ordinance because the proposed amendments to said Codes are for administrative clarification, and do not modify a building standard pursuant to California Health & Safety Code Sections 17958.5 and 18941.5; and

WHEREAS, a duly noticed public hearing, as required by California Government Code Section 50022.3, has been conducted and concluded prior to the adoption of this Ordinance; and

WHEREAS, the City published notice of the aforementioned public hearing pursuant to California Government Code Section 6066; and

WHEREAS, all legal prerequisites relating to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 18-1 (“Adoption of Administrative Code”) of Article I (“In General”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-1. Adoption of Administrative Code.

- (a) Division II of Chapter 1 of the California Building Code, 2022 Edition (Part 2 of Title 24 of the California Code of Regulations), based on the 2021 International Building Code as published by the International Code Council, is adopted by reference, and may be referred to as the “administrative code” of the City, subject to the amendments set forth in this article. The administrative code shall govern the administration and enforcement, including inspections and permits, of the codes adopted in this chapter. One copy of Division II of Chapter 1 of the 2022 edition of the California Building Code has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.

- (b) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the administrative code. It shall also be unlawful for any person to construct, alter, move, enlarge, replace, repair, equip, use, occupy, locate, maintain, remove or demolish any building or structure in the City, or any appurtenances connected or attached to such buildings or structures, or cause the same to be done, contrary to or in violation of any provision of the administrative code.”

SECTION 3. Section 18-2 (“Administrative Code amended”) of Article I (“In General”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-2. Administrative code amended.

- (a) Notwithstanding the provisions of section 18-1, section 103.1 of the 2022 edition of the California Building Code (“Creation of Enforcement Agency”) is amended to read:

103.1 Creation of enforcement agency. The Division of Building and Safety is hereby created and the official in charge thereof shall be known as the *Building Official*. The function of the agency shall be the implementation, administration and [enforcement](#) of the provisions of this code.

- (b) Notwithstanding the provisions of section 18-1, Exemption No. 2 to section 105.2 of the 2022 edition of the California Building Code (“Work exempt from permit”) is deleted.
- (c) Notwithstanding the provisions of section 18-1, Exemption No. 9 to section 105.2 of the 2022 edition of the California Building Code (“Work exempt from permit”) is amended to read:

9. Prefabricated swimming pool accessory to a Group R-3 occupancy that are less than 18 inches (457 mm) deep, do not exceed 5,000 gallons (18,925 L) and are installed entirely above ground.

- (d) Notwithstanding the provisions of section 18-1, Exemption No. 14 to section 105.2 of the 2022 edition of the California Building Code (“Work exempt from permit”) is added to read:

14. Decks not exceeding 200 square feet (18.58 m²) in area that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by the 2022 edition of the California Residential Code Section R311.4.

- (e) Notwithstanding the provisions of section 18-1, section 113.1 of the 2022 edition of the California Building Code (“General”) is amended to read:

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the building,

residential building, electrical, mechanical, plumbing and green building codes, there shall be and is hereby created a board of appeals. The board of appeals shall be the City Council of the City”

SECTION 4. Section 18-31 (“Adoption of the City of Los Angeles Building Code”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-31. Adoption of the City of Los Angeles Building Code.

- (a) The 2023 edition of the City of Los Angeles Building Code, excluding Sections 91.102-91.113, as amended, and in effect December 23, 2022, which code adopts and amends the 2021 International Building Code and the 2022 edition of the California Building Code, is adopted by reference, and shall be referred to as the “building code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Building Code, the 2023 edition of the City of Los Angeles Building Code, as amended, and in effect December 23, 2022, or any amendment to the building code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Building Code, as amended and in effect December 23 2022, has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the building code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the building code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 5. Section 18-32 (“References”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-32. References.

- (a) All references to “Board” contained in the building code shall mean and refer to the City Council of the City of San Fernando.
- (b) All references to “Building Official” contained in the building code shall mean and refer to the Community Development Director, or his or her designee.
- (c) All references to “California Building Code” (CBC) contained in the building code shall mean and refer to the 2022 edition of the California Building Code.

- (d) All references to “Chief of the Fire Department” contained in the building code shall mean and refer to the Community Development Director, or his or her designee.
- (e) All references to “City” contained in the building code shall mean and refer to the City of San Fernando.
- (f) All references to “City Council” contained in the building code shall mean and refer to the City Council of the City of San Fernando.
- (g) All references to “Department” contained in the building code shall mean and refer to the Community Development Department.
- (h) All references to “Superintendent of Building” contained in the building code shall mean and refer to the Community Development Director, or his or her designee.”

SECTION 6. Section 18-34 (“Building code fees”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-34. Building code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Building Code, as amended, and in effect December 23, 2022, all fees required for permits issued pursuant to the building code shall be those fees established by resolution of the City Council.”

SECTION 7. Section 18-35 (“Appeals”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-35. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Building Code, as amended, and in effect December 23, 2022, all appeals or requests for modifications in individual cases from the requirements of the building code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 8. Section 18-61 (“Adoption of the City of Los Angeles Electrical Code”) of Article III (“Electrical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-61. Adoption of the City of Los Angeles Electrical Code.

- (a) The 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, which code incorporates and amends the 2022 edition of the California Electrical Code, is adopted by reference, and may be referred to as the “electrical code” of the City, subject to the amendments set forth in this article.

- (b) In the event of any conflict between provisions of the 2022 edition of the California Electrical Code, the 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, or any amendment to the electrical code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Electrical Code, as amended, has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the electrical code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the electrical code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 9. Section 18-62 (“References”) of Article III (“Electrical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-62. References.

- (a) All references to “Building Official” contained in the electrical code shall mean and refer to the Building Official of the City.
- (b) All references to “City Council” contained in the electrical code shall mean and refer to the City Council of the City.”

SECTION 10. Section 18-64 (“Electrical code fees”) of Article III (“Electrical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-64. Electrical code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, all fees required for permits issued pursuant to the electrical code shall be those fees established by resolution of the City Council.”

SECTION 11. Section 18-65 (“Appeals”) of Article III (“Electrical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-65. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, all appeals or requests for modifications in

individual cases from the requirements of the electrical code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 12. Section 18-91 (“Adoption of the City of Los Angeles Mechanical Code”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-91. Adoption of the City of Los Angeles Mechanical Code.

- (a) The 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, which code incorporates and amends the 2022 edition of the California Mechanical Code, is adopted by reference, and may be referred to as the “mechanical code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Mechanical Code, the 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, or any amendment to the mechanical code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Mechanical Code, as amended, has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the mechanical code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the mechanical code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 13. Section 18-92 (“References”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-92. References.

- (a) All references to “Building Official” contained in the mechanical code shall mean and refer to the Building Official of the City.
- (b) All references to “City Council” contained in the mechanical code shall mean and refer to the City Council of the City.”

SECTION 14. Section 18-94 (“Mechanical code fees”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-94. Mechanical code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, all fees required for permits issued pursuant to the mechanical code shall be those fees established by resolution of the City Council.”

SECTION 15. Section 18-95 (“Appeals”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-95. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, all appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the mechanical code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 16. Section 18-121 (“Adoption of the City of Los Angeles Plumbing Code”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-121. Adoption of the City of Los Angeles Plumbing Code.

- (a) The 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, which code incorporates and amends the 2022 edition of the California Plumbing Code, is adopted by reference and may be referred to as the “plumbing code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Plumbing Code, the 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, or any amendment to the plumbing code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Plumbing Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the plumbing code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the plumbing code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 17. Section 18-122 (“References”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-122. References.

- (a) All references to “Building Official” contained in the plumbing code shall mean and refer to the Building Official of the City.
- (b) All references to “City Council” contained in the plumbing code shall mean and refer to the City Council of the City.”

SECTION 18. Section 18-124 (“Plumbing code fees”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-124. Plumbing code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, all fees required for permits issued pursuant to the plumbing code shall be those fees established by resolution of the City Council.”

SECTION 19. Section 18-125 (“Appeals”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-125. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, all appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the plumbing code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 20. Section 18-195 (“Adoption of the City of Los Angeles Residential Code”) of Article IX (“Residential Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-195. Adoption of the City of Los Angeles Residential Code.

- (a) The 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, which code incorporates and amends the 2021 International Residential Code and the 2022 edition of the California Residential Code, is adopted by reference, and may be referred to as the “residential code” of the City, subject to the amendments set forth in this article.

- (b) In the event of any conflict between provisions of the 2022 edition of the California Residential Code, the 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, or any amendment to the residential code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Residential Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk's office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the residential code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the residential code adopted in this chapter, as such codes may be amended from time to time."

SECTION 21. Section 18-196 ("References") of Article IX ("Residential Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-196. References.

- (a) All references to "Building Official" contained in the residential code shall mean and refer to the Building Official of the City.
- (b) All references to "City Council" contained in the residential code shall mean and refer to the City Council of the City."

SECTION 22. Section 18-198 ("Residential code fees") of Article IX ("Residential Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-198. Residential code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, all fees required for permits issued pursuant to the residential code shall be those fees established by resolution of the City Council."

SECTION 23. Section 18-199 ("Appeals") of Article IX ("Residential Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-199. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, all appeals or requests for modifications in individual cases from the requirements of the residential code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 24. Section 18-226 (“Adoption of the City of Los Angeles Green Building Code”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-226. Adoption of the City of Los Angeles Green Building Code.

- (a) The 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, which code incorporates and amends the 2022 edition of the California Green Building Standards Code, is adopted by reference, and may be referred to as the “green building code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Green Building Standards Code, the 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, or any amendment to the green building code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Green Building Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the green building code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the green building code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 25. Section 18-227 (“References”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-227. References.

- (a) All references to “Building Official” contained in the green building code shall mean and refer to the Building Official of the City.

- (b) All references to “City Council” contained in the green building code shall mean and refer to the City Council of the City.”

SECTION 26. Section 18-229 (“Green building code fees”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-229. Green building code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, all fees required for permits issued pursuant to the green building code shall be those fees established by resolution of the City Council.”

SECTION 27. Section 18-230 (“Appeals”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-230. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, all appeals or requests for modifications in individual cases from the requirements of the green building code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 28. Section 38-26 of Article II (“Fire Prevention Code”) of Chapter 38 (“Fire Prevention and Protection”) of the City of San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 38-26. Adoption of the City of Los Angeles Fire Code.

- (a) The 2023 edition of the City of Los Angeles Fire Code, excluding Chapter 1, as adopted by the Los Angeles City Council on September 5, 2023 and in effect October 4, 2023, which code incorporates and amends the 2022 edition of the California Fire Code and the 2021 edition of the International Fire Code, is adopted by reference and may be referred to as the “fire code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Fire Code, the 2021 edition of the International Fire Code, the 2023 edition of the City of Los Angeles Fire Code, as amended, and in effect October 4, 2023, or any amendment to the fire code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Fire Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.

- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the fire code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the fire code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 29. All of the amendments to the 2022 edition of the California Building Code and Fire Code made by the City of Los Angeles in its 2023 edition of the City of Los Angeles Building Code, and adopted by the City of San Fernando in this Ordinance, are based on the findings made by the City of Los Angeles in Ordinance No. 187719 (Building) and 187994 (Fire) of the City Council of the City of Los Angeles, which is adopted by reference in this Ordinance, including, but not limited to, the findings that the amendments set forth in this Ordinance are reasonably necessary due to the following local climatic, geological and/or topographical conditions:

Climatic:

1. The City of San Fernando has climatic conditions which subject it to a mild winter to an extremely hot summer desert-like climate and hot, dry (Santa Ana) winds that make the temperature rise and the humidity drop, increasing the fire danger to all exposed combustible materials.
2. Widespread fires caused by either earthquakes or brush fires would limit the capabilities of the City of Los Angeles Fire Department to effectively respond to all the fires.
3. Quick response to fires by the City of Los Angeles Fire Department will reduce the amount of damage to buildings and increase the number of lives saved.

Geological:

1. The City of San Fernando is located in a high seismic activity zone, which is considered by experts to be the most seismically active of the four seismic zones in the world.
2. Seismic experts predict a massive earthquake on one of these faults within the next 30 years and several earthquakes similar in intensity to the Northridge Earthquake during the same period.
3. Massive earthquakes pose unusual and extraordinary stresses on buildings and structures requiring more stringent building regulations than would otherwise be required;
4. A major earthquake would break water lines making fire-fighting more difficult and would break gas lines and electric lines, making a high risk of fires breaking out in all areas of the City.

Topographical:

1. The City of San Fernando is situated in a coastal region of hills and mountains containing dry wild native brush and other native and non-native vegetation.
2. This region of flat land and hillside areas creates a natural basin, which has high strong winds alongside foothills and other areas of the City.
3. Widespread fires caused by either earthquakes or brush fires would impact the capabilities of the City of Los Angeles Fire Department to effectively respond to all the fires.
4. The highly concentrated area of buildings, traffic congestion and possible gridlock may jeopardize the quick response to fires by the City of Los Angeles Fire Department that could reduce the amount of damage to buildings and increase the number of lives saved.

The administrative code amendments to the 2022 California Building Code listed under SECTION 3, as detailed in the following tables:

Code Section	Section Amended	Section Deleted	Section Added	California Building Code Local Amendment	Findings
103.1	X			Creation of enforcement agency	Admin
105.2.2		X		Work Exempt from Permit, Item 2	<u>Geological</u>
105.2.9	X			Work Exempt from Permit, Item 9	<u>Geological</u>
105.2.14			X	Work Exempt from Permit, Item 14	Admin
113.1	X			Means of Appeals, General	Admin

All of the amendments to the 2022 edition of the California Building Code and Fire Code made by the City of Los Angeles in its 2023 edition of the City of Los Angeles Building and Fire Code, and adopted by the City of San Fernando in this Ordinance, are based on the findings made by the City of Los Angeles in Ordinance No. 187719 and 187994 of the City Council of the City of Los Angeles, which are adopted by reference in this Ordinance, including, but not limited to, the findings that the amendments set forth in this Ordinance are reasonably necessary due to the local climatic, geological and/or topographical conditions characterized by hot, dry summers and the high potential for seismic activity which make structures particularly vulnerable to rapidly spreading fires and structural damage.

SECTION 30. This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment. 14 Cal. Code Regs. § 15378(a). Further, this Ordinance is exempt from CEQA as there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. 14 Cal. Code Regs. § 15061(b)(3).

SECTION 31. The adoption of this Ordinance or any amendment to any existing ordinance of this City shall not in any manner affect the prosecution for violations of ordinances committed prior to the effective date of this Ordinance.

SECTION 32. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

SECTION 33. The Building Official is hereby authorized and directed to transmit a copy of this ordinance to the California Building Standards Commission as required by California Health and Safety Code Section 17958.7.

SECTION 34. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law. This Ordinance shall become effective thirty (30) days after adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on 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, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1733 which was introduced on March 17, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the ____ day of _____, 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 _____, 2025.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erika Ramirez, Director of Community Development
Marina Khrustaleva, Associate Planner

Date: March 17, 2025

Subject: A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

RECOMMENDATION:

It is recommended that the City Council:

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

OR

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

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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BACKGROUND:

1. On January 2, 2024, an application was received for a Site Plan Review (2024-001) to develop a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development, including Two (2) Deed Restricted Affordable Units, and Two (2) Detached Accessory Dwelling Units located at 833 N. Brand Boulevard in the R-2/PD Zone.
2. On August 14, 2024, the application was deemed complete and scheduled for a Planning and Preservation Commission meeting to consider approval of a Certificate of Use in accordance with San Fernando Municipal Code (SFMC) Section 106-644(a).
3. On October 3, 2024, a Notice of Public Hearing was published in the San Fernando Valley Sun Newspaper and mailed to property owners of record within a 500-foot radius of the Project Site.
4. On October 14, 2024, a public hearing was held before the Planning and Preservation Commission to consider a request for the approval of Site Plan Review 2024-001 and issuance of a Certificate of Use at 833 N. Brand Boulevard. The Commission voted 3-1-1 to deny the request.
5. On October 22, 2024, an appeal of the Planning and Preservation Commission's decision was received from Midland Contractors Inc. ("Appellant")
6. On November 20, 2024, a Special Neighborhood Watch meeting on Housing and Zoning was held at City Hall to provide a presentation and answer questions related to state housing laws, Regional Housing Needs Assessment (RHNA), Housing Element law, and City zoning regulations.
7. On January 22, 2025, notices of the February 5, 2025, community meeting were mailed out to residents and property owners within 500 feet of the Project site.
8. On February 5, 2025, a community meeting was hosted by the applicant to present revised plans and answer questions regarding the project.
9. On February 6, 2025, a Notice of Public Hearing was published in the San Fernando Valley Sun Newspaper and mailed to property owners of record within a 500-foot radius of the Project Site to notify of the Appeal hearing scheduled on February 18, 2025. The notice was published and mailed in both English and Spanish.
10. On February 18, 2025, a public hearing was held before the City Council to consider an appeal of a denial by the Planning and Preservation Commission of Site Plan Review 2024-001 to

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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allow a multi-family development at 833 N. Brand Boulevard. There were 10 speakers opposing the appeal to overturn the Planning and Preservation Commission decision, and four (4) public comments were received by email also in opposition. The City Council directed staff to provide additional information and continued the public hearing to March 17, 2025.

ANALYSIS:

As part of the Public Hearing and Appeal Hearing held by City Council on February 18, 2025, staff was directed to provide additional information before a final determination on the appeal can be made. The following sections provide a recap of the February 18, 2025 public hearing; a summary of public comments received at the hearing; proposed additional conditions of approval; and further information on the environmental review for the proposed project. At the end of the Agenda Report, staff has included the Application History & Process section, which provides the project description and information considered in the original hearing date for City Council reference.

Recap of February 18, 2025 City Council Meeting.

At a public hearing on February 18, 2025, the appeal was presented to the City Council. Staff presented a modified project that was redesigned based on community and staff feedback, including comments from a community meeting hosted by the Applicant at Las Palmas Park on February 5, 2025. At the community meeting, there were approximately nine (9) people in attendance. Issues of concern that were expressed were in regards to parking, infrastructure and density. Residents asked the developer to reduce the number of units and consider changing the proposed project from a for-rent apartment development to a single-family for sale development.

The modifications that were a result of feedback included relocating the residential structure from the west to the east side of the Project Site and improving the façades of the structures.

Summary of Public Comments.

Public comments were provided by residents, expressing concerns about the number of units proposed, increased residential traffic, increased deliveries, impacts to parking, height of the structures, and impacts to sewer and water infrastructure.

City Council directed staff to gather additional information pertaining to sewer and water capacity, proposed additional conditions of approval to address community concerns and a review of the California Environmental Quality Act (CEQA) document. Response to the City Council requests are provided below.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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City water capacity:

The 2021-2029 San Fernando Housing Element, states the expected City demand for water in 2030 is 2,960 Acre-Feet/Year. The City's groundwater pumping allotment is 3,570 Acre-Feet/Year; therefore, the available supply exceeds the projected 2030 demand by 610 Acre-Feet/Year or 20%. Therefore, the current water system could support the proposed 12 residential units.

Additionally the Public Works Department Water Division was able to confirm the Project Site location at 833 N. Brand Blvd. is served by an 8" ductile iron (DI) pipe and has pressure of approximately 74 PSI (Pounds per Square Inch). Based on the size and pressure present, the Water Division determined there would not be any anticipated issues with supplying water to this location or that the additional units would affect the infrastructure in the area.

City sewer capacity:

According to the Public Works Department Engineering Division, the Sanitary Sewer Master Plan (SSMP) from 2014 does not identify any hydraulic or structural deficiencies for the sewer main that serves the property at 833 N. Brand Boulevard. The existing 8" sewer main serves existing residential dwellings and is adequate to service the additional 12 units. Based on this information, adding the proposed 12 units would not affect the current sewer infrastructure and service.

Proposed additional conditions of approval.

Staff is proposing to add the following conditions of approval to the project in response to community and Council comments. A summary of the proposed conditions are described below. The full condition is listed in Exhibit "A" to Attachment "A".

- *Condition #12: Temporary signage* to be posted at the front and rear of the property for the duration of the construction to inform the public of hours of construction and contact information for the construction manager to report any issues.
- *Condition #26: A Comprehensive Construction Management Plan (CMP)*. A comprehensive CMP shall be submitted to Building & Safety prior to permits being issued. A CMP demonstrates how pedestrians will be protected, traffic will be managed, location and travel routes of off-site staging and parking locations, as well as estimated deliveries of construction materials, disposal and treatment of site to control pests, dust and noise.
- *Condition #43: Parcel deliveries*. This condition requires a physical drop box for all parcel deliveries to be located at the rear of the property, accessed through the alley.
- *Condition #44. Garages*. This condition requires the lease agreement to include a clause that garages are to be kept clear to accommodate two cars at all times.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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California Environmental Quality Act (CEQA) Information:

On March 5, 2025, the City Manager provided the CEQA Exemption Memo prepared by the Chambers Group to City Council via email in advance of the City Council agenda.

Environmental Review.

No further environmental analysis is required upon approving the Appeal as the project has been reviewed by the City for compliance with the California Environmental Quality Act (CEQA). A Class 32 – In-Fill Development Exemption (Exhibit “C” to Attachment “A”) was prepared by environmental consultant firm, Chambers Group, Inc. Based on the provided analysis, the proposed Project meets all the conditions of Class 32 categorical exemption for the following reasons: it is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulation; the proposed development occurs within the City limits on a project site of no more than five (5) acres substantially surrounded by urban uses; the Project site has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

The Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2 as follows: (1) the project is not located in environmentally sensitive areas; (2) there is no potential for the significant cumulative impact of successive projects; (3) there are no unusual circumstances; (4) the Project may not result in damage to scenic resources; (5) the site is not on any list of hazardous waste sites; and (6) the property does not qualify as a historic resource. Therefore, the proposed Project is exempt from further CEQA review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects. Based on this analysis, no significant environmental effects would result from this project and the use of a categorical exemption is appropriate.

The denial of the Appeal is not subject to California Environmental Quality Act (CEQA) as the action has been determined to not be considered a “project”, under CEQA as defined in Public Resources code section 21065 as the denial does not have the potential to affect the environment, nor to cause a reasonable foreseeable indirect physical change in the environment.

Application History & Process (as originally presented on February 18, 2025):

Basis for Appeal

On October 22, 2024, Midland Contractors Inc., filed an appeal, (“Appellant”), to the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001 and of issuing a Certificate of Use for the Project described above.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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In summary the Appellant, Midland Contractors Inc., states that the project adheres to all the planning requirements of the R-2/PD zone, complies with the requirements of Public Works and has a Notice of Exemption from a City Certified CEQA consultant. The appellant further states that they request an approval of the request since all the City provisions required to approve the project have been fulfilled.

City Council Review Authority

The City Council's review authority for this appeal is governed by San Fernando Municipal Code (SFMC) Section 106-79, which provides that the City Council may approve, approve with conditions, or disapprove the application and shall render its decision by resolution within 30 days after the conclusion of the hearing. In its consideration of this matter, the City Council may take the following actions:

- Approve the Appeal, overturn the Planning and Preservation Commission's decision to Deny Site Plan Review No. 2024-001 and the Issuance of a Certificate of Use, and Issue a Certificate of Use for the Project (Staff Recommendation).
- Deny the Appeal and affirm the Planning and Preservation Commission's decision.

Application Process

In the City of San Fernando, if a proposed project is allowed by right, then it requires the applicant to submit a Site Plan Review application to ensure conformity with the Zoning Code, consistency with the general plan, any applicable specific plans, and adopted design guidelines. Conditions of approval may be placed on the project to ensure compliance is maintained for the life project. Once the Site Plan has been deemed complete and in conformance with the above codes and legislative policies, it is approved by the Director of Community Development.

If the zone requires a Conditional Use Permit (CUP) for the proposed development's use then the Planning and Preservation Commission approves the CUP. Conditional uses are those uses that have a special impact or uniqueness such that their effect on the surrounding environment cannot be determined in advance of the use being proposed for a particular location. Additionally, certain zones and specific uses in San Fernando also require specific approvals or actions by the Planning and Preservation Commission or other commissions. One (1) such instance is that of the Precise Development (PD) Zone. The PD zone is an overlay zone that requires the development of land to be subject to the issuance of a Certificate of Use by the Planning and Preservation Commission. These types of approvals are considered "discretionary" because the decision maker, in this case the Commission, uses judgment and deliberation to decide whether to approve or deny the project. The decision is also based on specific findings of fact specified in the Zoning Code.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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When an application for a housing development is received, in addition to the zoning code the application must be reviewed for compliance with a number of state laws and local regulations. These may include the Housing Accountability Act, State Density Bonus Law, and State Residential Replacement Determination.

833 N. Brand Boulevard Development Proposal (Site Plan Review No. 2024-001)

On January 2, 2024, a Site Plan Review application was received to demolish a 1,320 sq. ft. single-family residence and accessory structures for the construction of a 3-story, 10-unit townhouse style multi-family residential development with two (2) detached Accessory Dwelling Units (ADUs) and associated site improvements at 833 N. Brand Boulevard. Although there are single-family residences in that area, the proposed site is zoned for Multiple-Family Dwelling (R-2 Zone), which is intended to provide for medium density residential development. The R-2 Zone allows for multi-family developments at a density of one (1) unit per 2,562 square feet of net lot area. The density calculation for the proposed project is provided below under *project description*.

The subject property is also located with a Precise Development Overlay Zone, which was approved by the City in 1989. Pursuant to SFMC Section 106-644, *development of land in a PD precise development zone for any specific use shall be subject to the issuance of a certificate of use*. The Planning and Preservation Commission is the authority body that issues the certificate of use.

Project Description

The proposed development is designed with two (2) separate structures: one (1) structure contains ten (10) townhome style rental units along the length of the property and the second structure contains two (2) detached ADUs at the rear of the property. The townhome-style dwelling units are three (3) stories with the first floor consisting of a garage and the second and third floor consisting of living area. Each unit has a 2-car enclosed garage, storage area (on the garage level), and a private open space area. The garages are accessible by a single driveway along the length of the property accessed from North Brand Boulevard. Front entrances are accessed from a pedestrian walkway along the side of the property, also accessed from North Brand Boulevard. The applicant has revised the site plan to relocate the building with the ten (10) townhome style dwellings from the east side of the property to the west side of the property. This allows for vehicle entrance from front and rear of the property. Elevations have also been revised to reduce the massing of the building. Revised plans are included as Attachment "E".

One (1) of the units will be ADA-compliant, providing an accessible route to the primary entry and one (1) additional bedroom with a bathroom on the first floor.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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Application Review

The application was reviewed in compliance with the City's Zoning Code as well as Housing Accountability Act, State Density Bonus Law, and State Residential Replacement Determination. As previously mentioned, the R-2 Zone allows for one (1) unit per 2,562 square feet of net lot area. Based on the lot area of 18,000 square feet, a maximum of eight (8) units are allowed on the site. However, by proposing to designate one (1) unit as a covenant restricted unit for a Very Low Income household, the project is entitled to a 32.5% density bonus per State law, allowing up to three (3) additional units. The Applicant proposed a total of ten (10) dwelling units as part of the primary structure; eight (8) permitted by right and two (2) permitted under the Density Bonus provisions. In addition to the primary structure, two (2) detached ADUs are permitted per Government Code Section 66323(a)(3).

Originally, 1-unit was proposed as a covenant restricted unit for a Very Low Income household, however, the project will be conditioned to make two (2) of the units covenant restricted for Very Low Income under the Replacement Unit Determination law.

Although the two (2) structures fall within the by-right requirements of the Zoning Code, the Precise Development Overlay Zone requires discretionary approval of a Certificate of Use by the Planning & Preservation Commission, which is similar to a Conditional Use Permit.

October 14, 2024 Planning and Preservation Commission Meeting.

At a public hearing on October 14, 2024, the proposed development was presented to the Planning and Preservation Commission to consider the issuance of a Certificate of Use. The Commission denied the request on a vote of 3-1-1. Commission comments were related to the following concerns:

- Increased density in the area;
- Increased traffic (residential and delivery);
- Parking impacts;
- Construction impacts;
- Asthma rates;
- Design; and
- Impacts to sewer and water.

Public Comments:

Public comments were provided by residents, expressing concerns about the number of units proposed, increased residential traffic, increased deliveries, impacts to parking, conjunction, height of the structures, impacts to sewer and water infrastructure, and notification. A petition signed by 122 residents opposed to the construction of the project was submitted to the Commission Secretary.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission’s Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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BUDGET IMPACT:

Adoption of Resolution No. 8365 will not impact the current Fiscal Year (FY) 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a Public Hearing; pending public testimony, to consider approving:

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

Alternatively, the City Council may consider to:

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

ATTACHMENTS:

- A. Resolution 8365 including
 - Exhibit “A”: Conditions of Approval
 - Exhibit “B”: Public Works Checklist
 - Exhibit “C”: Class 32 CEQA Exemption
- B. City of San Fernando Zoning Map
- C. Original Project Plans
- D. Revised Site Plan and Elevations

RESOLUTION NO. 8365

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING AN APPEAL FILED BY THE APPLICANT, MIDLAND CONTRACTORS INC., OVERTURNING THE PLANNING AND PRESERVATION COMMISSION’S DENIAL OF SITE PLAN REVIEW NO. 2024-001, AND ISSUE A CERTIFICATE OF USE TO ALLOW THE DEVELOPMENT OF A 3-STORY, 10-UNIT TOWNHOUSE STYLE RESIDENTIAL MULTI-FAMILY DEVELOPMENT, THAT INCLUDES TWO DEED RESTRICTED AFFORDABLE UNITS AND WITH TWO DETACHED ACCESSORY DWELLING UNIT AT 833 NORTH BRAND BOULEVARD IN THE MULTI-FAMILY DWELLING/PRECISE DEVELOPMENT OVERLAY (R-2/PD) ZONE

WHEREAS, an application was filed by Jacques Mashihi, 8671 Wilshire Blvd., Suite #610, Beverly Hills, CA 90211 (the “Applicant”), to request for the approval of a Site Plan Review and issuance of the Certificate of Use to allow demolition of a 1,320 sq. ft. single family residence and accessory structures and construction of a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached Accessory Dwelling Units (ADUs) and associated site improvements at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, the Applicant has requested approval pursuant to Section 106-644 of the City of San Fernando Municipal Code (SFMC), the R-2/PD allows for multifamily residential developments as a permitted use, and the proposed use meets the minimum development standards set forth in Section 106-967 and has been processed in accordance to Sections 106-111 to 106-113 and of the SFMC; and

WHEREAS, the proposed project is considered a “project” as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, the project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and it qualifies for an exemption from further environmental review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects; and

WHEREAS, on October 14, 2024, after conducting a duly noticed public hearing on the subject application, including full consideration of the application, plans, staff report, environmental information and all testimony presented, the Planning and Preservation Commission on a vote of vote of 3-1-1, denied Site Plan Review No. 2024-001 and did not issue a Certificate of Use to allow the demolition of a 1,320 sq. ft. single family residence and accessory structures to construct a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached accessory dwelling units and associated site improvements at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, On October 22, 2024, Midland Contractors Inc., timely filed an appeal, (“Appellant”), to the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001 and of issuing a Certificate of Use for the Project, pursuant to San Fernando Municipal Code (SFMC) Section 106-77, claiming the project adheres to all the planning requirements of the R-2/PD zone, complies with the requirements of Public Works and has a Notice of Exemption from a City Certified CEQA consultant. The appellant concludes the Appeal shall be approved as all the City provisions required to approve the project have been fulfilled; and

WHEREAS, on March 17 2025, the City Council conducted a continued duly noticed public hearing on the Appeal of the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to allow the development of a 3-story, 10-unit townhouse style residential multi-family swelling structure that includes two (2) deed restricted affordable units and with two (2) detached accessory dwelling unit at 833 North Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay (R-2/PD) zone.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals.

The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Environmental Findings

The proposed project has been reviewed by the City for compliance with the California Environmental Quality Act (CEQA). A Class 32 – In-Fill Development Exemption Memo was prepared by environmental consultant firm, Chambers Group, Inc. (Exhibit “C”). Based on the provided analysis, the proposed Project meets all the conditions of Class 32 categorical exemption: it is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulation; the proposed development occurs within the City limits on a project site of no more than five acres substantially surrounded by urban uses; the Project site has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

The Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2: the project is not located in environmentally sensitive areas; there is no potential for the significant cumulative impact of successive projects; there are no unusual circumstances; the Project may not result in damage to scenic resources; the site is to on any list of hazardous waste sites; and the property does not qualify as a historic resource. Therefore, the proposed Project is exempt from further CEQA review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects. Based on this analysis, no significant environmental effects would result from this project and the use of a categorical exemption is appropriate. Since no new significant information has been found that would impact the CEQA Exemption; no additional environmental analysis is required.

SECTION 3. Certificate of Use Findings

Pursuant to SFMC Sec. 106-644, all procedures regarding issuance of a Certificate of Use in a Precise Development Zone, or the revocation or modification thereof, shall be governed by provisions establishing procedures related to Conditional Use Permits. Pursuant to San Fernando Municipal Code Section 106-145 the following findings shall be made for approval of a Conditional Use Permit:

Finding 1: The proposed use is one (1) (conditionally) permitted within the subject zone and complies with all of the applicable sections of this chapter.

Evidence: Pursuant to SFMC Sec. 106-387, the R-2 Multiple-Family Dwelling Zone allows for the development of multiple-family dwelling units and accessory dwelling units (ADUs) as a permitted use. The California State Density Bonus Law (Government Code Section 65915) allows for an increased density. The approval of the requested Certificate of Use would allow for the proposed entitlement of a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs.

The proposed project is also eligible for up to two (2) concessions or incentives under Density Bonus Law. This allows for the request to modify development standards that would otherwise make the project financially infeasible, or waivers from standards that would prevent the project from being built at the allowable density. This project has requested one incentive: an increase in lot coverage from 40% permitted in the R-2 zone to 42%.

Finding 2: The proposed use would not impair the integrity and character of the zone in which it is to be located.

Evidence: The City's General Plan Land Use Element designates the Project site as Medium Density Residential land use and the site is zoned Multiple-Family Dwelling with a Precise Development Overlay Zone (R-2/PD). Pursuant to The City's General Plan Land Use Element, future uses that are envisioned for the area include multi-family residential development.

To ensure the protection and preservation of the surrounding neighborhood, while fostering and promoting growth in the zone, the city's standard conditions of approval would be adopted to address issues associated with noise, trash and debris, and other public nuisance conditions. Noncompliance with the adopted conditions of approval would require the City to seek corrective action from the property owner.

Finding 3: The subject site is physically suitable for the type of land use being proposed.

Evidence: The Project Site is a generally flat 18,000 sq. ft. or 0.41 acre parcel and is located on the western side of North Brand Boulevard, south of Lucas Street and north of Glenoaks Boulevard. The Project Site abuts similarly zoned properties

R-2/PD Overlay the north, west, and east. The neighboring properties to the south, across the street, are zoned R-1 Single Family Residential. Parking for the project will consist of 20 parking spaces in a garage and 2 additional guest parking spaces. Therefore, the site is physically suitable as proposed.

Finding 4: The proposed use is compatible with the land uses presently on the subject property.

Evidence: The project site is designated by The General Plan Land Use Element as Medium Density Residential. The proposed Certificate of Use to a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs would be compatible with the present land use. Currently the site is occupied with a residential use and therefore, the proposed residential use is compatible with the land use present on the subject property.

Finding 5: The proposed use would be compatible with existing and future land uses within the zone and the general area in which the proposed use is to be located.

Evidence: The Precise Development Overlay Zone (R-2/PD) allows uses permitted in the R-2 Multiple-Family Dwelling zone where future uses include residential uses. In 1987, this block was designated for Medium Density Residential land use in the General Plan Land Use Element. On February 21, 1989, the City Council adopted Ordinance No. 1332 changing the zoning from Single-Family Residential (R-1) and Multiple-Family (R-3) to Multiple-Family Dwelling Precise Development (R-2 PD) for properties located at the area between Lucas Street, Glenoaks Boulevard, Brand Boulevard and the Alley east of Maclay Avenue. The request to allow the multi-family use would entitle the already existing project site and therefore, is compatible with the land use present on the subject property.

Finding 6: There would be adequate provisions for water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

Evidence: The existing site is adequately served by existing water, sanitation, and public utilities. Any required future improvements to infrastructure and public utilities with the change of occupancy would be required to be developed in compliance with the requirements of the city's building and health and safety codes, including any requirements for offsite improvements and utility connections from the City's Public Works Department.

Finding 7: There would be adequate provisions for public access to serve the subject proposal.

Evidence: The Project Site is a generally flat 18,000 sq. ft. or 0.41 acre parcel and is located on the western side of North Brand Boulevard, south of Lucas Street and north of Glenoaks Boulevard. Parking for the project will consist of 20 parking spaces in a garage and 2 additional guest parking spaces. The site will provide shared use of the existing driveway approach off of N Brand Blvd.

Finding 8: The proposed use would be appropriate in light of an established need for the use at the proposed location.

Evidence: The proposed Project is consistent with the Housing Element Goal 2.0, Policy 2.1, which is to *provide adequate housing sites to facilitate the development of a range of residential housing types in San Fernando that fulfill regional housing needs* by constructing 8 new market rate housing units and 2 ADUs, while maintaining 2 Very Low Income housing unit. This will further the intent of the 6th Cycle Regional Housing Needs Assessment (RHNA), 2021-2029, as prepared by the Southern California Association of Governments and the State of California Housing and Community Development Department, which call for an addition of 1,795 housing units in San Fernando in the RHNA planning period ending in 2029.

Finding 9: The proposed use is consistent with the objectives, policies, general land uses and programs of the city's general plan.

Evidence: The City's General Plan Land Use Element designates the Project Site as Medium Density Residential land use area, a location where future uses envisioned for the area to provide multi-family developments. The entitlement of a new 10-unit residential development, including 2 deed restricted affordable units, with 2 ADUs would meet the density standards and would meet the goals of the R-2/PD Overlay to t and supports the Housing Element Goal 2.0, Policy 2.1. The density for this site allows for a maximum of 37 dwelling units per acre; this site measuring 0.41 acres would allow for a maximum of 8 units. Two additional units are allowed under the provisions of State Density Bonus law, and two ADUs are permitted per Government Code Sec. 66323(a)(3). Additionally, two units are required to be deed restricted to affordable households at the very low income level. Therefore, the proposal is consistent with the General Plan.

Finding 10: The proposed use would not be detrimental to the public interest, health, safety, convenience or welfare.

Evidence: The requested Certificate of Use to allow a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs will not be detrimental to the public interest, health, safety, convenience or welfare due to the fact that the proposed use will be consistent with and complement established uses within the vicinity. The proposed entitlement will provide a new paved driveway, new landscaping and new garages which will serve the tenants and provide an overall improvement to the site. With the adoption of the recommended conditions of approval for the requested Certificate of Use, the applicant would be required to provide sufficient safeguards to deter any potential public nuisance issues and protect public interest, health, safety, convenience or welfare.

SECTION 5. Determination

Pursuant to all of the foregoing, the City Council of the City of San Fernando, California, hereby approves the appeal filed by the Appellant and overturns the Planning and Preservation Commission denial of Site Plan Review No. 2024-001 and issues a Certificate of Use, subject to conditions of approval attached hereto as Exhibit "A" and "B", respectively.

SECTION 6. Certification of the Resolution

The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and shall cause a certified resolution to be filed in the Office of the City Clerk. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED, AND ADOPTED this 17th 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. 8365 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 17th 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

Exhibit A CONDITIONS OF APPROVAL

PROJECT NO.: Site Plan Review No. 2024-001
Certificate of Use

PROJECT ADDRESS: 833 N Brand Blvd, San Fernando, CA 91340
(Assessor’s Parcel Number 2515-015-009)

PROJECT DESCRIPTION: Site Plan Review and Certificate of Use for a new 10-unit residential development, including 2 deed restricted affordable units, with 2 ADUs.

The following conditions shall be made a part of the approval of the project, and shall be complied with in their entirety, as determined by the Community Development Department:

NO.	CONDITION OF APPROVAL	AGENCY	COMPLIANCE VERIFICATION
GENERAL			
1.	This Site Plan Review and Certificate of Use are granted for the land use and development of the Property as described in this application and any attachments thereto, as reviewed by the Planning and Preservation Commission on October 14, 2024, and shall be maintained in substantial conformance with the plans and materials, except as herein modified to comply with these Conditions of Approval.	Planning	
2.	<u>Expiration.</u> The Site Plan Review and Certificate of Use approval to which these Conditions of Approval apply shall expire one year from the date of final approval of said Site Plan Review and Certificate of Use if the approval has not been exercised by submitting construction plans to the Building Division for plan check review. An applicant may request an extension of said expiration date by filing a written request with the Planning Division prior to the expiration of the approval. The Community Development Director may grant extensions of 6 months but no more than 2 or a total of 12 months of extended time may be given.	Planning	

3.	<u>Alterations.</u> Any expansion to this use or exterior alterations will require the submittal of a separate application(s) and shall be reviewed and approved under separate permit(s).	Planning	
4.	<u>Acceptance.</u> Within 30 days of this approval, the applicant and property owner shall certify his/her acceptance of the conditions of approval or modifications thereto by signing the acceptance form and shall be bound by all of the conditions.	Planning	
5.	<u>Recordation.</u> The applicant shall provide the Community Development Department with proof that the conditions of approval have been recorded with the Los Angeles Registrar Recorder/County Clerk's Office.	Planning	
6.	<u>Indemnification.</u> The property owner and the project applicant, shall indemnify, protect, hold harmless and defend the City and any agency or instrumentality thereof, and/or any of its officers, employees and agents from any and all claims, actions, or proceedings against the City to attack, set aside, void, annul, seek monetary damages resulting from an approval of the City, or any agency or instrumentality thereof, advisory agency, appeal board or legislative body including actions approved by the voter of the City, concerning the entitlement application. City shall promptly notify both the property owner and developer of any claim, action, or proceeding to which this condition is applicable and shall further cooperate fully in the defense of the action. The City reserves its right to take any and all action the City deems to be in the best interest of the City and its citizens in regard to such defense. The property owner and developer shall defend, indemnify and hold harmless the City for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report or related environmental assessment) if made necessary through the initiation of the project.	All Depts.	
7.	<u>Code Compliance.</u> The project shall be in compliance with all of the provisions of the San Fernando Municipal Code. The applicant shall also comply with all other requirements of any applicable federal, state,	All Depts.	

	or local law, ordinance, or regulation, including 2022 California Building, Electrical, Plumbing, Mechanical, Energy & Green Building Standards Codes.		
8.	<u>Construction Hours.</u> Construction activity on Mondays through Fridays shall comply with the current San Fernando City Code standards for construction of 7:00 a.m. to 6:00 p.m. In addition, any construction on Saturday shall be from 8:00 a.m. to 6:00 p.m. Unless otherwise allowed in the City’s Noise Ordinance, no construction shall be allowed on Sundays and Federal Holidays.	Building	
9.	<u>Waste.</u> All project-related solid and recyclable waste materials removal shall be in accordance with SFMC Chapter 70 – “Solid Waste and Recyclables Collection Services”. All trash receptacles shall be placed in a confined area within the property out of sight of the public right of way as well as off of public property except for trash collection activities. The property shall provide adequate trash and recycling capacity and shall comply with Assembly bills 939, 1826 and 341 waste diversion goals. Please contact Brianna N. Solis at Bsolis@republicservices.com to ensure collection services are provided.	Public Works	
10.	<u>Property Maintenance.</u> The subject site and its immediate surrounding area shall be maintained in a clean, neat and orderly manner at all times and shall comply with the property maintenance standards as set forth in the San Fernando City Code.	Code Enforcement	
11.	<u>Landscape.</u> All proposed on-site and off-site plantings shall be kept in a healthy and growing condition, consistent with the design of a landscaping and irrigation plan approved by the Community Development Department. Fertilization, cultivation, tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.	Planning, Code Enforcement	
12.	<u>Signage.</u> No signage shall be allowed on the property. The only allowable signage permitted on a temporary basis shall be “For Lease” signage to indicate a vacancy at the property. Signage during construction shall be posted at the front and rear of the property during the	Planning/ Building Safety	

	construction of the project until Certificate of Occupancy is received and shall be in good condition for the duration of the construction. Signage shall include the hours of construction, construction company and contact information for a designated manager of the project. Sign size and format shall be submitted to the Building and Safety Division for review and approval prior to posting and the prior to the start of construction.		
13.	<u>Graffiti.</u> The property owner shall remove any graffiti from the project site within 24 hours of its occurrence, or as requested by the City.	Police / Public Works	
14.	<u>Site Inspections.</u> The Community Development Department shall have the authority to inspect the site to assure compliance with these conditions of approval. The applicant and all successors shall grant the right of access to authorized agents of the City of San Fernando to conduct periodic inspections of the property.	Planning, Building, Code Enforcement	
15.	A copy of these conditions of approval shall be printed on the building construction plans.	Building	
Prior to Issuance of a Building Permit <i>(NOTE: Additional comments may be added during Plan Check)</i>			
16.	<u>Replacement Unit Determination.</u> Pursuant to SB 330/ SB 8 / AB 1218 and the requirements of Government Code Section 66300.6, the City performed an affordability analysis of two existing rental units. Based on this analysis, the proposed development shall provide 2 units of comparable size restricted to Very Low Income households. The 2 affordable units shall be identified on the plans.	Planning	
17.	<u>Affordable Housing Agreement.</u> An Affordable Housing Agreement must be executed with the City recorded with the Los Angeles County Registrar / Recorder prior to the issuance of building permits.	Planning	
18.	<u>ADA Compliance.</u> Increase the width of the staircase leading to the 2 nd floor in the ADA unit to ensure its adaptability to accommodate a wheel-chair lift if needed.	Planning	

19.	<u>Quimby Fee.</u> The City's residential development fee for parkland acquisition or enhancement ("Quimby fee") shall be paid in full. The required development fee is calculated with a formula: land value per square foot times number of dwelling units times 235 square foot per unit. Staff will establish land value by either an independent appraisal (at the applicant's expense) or by the applicant providing the City with satisfactory proof of purchase.	Planning	
20.	<u>Construction Plans.</u> The submitted plans must be stamped and signed by an architect or engineer licensed in the State of California (Business & Professions code Sections 5537, 5538 & 6737.1).	Building	
21.	<u>Grading Permit.</u> All grading shall conform to the 2022 California Building Code, and all other relevant laws, ordinances and resolutions governing grading as adopted by The City of San Fernando. The applicant shall be submit geotechnical and/or soils reports to the Building & Safety Department for review and approval to obtain a grading permit prior to commencing any grading or site excavation.	Building, Public Works	
22.	<u>Grading & Paving Requirements.</u> This project must comply with all Grading & Paving requirements designated in the California Green Building Standards Section 5.106.10 These include the following: <ul style="list-style-type: none"> • Swales • Water collection & disposal systems • French drains • Water retention gardens • Other measures which keep surface water away from other buildings. 	Building	
23.	<u>A Drainage Study</u> of the site shall be performed and any improvements necessary to prevent runoff from any future development onto adjacent properties shall be provided or ensured by a bond.	Public Works	
24.	<u>Soil Contamination.</u> The applicant shall verify to the City's satisfaction that there is no existing contamination of soil on the site.	Building	
25.	<u>A Landscape and Irrigation Plan</u> shall be submitted in compliance with the latest State Model Water Efficient	Building, Public Works	

	<p>Landscape Ordinance (MWEL0) and the City’s Water Efficient Landscaping regulations in Division 5 and Section 70-147 of the San Fernando Municipal Code (SFMC). The Landscape and Irrigation Plan shall include both on-site and off-site landscaping and irrigation with details of but not limited to, plant species, size, count, ground cover, and hardscape material. The plan shall also show two trees on the parkway (see Public Works Condition #20).</p>		
<p>26.</p>	<p><u>A Comprehensive Construction Management Plan (CMP).</u> The comprehensive CMP shall be submitted to Building & Safety as part of the Building Permit plan check approval process and shall include all plans specified in the conditions of approval. In addition, the plan will identify the areas of construction staging, temporary power, portable toilet, and trash and material storage locations. The CMP shall show all areas of the public right-of-way which may be affected by the construction of the project. Unless otherwise approved by the Public Works Director, sidewalk access shall be maintained at all times along the project’s frontage. The CMP shall include the following components:</p> <ol style="list-style-type: none"> 1. A Pedestrian Protection Plan shall identify all areas of pedestrian protection and indicate the method of pedestrian protection or pedestrian diversion when required. When pedestrian diversion is required, the Pedestrian Protection Plan must also be approved by the City Engineer. 2. A Construction Traffic Management Plan shall be prepared. The Construction Traffic Management Plan shall be reviewed and approved by the City Engineer and Planning Manager prior to the issuance of any Project demolition, grading, or excavation permit. The Construction Traffic Management Plan shall also be reviewed and approved by the City’s Police Department. The Construction Traffic Management Plan shall contain, but not be limited to, the following: <ol style="list-style-type: none"> i. The name and telephone number of a contact person who can be reached 24 hours a day regarding construction traffic complaints or emergency situations. ii. An up-to-date list of local police, fire, and emergency response organizations and 	<p>Building</p>	

	<p>procedures for the continuous coordination of construction activity, potential delays, and any alerts related to unanticipated road conditions or delays, with local police, fire, and emergency response agencies. Coordination shall include the assessment of any alternative access routes that might be required through the Property, and maps showing access to and within the Property and to adjacent properties.</p> <ul style="list-style-type: none"> iii. Procedures for the training and certification of the flag persons used in implementation of the Construction Traffic Management Plan. Flag persons with certified training shall be provided for work site traffic control to minimize impacts to traffic flow and to ensure the safe movement of vehicles into and out of the Property. iv. The location, times, and estimated duration of any roadway closures, traffic detours, use of protective devices, warning signs, and staging or queuing areas. v. The location and travel routes of off-site staging and parking locations. vi. Estimated number of trucks per hour for dirt hauling, concrete pouring, deliveries, etc. vii. During the period of construction, all construction traffic and material deliveries shall be organized through the alley. No construction traffic shall occur from N Brand Blvd. <p>3. A Demolition Debris Recycling Plan shall list the material to be recycled and the name, address, and phone number of the facility of organization accepting the materials. Reasonable efforts shall be used to reuse and recycle construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment, and systems.</p> <p>4. A vector/pest control abatement plan prepared by a pest control specialist licensed or certified by the State of California shall outline all steps to be taken prior to the commencement of any demolition or construction activity in order to ensure that any and all pests (including, but not limited to, rodents, bees, ants and mosquitoes)</p>		
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	<p>that may populate the Property do not relocate to or impact adjoining properties.</p> <p>5. The CMP shall address implementation of the following measures during construction:</p> <ul style="list-style-type: none"> i) Foundation Shoring Plan demonstrating use of noise dampening design methods. ii) Construction Rules Sign that includes contact names and telephone numbers. iii) Daily maintenance of construction site. iv) Dust control by regular watering. v) Construction worker and contractor parking. vi) Staging and storage of construction equipment on-site only. vii) Compliance with noise standards. <p>6. Foundation shoring and/or foundation piles. When foundation shoring and/or foundation piles will be part of the Project, the engineer of record shall specify use of noise dampening measures such as the drilling of shoring supports and piles as determined by the Building Official and Current Planning Manager, which shall be incorporated in project plans.</p>		
27.	<u>Fences and Walls.</u> A complete fence and wall plan shall be submitted with plans for approval. Include details of footing, materials, etc.	Planning, Building	
28.	<u>An Exterior Lighting Plan</u> including the manufacturer’s specifications of the outdoor light fixtures, location, height, and method of shielding on the property, with electrical & energy calculations. All exterior lighting must be shown on Exterior Elevation Plans.	Building	
29.	<u>A complete ADA Plan</u> (interior & exterior). Include path of travel, stripping, dimensions, signage, etc.	Building	
30.	<u>Fire Sprinklers.</u> This project shall have fire sprinklers and comply with all relevant laws, ordinances & resolutions governing fire sprinklers as adopted by the City of San Fernando (Current Building Codes apply).	Building	
31.	<u>Demolition Permit.</u> A demolition permit for existing structures must be obtained with The City of San Fernando Building & Safety Department prior to any onsite demolition. The demolition shall comply with all applicable building and safety code requirements and	Building	

	clearance shall be obtained from the South Coast Air Quality Management District ("SQAQMD") prior to any demolition, excavation or renovation. Call (909) 396-2000 for further information. Failure to comply with the provisions of Rule 1403 may result in a penalty of up to \$25,000 per day.		
32.	<u>Fire Department.</u> Apply to the City of Los Angeles Fire Department, Fire Life Safety Unit and Hydrants and Access Unit at FIMS website (lafd.org) and provide their conditions to the City of San Fernando Planning Division. Register online using the property address of 222 N. Fremont Ave., Los Angeles, CA 90012. After that, you can enter the correct address in the project description; it will be updated and flagged internally. Upload San Fernando application and set of plans as an attachment.	Building Planning	
33.	<u>Fees.</u> A proof of payment of school fees and Public Works fees shall be provided to the Building Division.	Public Works LAUSD Building	
34.	A sign shall be posted at the front and rear of the property including the permitted hours of construction, construction company and contact information for a designated manager of the project. Sign size and format shall be submitted to the Building Division for review and approval prior to construction beginning.	Building	
Prior to Issuance of a Certificate of Occupancy			
35.	<u>Public Works Requirements.</u> The property owner shall comply with the requirements for development and improvement of the site as listed in the attached "Public Works Department Development / Improvement Review Checklist." (See Exhibit "B"). Contact person: Patsy Orozco, 818-898-1224, POrozco2@sfcity.org	Public Works	
36.	<u>Utilities.</u> All on-site utilities shall be located underground. Applicant shall provide any easements as necessary. Overhead utility facilities and distribution lines located on the site or off-site adjacent to the perimeter of the site shall be removed and/or placed underground unless determined to be	Planning, Public Works	

	<p>unfeasible by Community Development Department. The applicant shall comply with all development standards and health and safety requirements or guidelines of any relevant utility company, the Public Utilities Commission and the City of San Fernando ("City") relating to construction or residential occupancy in proximity to any remaining overhead utility distribution facilities, and to the design of new utilities placed underground or elsewhere.</p>		
37.	<p><u>Electrical equipment.</u> Electrical distribution facilities/equipment (transformers, load centers, panel boxes and meters, major conductors, underground conduits, etc.) shall be designed/located in conformance with California Public Utilities Commission recommendations for "prudent avoidance" of exposures of dwelling unit occupants to power frequency electromagnetic fields (EMF) that are above background levels.</p>	Building	
38.	<p><u>Surface Runoff.</u> All requirements of the National Pollutant Discharge Elimination System (NPDES) shall be complied with and an NPDES permit, including but not limited to the installation of any required clarifiers and/or on-site infiltration system, must be obtained prior to any occupation or use of the site. During construction, the project site shall comply with all applicable Best Management Practices (BMPs).</p>	Public Works	
39.	<p><u>Tree Protection.</u> Provide a Tree Protection Tree for the existing Camphor Tree to ensure its health and safety during the construction.</p>	Building	
40.	<p><u>Anti-graffiti Coating.</u> The property owner shall apply two coats of anti-graffiti paint on all exterior building walls.</p>	Building, Code Enforcement	
41.	<p><u>Outdoor Lighting.</u> Provide sufficient lighting for outdoor areas. Pedestrian walkways, back lanes and access routes open to public spaces should be lit so that a person with normal vision is able to identify a face from a distance of about 10 meters. Light fixtures should be protected against casual vandalism by means of vandal resistant materials and design.</p>	Police	
42.	<p><u>Security surveillance cameras</u> and video recording</p>	Police	

	system shall be installed on the exterior of the building with view directed towards the streets. The cameras and recording system shall be of adequate quality, color rendition, resolution to allow the identification of any individual present on the site and have the ability to capture and retain recordings for a minimum of 30 days.		
43.	All parcel deliveries shall be organized through the alley. A designated drop box for parcel deliveries shall be installed at the rear gate in the alley. A notice requesting all deliveries to go through the alley shall be installed at the front gate on N Brand Blvd. The location and design shall be submitted as part of the construction set and the sign shall be submitted to Planning for approval prior to installing.	Planning	
44.	The garages shall be kept clear to accommodate two cars at all times. It shall be prohibited to use garages solely for storage. A template of the lease agreement shall be submitted to Planning to verify that this requirement is included.	Planning	
45.	<u>Final Inspection.</u> A final inspection shall be conducted by the Planning Division to ensure the development complies with the approved site plan review and all conditions attached thereto.	Planning	
46.	<u>Modifications.</u> Unless the chief Community Development Director deems a proposed change to the approved plans and operation a minor modification, any and all other modifications to the development plan, including these conditions of approval, shall require review and approval by the Planning and Preservation Commission.	Planning	

Exhibit “B”: Public Works Checklist

**CITY OF SAN FERNANDO PUBLIC WORKS DEPARTMENT
DEVELOPMENT / IMPROVEMENT REVIEW CHECK LIST**

PROJECT: SPR 2024-01

10 Townhome Units and 2 ADUs

DATE: 2/27/2024

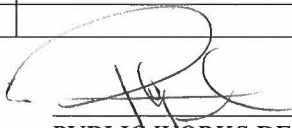
PROJECT ADDRESS: <u>833 N Brand Blvd</u>		REQUIRED?		COMPLIED?	COMMENTS
ITEM		YES	NO		
1.	Site plan must show:				
	a. Existing building or structure	✓			
	b. Existing public improvements (concrete sidewalk driveways, curbs and gutters, parkway trees, street lights, hydrants, etc.) including existing and proposed dimensions, square footage, etc.	✓			
	c. Existing utilities (gas, sewer, water, storm drains, catch basins, power poles).	✓			
2.	Submit offsite improvement plan.	✓			
3.	Prior to issuance of building permit:				
	a. Pay sewer capital facility charge.	✓			Based on 3 BR Dwelling units; 12 x \$1,798* = \$21,576* Credit for Existing SFR: -\$1,798 \$19,778*
	b. Pay water capital facility charge.	✓			Existing 3/4" water meter. Separate water meter for each of the units (minimum 1" water meter). See attached schedule.
	c. Pay water service installation charge.	✓			Existing 3/4" water meter. Separate water meter for each of the units (minimum 1" water meter). See attached schedule.
	d. Pay fire service installation deposit.		✓		Unless a fire service is required. See attached fee schedule for additional water services or upgrades.
	e. Pay fire hydrant installation deposit.		✓		Unless City of Los Angeles Fire Department requires one for proposed development. See attached fee schedule for additional water services or upgrades.
	f. Pay PW Plan Check fee.	✓			PW Plancheck fee for SPR: \$340 PW Plancheck fee for plans and studies noted in #28: \$232.56*/hour
	g. Pay inspection fee (Offsite).	✓			
	h. Provide labor and material bond.		✓		
	i. Provide performance bond.		✓		
4.	Is there existing sewer house connection to property?	✓			
5.	Is there existing water service to the property?	✓			Existing 3/4" water meter.
6.	Provide separate water service for each building or separate ownership.	✓			
7.	Provide separate sewer connection for each building.	✓			Developer may construct new sewer main from street to site and connect each of the units sewer lateral to it. It is the responsibility of the developer to maintain, inspect, and repair on an as-needed basis the existing private sewer lateral.

PROJECT ADDRESS: 833 N Brand Blvd

	ITEM	REQUIRED?		COMPLIED?	COMMENTS
		YES	NO		
8.	Underground all utilities to each unit/building.	✓			<i>Underground all lighting and utilities.</i>
9.	Cap off existing sewer connection that will no longer be used.	✓			
10.	Abandon all existing water service and install new copper ones per plan.		✓		
11.	Upgrade existing substandard hydrant to 6-inch wet barrel hydrant (4"X 2.5" outlet).		✓		<i>Unless City of Los Angeles Fire Department requires it for proposed development.</i>
12.	Install new hydrant per City standard.		✓		<i>Unless City of Los Angeles Fire Department requires it for proposed development.</i>
13.	Satisfy City of Los Angeles Fire Dept. fire flow requirements.	✓			<i>Obtain clearance from City of Los Angeles Fire Department.</i>
14.	Provide City approved backflow device for the domestic water service and/or landscape irrigation, provide proof that said equipment has been tested by a certified tester.	✓			<i>Provide <u>one</u> backflow device for every water service. Provide <u>additional</u> backflow device for irrigation/landscaping</i>
15.	Remove existing driveway approach that will no longer be used. Replace depressed curb.	✓			<i>Remove existing driveway on Brand Blvd that will no longer lead anywhere and replace with sidewalk and parkway. PW Permit is required prior to any work in Public Right-of-Way.</i>
16.	Construct PCC driveway approach 6-inch thick per City Standard.	✓			<i>Remove existing driveway approach and construct new driveway approach to accommodate two-way ingress and egress of vehicles and comply with ADA standards. PW Permit is required prior to any work in Public Right-of-Way.</i>
17.	Construct wheel chair ramp per City Standard.		✓		
18.	Remove and replace broken/damaged concrete sidewalk adjacent to property.	✓			<i>Remove and replace broken, damaged, lifted, deteriorated sidewalk on Brand Blvd and construct new sidewalk. New sidewalk and parkway to slope 2% max towards the street. Grade, backfill, and compact sidewalk subgrade and parkway area as necessary. Sidewalk concrete mix shall be 520-C-2500. PW Permit is required prior to any work in Public Right-of-Way.</i>
19.	Remove and replace broken curb/gutter adjacent to property.		✓		
20.	Plant parkway trees per City Standard and City Master Tree Plan.	✓			<i>Provide visible ground cover/sod to parkway. Plant <u>2</u> trees (24 inch box) on N Brand Blvd. Species of trees shall be determined by Public Works department and planted per City Standards. Developer shall provide irrigation to each parkway tree. PW Permit is required prior to any work in Public Right-of-Way.</i>
21.	Construct tree wells per City Standard with tree grates.		✓		
22.	A permit from the Public Works Dept. (Engineering Division) is required for all offsite improvements.	✓			
23.	All on-site pavement shall be minimum of 3-inch AC on 4 inch CAB or 6-inch PCC pavement without soil recommendation.	✓			

PROJECT ADDRESS: 833 N Brand Blvd

ITEM	REQUIRED?		COMPLIED?	COMMENTS
	YES	NO		
24.	Construct trash enclosure, nominal size 5 feet X 9 feet with PCC slab and 6-inch PCC curb with 6-inch PCC apron.	✓		
25.	Verify that clarifier/grease trap intercepts effluent before entry into the sewer lateral.		✓	
26.	Federal NPDES Requirements			
a.	Provide a Storm Water Pollution Prevention Plan (SWPPP) that incorporates construction BMP's in compliance with Federal NPDES.	✓		
b.	Provide a Storm Urban Water Mitigation Plan that incorporates design elements and facility BMP's in compliance with Federal NPDES.		✓	
27.	Comply with all applicable conditions of approval for the proposed development.	✓		
28.	<p>Additional requirements: <i>*Sewer and Water Capital and Installation fees are subject to change. The latest fee will be assessed prior to sign off for building permit.</i></p> <ul style="list-style-type: none"> • Submit Utility Plan showing <u>all existing public utilities, easements, ground wells, and any proposed relocations/realignments</u>. Also show any proposed relocation of sewer laterals, water service, water meter, and fire hydrant and how they line up with proposed development. • Submit Off-site Improvement Plan, include all utilities and improvements in the public right-of-way (sidewalk, driveway, curb and gutter, wheel chair ramps, parkway trees, street improvements, striping, etc.). • Submit Grading and Drainage Plan for on-site as well as elevations along the adjacent lots. Show how development will drain to Brand Blvd, rear alley, and neighboring properties and how the differential flow will be mitigated. Grading Plan to be prepared, signed, and stamped by a Registered Civil Engineer. Pay Grading and Drainage Plan plan checking fees (\$232.56*/hour) • Comply with LID and NPDES requirements for the proposed development. • Submit Soils Report for the property. • Provide a Title Report for review by PW to ascertain that property was subdivided properly. After reviewing, a Certificate of Compliance may be required from the Community Development Department. • Tie out any existing property survey monuments and re-establish after construction completion. Provide copy of survey monuments recordation to City prior to Final PW Sign-off for Certificate of Occupancy. • Paint building addresses on Brand Boulevard curb face. 			


 PUBLIC WORKS DEPARTMENT

2/28/24
 DATE

Multi-Family Residential Development in San Fernando, CA Notice of Exemption (NOE)

The City of San Fernando (City), as the Lead Agency under the California Environmental Quality Act (CEQA), proposes to construct a Multi-Family Residential Development Project in San Fernando, California (Proposed Project).

Project Location: The Project site is located at 833 North Brand Boulevard, San Fernando, CA 91340.

Description of Project: Midland Contractors, Inc. is proposing to develop a small (12-unit) multi-family residential development located at 833 North Brand Boulevard, San Fernando, CA 91340-1412. Nine units will be standard, one unit will be designated for affordable housing at a very low income level, and two units will be Accessory Dwelling Units (ADUs). Open space will be provided totaling 1,000 square feet. The City has preliminarily determined the Project may meet the criteria for an Article 19 Section 15332 Class 32 Infill Development Project Categorical Exemption (CE).

Project Schedule: The Proposed Project is expected to break ground in December 2024 and be completed by December 2025. Construction activities will take place between the hours of 7:00 a.m. and 6:00 p.m. on Monday-Friday, 8:00 a.m. to 6:00 p.m. on Saturday, and will not take place on Sunday or a Federal holiday.

Reason Why Project is Exempt:

The proposed activity is a project subject to CEQA. However, it is exempt from further environmental analysis under a *Class 32 In-Fill Development Projects (CEQA Guidelines § No. 15332)*.

- Class 32 categorical exemption consists of projects as in-fill development meeting the following conditions:
 - The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
 - The proposed development occurs within the city limits on a project site of no more than five acres substantially surrounded by urban uses.
 - The project site has no value as habitat for endangered, rare, or threatened species.
 - Approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality.
 - The site can be adequately served by all required utilities and public services.

The Multi-Family Residential Development in San Fernando, CA Project meets all the conditions of Class 32 categorical exemption. The Proposed Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2. Consequently, as documented below, the Proposed Project is exempt from further CEQA review.

- (a) Location.** The improvements will occur entirely within the city limits which is located in an urbanized community. The Project site is 0.41 acres. The Project site is located within the Multiple-Family Dwelling / Precise Development Overlay Zone (R-2 PD) (City, 2019). The existing conditions on the Project site are disturbed, including a 1,320 sq. ft. single-family house and two accessory structures. Minor ground disturbance would occur during construction but would be limited to previously disturbed surfaces. The Proposed Project would not impact environmentally sensitive areas or an environmental resource of hazardous or critical concern. This exception does not apply to the Proposed Project.

- (b) Cumulative Impact.** As further discussed below under (c) Significant Effects, the Proposed Project would not have a significant effect on the environment, including those due to unusual circumstances. The Proposed Project would use a previously disturbed lot to develop family housing that is consistent with the R-2 Zoning Code and adopt the San Fernando Design Guidelines for Multi-Family Residential Development. The Proposed Project would increase family housing in the area. Accordingly, since the Proposed Project would not result in any significant environmental impacts, project implementation would not add appreciably to impacts of any existing or foreseeable future projects (City of San Fernando, 2024) that could result in a significant cumulative impact. Any incremental impacts, if any, would be negligible. Potential future projects would be required to conduct a separate environmental analysis and mitigate any potential impacts to less-than-significant levels. The Proposed Project would not result in any significant cumulative impacts. This exception does not apply to the Proposed Project.
- (c) Significant Effect.** The construction of family housing in an area that includes multi-family and single-family residences is not considered an unusual circumstance. The Project site is currently a single-family home. The Proposed Project would follow design guidelines designated by the City and would not appear visually incompatible with existing equipment and accessories on the Project site. Normal operations will be similar and consistent with current uses surrounding the Project site. The Proposed Project is located within a disturbed, urbanized environment and will not involve the removal of any vegetation or scenic trees, nor would it impact any scenic vistas within the immediate area. Impacts to traffic, noise, air quality, and water quality are described below:

Traffic: Per the Institute of Transportation Engineers (ITE) Trip Generation Manual 11th Edition (2021), the Proposed Project would generate 88 average daily trips. The average daily trips are calculated using the ITE trip generation factor for low-rise multi-family residential units of 7.32 average daily trips per unit. Small projects that generate fewer than 110 daily trips are determined to have a less-than-significant transportation impact and do not require further study (OPR, 2018).

Noise: The City's Noise Ordinance is included in Chapter 34 Article II of the City's Municipal Code. Per the Municipal Code, the maximum permissible ambient noise level for residential uses shall not exceed 55 dBA between the hours of 7:00 a.m. and 10:00 p.m. and 50 dBA between the hours of 10:00 p.m. and 7:00 a.m. Operational noise levels would be similar to existing levels, would not exceed noise levels of typical residential communities, and would be required to comply with the noise levels identified in the Municipal Code. Additionally, construction of the Proposed Project would be required to occur outside of the hours of 6:00 p.m. and 7:00 a.m. on weekdays and 6:00 p.m. and 8:00 a.m. on Saturdays, or at any time on Sundays or on federal holidays. The construction noise would be required to remain under 70 dB at the property line.

The City's General Plan Noise Element (1987) identifies the Project site experiences a Community Noise Equivalent Level (CNEL) in between 65 and 70. Due to the Project site's proximity to N. Maclay Avenue and Glenoaks Boulevard, both classified as Major Arterials, and proximity to nearby commercial and industrial uses, it is unlikely that the Proposed Project would result in a significant noise impact. Compliance with the City's Noise Ordinance and proximity to nearby high levels of ambient noise would reduce any impact associated with noise to less than significant.

Air Quality: Construction would result in a temporary increase of emissions and operational emissions would be similar to existing conditions and typical of residential development. The South Coast Air Quality Management District (SCAQMD) established screening tables for identifying projects that would result in potentially significant impacts associated with air quality.

Per the SCAQMD CEQA Handbook (1993), multi-family projects with fewer than 261 units are generally assumed to result in less than significant air quality impacts. Additionally, SCAQMD has developed sample construction scenarios designed to be used by local lead agencies as models or templates for analyzing construction air quality impacts for projects undergoing an environmental analysis under. The sample construction scenarios have been developed to generically represent a broad range of project types that occur in the district, e.g., commercial, residential, educational, etc.). The sample construction scenario is divided into five non-overlapping phases: demolition, site preparation, grading, building, and architectural coatings and paving. The construction scenarios can be used in their entirety to represent similar construction for similar projects. The construction scenarios are based on actual numbers of construction equipment and activity (hours of operation, area disturbed, dirt and debris handled, etc.) obtained from construction site surveys. The one-acre sample construction scenario which reflects construction of a one-acre site with residential uses resulted in less than significant impacts associated with air quality impacts during construction (SCAQMD 2024). The Proposed Project size is less than one-acre and it can be reasonably assumed that the Proposed Project would result in less than significant air quality impacts.

As discussed above, SCAQMD has determined that residential projects similar in scope and size would not result in significant impacts associated with air quality.

Water Quality: According to the Regional MS4 Permit (Order No. R4-2021-0105), construction sites less than one-acre are required to implement an effective combination of erosion and sediment control best management practices (BMPs) (e.g. wind erosion controls, perimeter controls, water conservation practices, spill prevention and control) to prevent erosion and sediment loss and the discharge of construction waste. The Project site is small (0.41 acre) and would comply with Article III, Section 34-96 of the City's Municipal Code which requires owners or developers to implement stormwater pollution control requirements for construction activities. The Proposed Project would connect to the existing water lines and would not have an impact on groundwater supplies. Implementation of BMPs associated with MS4 Permit requirements and adherence to City requirements, the Project's construction-related activities would not violate any water quality standards or otherwise substantially degrade surface or groundwater quality.

Therefore, no reasonable possibility exists that the Proposed Project would have a significant effect on the environment due to unusual circumstances.

- (d) **Scenic Highways.** The Proposed Project is the construction of a new facility that would not directly or indirectly affect an officially designated scenic highway or scenic resources near a scenic highway. Therefore, this exception does not apply to the Proposed Project.
- (e) **Hazardous Waste Sites.** The Proposed Project has not been designated as a hazardous waste site (SWRCB 2024, DTSC 2024). There are no listed hazardous waste sites located immediately adjacent to the Project site (SWRCB 2024, DTSC 2024).
- (f) **Historical Resources.** The Proposed Project includes the construction of 12 residential units. The house currently located within the Project site was initially identified as an eligible historic resource (City 2002); however, after the Survey, the structure has been significantly altered, has lost its integrity and does not qualify as a historical resource anymore. Therefore, it is reasonable to assume that the Proposed Project is not determined to be a historically significant site. Should human remains be uncovered during Proposed Project activities, as specified by State Health and

Safety Code Section 7050.5, no further disturbance shall occur until the Los Angeles County Coroner has made a determination of origin and disposition pursuant to Public Resources Code 5097.98.

References:

California Department of Toxic Substances Control (DTSC)

2024 Envirostor Database. at:

<https://www.envirostor.dtsc.ca.gov/public/map/?myaddress=833+North+Brand+Boulevard%2C+San+Fernando%2C+CA+91340>

California State Water Resources Control Board (SWRCB)

2024 Geotracker database. at:

<https://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=833+North+Brand+Boulevard%2C+San+Fernando%2C+CA+91340>

City of San Fernando (City)

2002 City of San Fernando Historic Resources Survey (on file at the Community Development Department)

2005 General Plan Historic Preservation Element. at: <https://ci.san-fernando.ca.us/wp-content/uploads/2015/11/Historic-Preservation-Element-with-adoption-date.pdf>

2019 City of San Fernando Zoning Map. at: <https://ci.san-fernando.ca.us/wp-content/uploads/2020/01/City-of-San-Fernando-Zoning-Map.pdf>

2024 San Fernando Major Projects and Programs. at: <https://ci.san-fernando.ca.us/citys-major-projects-programs/>

Institute of Transportation Engineers

2021 Trip Generation Manual, 11th Edition

Office of Planning and Research

2018 Technical Advisory on Evaluating Transportation Impact in CEQA at: https://opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf

South Coast Air Quality Management District

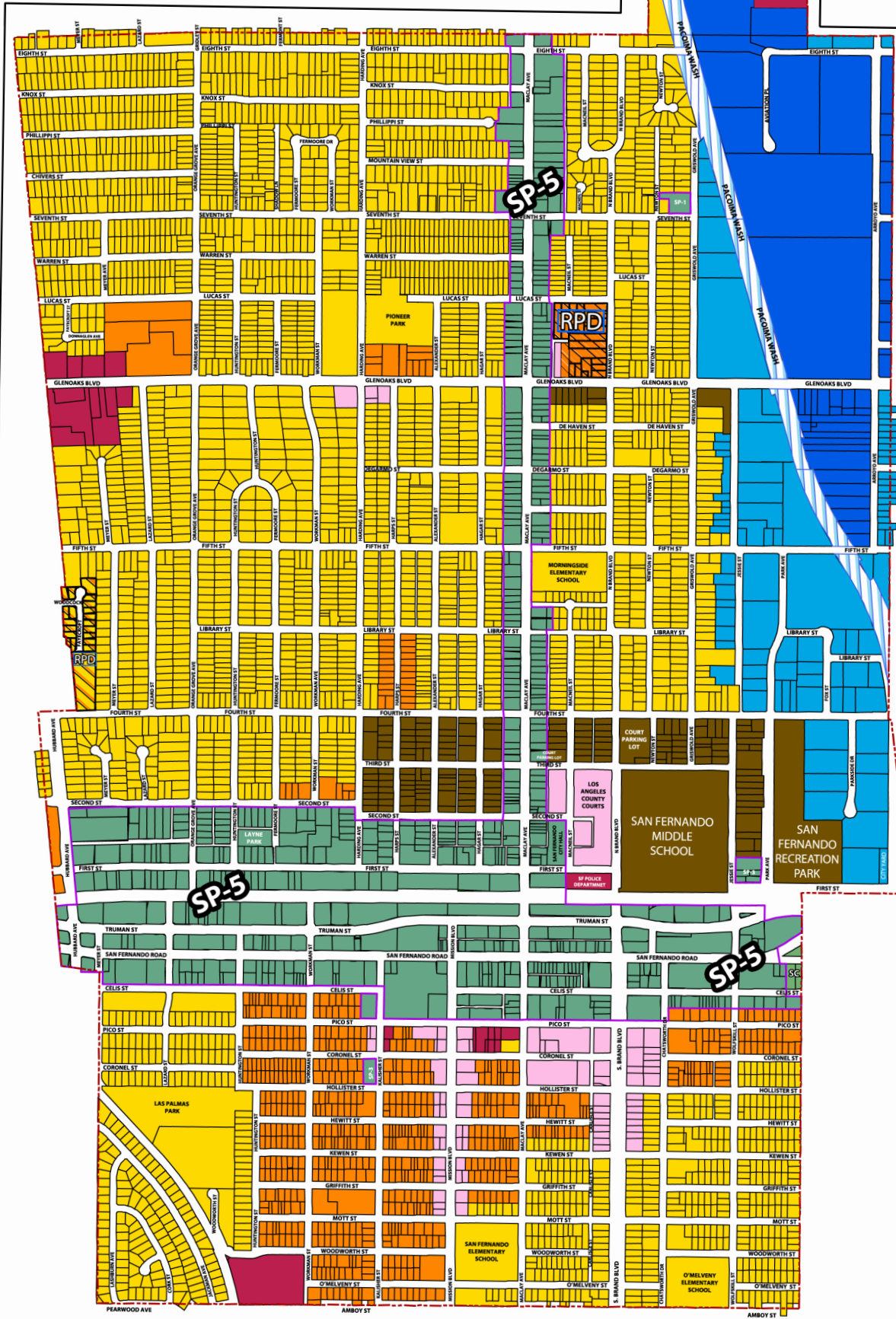
1993 California Environmental Quality Act Air Quality Handbook

2024 Localized Significance Thresholds, Appendix A – One Acre Site Example. At: <https://www.aqmd.gov/home/rules-compliance/ceqa/air-quality-analysis-handbook/localized-significance-thresholds>



SAN FERNANDO

COMMUNITY DEVELOPMENT DEPARTMENT



ZONING MAP

- R-1 Single Family Residential
- R-2 Multiple Family Dwelling
- R-3 Multiple Family
- C-1 Limited Commercial
- C-2 Commercial
- SC Service Commercial
- M-1 Limited Industrial
- M-2 Light Industrial
- SP-5 Corridors Specific Plan
- RPD Residential Planned Development
- PD Precise Development Overlay
- City Boundary



- 1) SCOPE OF WORK:
 - a) DEMOLISH OF THE EXISTING SINGLE FAMILY HOME AND ACCESSORY STRUCTURES.
 - b) PROPOSED 3 STORY 10 TOWNHOME + 2 ADU INCLUDING ONE STREET LEVEL GARAGE

- 2) PROPERTY ADDRESS: 833 N BRAND BLVD. SAN FERNANDO, CA 91340

- 3) OWNER: BRAND ESTATE LLC

- 4) PROJECT ARCHITECT: WEST PACIFICA DESIGN CONSTR. INC. - JACQUES MASHIHI, AIA

- 5) PROPERTY ZONE: R2-PD

- 6) DENSITY ANALYSIS:

8 BASE DENSITY UNITS (18,000SF/2,562) + 2 DENSITY BONUS UNITS
 1 VERY LOW INCOME AFFORDABLE UNIT= 10% AFFORDABLE UNITS
 (0.10 X 8 = ~1 UNIT) = 32.5% DENSITY BONUS = 8 X 0.325 = 2.6
 ADDITIONAL UNITS ROUNDED UP PER CA GOVT. CODE SECTION 65915)
 ALLOWS FOR UP TO THREE (3) ADDITIONAL UNITS
 9 MARKET RATE AND 1 VERY LOW AFFORDABLE UNIT AND 2 ADUS

- 7) LOT SIZE BASED ON SURVEY: 18,000 SQ. FT.

- 8) TOTAL OPEN SPACE REQUIRED: # OF UNITS x 100 = 10 x 100 = 1,000 SQ. FT.
 TOTAL OPEN SPACE PROVIDED: 1,000 SQ. F.T @ REAR
 TOTAL LANDSCAPED OPEN SPACE PROVIDED: 250 SQ. FT.

- 9) TOTAL REGULAR PARKING PROVIDED: 20 (2 PER UNIT)
 TOTAL GUEST PARKING PROVIDED: 2

- 10) BUILDING FOOTPRINT: 42% (REQUIRING INCENTIVE FOR ADDITIONAL 2%).

- 11) NOTE: THE DRAINAGE PLAN WILL BE PROVIDED BY THE ENGINEER

LEGAL DESCRIPTION:
 OBJECTID 5892
 AIN 2515015009
 APN 2515-015-009
 SITUSHOUSENO 833
 SITUSFRACTION
 SITUSDIRECTION N
 SITUSUNIT
 SITUSSTREETBRAND BLVD
 SITUSADDRESS 833 N BRAND BLVD
 SITUSCITY SAN FERNANDO CA
 SITUSZIP 91340-1412
 SITUSFULLADDRESS 833 N BRAND BLVD
 SAN FERNANDO CA 91340
 TAXRATEAREA 00660
 TAXRATECITYSAN FERNANDO

UNIT TABLE			
UNIT #	# OF BEDROOM	UNIT AREA	DESCRIPTION
UNIT 101	3 BEDROOM	1,935 SQ. FT.	-
UNIT 103	3 BEDROOM	1,825 SQ. FT.	-
UNIT 105	3 BEDROOM	1,825 SQ. FT.	-
UNIT 107	3 BEDROOM	1,825 SQ. FT.	-
UNIT 109	3 BEDROOM	1,825 SQ. FT.	-
UNIT 111	3 BEDROOM	1,825 SQ. FT.	-
UNIT 113	3 BEDROOM	1,825 SQ. FT.	-
UNIT 115	3 BEDROOM	1,825 SQ. FT.	-
UNIT 117	3 BEDROOM	1,825 SQ. FT.	-
UNIT 119	4 BEDROOM	2,285 SQ. FT.	ADA
UNIT 121	1 BEDROOM	690 SQ. FT.	ADU #1
UNIT 123	1 BEDROOM	697 SQ. FT.	ADU #2
TOTAL: 12 UNITS			

 <p style="font-size: 8px; margin: 0;">WEST PACIFICA DESIGN - CONSTR., INC. JACQUES MASHIHI ARCHITECT A.I.A. 1000 N. BRAND BLVD., SUITE 90211 BEVERLY HILLS, CA 90211 TEL: (310) 855-2420 FAX: (310) 855-2420 E-mail: wpd@westpac.com</p>	<p style="font-size: 8px; margin: 0;">PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING OWNER: Brand Estate LLC LOCATION: 833 N Brand Blvd, San Fernando, CA 91340</p>
<p style="font-size: 8px; margin: 0;">JOB#</p> <p style="font-size: 8px; margin: 0;">DRAWING NO.</p> <p style="font-size: 8px; margin: 0;">SCALE: AS SHOWN</p> <p style="font-size: 8px; margin: 0;">DATE: 8/2/24</p> <p style="font-size: 8px; margin: 0;">SHEET: T-1</p>	

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SAN FERNANDO, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS: MACLAY RANCHO NE 60 FT OF LOT 13 BLK 129, PER MAP RECORDED IN BOOK 291, PAGES 17 TO 18, INCLUSIVE, OF MAPS, RECORDS OF LOS ANGELES COUNTY. APN: 2515-015-009

TOPOGRAPHY SURVEY

PREPARED FOR:

Midland Contractors Inc

818-652-1275

NOTES:

1. THE LEGAL DESCRIPTION, BOUNDARIES AND EXHIBIT SHOWN HEREON ARE PER RECORD DATA
2. MISC. DATA
TOTAL PROPERTY AREA: 18000.00 SQ.FT.

BENCH MARK:

BENCH MARK: ASSUME AS SEWER MANHOLE ON N BRAND BLVD ELEVATION: 104.59

No.	Revision/Issue	Date

Firm Name and Address

MOLAI LAND & DESIGN
24309 BURBANK BLVD
WOODLAND HILLS, CA 91367
918-328-0225
MOLAI25@YAHOO.COM



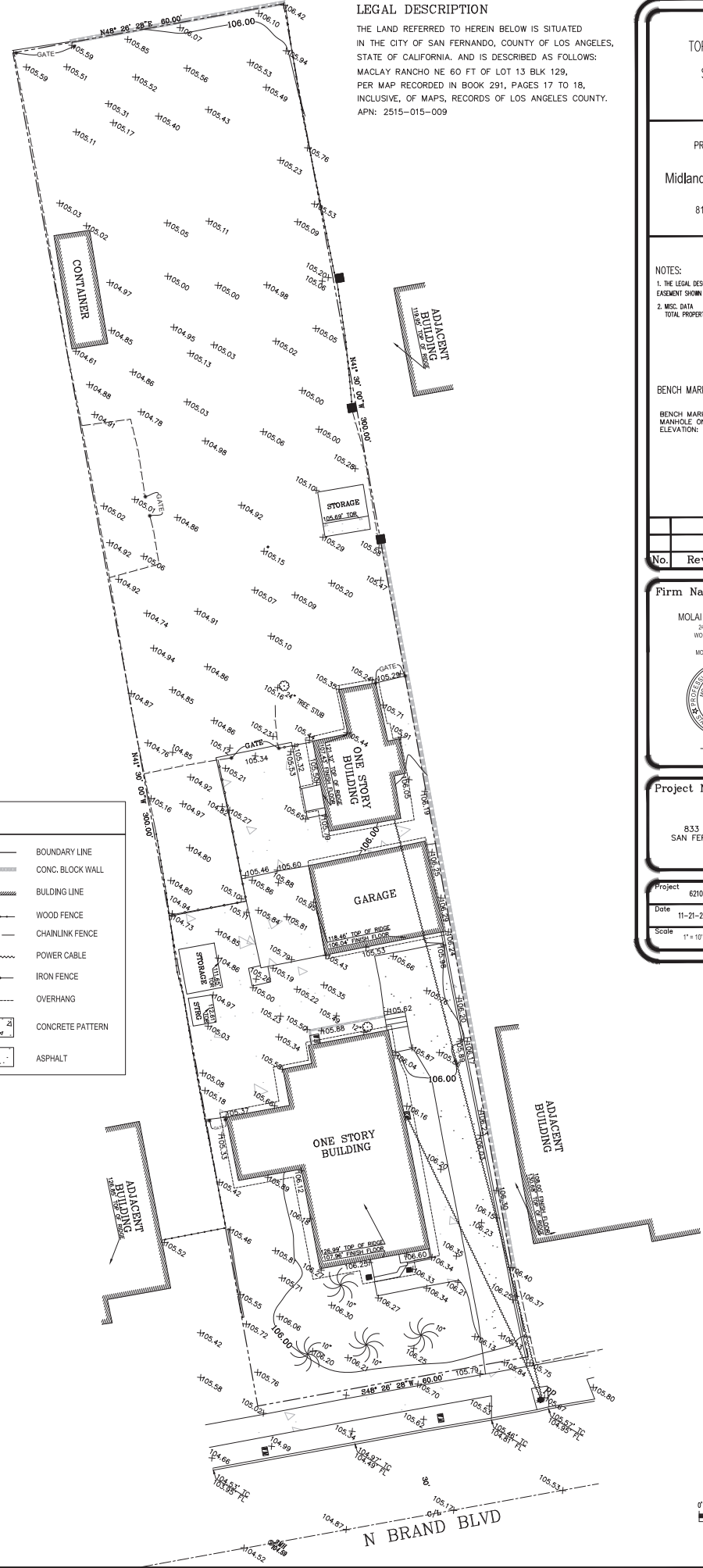
Project Name and Address

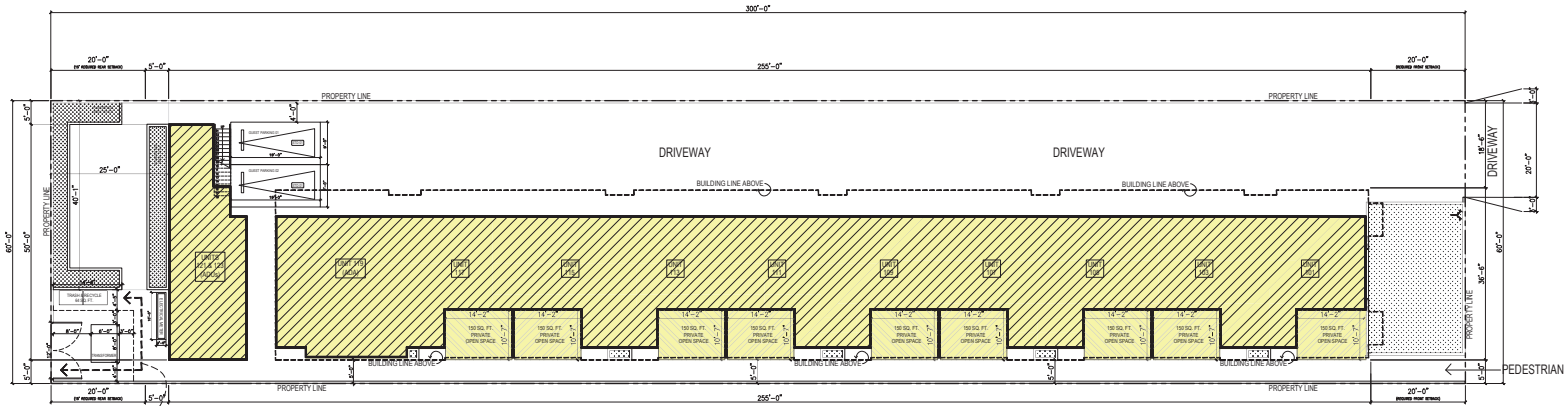
833 N BRAND BLVD
SAN FERNANDO CA 91340

Project	6210	Sheet	1 OF 1
Date	11-21-2023		
Scale	1" = 10'		

LEGEND

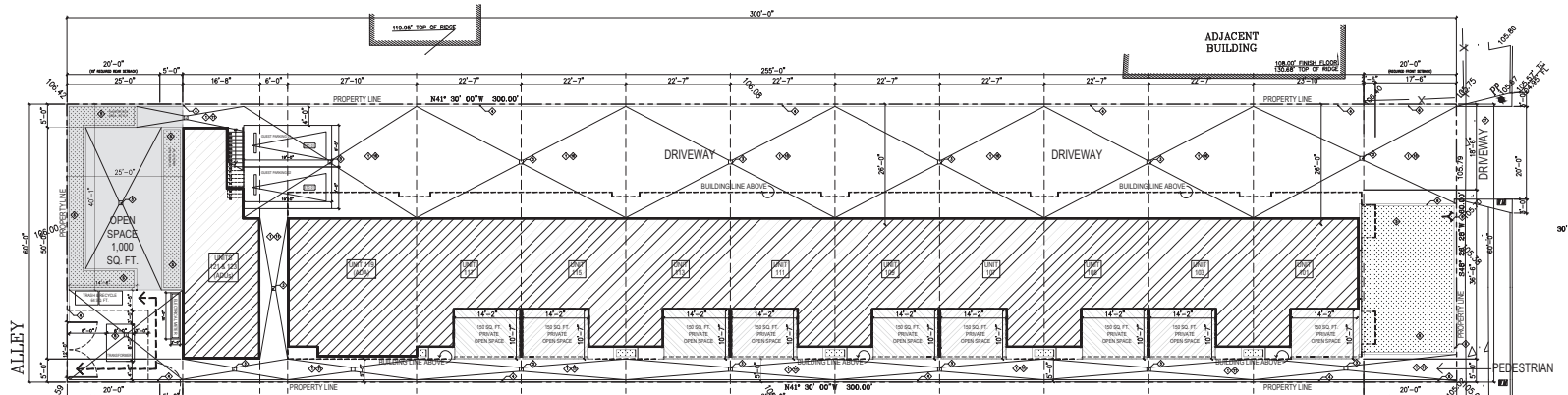
	WATER METER		BOUNDARY LINE
	ELECTRICAL METER		CONC. BLOCK WALL
	MAIL BOX		BUILDING LINE
	TOP OF CURB		WOOD FENCE
	FLOWLINE		CHAINLINK FENCE
	EDGE OF GUTTER		POWER CABLE
	TOP OF WALL		IRON FENCE
	SEWER MANHOLE		OVERHANG
	CENTER LINE		CONCRETE PATTERN
	SPOT ELEVATION		ASPHALT
	TREE		





PROPOSED BUILDING FOOTPRINT

TOTAL LOT AREA: 18,000 SQ. FT.
 TOTAL BUILDING FOOTPRINT (INCLUDING ADU) : 7,557 SQ. FT.
 TOTAL BUILDING FOOTPRINT PERCENTAGE: %42



PROPOSED SITE PLAN

SCALE: 3/32"=1'-0"

SITE PLAN KEY NOTES	
①	SLOPE ALL FRESH GRADES AWAY FROM BUILDING (2%).
②	MAINTAIN A MINIMUM OF 6" FROM GRADE TO ANY WOOD.
③	AREA DRAIN (SEE PLUMBING DWG)
④	FENCES, PLANTERS & RETAINING WALLS SHALL NOT EXCEED 4" FROM FRESH FLOOR @ REQUIRED SEE TIME AND BEAR TIME MATERIAL (CM)
⑤	PERMANENT PLANTERS (FOR MORE DETAILS SEE SANITATION PLAN)
⑥	PROVIDE MAX. 48" HIGH FENCE OR PLANTER WALL AT FRONT SETBACK FROM NATURAL GRADE.
⑦	CONSTRUCT (N) DRIVEWAY PER L.A. REQUIREMENTS OBTAIN RELATED PERMITS FROM PUBLIC WORKS.
⑧	INSTALL TRANSFORMER PAD FOR ELECTRICAL DRAWINGS APPROVED BY D.M.P.A. CITY OF L.A.
⑨	FIRE DEPARTMENT CONNECTION (F.D.C.)
⑩	CONCRETE DRIVEWAY
⑪	PAVERS

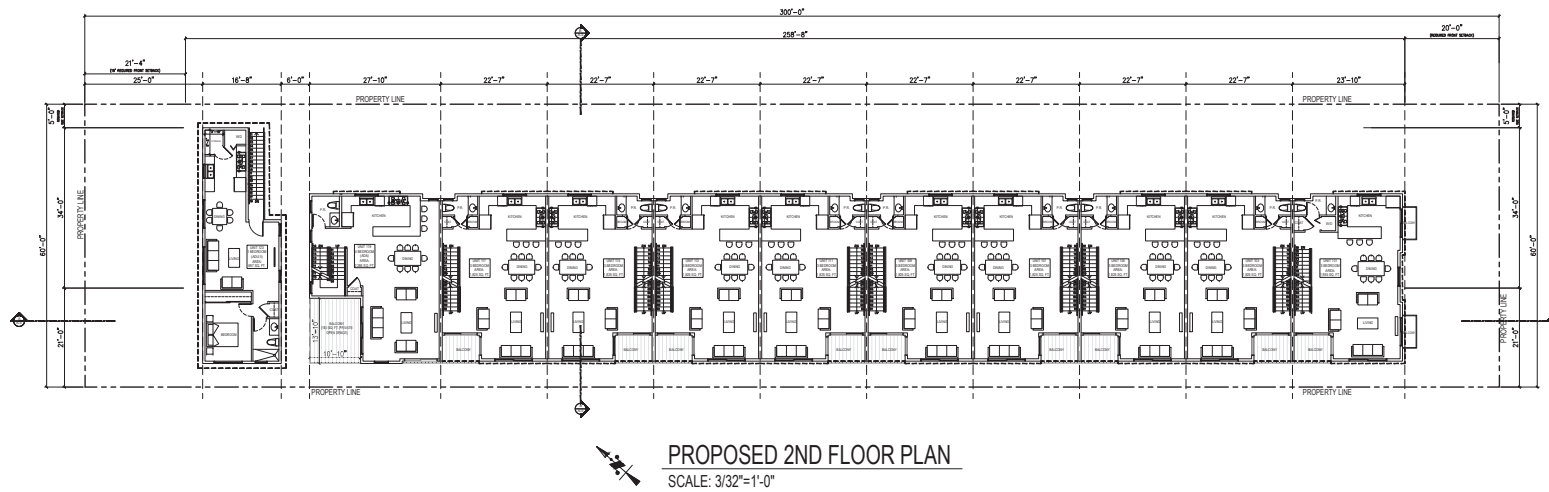
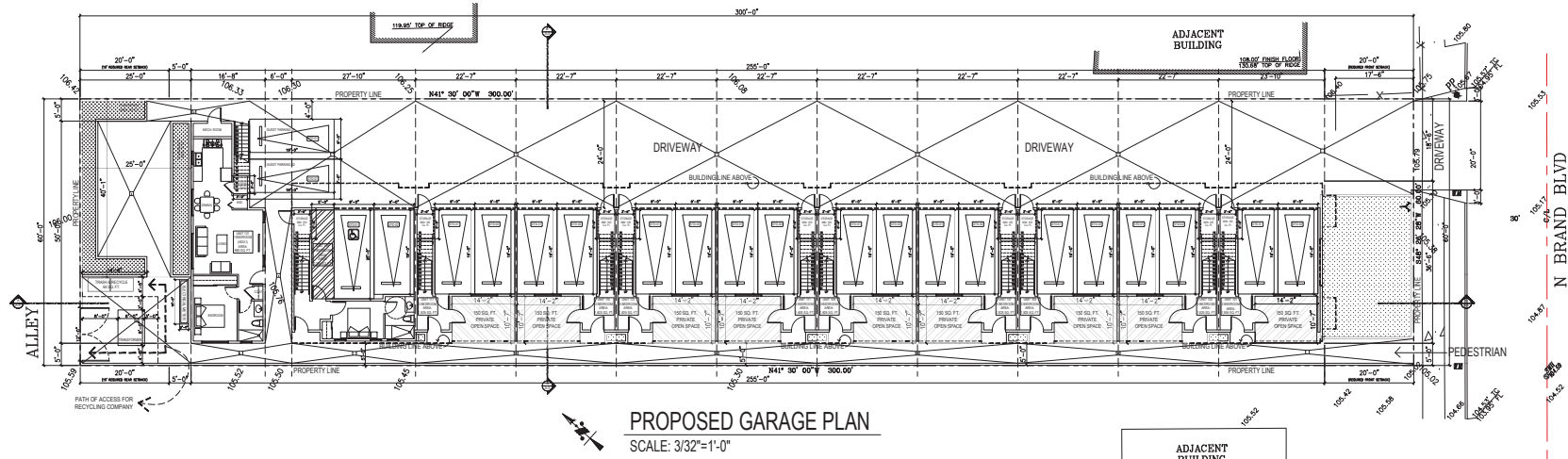
REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
 JACQUES MASHIHI ARCHITECT A.I.A.
 BEVERLY HILLS, CALIF. 90211
 TEL: (310) 855-2450
 FAX: (310) 855-2450
 E-mail: westpac@westpac.net

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Fernando, CA 91340

JOB#	REVISION/LAW

SCALE: AS SHOWN
 DATE: 03/24/25
 SHEET: A-1



REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
 JACQUES MASHIHI ARCHITECT A.I.A.
 11000 WILSON BLVD., SUITE 2450
 BEVERLY HILLS, CA 90211
 P D
 E-mail: wpd@westpacifica.net

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Francisco, CA 94140

DESIGNED BY: [Signature]
 DRAWN BY: [Signature]
 SCALE: AS SHOWN
 DATE: 8/2/24
 SHEET: A-2

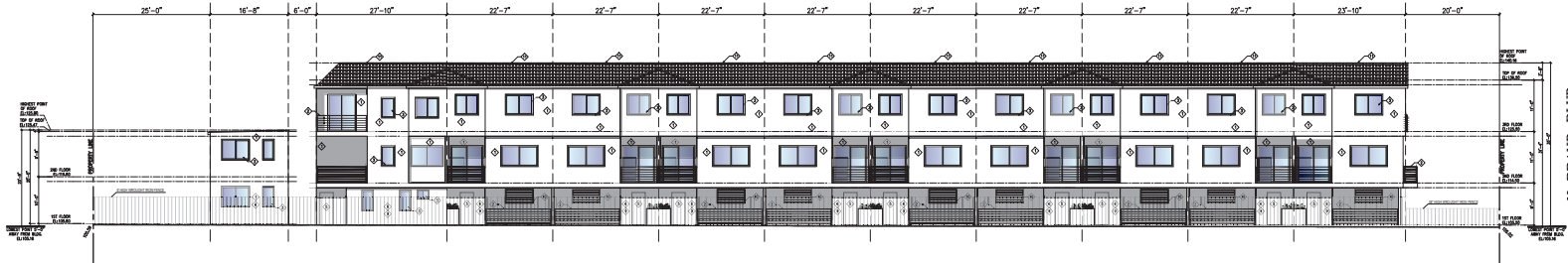
ELEVATION KEY NOTES	
	SMOOTH STUCCO FINISH COLOR LIGHT RIDGE
	42" HORIZONTAL METAL RAILING
	AL. FRAME DBL. GLAZED WINDOW (SEE SCHEDULE)
	DOWNSPOUTS (SEE ROOF PLAN)
	ENTRY DOOR - MATERIAL: WOOD
	PROVIDE APPROVED QUALITY RESISTANT FINISH FOR THE FIRST 3' OF EXTERIOR WALL. GENESIS COATING INC. RESISTANT RESINETA. RESINETA
	6" HIGH CONC. BLOCK WALL MEASURED FROM NAT. GRADE
	WALL 48" HIGH FENCE ON PLANTER WALL AT FRONT SETBACK FROM NATURAL GRADE.
	STONE VENEER # 1ST FLOOR
	PARKING METAL LOUVERS
	ROOFING TILE
	DRAINAGE DOOR
	STORAGE DOOR - GRAY - HOLLOW METAL



PROPOSED NORTH ELEVATION
SCALE: 3/32"=1'-0"

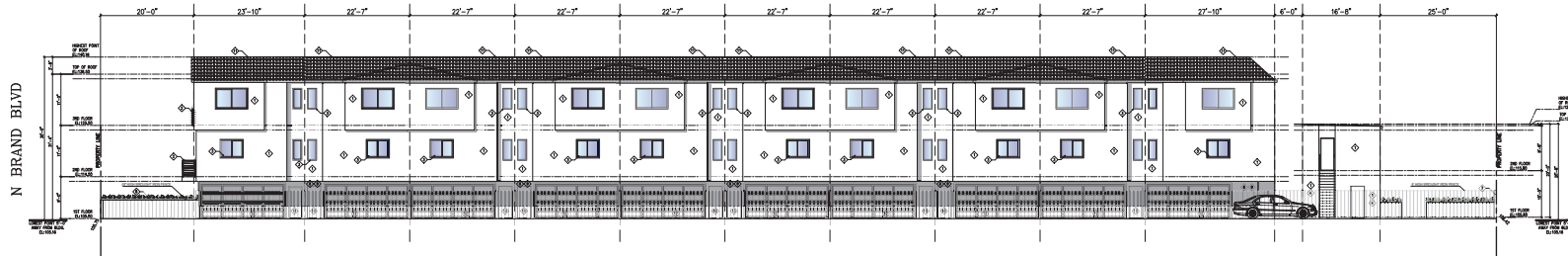


PROPOSED SOUTH ELEVATION
SCALE: 3/32"=1'-0"

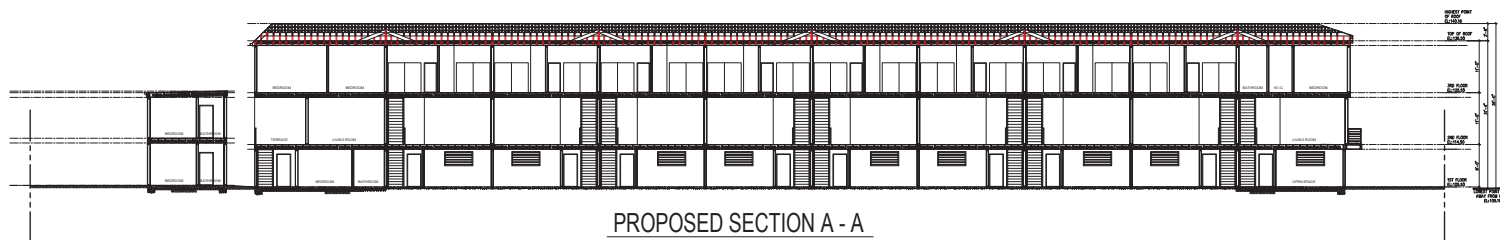


PROPOSED EAST ELEVATION
SCALE: 3/32"=1'-0"

STAIRCASE INFO.: MAX. HEIGHT OF EACH STEP: 7.5"
 THREAD OF EACH STEP: 10"
 WIDTH SIZE OF EACH STEP: 44"
 NUMBER OF STAIRS FROM 1ST TO 2ND FLOOR: 16
 NUMBER OF STAIRS FROM 2ND TO 3RD FLOOR: 18
 NUMBER OF STAIRS FROM 3RD TO ROOF: 18



PROPOSED WEST ELEVATION
SCALE: 3/32"=1'-0"



PROPOSED SECTION A - A
SCALE: 3/32"=1'-0"

REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 BEVERLY HILLS, CALIF. 90211
 P.O. BOX 2450
 FAX: (310) 855-2450
 E-mail: wpd@westpac.com

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
 OWNER: Brand Estate LLC
 LOCATION: 833 N Brand Blvd, San Francisco, CA 94140

DATE: 03/17/25
 SCALE: AS SHOWN
 SHEET: A-4



PROPOSED EAST ELEVATION



PROPOSED WEST ELEVATION

REV	DATE	REVISIONS

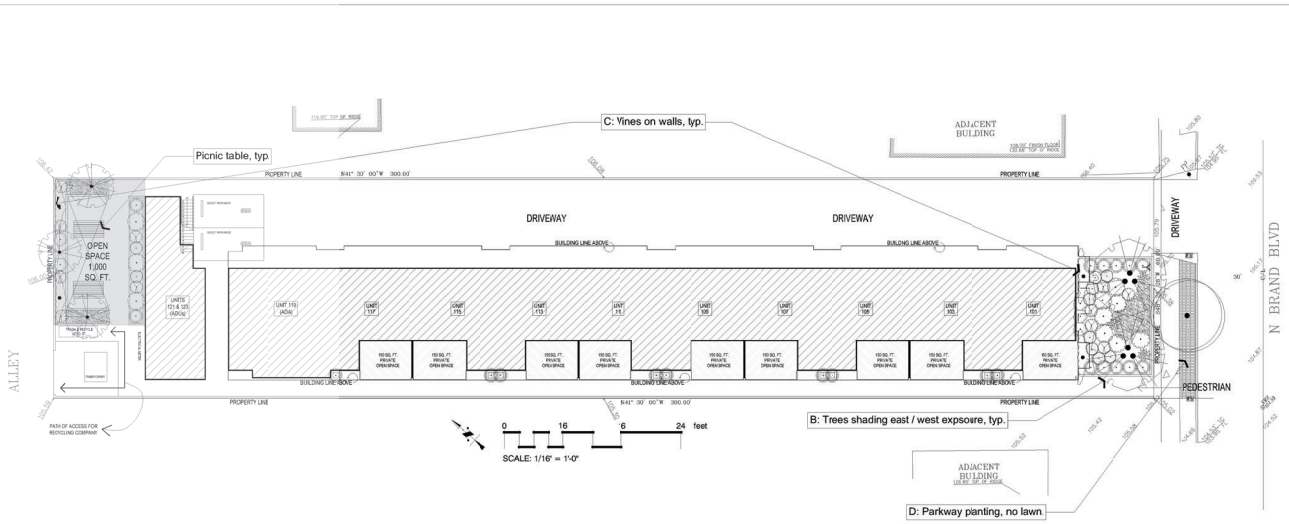
WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
WEST PACIFIC DESIGN-CONSTR., INC.
 833 N BRAND BLVD., SUITE 90211
 BEVERLY HILLS, CA 90211
 TEL: (310) 855-2420
 FAX: (310) 855-2420
 E-mail: wpd@westpacdesign.com

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER: Brand Estate LLC
LOCATION: 833 N Brand Blvd, San Fernando, CA 91340

DATE: 02/24/24
SCALE: AS SHOWN
DATE: 02/24/24
DATE: 02/24/24
DATE: 02/24/24
DATE: 02/24/24

JOB#
DATE:
SCALE:
DATE:
DATE:
DATE:

R-2



LANDSCAPE TABULATIONS	
COMMON OPEN SPACE PROVIDED	
Rear Yard	1,000 SF
TOTAL:	1,000 SF
25% REQUIRED LANDSCAPE AREA: 250 SF	
LANDSCAPE AREA PROVIDED	
Rear Yard	323 SF
TOTAL:	323 SF
LANDSCAPE TO OPEN SPACE RATIO: 32.3 %	

REQUIRED AND PROVIDED TREES TABLE			
TREES	NUMBER	RATIO	REQ.
EXISTING TO BE REMOVED	0	1 to 1	0
EXISTING PARKWAY TREES TO BE REMOVED*	0	2 to 1	0
TOTAL ON SITE TREES TO BE REPLACED			0
PER UNIT	12	1 TREE/4 UNITS	3
		MN. NO. TREES REQ.	3
*NOTE Parkway tree removal must be permitted by Los Angeles Urban Forestry Division			
Guideline C: 1 tree/500 SF landscape area in the project			
Front yard planted area:	625 SF		2
Required shade trees (s):	1/500 SF		2
Provided shade trees (s):			2
TREES PROVIDED			
LOCATION	SHEET	SIZE	QTY.
PLANTING AREAS	L1	24" BOX	5
PLANTING AREAS (EXTG)	L1		0
PARKWAY	L1	24" BOX	1
PARKWAY (EXTG)	L1		0
TOTAL TREES			6

PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL / COMMON NAME	CONTAINER	SIZE @ INSTALLATION	SIZE @ MATURITY	WUCOLS	SPAONG
TREES							
	3	Chilopsis linearis 'Bubba' Bubba Desert Willow	24"-box	15-20 H x 10-15' W	Low	Very Low	
	2	Parkinsonia x 'Desert Museum' Desert Museum Palo Verde	24"-box	20' H x 20-25' W	Low	Very Low	
	1	Street Tree (new) species TBD by Urban Forestry	24"-box				
SHRUBS							
	3	Agave parviflora Durango Soft Agave	5 gal.	2'-3' H x 3'-4' W	Low		
	5	Carpenteria californica Elizabeth Elizabeth Bush Anemone	5 gal.	4'-6' H x 3'-4' W	Low	Low	
	10	Dalea graggii Trailing Indigo Bush	5 gal.	1'-2' H x 4'-6' W	Low		
	4	Mascagnia macroptera Yellow Crowned Vine	5 gal.	15-20 vine	Low	Low	
	21	Muhlenbergia rigens Deer Grass	5 gal.	3'-4' H x W	Low	Low	
	11	Phormium tenax Jerusalem Sage	5 gal.	3'-4' H x W	Low	Low	
	10	Salvia leucantha 'Santa Barbara' Santa Barbara Mexican Bun Sage	5 gal.	2'-3' H x 3'-4' W	Low	Low	
GROUND COVERS							
	718	Dymondia marginata Silver Carpet Dymondia	flat	Plug		Low	6" o.c.
	51	Festuca x 'Siskiyou Blue' Siskiyou Blue Fescue	1 gal.	1'-2' H x W	Low		24" o.c.

A: Soil in planting areas to be amended with Class I Forest Floor Mulch available from C&M Topsoil, Inc. 818-899-5485

MWEO CALCULATIONS									
Maximum Applied Water Allowance (MAWA)									
MAWA = (Eto) x 0.62 x [(0.55 x LA) + (1 - 0.55 x SLA)]									
LANDSCAPE		ETAF	SLA	MAWA					
(Eto)	AREA (LA)								
50.1	1,138	0.55	0.00	19,441.71	GAL/YR				
Estimated Total Water Use (ETWU)									
ETWU = (Eto) x (.62) x (PF x MAWA + SLA)									
		ETWU	13,245.45 GAL/YR						
Hydrozone Table for Calculating ETWU									
Zone	Planting Description	Water Needs	PF	Irrigation Method	IE (PF)IE	ETAF Area (HA)	ETAF x MA		
1	Gr/Str/Secc/Vines	Low	0.3	Drip	0.81	0.37	287	108	3,301.78
2	Trees	Low	0.3	Drip	0.81	0.37	40	15	460.18
3	Parkway Tree	Moderate	0.5	Drip	0.81	0.62	20	12	383.48
4	Parkway GC	Low	0.3	Drip	0.81	0.37	153	57	1,780.18
5	Gr/Str/Secc/Vines	Low	0.3	Drip	0.81	0.37	287	108	3,301.78
6	Grasses	Low	0.3	Drip	0.81	0.37	27	10	310.62
7	Trees	Low	0.3	Drip	0.81	0.37	60	22	860.27
8	Gr/Strubs/Vines	Low	0.3	Drip	0.81	0.37	284	98	3,037.17
Sum					0.81	0.40	1,138.00	426.42	13,245.45
Special Landscape Areas							A	B	
Sum							1.00	0	0
							1.00	0.00	0.00
							C	D	
ETAF CALCULATIONS									
Regular Landscape Areas							All Landscape Areas		
Total ETAF x Area (A)		(B)	426.42	Total ETAF x Area (B+D)		426.42			
Total Area (A)		(B)	1,138.00	Total Area (A+C)		1,138.00			
Average ETAF (B / A)		0.37	Average ETAF (B + D / C + A)		0.37				

CITY POINTS			
Potential Landscape Area (Lot Area minus Building Footprint)			
LOT AREA	18,000 SF		
BUILDING FOOTPRINT	7,567 SF		
TOTAL POTENTIAL LANDSCAPE AREA:	10,433 SF		
Total points required per Guideline C.20 (Lot area 18,000 SF)			
DETAIL OF POINTS PROVIDED			
Soil amended to Class I TOPSOIL Match	POINTS PER ITEM	QTY.	POINTS CLAIMED / CALLOUT SHEET
Trees shading east and west exposure	2/25 H	2	4 B - L1
Mines on walls/fences	2/50 H	2	4 C - L1
Parkway planting - no lawn	1/50 H	4	8 D - L1
GUIDELINES O PROVIDED POINTS TOTAL:			21
Total points required for Guideline AA.300 (Lot area 18,000 SF)			
Landscape water (25% of required points)			
Sensor for rain	25%	1	25 D - L2
Automatic irrigation controller	1	1	1 E - L2
Drip irrigation	5	1	5 F - L2
Mulch	5/100 H	7	35
Plants requiring monthly summer water after established for 3 years	10	1	10 Legend L-1
GUIDELINES AA PROVIDED POINTS TOTAL:			184
The subdivisor shall record a covenant and agreement satisfactory to the Advisory Agency guaranteeing that:			
a. The planting and irrigation system shall be completed by the developer/builder prior to the close of record of 50 percent of the units of the project or phase.			
b. Sixty days after landscape and irrigation installation, the landscape professional shall submit to the homeowners' property owners association a Certificate of Substantial Completion (12.441 O.L.A.M.C.)			
c. The developer/builder shall maintain the landscaping and irrigation for 60 days after completion of the landscape and irrigation installation.			
d. The developer/builder shall guarantee all trees and irrigation for a period of six months and all other plants for a period of 60 days after landscape and irrigation installation.			

General Notes

Green Building Notes
Prescriptive Approach

A minimum 3-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas, except turf areas, creeping or rooting groundcovers, or dried-seeding applications when mulch is contraindicated.

Unless contradicted by a soils test, compost at a minimum rate of 4 cubic yards per 1,000 square feet of permeable area, shall be incorporated to a depth of 6 inches into the soil.

For projects that include landscape work, the Landscape Certification, Form GRN 12, shall be completed prior to final inspection approval.
(State Assembly Bill No. 1881, S.304-1)

I agree to comply with the requirements of the prescriptive compliance option of the MWEO.

Signed: see stamp
Date 01/03/2024

1. Refer to Civil plans for LID and drainage systems.

2. If plant availability requires changes to the plant palette, please contact landscape architect for substitutions.

1	SITE PLAN REVISE	2024/08/01
No.	Revision/Issue	Date

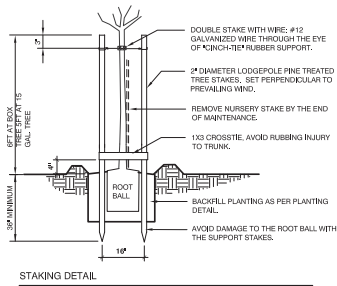
Designed By:
HARMONY GARDENS
6620 MURIELLA AVE.
VAN NUYS, CA 91405
818-505-9103
don@harmonygardens.net
harmonygardens.net

Client/Project:
Brand Estate, LLC
833 N Brand Blvd.
San Fernando, CA 91340

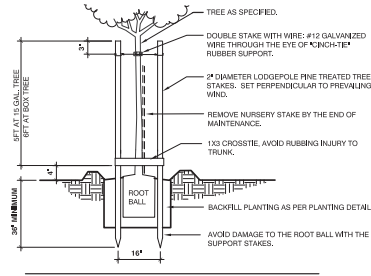
Project: 833 N. Brand Blvd., SF
Date: 2023/12/20
Scale: 1/16"=1'-0"

Sheet: LANDSCAPE PLAN
L1.1

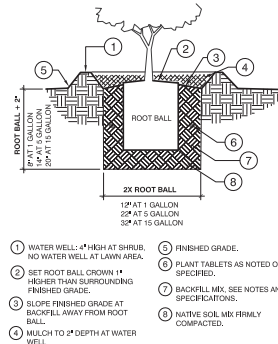
LEGAL DESCRIPTION
AIN: 2515-015-009
District: North District Office
Region: 03
Cluster: 03126 SAN FERNANDO



STAKING DETAIL

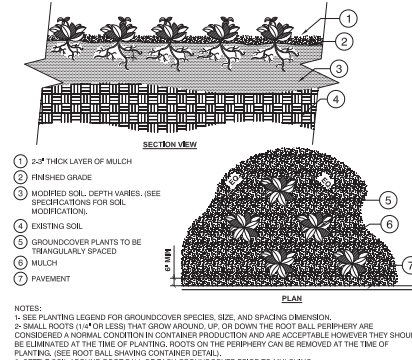


TREE AS SPECIFIED



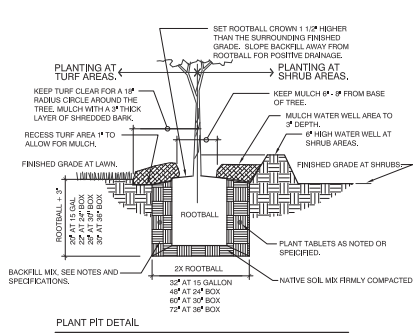
3 SHRUB PLANTING
1' = 1/4"

FX-PL-FXSHRB-07

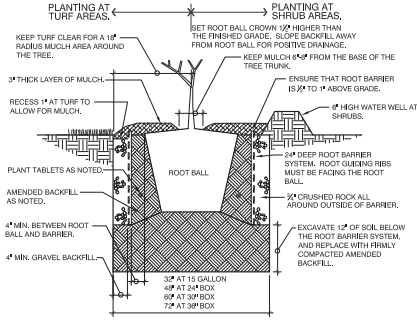


4 GROUNDCOVER
3/4\"/>

FX-PL-FXGROU-01



PLANT PIT DETAIL



2 ROOT BARRIER TREE PLANTING
1' = 1/4"

F-MU-12

1 TREE PLANTING DOUBLE STAKE
1' = 1/4"

FX-PL-FX-TREE-10

General Notes

No.	Revision/Issue	Date
1	DESCRIPTION	YYYYMMDD

Designed By:
HARMONY GARDENS
 6620 MURRETTA AVE.
 VAN NUYS, CA 91405
 818-565-9183
 don@harmonygardens.net
 harmonygardens.net

NO BULL DOGS
 YOU DIG

Client/Project:
 Brand Estate, LLC
 833 N Brand Blvd.
 San Fernando, CA 91340

Project:
 833 N. Brand Blvd., SF
 Date:
 2024/01/03
 Scale:
 per detail

Sheet:
 PLANTING
 DETAILS
L1.2

PLANTING SPECIFICATIONS

Scope

A. The Contractor shall furnish and install plant materials as indicated on the drawings and as specified. Planting shall be performed by personnel familiar with planting procedures and under supervision of a qualified planting foreman adjudged by the Landscape Architect to be capable of performing the class and scale of work contemplated.

B. General Contractor of Owner shall supply to Landscape Contractor a grade condition of within 2% of 1 foot of finish grade.

Inspections

A. Inspections will be made by the Owner or Owner's Representative. Contractor shall be on the site when inspections are made. Request inspection by telephone at least two (2) working days in advance of date desired. Contractor will not be permitted to initiate the succeeding steps of work until he has received approval to proceed by the Inspector.

B. Contractor shall find out from the Owner or Owner's Representative if a soils test has been made and shall not begin work on the site until the results of such tests are known unless told otherwise by Owner. Contractor shall obtain soils test and send report to Owner or Owner's Representative if no such test exists and pay all costs for such reports. Soil amendments and general backfill mixes listed below are for bid purposes only. Contractor will be responsible for providing mixes as specified based on the results of soil tests.

C. Inspection is required for the following:

- When trees and other plant material are spotted for planting, but before planting occurs.
- When planting and all other specified work has been completed.

MATERIALS

A. Topsoil

- Existing soil on the site shall be used as topsoil for planting purposes insofar as possible, but shall be free of cobbles, oil, weeds, plaster, concrete, gasoline, paint, solvents, or other foreign matter. Contaminated soil shall be removed and replaced with acceptable existing soil or imported soil.

B. Imported Topsoil

- Imported topsoil shall be fertile, friable, clean, sanitary, free of weeds, rocks, gravel, debris, and other deleterious matter. Soil shall contain sufficient quantities of available nitrogen, phosphorous, potassium, calcium, and magnesium to support normal plant growth.

- Topsoil shall be subject to inspection at the source from which it is obtained before delivery, but such approval shall not impair the right of inspection and rejection at the site during delivery and progress of work. Rejected topsoil shall be removed immediately from the site.

- Furnish the Owner or Owner's Representative with the following information 30 days prior to the importation of topsoil:

- Specific location of topsoil source.

- Contractor shall submit topsoil to soil testing Laboratory for conformance testing. Contractor shall have report sent to Owner or Owner Representative and shall pay all costs.

- Contractor shall amend imported topsoil according to soil testing specifications.

C. Soil Amendments (for bid purposes only): All planting areas shall be prepared by incorporating the following amendments:

Amounts per 1,000 square feet:

- 100 lbs. of Gro-Power Plus
- 100 lbs. of Gypsum
- 3 cu. yd. nitrified shavings or Organic Alternative:
- 3 cu. yd. of Organic (no sludge included) Compost

D. Backfill

- Backfill shall be the following: (for bid purposes only):

- 6 parts by volume site soil
- 4 parts by volume nitrified organic amendment
- 5 lbs. Gro-Power Plus per cu. yd. of mix

- Backfill for Succulents, Cacti, and other drought-tolerant plants shall be the following:

- 6 parts coarse peat moss
- 2 parts planter mix
- 8 parts volcanic rock
- 100 lbs. washed sand
- 5 lbs. Gro-Power

- Backfill for Palms shall be the following:

- 100% coarse sand for at grade planting

E. On-slab Planter mix shall be the following: 33% Peat moss 33% Vermiculite (coarse grade) 33% Sand plus nutrients and minerals (triple super phosphate, potassium sulfate, urea formaldehyde, lime, gypsum and iron sulfate). Contractor shall submit samples of the mix to soil testing Laboratory for conformance testing. In addition, small amounts of the components (1 quart each bark and sand, 1 cup each of other ingredients) shall be delivered for lab to mix to specifications and compare.

Contractor shall have report sent to Owner or Owner's Representative and shall pay all costs.

- Quality and size of all plants shall conform to the California Standard Grading Code of Nursery Stock and shall be No. 1 grade. Plants shall be vigorous, of normal growth, free from disease, insects, insect eggs and larvae. All plants shall equal or exceed the measurements specified in the plant list and be supplied from those sources indicated when a source is specified.

- Container stock shall have grown in containers for at least one year, but not over two years. Samples shall be shown to prove that no root bound conditions prevail. No container plants that have cracked or broken balls or earth when taken from containers shall be planted, except on special approval of the Owner or Owner's Representative

- Plants shall have been grown under climatic conditions comparable to those of the project site, unless otherwise specifically approved by the Owner or Owner's Representative.

- Nomenclature conforms to customary usage: For clarification, the term multi-trunk defines a plant having a minimum of three trunks and a maximum of five trunks of nearly equal diameter.

- Sod to be freshly cut and provided with minimum 3/4" thick root area and at least 6-12 months old. All sod to be protected from sun and wind drying while being shipped and prior to planting.

- Inspection: Plants shall be subject to inspection and approval by the Owner or Owner's Representative at the place of growth or upon delivery, for quality, size and variety. Such approval shall not impair the right of inspection and rejection at the site, during progress of work, for size and condition of ball or roots, latent defects or injuries. Rejected plants shall be removed immediately from the site.

- Certificate of Inspection: To accompany shipment of plant materials shall be furnished which may be required by Federal, State, County or other authorities.

- Identify each species and variety with a weatherproof label.

9. Protection: Plants shall be protected at all times from sun and drying wind, and shall be kept watered.

10. Nursery Order Placement Place plant material order sufficiently in advance of planting to insure availability of plant materials and sizes specified.

11. Names of Plants and Standards: All plant materials shall conform to the standards as outlined by the Association of Nurseries.

12. Substitutions will not be permitted without proof of the unavailability of any specified material. In the event it is impossible to provide the quantities or varieties of plants specified, the Owner or Owner's Representative must be given notice in writing to submit a revised plant list. When substitutions are made, all requirements of the plant list shall be met, and in no case shall substitutions be made without approval of the Owner or Owner's Representative. The cost of substitute plants shall not exceed the original plants, except by the written approval of the Owner or Owner's Representative. Contractor may supply larger plants than those specified in the plant list at no additional cost, in which case, the root systems shall be proportional to the size of the component parts of the plants.

13. Verification of dimensions and quantities: All scaled dimensions are approximate. Before proceeding with any work, the Contractor shall carefully check and verify all dimensions and quantities, and shall immediately inform the Owner or Owner's Representative of any discrepancy between the drawings and/or specifications and actual conditions. No work shall be performed in any area where there is a discrepancy until Owner or Owner's Representative has given approval of it.

F. Tree Ties: Corded rubber tree ties approved by Owner or Owner's Representative.

G. Tree Stakes: Tree stakes shall be black painted 1 1/2" Schedule 40 steel pipe (actual dimension) or as shown on detail.

H. Wood Bark mulch: Use 1/2" to 3/4" diameter wood bark. If not available in bulk quantity use bagged wood bark.

EXECUTION

Installation

A. Commencement of Work

- The irrigation system shall have been installed and approved prior to soil preparation.

- Within five days after notification by the Owner or Owner's Representative conduct operations continually to completion, unless weather conditions are unfavorable. All work shall conform to high standards of practice within the trade.

B. Site clearance: Clean up and remove from the planting areas weeds and grasses, including roots, and any minor accumulated debris and rubbish before commencing work. Existence of major amounts of construction debris shall be called to the attention of the General Contractor or Owner for removal.

C. Storage: Secure permission to store plants of the project site, and insure that they are protected from damage by sun, rain, wind and construction work.

D. Weed Control

- All landscape areas to receive an application of Surfiant 75W and Devindol following manufacturer's instructions for rate, method and sequence with planting.

- Application is to be made by licensed personnel.

- Apply 1/2" to 1" water within two or three hours after applying this combination. This will incorporate the herbicides into the soil surface to control the susceptible weeds.

E. Equipment

- Add the recommended rate of Surfiant 75W and Devindol to the spray tank during the filling operation. Apply in enough water to assure adequate coverage, 50 to 250 gallons per acre.

- Use any properly calibrated low-pressure boom-type herbicide sprayer with 50-mesh or coarser screens in strainers, nozzles and suction units. Spray equipment shall provide vigorous bypass agitation during application.

- Spray equipment shall be calibrated before use and checked frequently during application to insure a uniform spray pattern.

5. Caution

- Harmful if swallowed or absorbed through the skin. Avoid contact with skin, eyes, and clothing. In case of contact, flush with water. Do not contaminate food.
- Do not contaminate any body of water by direct application, cleaning of equipment or disposal of wastes.

E. Soil Preparation:

- No soil preparation work shall occur when moisture content is so great that excessive compaction will occur, nor when it is so dry that dust will form in the air, or that clods will not break readily. Apply water if necessary to provide ideal moisture content for tilling and planting.

- Prior to placing conditioners and fertilizer, scarify all planting areas, except slopes exceeding 2:1 to a depth of 12" below grade.

- Grade all areas to be amended and lower, or fill areas not to grade.

- Incorporate soil amendments into existing soil by means of a Rototiller to a depth of 6" using the soil amendments in MATERIALS paragraph (subsection C) thoroughly.

F. Planting

- Position plants as indicated in drawings. Secure city approval of plant locations if required by local authority, or call Owner or Owner's Representative prior to planning for inspection. Before excavating pits, make necessary adjustments if indicated. The irrigation system shall be operative and tested prior to any planting.

- Excavate pits with vertical sides for all plants. If hardpan or compacted soil is encountered, use a soil auger, digging-bar, or posthole digger to loosen soil and ensure drainage. Pits shall be twice the diameter and at a depth equal to the container or rootball. Dig 3-6 inches deeper around the edges of the hole's bottom to create a plateau of undug soil to support plant at proper depth. Where drainage is a problem, plant so the upper half of the root balls is above grade and add a ring of soil around root ball that gradually tapers down to the natural grade.

- Remove plants from container and inspect root ball. Cirdling, matted, and knined roots on outer surface should be trimmed away.

- Refill holes with backfill mixture about halfway up the rootball. Soil amendments, if used, should generally not exceed 5% by volume. Tamp mixture around root ball. Water sufficiently to thoroughly settle backfill. Allow water to drain then fill remaining void with soil. Tamp firmly and water again to settle. Make permanent basin and water plant immediately. The top of the root ball should sit 1 to 3 inches above soil grade.

- Once a tree has been planted and thoroughly watered to settle soil, exposed soil to be covered with 2 to 3 in. wood mulch. Keep mulch 3 to 4 in. from the trunk.

6. After planting has been completed, double stake all trees, up to and including 24" box specimens, as follows:

- On-grade trees: place stake in prepared hole and drive stake one foot into solid ground. Plant tree as close to stake as possible without crowding roots. Fasten tree to stake in at least two places (preferably 6" below top of stake and 3 feet below first) by using flat-woven polypropylene 1/4", 900-lb. break strength tree ties. The trees loosely to permit crown to move 4 to 6 in. in the wind. Stakes shall be 1" - 2" (actual dimension) 10' lodgpole stake. Stakes should be place at right angles to prevailing winds. Install 24" below finish grade.

- Finish grade all planting areas to a smooth and even condition making certain that no water pockets or irregularities remain. Remove and dispose of all foreign materials, clods and rocks over 1-1/2 inches in diameter. Final grade shall be one inch below existing walkways, sloping to drain to adjacent concrete or asphalt surfaces, drain swale or catch basins. Surface drainage shall flow away from all building foundations.

- Groundcover shall be planted as specified in triangular configurations. After groundcover has been planted, water thoroughly.

G. Wood Bark Mulch: Apply a minimum of 2" layer in all shrub areas without groundcover planting. Wood bark shall not be applied to groundcover areas.

H. Clean Up

- During the course of the work, remove surplus materials from the site and leave premises in a neat and clean condition.

- Clean up and remove all remaining debris and surplus materials upon completion of work, leaving the premises neat and clean.

- Remove all tags, labels, nursery stakes and ties from all plants.

MAINTENANCE

A. After all work indicated on the drawings or herein specified has been completed, inspected and approved by the Owner or Owner's Representative, maintain all planted areas for a period of 90 days.

B. During the maintenance period specified above, all plants and planted areas shall be kept well-watered at all times; weeds and grass shall be removed and disposed of; basins and depressions shall be maintained and cultivated and kept well formed around trees and shrubs; the water system will be maintained and repaired and the entire project shall be so cared for that a neat and clean condition will be presented at all times.

C. The Contractor shall maintain a sufficient number of men and adequate equipment to perform the maintenance work herein specified from the time of planting until completion of the maintenance period and acceptance by the Owner.

GUARANTEE

A. Within 15 days after notification by Owner, remove and replace all plant materials which for any reason fail to meet these requirements of the guarantee. All plant materials shall be the same as originally specified on the planting plan.

B. All trees, shrubs, and plant material 15-gallon size and smaller shall be guaranteed for a period of 3 months; larger than 15 gallon shall be guaranteed for a period of one year. This includes replacement of material, which has been correctly maintained after final acceptance. This does not include replacement of material improperly maintained after final acceptance.

General Notes

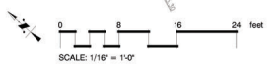
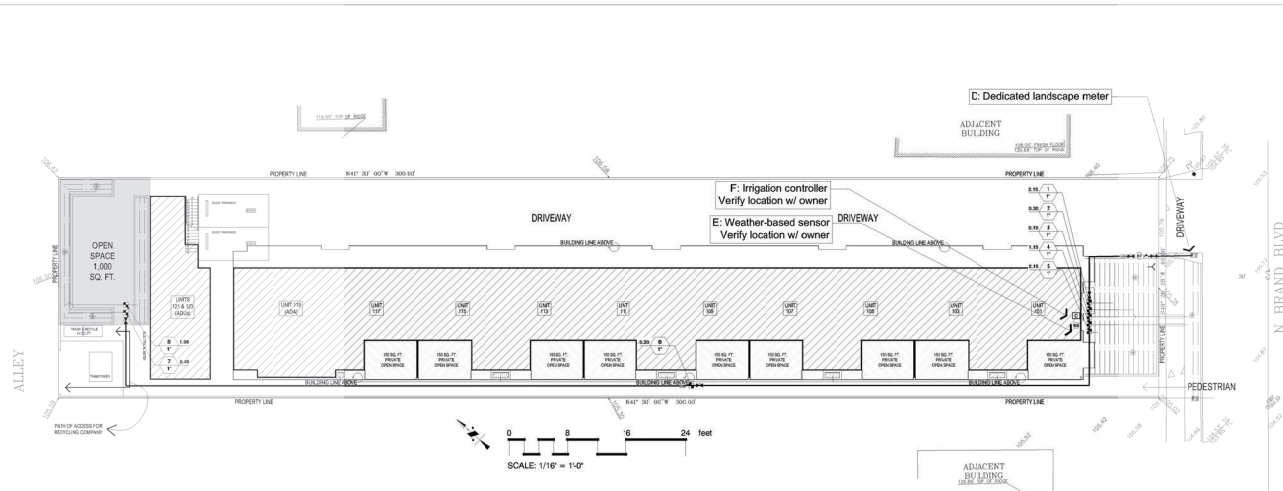
No.	DESCRIPTION	YYYYMMDD
1	DESCRIPTION	YYYYMMDD
No.	Revision/Issue	Date

Designed By: DR
HARMONY GARDENS
 6620 MURETTA AVE.
 VAN NUYS, CA 91405
 800@harmongardens.net
 818-617-9923
 harmongardens.net



Client:
 Brand Estate LLC
 833 N Brand Blvd.
 San Fernando, CA 91340

Project 833 N. Brand Blvd., SF	Sheet LANDSCAPE SPECIFICATIONS
Date 2024/01/03	L1.3
Scale N/A	



IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	DETAIL
	Hurter I2C-101-25-LF 1\" Drip Control Zone Kit. 1in. ICV Globe Valve with 1in. HY100 filter system. Pressure Regulation: 25 psi. Flow Range: 5 GPM - 15 GPM. 150 mesh stainless steel screen.	8	
	Hurter HDL-06-12-CV Drip Ring	6	
	Area to Receive Drip Line Hurter HDL-06-12-CV HDL-06-12-CV: Hurter 3/8in. w/ 0.6 GPH emitters at 12\" O.C. Check valve, dark brown tubing with gray striping. Drip line laterals spaced at 16\" apart, with emitters offset for triangular pattern. Install with Hurter PLD barbed or PLD-LOC fittings.	854.0 LF.	
	Hose Bibb owner to select location(s)	2	
	Nitro Gate Valve Size per line	5	
	Wilkins 600 Pressure Reducing Valve	1	
	Fibco 825Y 1\" Reduced Pressure Backflow Preventer	1	
	Hurter I2C-0800-M 8 Station Outdoor Modular Controller. Two Expander Modules Required. Metal Cabinet.	1	
	Hurter Solar-Sync Solar, rain freeze sensor with outdoor interface, connects to Hurter PCC, Pro-C, and I-Core Controllers install as noted. Includes 10 year lithium battery and rubber module cover, and gutter mount bracket. *Wired.	1	
	Irrigation Lateral Line: IVC Schedule 40	363.5 LF.	
	Irrigation Mainline: PVC Schedule 40	357.5 LF.	
	Pipe Sleeve: PVC Schedule 80	21.8 LF.	
	Valve Callout # + Value Number # + Value Floor # + Value Size		

IRRIGATION VALVE LEGEND

VALVE NO.	PRESSURE	GPM	APP. IN./HR.	QTY.	SPACING	SUBTOTAL	TOTAL GPM
1	30	0.01	0.72	215	16"	2.15	2.15
2	30	0.01	0.72	30	16"	0.30	0.30
3	30	0.01	0.72	15	16"	0.15	0.15
4	30	0.01	0.72	115	16"	1.15	1.15
5	30	0.01	0.72	215	16"	2.15	2.15
6	30	0.01	0.72	20	16"	0.20	0.20
7	30	0.01	0.72	45	16"	0.45	0.45
8	30	0.01	0.72	198	16"	1.98	1.98

STATIC PRESSURE AT METER: 80 PSI, per San Ferrando Water Dept. 01/04/2024

IRRIGATION SCHEDULING

WATER DURING PLANT ESTABLISHMENT:
SHRUB AND GROUND COVER SYSTEMS:
10 MIN, 1X PER DAY, FOR FIRST 10 DAYS

SPRING WATERING AFTER PLANT ESTABLISHMENT:
TREE, S-RHRUB AND GROUND COVER SYSTEMS:
6 MIN, 3X PER WEEK

SUMMER WATERING AFTER PLANT ESTABLISHMENT:
SHRUB AND GROUND COVER SYSTEMS:
10 MIN, 3X PER WEEK

FALL WATERING AFTER PLANT ESTABLISHMENT:
TREE, S-RHRUB, AND GROUND COVER SYSTEMS:
6 MIN, 3X PER WEEK

WINTER WATERING AFTER PLANT ESTABLISHMENT:
SHRUB AND GROUND COVER SYSTEMS:
10 MIN, 2X PER WEEK

ALL IRRIGATION SYSTEMS TO BE OPERATED IN EARLY MORNING OR IN THE EVENING.

NOTES:

- Pressure-regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation devices.
- Check valves or anti-drain valves are required on all sprinkler heads where low-point drainage could occur.
- Recirculating water systems shall be used for water features.
- Locks shall be installed on all publicly accessible exterior faucets and hose bibs.
- Refer to LID plans for LID and drainage systems.
- Irrigation equipment locations shown on this plan are approximate and schematic. See architectural, mechanical, plumbing, and civil plans to verify placement on site.

- AUTOMATIC CONTROLLERS SHALL BE SET TO WATER BETWEEN 5 PM AND 10 AM TO REDUCE EVAPORATION.
- A MINIMUM OF PVC SCHEDULE 40 OR EQUIVALENT SHALL BE USED FOR MAIN LINES AND UNDER DRIVEWAY AREAS, AND A MINIMUM OF PVC SCHEDULE 200 OR EQUIVALENT SHALL BE USED FOR LATERAL LINES.
- THE IRRIGATION SYSTEM MUST COMPLY WITH ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS.
- CONTRACTOR SHALL PROVIDE THE OWNER WITH A SET OF "AS-BUILT" PLANS.
- IT IS THE INTENT OF THE DRAWINGS TO SHOW A COMPLETE AND OPERATIONAL IRRIGATION SYSTEM. THE SYSTEM WAS DESIGNED BASED ON LANDSCAPE AND GRADING DRAWING IN EFFECT AT THIS TIME. ANY DISCREPANCIES, OMISSIONS, ERRORS, ETC., OR ON-SITE CHANGES DOES NOT RELIEVE THE IRRIGATION INSTALLER OF HIS RESPONSIBILITY TO PROVIDE A COMPLETE AND OPERATIONAL SYSTEM.
- IRRIGATION LINES, VALVES AND OTHER EQUIPMENT SHOWN IN PAVED OR PUBLIC AREAS ARE SCHEMATIC AND ARE FOR DIAGNOSTIC PURPOSES ONLY. LINES, VALVES, AND OTHER EQUIPMENT SHOWN IN PAVED OR PUBLIC AREAS ARE INTENDED TO BE LOCATED IN ADJACENT PLANTING AREAS.
- ALL LINES TRAVERSING HARDSCAPE TO BE PLACED IN CONDUIT UNDERPAVING.

General Notes

**Green Building Notes
Prescriptive Approach**

A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.

At the time of final inspection, the permit applicant must provide a certificate of completion, certificate of installer, irrigation schedule and irrigation maintenance.

An irrigation audit report shall be completed at the time of final inspection.

Pressure regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation device.

For projects that include landscape work, the Landscape Certification, Form GRN 12, shall be completed prior to final inspection approval. (State Assembly Bill No. 1881, 5.304.1)

I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plans.

I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package.

Signed: see stamp

Date: 01/03/2024

No.	Revision/Issue	Date
1	SITE PLAN REVISE	2024/08/01

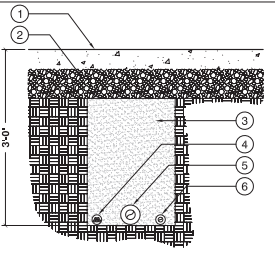
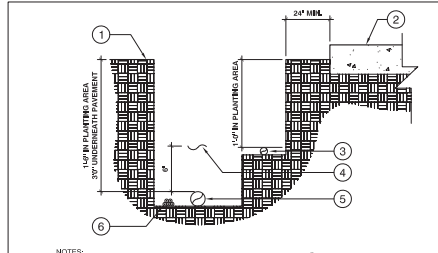
Designed By:
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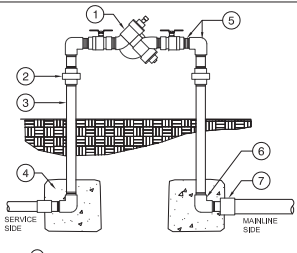
Client:
Brand Estate, LLC
833 N Brand Blvd.
San Fernando, CA 91340

Project: 833 N. Brand Blvd., SF	Sheet: IRRIGATION PLAN
Date: 2024/01/03	Scale: 1/16" = 1'-0"
L2.1	

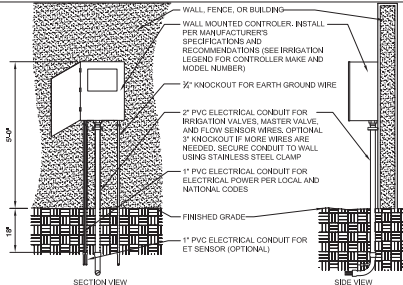
LEGAL DESCRIPTION
AIN: 2515-015-009
District: North District Office
Region: 03
Cluster: 03126 SAN FERNANDO



- 1 PAVEMENT
- 2 BASE ROCK
- 3 CLEAN BACKFILL, 95% RELATIVE COMPACTION UNDER PAVING OR PER CIVIL ENGINEER'S PLANS
- 4 CONTROL WIRES, INSTALL UNDER PAVING, SLEEVE UNDER PAVING, INSTALL ADJACENT TO PRESSURIZED MAINLINE, BUNDLE SHALL BE NO MORE THAN 50% OF PIPE DIAMETER
- 5 MAINLINE, SLEEVE UNDER PAVING TO BE TWO TIMES THE DIAMETER OF THE PRESSURIZED MAINLINE PIPE
- 6 NON-PRESSURIZED LINE, SLEEVE UNDER PAVING TO BE TWO TIMES THE DIAMETER OF THE LATERAL LINE



- 1 REDUCED PRESSURE BACKFLOW DEVICE AS SPECIFIED
- 2 GALVANIZED UNIONS AT EACH SIDE
- 3 GALVANIZED RISERS
- 4 CONCRETE THRUST BLOCKS, 90 LBS OF CONCRETE EACH
- 5 GALVANIZED NIPPLES AND ELL AS REQUIRED
- 6 GALVANIZED ELL AND NIPPLE, TYPICAL EACH SIDE
- 7 PVC COUPLER AND SCH. 80 TEE NIPPLE, TYPICAL EACH SIDE



- 1 COMMON AND CONTROLLER WIRE TO BE BUNDLED USING ELECTRICAL TAPE 1/4" ON CENTER.
- 2 GROUNDING RODS SHALL BE LOCATED BETWEEN 5' TO 12' AWAY FROM THE CONTROLLER. GROUNDING RODS SHALL BE 3/4" IN DIAMETER x 6' IN LENGTH. CONNECT THE GROUNDING ROD TO THE CONTROLLER USING 1/2" GAUGE BARE COPPER WIRE OR PER THE MANUFACTURER'S SPECIFICATIONS. SEE GROUNDING ROD DETAIL.
- 3 ET STATION SHALL BE INSTALLED NO FURTHER THAN 90' AWAY FROM THE CONTROLLER AND A MINIMUM OF 15' OFF THE GROUND, OUT FROM UNDER ANY OVERHEAD OBSTRUCTIONS SUCH AS, BUT NOT LIMITED TO, BUILDING OVERHANGS, TREES, OR UTILITIES.

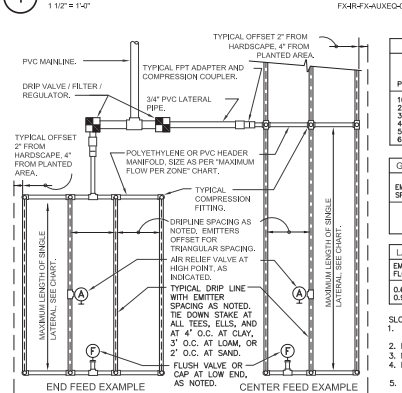
- NOTES:
1. SEE IRRIGATION LEGEND FOR MAINLINE AND LATERAL LINE PIPE SIZE AND TYPE.
 2. DIRECT BURIAL CONTROL WIRES SHALL BE INSTALLED IN SCH. 40 PVC ELECTRICAL CONDUIT IF REQUIRED.
 3. 2-WIRE IRRIGATION WIRE SHALL BE INSTALLED IN SCH. 40 PVC ELECTRICAL CONDUIT.
 4. DETECTABLE LOCATOR TAPE SHALL BE LOCATED SIX INCHES (6") ABOVE THE ENTIRE MAINLINE RUN.
- 1 FINISHED GRADE
 - 2 PAVEMENT
 - 3 NON-PRESSURIZED LINE (LATERAL LINE)
 - 4 DETECTABLE LOCATOR TAPE
 - 5 PRESSURIZED LINE (MAINLINE)
 - 6 DIRECT BURIAL LOW VOLTAGE CONTROL WIRES

1 IRRIGATION TRENCHING

2 PIPE BENEATH PAVEMENT

3 REDUCED PRESSURE BACKFLOW DEVICE

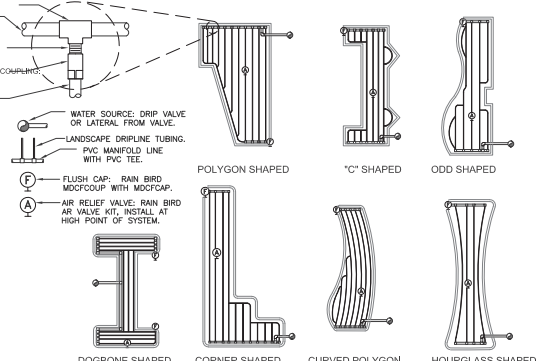
4 WALL MOUNTED CONTROLLER



EMITTER FLOW RATE (GPH)		EMITTER FLOW RATE (GPH)		EMITTER FLOW RATE (GPH)	
12" SPACING	18" SPACING	12" SPACING	18" SPACING	12" SPACING	18" SPACING
10	125	96	175	135	218
20	249	191	350	171	442
30	373	286	434	333	550
40	500	380	495	380	627
50	625	475	556	427	704
60	750	570	617	474	781

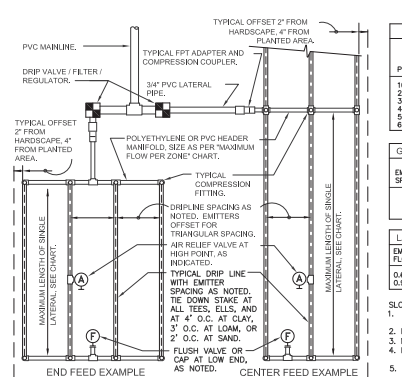
GRID PRECIPITATION RATES (IN/HR)		EMITTER FLOW RATE		EMITTER FLOW RATE	
EMITTER SPACING	LATERAL SPACING	0.6	0.9	0.6	0.9
12	12	0.96	1.44	0.6	0.9
18	18	0.69	1.03	0.6	0.9
24	24	0.52	0.78	0.6	0.9

LATERAL FLOW PER 100 FT (GPM)		EMITTER FLOW RATE		EMITTER FLOW RATE	
EMITTER FLOW	SPACING	12"	18"	12"	18"
0.6 GPM	1.0 GPM	0.67 GPM	0.50 GPM	0.50 GPM	0.37 GPM
0.9 GPM	1.5 GPM	0.75 GPM	0.56 GPM	0.56 GPM	0.42 GPM



- SLOPED CONDITION NOTE:
1. DRIPLINE LATERALS SHOULD FOLLOW THE CONTOURS OF THE SLOPE WHENEVER POSSIBLE.
 2. INSTALL AIR RELIEF VALVE AT HIGHEST POINT.
 3. NORMAL SPACING WITHIN THE TOP 1/3 OF SLOPE.
 4. INSTALL DRIPLINE AT 25% GREATER SPACING AT THE BOTTOM 1/3 OF THE SLOPE.
 5. WHEN ELEVATION CHANGE IS 10 FT OR MORE, ZONE THE BOTTOM 1/3 ON A SEPARATE VALVE.

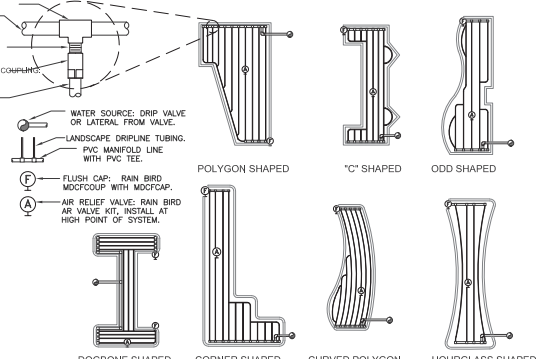
5 TYPICAL RAIN BIRD DRIPLINE REQUIREMENTS



EMITTER FLOW RATE (GPH)		EMITTER FLOW RATE (GPH)		EMITTER FLOW RATE (GPH)	
12" SPACING	18" SPACING	12" SPACING	18" SPACING	12" SPACING	18" SPACING
10	125	96	175	135	218
20	249	191	350	171	442
30	373	286	434	333	550
40	500	380	495	380	627
50	625	475	556	427	704
60	750	570	617	474	781

GRID PRECIPITATION RATES (IN/HR)		EMITTER FLOW RATE		EMITTER FLOW RATE	
EMITTER SPACING	LATERAL SPACING	0.6	0.9	0.6	0.9
12	12	0.96	1.44	0.6	0.9
18	18	0.69	1.03	0.6	0.9
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LATERAL FLOW PER 100 FT (GPM)		EMITTER FLOW RATE		EMITTER FLOW RATE	
EMITTER FLOW	SPACING	12"	18"	12"	18"
0.6 GPM	1.0 GPM	0.67 GPM	0.50 GPM	0.50 GPM	0.37 GPM
0.9 GPM	1.5 GPM	0.75 GPM	0.56 GPM	0.56 GPM	0.42 GPM



- SLOPED CONDITION NOTE:
1. DRIPLINE LATERALS SHOULD FOLLOW THE CONTOURS OF THE SLOPE WHENEVER POSSIBLE.
 2. INSTALL AIR RELIEF VALVE AT HIGHEST POINT.
 3. NORMAL SPACING WITHIN THE TOP 1/3 OF SLOPE.
 4. INSTALL DRIPLINE AT 25% GREATER SPACING AT THE BOTTOM 1/3 OF THE SLOPE.
 5. WHEN ELEVATION CHANGE IS 10 FT OR MORE, ZONE THE BOTTOM 1/3 ON A SEPARATE VALVE.

6 TYPICAL RAIN BIRD DRIPLINE REQUIREMENTS

General Notes

No.	DESCRIPTION	YYYYMMDD
1	DESCRIPTION	YYYYMMDD

Designed By: DR
HARMONY GARDENS
 6620 MURIETTA AVE.
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 918-965-0793
 don@harmonygardens.net
 harmonygardens.net



Project Client:
 Brand Estate, LLC
 833 N Brand Blvd.
 San Fernando, CA 91340

Project:
 833 N. Brand Blvd., SF

Date:
 2024/01/03

Scale:
 per detail

Sheet:
 IRRIGATION
 DETAILS
L2.2

IRRIGATION SPECIFICATIONS

GENERAL

Scope

- A. Include furnishing all labor, materials and equipment required to provide and install the irrigation system specified herein and required to complete the work per the plans. Contractor shall test water pressure to verify adequacy and inform Owner or Owner's Representative prior to irrigation system installation.
- B. Scope includes backfilling and recompacting soil equal to adjacent undisturbed soil.
- C. Owner shall provide a rough grade within 2% of 1 foot of finish grade prior to commencement of irrigation work.
- D. The Irrigation Contractor shall be familiar with site conditions and shall coordinate work with General Contractor and other subcontractors for locating pipe sleeves through walls, under paving and coordinate with mechanical and electrical subcontractors for water and electrical supplies.
- E. Water supply provided for by Owner.
- F. Manual shut-off valves shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency or routine maintenance.

Requirements of regulatory agencies

- A. Comply with all local and state codes, ordinances, safety orders and regulations of all legally constituted authorities having jurisdiction over this work.
- B. Obtain and pay for all planning permits and all inspections required by authorities stated above.
- C. Notify the Landscape Architect in the event any equipment or methods indicated on the drawings or in specifications conflicts with local codes, prior to installation. In the event this notification is not performed, the Contractor must assume full responsibility for revisions necessary.

Submittals

A. As-built Record Drawings

- 1. The contractor shall maintain a complete and accurate set of "as-built" drawings. These drawings shall be kept up with the progress of the work. The Owner shall furnish a set of drawings on which to record "as-built" conditions.
- 2. The Contractor shall indicate clearly and correctly work installed differently from the shown on the contract drawings. By dimensioning from two permanent points of reference, show connection to existing water lines, gate valves, pressure supply pipe, control valves and control wiring.

B. Operations and Maintenance Manuals

- 1. Prepare and deliver to the Owner within ten days by calendar prior to completion of construction, all required and necessary descriptive material in complete detail and sufficient quantity, properly one bound copy of the operation and maintenance manuals. The manual shall describe the material installed and shall be in sufficient detail to permit operating personnel to understand, operate and maintain all equipment. Spare parts lists and related manufacturer information shall be included for each equipment item installed. Each complete, bound manual shall include the following information:
 - a. Index sheet stating Contractor's address and telephone number.
 - b. Duration of guarantee period.
 - c. List of equipment with names and addresses of local Manufacturer Representative.
 - d. Complete operating and maintenance instructions on all major equipment.
- 2. In addition to the above maintenance manuals, provide the maintenance personnel and Owner with instructions for major equipment

Drawings

- A. For purposes of legibility, sprinkler lines are essentially diagrammatic. Although size and location of sprinkler equipment are drawn to scale wherever possible, make use of all data in all of the contract documents and verify this information at the construction site. The work shall be installed in such a manner as to avoid conflicts between irrigation systems, planting and architectural features.
- B. Irrigation lines shown adjacent to planter shall be located in planters. Wherever possible, locate lines in same trench.

MATERIALS

Materials to be furnished prior to final inspection the Contractor shall furnish the following materials to the Owner

- 1. Two wrenches for disassembling and adjusting each type of sprinkler head supplied.
- 2. Two keys for automatic controller. Materials and Equipment
- A. All irrigation equipment shall be new and unused prior to installation, shall conform to the Irrigation Plan and Legend, and as specified. No substitution shall be allowed without prior written approval of Owner.
- B. Equipment or materials installed or furnished without the prior approval of the Owner or Owner's Representative may be rejected and such materials removed from the site at no expense to the Owner.

Plastic Pipe and Fittings

- A. All fittings shall be injection molded Schedule 80 of an approved PVC fitting compound featuring high tensile strength, high chemical resistance, and high impact strength. In terms of the current ASTM Standard D-1784-05, the compound must meet the requirements described in cell classification 13454B. Where threads are required in plastic fittings, these shall be injection molded also. All tees and elbows shall be side gated.
- B. All threaded nipples exposed above grade shall be gray in color.
- C. All pipe and fittings shall be as manufactured by Lasco Co., Pacific Western or S.M. or approved equal.
- D. Solvent weld pipe shall be extruded of or improved P.V.C. virgin pipe compound featuring high tensile strength, high chemical resistance, and high impact strength. In terms of the current ASTM Standard D-1784, or D-2241, this compound shall meet the requirements of cell classification 13454B for pipe. This compound must have a 2,000 p.s.i. hydrostatic design stress rating.
- E. All supply lines up to 2" diameter shall be Schedule 40 PVC. PVC lines to be manufactured by GSR, Johns Manville, Pacific Western Clearseal or approved equal.

Automatic Controller, Electrical

- A. Automatic controller shall be fully automatic in operation and shall be capable of operating the number of stations of remote-control valves as noted on the drawing.
- B. Controller shall be wall-mounted type (see plan), with a heavy duty watertight case and locking, hinged cover.
- C. Controller components shall be fused and chassis grounded.
- D. Controller shall be equipped with an approved on/off switch for 115-volt service and electrical outlet, located inside housing.
- E. The exact location of the controller shall be determined as noted on drawings and verified with Owner. The Irrigation Contractor will be responsible for coordinating the electrical service to this location. In the event a conflict prevents this coordination, the Landscape Architect shall be notified immediately.
- F. Electrical power and connections including 1 1/2" conduit sleeve, to automatic controller as per manufacturers specifications.

Remote Control Valves, Electrical

- A. Valve shall be spring-loaded, packless diaphragm activated type with brass or plastic body as specified on drawings.
- B. Valve shall be capable of being operated in the field without electricity at the controller, by a bleeder valve.
- C. Valve shall be installed in shrub area whenever possible and installed according to Manufacturer's instructions.

Wiring, Low Voltage

- A. Unless otherwise specified, connections between the controller and remote-control valves shall be made with direct burial AWG-UF type wire, installed in accordance with valve manufacturer's wire chart and specifications.
- B. Wiring shall occupy the same trench and shall be installed along the same route as the pressure supply lines wherever possible, and shall be installed before pressure line wherever possible.
- C. Where more than one wire is placed in a trench, the wiring shall be taped together at intervals of 10 feet
- D. Sizing of wire shall be according to manufacturer recommendations, in no case less than #14 in size.
- E. Use a continuous wire between controller and remote-control valves. Under no circumstances shall splices exist without prior approval. Any splices allowed shall be installed in an approved box.
- F. All splices shall be made using Scotch Lok Unipeck waterproof sealing packets, Pen-Tie Connectors, or approved equal. An expansion loop of 12 inches shall be provided a each wire connection and/or directional turn.
- G. Ground wires shall be white in color.

EXECUTION

- A. The contractor shall not willfully install the irrigation system as shown on the drawings when it is obvious in the field that obstructions, grade differences or discrepancies in equipment usage or area dimensions exist that might not have been considered in the engineering. Such obstructions or differences shall be brought to the attention of the Owner or Owner's Representative. In the event this notification is not performed, the Contractor shall assume full responsibility.
- 3. Before starting work on sprinkler system, carefully check all grades to determine that work may safely proceed, keeping within the specific material depths.
- 2. The installation of all sprinkler materials, including pipe, shall be coordinated with the landscape drawings to avoid interfering with the trees, shrubs, or other planting.
- 3. Layout sprinkler heads and make any minor adjustments required due to difference between site and drawings. Any such deviations in layout shall be within the intent of the original drawings, and without additional cost to the Owner. When directed by the Owner or Owner's Representative the layout shall be approved before installation. Check valves to prevent drainage of sprinklers through lowest head shall be installed on every sprinkler head at a lower elevation than the control valve.
- 3. Contractor shall verify location of Controller. Contractor shall supply and install a rechargeable battery or controller back up per manufacturer's instructions.
- 2. All piping or equipment shown diagrammatically on drawing outside of planting areas shall be installed inside planting area whenever possible.
- 3. Sprinklers with adjustable low rate nozzles shall be adjusted by fully opening the sprinkler furthest from the control valve. The manual adjustment of the control valve shall be opened slightly to obtain a 12" high spray at the sprinkler mentioned above. After this condition has been met, all other sprinklers in the section shall be adjusted for equal weight sprays, adjusting the control valve as required to maintain this condition. With a pressure gauge on the sprinkler first opened the control valve shall be adjusted to obtain the catalog rated pressure for the sprinkler installed. Individual heads shall be rotated and adjusted as required to keep sprays within the areas of lawn or shrubbery.

INSTALLATION

- A. Water Supply Connections shall be made to the water meter or existing pipe as shown at approximate location on drawings or to point of connection. Minor changes caused by actual site conditions shall be made without additional cost to Owner.
- 3. Assemblies:
 - 1. Routing of pressure supply lines as indicated on drawings is diagrammatic.
 - 2. All plastic threaded pipe and fittings shall be assembled using Teflon tape or equivalent, applied to the male threads only.
 - 3. Install all assemblies on a swing joint connection.
- 2. Line Clearance: All lines shall have a minimum clearance of 4 inches from each other and 6 inches from lines of other trades. Parallel lines shall not be installed directly over one another.
- 2. Trenching:
 - 1. Dig trench and support pipe continuously on bottom of ditch. Shake pipe in trench to an even grade. Trenching excavation shall follow layout indicated on drawings and as noted. Where lines occur under paved areas, these dimensions shall be considered below subgrade.
 - 2. Provide minimum cover of 18 inches for all press-are supply lines 2 1/2" and smaller.
 - 3. Provide minimum cover of 13 inches for all control wires.
 - 4. Provide minimum cover of 12 inches for all other non-pressure lines.
- E. Paved Areas:
 - 1. Coordinate installation of sleeves under paved areas with General Contractor.
 - 2. If the only piping installed is over 20 feet long, pressure testing is required for this section at the time of installation. Upon completion of piping installation, the entire system must be tested.
- F. Backfilling:
 - 1. Backfill for trenching shall be compacted to a dry density equal to the adjacent undisturbed soil, and shall conform to the adjacent grades without slips, surken areas, lumps or other irregularities. Initial backfill on all lines shall be of a fine granular material with no foreign matter larger than 1/2" size.
 - 2. Trenches shall be backfilled promptly after the open trench inspection.

G. Flushing the System

- 1. After all new sprinkler pipe lines and risers are in place and connected, all necessary diversion work has been completed, and prior to installation of sprinkler heads, the control valves shall be opened and a full head of water used to flush out the system.
- 2. Sprinkler heads shall be installed only after flushing of the system has been accomplished to the complete satisfaction of the Owner's Representative.

H. Sprinkler Heads

- 1. Install sprinkler heads as designated on the drawings.
- 2. Spacing of heads shall not exceed the maximum indicated on the drawings. In no case shall the spacing exceed the maximum recommended by the manufacturer.
- 3. Sprinkler heads in lawn or turf areas shall be elevated to a minimum of 3 inches above grade. Heads along curbs, walks, paving, etc., shall be placed 1/2 inch above finish grade or coordinated with adjacent curb heights. Adjust sprinkler heads within ten days after notification by Owner.

Adjusting the System

- A. Adjust valves, alignment and coverage of all sprinkler heads.
- B. If it is determined that adjustments in the irrigation equipment or nozzle changes will provide proper and more adequate coverage, make all necessary changes, without additional cost to the Owner, prior to any planting.

The entire system shall be operating properly before any planting operations commence.

Irrigation System Coverage Test

- A. When the sprinkler system is completed, determine if the water coverage of planting areas is complete and adequate. Furnish all materials and perform all work required to correct any inadequacies of coverage due to deviations from plans. This test shall be accomplished when planting is complete.

Clean-up and Repair

- A. Upon completion of the work make the ground surface level, remove excess materials, rubbish, debris, etc., and remove construction and installation equipment from the premises.

Inspection of Work

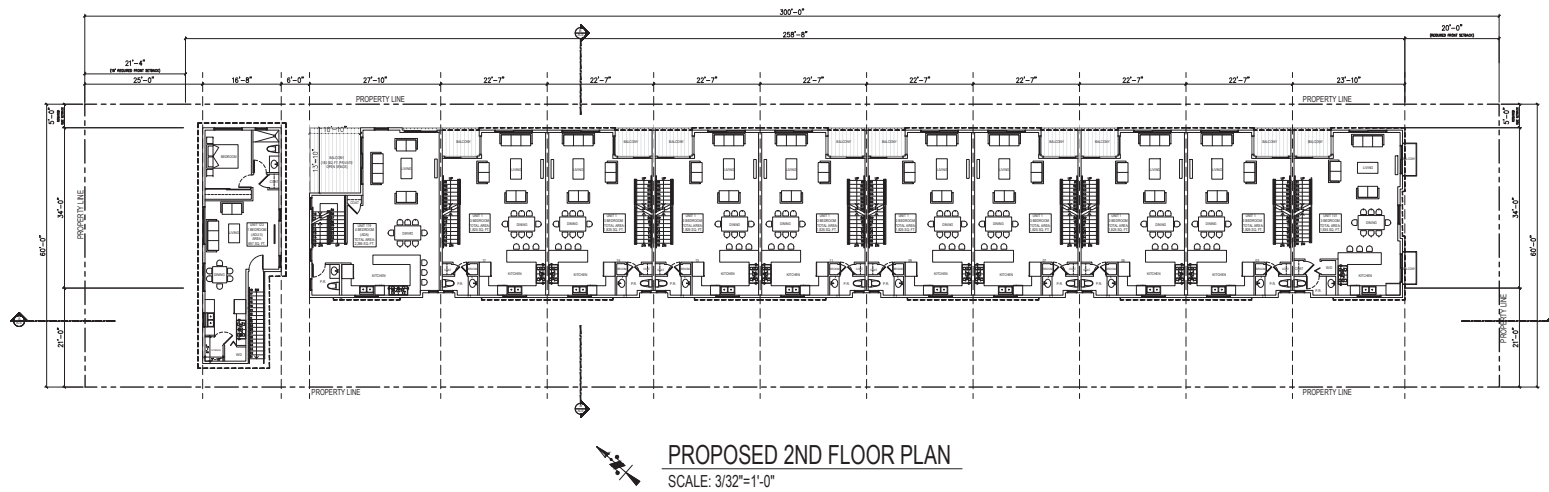
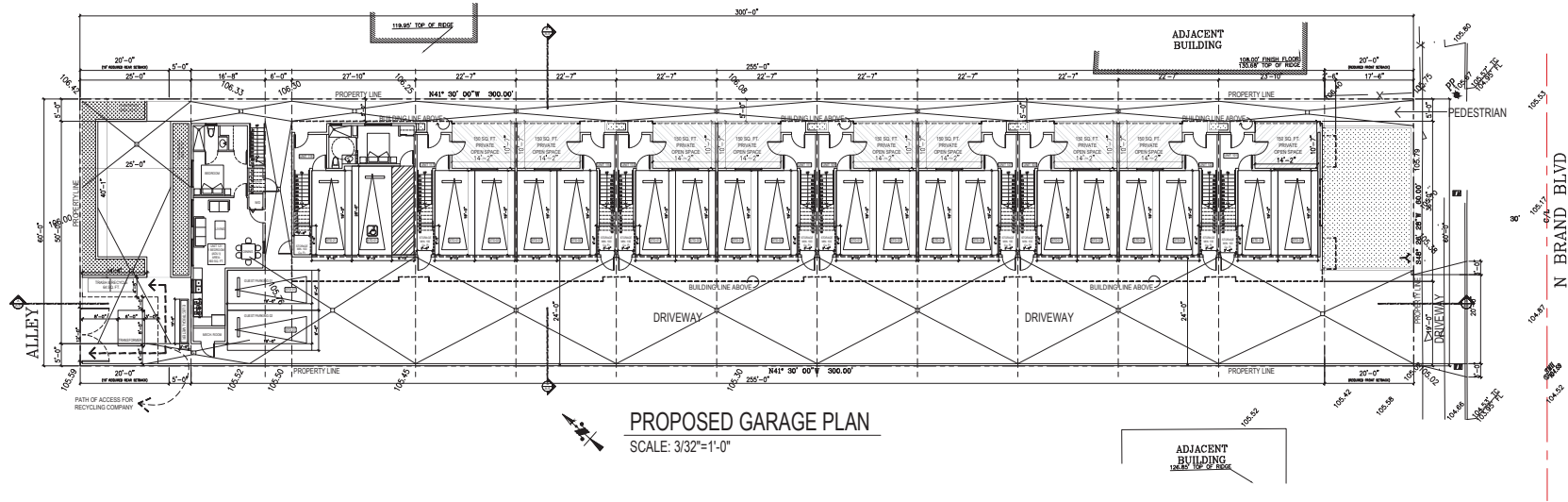
- A. Installations and operations must be approved by owner.
- B. Prior to commencing work, the Contractor shall arrange a meeting with the Owner, at which time the Contractor will be informed of specific inspections required and the method of calling for such inspections as the individual work is completed.
- C. In no event shall the Contractor cover up or otherwise remove from view any work under this contract without prior approval of the Owner. The Contractor at his expense shall open any work covered prior to inspection to view.
- D. All hydrostatic tests shall be made only in the presence of the Landscape Architect, or other duly authorized representative of the Owner. No pipe shall be backfilled until it has been inspected, tested, and approved in writing.
- E. All pressure supply lines shall be tested under hydrostatic pressure of 150 pounds per square inch for a period of two hours.
- F. Upon completion of the project, the Contractor shall transfer all information concerning the dimensions to a clear set of transparency prints of the drawings. The changes and dimensions shall be recorded in a legible and workmanlike manner to the satisfaction of the Owner. The Contractor shall, for this purpose, procure from the Owner a copy of the piping layout to mark all as-built dimensions and work that differs from the original plans.

G. Contractor shall instruct Owner on use of irrigation controller. Contractor shall consult with Owner and Landscape Architect to establish appropriate watering program for the site.

Guarantee

- A. The entire sprinkler system shall be guaranteed for one year by the Contractor as to material and date of final acceptance of the work.
- B. Should any trouble develop within the specified guarantee period due to inferior or faulty material and/or workmanship, the trouble shall be corrected without delay by the Contractor to the satisfaction and at no expense to the Owner.
- C. Any and all damage to rainwater drains, water supply lines, gas lines and/or other service lines shall be repaired and made good by the Contractor at no extra cost to the builder. It is the responsibility of the Contractor to be aware of the location of all utilities or other permanent or non-permanent installations and to protect these installations from any damages whatsoever.

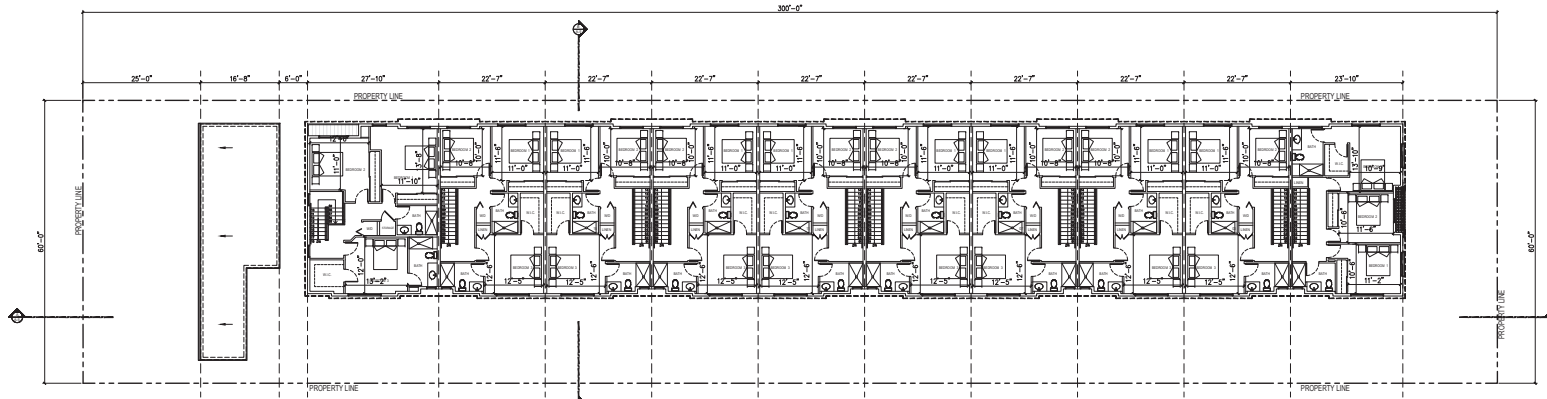
General Notes		
	1 DESCRIPTION	YYYYMMDD
No.	Revision/Issue	Date
<p>DESIGNED BY: HARMONY GARDENS 6820 JURETTA AVE. VAN NUYS, CA 91405 818-905-9983 con@harmonygardens.net harmonygardens.net</p>		
<p>Brand Estate, LLC 833 N Brand Blvd. San Fernando, CA 91340</p>		
Project	833 N. Brand Blvd., SF	Sheet
Date	2024/01/03	IRRIGATION SPECIFICATIONS
Scale	N/A	L2.3



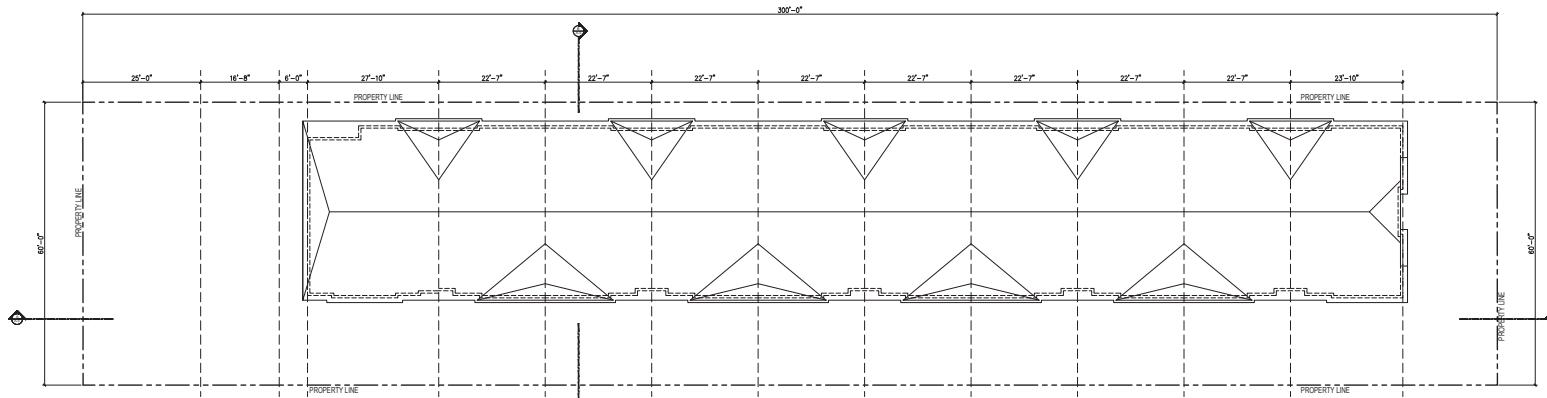
REV	DATE	REVISION

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 833 N BRAND BLVD., SUITE 90211
 BEVERLY HILLS, CA 90211
 P
 E-mail: wpd@westpacifica.com

PROJECT	PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER	Brand Estate LLC
LOCATION	833 N Brand Blvd, San Francisco, CA 91340
DESIGNED BY	
SCALE	AS SHOWN
DATE	03/24/24
SHEET	A-2



PROPOSED 3RD FLOOR PLAN
SCALE: 3/32"=1'-0"



PROPOSED ROOF PLAN
SCALE: 3/32"=1'-0"

REV	DATE	REVISIONS

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
 BECKERLY HILLS, CALIF. 90211
 TEL: (310) 853-2450
 FAX: (310) 853-2450
 E-mail: wpd@westpacifica.com

PROJECT: PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER: Brand Estate LLC
 Location: 833 N Brand Blvd, San Francisco, CA 94140

DESIGNED BY	
DRAWN	
SCALE	AS SHOWN
CAD	REVISED
DATE	
BY	

A-3



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC
ARCHITECT: JACQUES MASHIHI, ARCHITECT**



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC.
ARCHITECT: JACQUES MASHIHI, ARCHITECT**



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC
ARCHITECT: JACQUES MASHIHI, ARCHITECT**

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julio C. Salcedo, Director of Recreation and Community Services

Date: March 17, 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.
12. On March 3, 2025, the City Council continued this item to the March 17, 2025 City Council meeting.

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

Discussion and Consideration Regarding Hosting an Immigration Event

Page 3 of 4

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 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 Angeles 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.

Discussion and Consideration Regarding Hosting an Immigration Event

Page 4 of 4

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

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 Carribean, 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

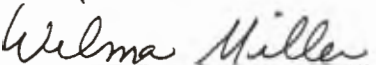
WHEREAS, individuals already in the United States who qualify for permanent immigrant visas by having a close relative or employer petition on their behalf and who are in the final stages of obtaining their immigrant visas therefore shall be allowed to remain in the country while their visa applications 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

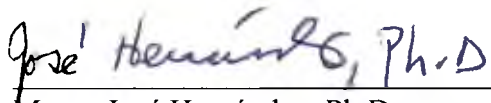
A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SAN FERNANDO, SUPPORTING THE
IMMIGRANT WORKERS FREEDOM RIDE "ON THE
ROAD TO CITIZENSHIP"

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

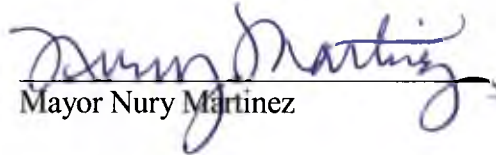
WHEREAS, H.R.4437 would represent an unfunded and unsafe mandate imposed on the San Fernando Police Department; and

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

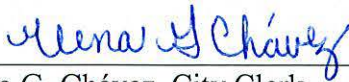
BE IT FINALLY RESOLVED, that the San Fernando City Council hereby direct staff to send copies of this Resolution to Arizona Governor Jan Brewer, Attorney General Eric Holder and to our Congressional delegation (i.e., Representative Howard Berman and Senators Barbara Boxer and Dianne Feinstein). Also, 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

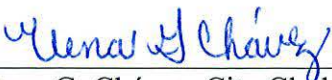
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

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
Glow's 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:

E4162E636E934B3...

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: March 17, 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.
3. On March 3, 2025, the City Council continued this item to the March 17, 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 17, 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.
3. On March 3, 2025, the City Council continued this item to the March 17, 2025 City Council meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME Patty Lopez	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
 Legal Processes for Commissioner Nominations

PRIORITIES <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FISCAL IMPACT <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
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BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

I would like to request clarification on the process for nominating individuals who do not currently reside within the city limits, specifically regarding any exceptions to the residency requirement. Additionally, I would appreciate an outline of the application process for all individuals interested in being considered for a commissioner position.

Understanding the requirements and procedures will help ensure transparency and encourage a diverse pool of qualified candidates for the commission. I am eager to learn more about how these processes are applied and whether there are any special considerations for non-residents or those with unique qualifications.

Ensuring Transparency and Fairness in the Application of Laws

ATTACHMENTS *Do you have any attachments to include?*

Yes No

RECOMMENDATION *Indicate the direction you are recommending.*

As government representatives, we must be transparent and fair in the way we apply the laws to everyone equally.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: March 17, 2025

Subject: Discussion on Clarifying the Mid-Year Budget Review for Fiscal Year 2024-2025 and Resolution Approving the Mid-Year Budget

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the March 17, 2025, City Council Meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME Victoria Garcia	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
 Clarification of Mid-Year Budget Review for Fiscal Year 2024-2025 and Resolution Approving the Mid-Year Budget

PRIORITIES <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FISCAL IMPACT <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
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BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

During the March 3, 2025 Regular City Council Meeting, information was provided concerning that meeting's Agenda Item No. 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). The City Council then approved and adopted Resolution No. 8368.

By adopting Resolution No. 8368, the City Council approved an additional \$340,000 toward the "Labor Attorney - Negotiations & Administrative Investigations" expenditure category of the budget. During the meeting, the City Council was informed that arbitration costs constituted "a large percent" approximately "20-30%" of the \$200,000 allocated toward negotiations, arbitration and legal services. This information was provided verbally and I understand that estimates were used. However, after receiving additional information from the City, it is my understanding that more than 100% of the estimated \$200,000 was actually for arbitration costs (59% of the entire adjustments for the expenditure category). Below is the clarification that I received regarding the City's Mid-Year Budget via email. This is my understanding of the information that I received:

- \$202,000: 1 arbitration (less than 5% or \$10,100 of this amount may go toward another arbitration)
- \$12,100: Meet and confer issues
- \$28,100: Part-time bargaining unit meetings

ATTACHMENTS *Do you have any attachments to include?*
 Yes No

RECOMMENDATION *Indicate the direction you are recommending.*

This is an item to clarify the public record of the March 3, 2025 Regular City Council Meeting. I have been informed that the information provided in the Agenda Packet for that meeting is accurate. I also want to reiterate that the information being clarified was initially provided verbally and consisted of estimates, likely to their best recollection, at the time.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: March 17, 2025

Subject: Discussion Regarding the Length of City Council Meetings

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the March 17, 2025, City Council Meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME Victoria Garcia	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
 Length of City Council Meetings

PRIORITIES <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FISCAL IMPACT <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
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BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

In recent months, City Council meetings have gone very long, from four (4) to six (6) hours, sometimes lasting past midnight (12 a.m.). Public comment during public hearings is sometimes not heard until 11 p.m. and many members of the public wait for hours until late in the night to hear an agenda item. Some of these residents are senior citizens. Some of these residents have families at home that they must care for. I am also aware that some community members are not able to watch the entirety of the meetings because they last so long. Many members of our staff must also stay working late at night to be present at the meetings.

I am hopeful that the City Council can conduct our regular meetings and address all business items in a reasonable amount of time. I believe this would make City Council business and the City Council itself more accessible to our community.

Other City Councils have certain procedures to ensure the efficient conducting of business. One idea is that unanimous support is needed to continue a meeting past 10 p.m. Another idea is that our staff can truncate their presentations, if the City Council will commit to reviewing the Agenda Packet, as most of the information is found there.

ATTACHMENTS *Do you have any attachments to include?*

Yes No

RECOMMENDATION *Indicate the direction you are recommending.*

Discussion regarding conducting City Council meetings that do not last for inordinate amounts of time.