



CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, APRIL 7, 2025

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

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

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

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

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

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

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

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

Two (2) Matters

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

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CALL TO ORDER - REGULAR MEETING

6:00 P.M. (OPEN SESSION)

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

- A. ADMINISTER OATH OF OFFICE - SWEARING IN CEREMONY FOR NEW POLICE COMMANDER CJ CHIASSON
- B. AN INFORMATIONAL VIDEO PRESENTATION ON LOS ANGELES COUNTY LIBRARY SERVICES AND DECLARING APRIL 6, 2025 TO APRIL 12, 2025 AS LIBRARY WEEK
- C. ANNUAL RECOGNITION
 - APRIL 2025 AND APRIL 23, 2025 - SEXUAL ASSAULT AWARENESS MONTH AND DENIM DAY

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.

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PUBLIC STATEMENTS

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

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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. February 4, 2008 – RDA Regular Meeting | g. June 16, 2008 – RDA Regular Meeting |
| b. February 19, 2008 – RDA Regular Meeting | h. June 16, 2008 – CC Regular Meeting |
| c. February 19, 2008 – CC Regular Meeting | i. June 30, 2008 – RDA Special Meeting |
| d. June 2, 2008 – CC Special Meeting | j. January 21, 2025 – CC Special & Regular Meeting |
| e. June 2, 2008 – RDA Regular Meeting | k. February 3, 2025 - CC Special & Regular Meeting |
| f. June 2, 2008 – CC Regular Meeting | |

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-041 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 AUTHORIZE SUBMITTAL OF A GRANT APPLICATION IN PARTNERSHIP WITH CLIMATE RESOLVE FOR THE CLIMATE SMART COMMUNITIES INITIATIVE GRANT

Recommend that the City Council authorize the submittal of a grant application in partnership with Climate Resolve for the Climate Smart Communities Initiative Grant in an amount of \$100,000.

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5) CONSIDERATION TO APPROVE CO-SPONSORSHIP OF GAIN FEDERAL CREDIT UNION FINANCIAL SUMMIT AND USE OF THE CITY SEAL

Recommend that the City Council:

- a. Approve Co-Sponsorship of Gain Federal Credit Union Financial Summit that will benefit and support the community;
- b. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724;
- c. Authorize the participation in, use of the City seal, and waive fees for use of City's facilities for co-sponsored events, with City Manager approval.

6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE BOARD OF STATE COMMUNITY CORRECTIONS FOR THE BYRNE STATE CRISIS INTERVENTION PROGRAM GRANT - COHORT 2

Recommend that the City Council authorize the preparation and submittal of a grant application to the Board of State Community Corrections in the amount of \$1,000,000 for the Byrne State Crisis Intervention Program Grant – Cohort 2.

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

Recommend that the City Council continue this item until the Regular City Council Meeting on May 5, 2025, to provide sufficient time for all interested City Councilmembers to meet with Board Member Gonez, per City Council direction provided at the March 3, 2025 Regular Meeting.

8) CONSIDERATION TO APPROVE A RENEWAL CONTRACT WITH THE COUNTY OF LOS ANGELES FOR PUBLIC HEALTH SERVICES

Recommend that the City Council:

- a. Approve a renewal contract between the City of San Fernando and the County of Los Angeles (Contract No. 2350) for Public Health Services effective July 1, 2025 through June 30, 2029, thereafter automatically renewing for consecutive five year terms; and
 - b. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.
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9) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE RENEWAL OF THE GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES

Recommend that the City Council:

- a. Adopt Resolution No. 8372 approving the renewal of the General Services Agreement (Contract No. 2349) between the City of San Fernando and the County of Los Angeles for a five-year period (July 1, 2025 through June 30, 2030); and
- b. Authorize the City Manager to execute the Agreement and all related documents.

10) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR EXTERIOR PAINTING OF CITY HALL

Recommend that the City Council:

- a. Accept the improvements as constructed by US National Corp and consider the work completed; and
- b. Authorize the issuance and filing of a “Notice of Completion” with the Los Angeles County Office of the Registrar-Recorder/County Clerk.

11) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL FOR THE UNDER-AGE ALCOHOL PURCHASE PREVENTION PROGRAM

Recommend that the City Council authorize the preparation and submittal of a grant application to the Department of Alcoholic Beverage Control in an amount up to \$100,000 to support San Fernando Police Department’s Under-Age Alcohol Purchase Prevention Program.

12) CONSIDERATION TO APPROVE INDEPENDENCE DAY FESTIVAL DATES AND DRONE SHOW ALLOCATION SUGGESTIONS

Recommend that the City Council:

- a. Approve the scheduling of the “Independence Day Festival” to be held on Saturday, July 5, 2025, at Recreation Park;
- b. Designate the first Saturday of each July as the annual “Independence Day Festival” going forward;
- c. Provide further direction to staff, as appropriate

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PUBLIC HEARING

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

Recommend that the City Council:

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

14) A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE AMENDING CHAPTER 74 (STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH OUTDOOR DINING ON THE PUBLIC RIGHT OF WAY

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1734 titled, “An Ordinance of the City Council of the City of San Fernando, California Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way”.

ADMINISTRATIVE REPORTS

15) DISCUSSION AND CONSIDERATION TO DECLARE SANCTUARY CITY STATUS

Recommend that the City Council:

- a. Discuss and consider declaring Sanctuary City status for the City of San Fernando; and
- b. Provide staff direction, as appropriate.

16) DISCUSSION AND CONSIDERATION TO ACCEPT THE DONATION OF A RECOGNITION PLAQUE FOR FORMER PARK DIRECTORS JULIAN LEON AND JESS MARGARITO, AND AUTHORIZE INSTALLATION OF THE PLAQUE AT LAS PALMAS PARK

Recommend that City Council:

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- a. Discuss the donation of a recognition plaque for former Park Directors Julian Leon and Jess Margarito;

AND

- b. Accept the donation of a commemorative plaque from a local group of San Fernando residents;
- c. Authorize Public Works to install the plaque;
- d. Review and approve any necessary edits or modifications to the plaque text, ensuring the final version aligns with the City's values and standards;
- e. Authorize the group of San Fernando residents spearheading this project to host an unveiling ceremony for the public.

OR

- f. Provide direction to staff, as applicable.

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

This item was agendized by Mayor Mary Mendoza.

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 21, 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.

PRESENTATIONS - ANNUAL RECOGNITIONS

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Proclamation

NATIONAL LIBRARY WEEK

April 6-12, 2025

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM APRIL 6 - 12, 2025 as LIBRARY WEEK in the City of San Fernando, and encourages all residents to visit their library to explore the wealth of resources available.




MARY MENDOZA
MAYOR


MARY-SOLORIO
VICE MAYOR


JOEL FAJARDO
COUNCILMEMBER


VICTORIA GARCIA
COUNCILMEMBER


PATTY LOPEZ
COUNCILMEMBER

April 7, 2025

THE CITY OF
SAN FERNANDO

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Proclamation

**SEXUAL ASSAULT
AWARENESS MONTH**
April 2025

& DENIM DAY
April 23, 2025

WHEREAS, the National Sexual Violence Resource Center has declared April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 23, 2025 as “Denim Day” in Los Angeles County;

WHEREAS, both campaigns are intended to draw attention to the fact that sexual violence remains a serious issue in our society and harmful attitudes about all forms of sexual violence allow these issues to persist and allow victim/survivors to be re-victimized;

WHEREAS, sexual harassment is part of a continuum of violence whose damaging effects are felt throughout our culture;

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” were also instituted to call attention to misconceptions and misinformation about sexual violence, and the problem that many in society remain disturbingly uninformed with respect to issues of sexual harassment, assault, abuse, and rape;

WHEREAS, rape, sexual assault, and sexual harassment harm our community and statistics show that over 53% of women and over 29% of men reported experiencing contact sexual violence in their lifetime; most women and men across all sexual identities who experienced contact sexual violence reported that the person who harmed them was someone they knew; 29% non-Hispanic Black women in the United States were raped in their lifetime; 34% Hispanic women reported unwanted sexual contact in their lifetime; 84% American Indian and Alaska Native women have experienced violence in their lifetime; 32% of adults with intellectual disabilities have experienced sexual violence; and 47% of all transgender people have been sexually assaulted at some point in their lives;

WHEREAS, with proper education on the matter and comprehensive prevention projects, sexual violence and its unfair and traumatizing effects are preventable.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM APRIL 2025

as “**SEXUAL ASSAULT AWARENESS MONTH**” and designates April 23, 2025 as “**DENIM DAY**” in the City of San Fernando, and urges all citizens to wear jeans on April 23, 2025 to help communicate the message that there is no excuse and never an invitation to harass, abuse, assault, or rape.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Encarnacion Solerio
MARY-SOLARIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

April 7, 2025

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Regular Meeting San Fernando City Council

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**SAN FERNANDO REDEVELOPMENT AGENCY
MINUTES**

**FEBRUARY 4, 2008 – 6:00 PM
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Chair Julie Ruelas called the meeting to order at 6:03 p.m.

Present:

Council: Chair Julie Ruelas, Vice-Chair Nury Martinez, and Members Steven Veres and Dr. Jose Hernandez

Staff: City Administrator Joes E. Pulido, Agency Counsel Michael Estrada, and Secretary Elena G. Chávez

Absent: Member Maribel De La Torre

APPROVAL OF AGENDA

Motion by Vice-Chair Martinez, seconded by Member Hernandez, to approve the agenda. The motion carried, with Member De La Torre absent.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

CONSENT CALENDAR

Motion by Vice-Chair Martinez, seconded by Member Hernandez, to approve:

- 1) APPROVAL OF RESOLUTION NO. 990 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

The motion carried, with Member De La Torre absent.

SAN FERNANDO REDEVELOPMENT AGENCY

MINUTES – February 4, 2008

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AGENCY DISCUSSION None

STAFF COMMUNICATION None

ADJOURNMENT

Motion by Vice-Chair Martinez, seconded by Chair Ruelas to adjourn the meeting at 6:04 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 4, 2008 meeting as approved by the San Fernando Redevelopment Agency.

Julia Fritz
Secretary

The current sitting members of the City Council approved the minutes as to form only during the meeting of April 7, 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 REDEVELOPMENT AGENCY
MINUTES**

**FEBRUARY 19, 2008 – 6:00 PM
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Chair Julie Ruelas called the meeting to order at 6:05 p.m.

Present:

Council: Chair Julie Ruelas, Members Steven Veres, Maribel De La Torre
and Dr. Jose Hernandez

Staff: City Administrator Joes E. Pulido, Agency Counsel Michael
Estrada, and Secretary Elena G. Chávez

Absent: Vice-Chair Nury Martinez

APPROVAL OF AGENDA

Motion by Member Hernandez, seconded by Chair Ruelas, to approve the agenda. The motion carried, with Vice-Chair Martinez absent.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

CONSENT CALENDAR

By consensus, Members approved:

- 1) APPROVAL OF RESOLUTION NO. 991 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

The motion carried, with Vice-Chair Martinez absent.

NEW BUSINESS

- 2) SITE PLAN REVIEW 2007-12: PROPOSED FAÇADE RENOVATION OF COMMERCIAL BUILDING AT 214 NORTH MACLAY AVENUE

Motion by Member Veres, seconded by Member De La Torre to adopt Resolution No.

SAN FERNANDO REDEVELOPMENT AGENCY

MINUTES – February 4, 2008

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992 approving Site Plan Review 2007-12, allowing the renovation of the front façade to an approximate 10,800 square foot commercial building, formally known as the Azteca Theatre and currently occupied as a church facility at 214 North Maclay Avenue within the City Center Sub-District of the SP-4 (Corridors Specific Plan) zone and within the City's Redevelopment Project Area No. 3, subject to the recommended conditions of approval. The motion carried, with Vice-Chair Martinez absent.

3) **SITE PLAN REVIEW 2007-02: PROPOSED UNMANNED WIRELESS TELECOMMUNICATIONS FACILITY AT 1516 FIRST STREET**

Motion by Member Hernandez, seconded by Member De La Torre to adopt Resolution No. 993 approving Site Plan Review 2007-02, allowing the installation, operation and maintenance of a 60-foot tall unmanned wireless telecommunication facility (monopole) concealed as a faux pine tree (monopine) at 1516 First Street within the M-2 (Light Industrial) zone and within the City's Redevelopment Project Areas No. 3 and 4, subject to conditions of approval as recommended by the Planning Commission. The motion carried, with Vice-Chair Martinez absent.

AGENCY DISCUSSION None

STAFF COMMUNICATION None

ADJOURNMENT

Motion by Member Hernandez, seconded by Member De La Torre to adjourn the meeting at 7:01 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 19, 2008 meeting as approved by the San Fernando Redevelopment Agency.

Julia Fritz
Secretary

The current sitting members of the City Council approved the minutes as to form only during the meeting of April 7, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**FEBRUARY 19, 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 7:02 p.m.

Present:

Council: Mayor Julie Ruelas, Mayor Pro Tem Nury Martinez, and
Councilmembers Steven Veres, Maribel De La Torre (arrived at
7:44), and Dr. José Hernandez

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

PLEDGE OF ALLEGIANCE Mayor Julie Ruelas

INVOCATION Councilmember Hernandez

PRESENTATION

INTRODUCTION OF NEW EMPLOYEE OFFICE CLERK MIRIAM GUTIERREZ

APPROVAL OF AGENDA

Motion by Councilmember De La Torre, seconded by Mayor Ruelas to approve the agenda.
The motion carried, with Mayor Pro Tem Martinez absent.

PUBLIC STATEMENTS – WRITTEN/ORAL

Veronica Casilla
Rodrigo Mora
Cathy Casillas
Mimi Soto

**SAN FERNANDO CITY COUNCIL
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Mayor Pro Tem Nury Martinez arrived to the meeting at 7:44 p.m.

CONSENT CALENDAR

Motion by Mayor Pro Tem Martinez, seconded by Mayor Ruelas, to approve the Consent Calendar items:

- 1) APPROVAL OF WARRANT REGISTER NO. 08-022
- 2) NOTICE OF COMPLETION AND PROJECT ACCEPTANCE – 501 ROBERT F. KENNEDY DRIVE LIGHTING, JOB NO. 7549
- 3) INVESTMENT POLICY
- 4) RESOLUTION APPROVING AMENDMENT NO. 7 TO THE JOINT POWERS AGREEMENT WITH THE INDEPENDENT CITIES LEASE FINANCE AUTHORITY (ICLFA)
- 5) RESOLUTION FOR PRE-TAX PAYROLL DEDUCTION PLAN FOR SERVICE CREDIT PURCHASES

The motion carried unanimously.

Motion by Councilmember Veres, seconded by Mayor Pro Tem Martinez to continue Item Nos. 6, 7, and 8 to the next regular meeting. The motion carried unanimously.

NEW BUSINESS

- 6) MACLAY AVENUE STREETScape PROJECT SAFETY ENHANCEMENTS UPDATE

CITY COUNCIL ITEMS

- 7) REVIEW OF CULTURAL ARTS COMMISSION REQUESTS
- 8) REVIEW OF RECREATION & COMMUNITY SERVICES REQUESTS

GENERAL COUNCIL COMMENTS

None.

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MINUTES – FEBRUARY 19, 2008
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STAFF COMMUNICATION

None.

RECESS TO CLOSED SESSION (9:10 P.M.)

Motion by Mayor Pro Tem Martinez, seconded by Councilmember Hernandez to recess to Closed Session, thereafter adjourn the meeting. The motion carried unanimously.

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

City Negotiator:	City Administrator José E. Pulido
Employee Organization:	San Fernando Public Employees Association

B) CONFERENCE WITH LEGAL COUNSEL

Existing Litigation: G.C. 54956.9(a):

Name of Case:	San Fernando Station LLC v. City of San Fernando Councilmember Dr. Jose Hernandez, and Mayor Julie Ruelas, Case No. BS 097994
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No reportable action.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 19, 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 April 7, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MAY 22, 2008 – 5:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 5:02 p.m.

Present:

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

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and City Clerk Elena G. Chávez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None.

CONTINUED BUSINESS

SAN FERNANDO REGIONAL POOL FACILITY UPDATE

Staff presented project updates on the construction timeline with Nadar and Novus Construction. The report was received and filed.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – JUNE 2, 2008**

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ADJOURNMENT

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez, to adjourn the meeting at 5:47 p.m. The motion carried, unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 2, 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 April 7, 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 REDEVELOPMENT AGENCY
MINUTES**

JUNE 2, 2008 – 6:00 P.M.

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

CALL TO ORDER/ROLL CALL

Chair Nury Martinez called the meeting to order at 6:00 p.m.

Present:

Council: Chair Nury Martinez, Vice Chair Julie Ruelas and Members Steven Veres,
Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and
Deputy Laura Valdivia

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL None

CONSENT CALENDAR

1) APPROVAL OF RESOLUTION NO. 1002 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

Motion by Member De La Torre, seconded by Member Veres, to approve the Consent Calendar, as presented. The motion carried, unanimously.

AGENCY DISCUSSION None

SAN FERNANDO REDEVELOPMENT AGENCY

MEETING MINUTES – May 5, 2008

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STAFF COMMUNICATIONS None

ADJOURNMENT

The meeting was adjourned at 6:03 p.m. to the regular meeting of the San Fernando City Council.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 2, 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 April 7, 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 2, 2008 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

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

Present:

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

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

PLEDGE OF ALLEGIANCE

Mayor Nury Martinez

PRESENTATION

SMALL BUSINESS AWARD: JUNE

➤ Angelo and George Hroundas – James Restaurant

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Jenny Sanbago
Daniel Rivas
Jeannette Ross

SAN FERNANDO CITY COUNCIL

MINUTES – June 2, 2008

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Lucy Mejia
Tommie Mendez
Mark Crumm

CONSENT CALENDAR

Mayor Martinez requested to pull Consent Calendar Item No. 6 for discussion.

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

- 1) APPROVAL OF WARRANT REGISTER NO. 08-061
- 2) ORDINANCE DECREASING LOCAL SPEED LIMITS NEAR SCHOOLS PURSUANT TO CALIFORNIA VEHICLE CODE SECTION 22358.4(B)
- 3) APPROVAL OF MEMORANDUM OF UNDERSTANDING AND COOPERATION AGREEMENT (MOU) WITH THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) REGARDING EIGHTH STREET PARK
- 4) RESOLUTION ELECTING TO ESTABLISH A HEALTH BENEFIT VESTING REQUIREMENT FOR FUTURE RETIREES UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (PEMHCA)
- 5) AMPLIFIED SOUND PERMIT REQUEST: GO GREEN! HEALTHY KIDS -HEALTHY FAMILIES (1245 SAN FERNANDO ROAD)

The motion carried, unanimously.

Motion by Councilmember Hernandez, seconded by Mayor Pro Tem Ruelas to approve:

- 6) FINAL MAP – PARCEL MAP 68595 – 1230 EIGHTH STREET

The motion carried, with the following vote:

ROLL CALL

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

SAN FERNANDO CITY COUNCIL

MINUTES – June 2, 2008

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PUBLIC HEARING

7) FISCAL YEAR 2008-2009 LANDSCAPING & LIGHTING ASSESSMENT DISTRICT PUBLIC HEARING AND CONFIRMATION OF ASSESSMENT

Mayor Martinez opened the public hearing.

Staff gave a presentation and responded to Councilmember questions.

Mayor Martinez opened public comments. There being none, public comments were closed. Mayor Martinez closed the public hearing.

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to adopt a Resolution ordering the continued maintenance of the City's streetlights and confirming the annual assessment. The motion carried, unanimously.

NEW BUSINESS

8) APPROVAL OF ANIMAL CONTROL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to approve the agreement with the County of Los Angeles for the continued provision of animal control services to San Fernando by the Los Angeles County Department of Animal Care and Control, and authorize the Mayor to execute the Agreement; and authorize staff to initiate the process to consider contracting with the City of Los Angeles for animal control services subject to an analysis of the costs and benefits of doing so. The motion carried, unanimously.

9) AWARD OF CONTRACT FOR CLARIFIER INSTALLATION AT 501 ROBERT F. KENNEDY DRIVE

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to approve award the contract to Five Star Contractors for the installation of a clarifier system at 501 Robert F. Kennedy Drive; authorize the City Administrator to execute a contract with Five Star Contractors in an amount not to exceed \$27,055; and authorize the temporary Public Works and Parks Director, or his designee, to negotiate and execute one or more change orders to the contract with Five Star Contractors for related, additional but unforeseen work, which may develop during the project; the total value of which shall not exceed a 10% contingency (\$2,705) of the original contract amount. The motion carried, unanimously.

SAN FERNANDO CITY COUNCIL

MINUTES – June 2, 2008

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- 10) REQUEST FOR AMICUS SUPPORT, *CITY OF HERMOSA BEACH V. SUPERIOR COURT (WINDWARD ASSOCIATES)*, CASE NO. S163355

Motion by Councilmember Hernandez, seconded by Councilmember De La Torre to authorize the City Attorney to submit an Amicus Curiae letter in support of review by the California Supreme Court in the matter of *City Of Hermosa Beach V. Superior Court (Windward Associates)*. The motion carried, unanimously.

GENERAL COUNCIL COMMENTS

Mayor Martinez expressed thanks to community members for their comments.

STAFF COMMUNICATION

None

CLOSED SESSION

By consensus, the City Council continued the Closed Session item to the July 7, 2008 special meeting.

**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

ADJOURNMENT

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 2, 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 April 7, 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 REDEVELOPMENT AGENCY
MINUTES**

JUNE 16, 2008 – 6:00 P.M.

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

CALL TO ORDER/ROLL CALL

Chair Nury Martinez called the meeting to order at 6:03 p.m.

Present:

Council: Chair Nury Martinez, Vice Chair Julie Ruelas and Members Steven Veres,
Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and
Deputy Laura Valdivia

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

CONSENT CALENDAR

Motion by Member Hernandez, seconded by Chair Martinez to approve:

- 1) APPROVAL OF RESOLUTION NO. 1004 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES
- 2) BIENNIAL REVIEW OF CONFLICT OF INTEREST CODE

The motion carried, unanimously.

SAN FERNANDO REDEVELOPMENT AGENCY

MEETING MINUTES – JUNE 16, 2008

Page 2

NEW BUSINESS

- 3) SITE PLAN REVIEW 2008-13: PROPOSED REHABILITATION OF INDUSTRIAL BUILDING AT 555 ROBERT F. KENNEDY DRIVE (FORMERLY FIRST STREET)

Recommend that the Redevelopment Agency adopt a Resolution approving Site Plan Review 2008-13, allowing the rehabilitation of the interior office and warehouse areas of an approximate 56,866 square foot industrial building for use as a corporate office at 555 Robert F. Kennedy Drive within the M-1 (Limited Industrial) zone and Redevelopment Project Area No. 3, subject to the recommended conditions of approval.

- 4) SITE PLAN REVIEW 2008-13: PROPOSED REHABILITATION OF INDUSTRIAL BUILDING AT 555 ROBERT F. KENNEDY DRIVE (FORMERLY FIRST STREET)

Motion by Chair Martinez, seconded by Member Hernandez to adopt Resolution No. 1005 approving Site Plan Review 2008-13, allowing the rehabilitation of the interior office and warehouse areas of an approximate 56,866 square foot industrial building for use as a corporate office at 555 Robert F. Kennedy Drive within the M-1 (Limited Industrial) zone and Redevelopment Project Area No. 3, subject to the recommended conditions of approval, as amended to include removal and replacement of all off-site landscaping shall be reviewed and approved by the Tree Commission prior to issuance of a building permit. The motion carried, unanimously.

AGENCY BOARD MEMBER ITEMS

- 4) REDEVELOPMENT AGENCY MEETINGS IN JULY AND DECEMBER – DARK

Agency Member Hernandez presented the staff report.

Motion by Chair Martinez, seconded by Member Hernandez to approve going dark in July. The motion carried with the following vote:

ROLL CALL

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

**SAN FERNANDO REDEVELOPMENT AGENCY
MEETING MINUTES – JUNE 16, 2008**

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AGENCY DISCUSSION

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Motion by Member Hernandez, seconded by Vice-Chair Ruelas to adjourn at 6:56 p.m. to the regular meeting of the San Fernando City Council.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 16, 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 April 7, 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 16, 2008 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 6:56 p.m.

Present:

Council:	Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas, Councilmembers Steven Veres, Dr. Jose Hernandez and Maribel De La Torre
Staff:	City Administrator José E. Pulido, City Attorney Michael Estrada, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Martinez

PRESENTATION

- 1) METROPOLITAN WATER DISTRICT SOLAR CUP PRESENTATION
- 2) ATLETICO DE SAN FERNANDO – RECOGNITION OF SOCCER COACH JOSE LUIS LOPEZ

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Jose Luis Lopez
Juan Lopez

SAN FERNANDO CITY COUNCIL

MINUTES – JUNE 16, 2008

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Jonathan Lopez
Luis Lopez
Jackie Izarras
Diana Lopez
Patty Lopez
Marlene Navarrete
Joanna Navarrete
Luis Gomez

CONSENT CALENDAR

Councilmember Veres requested to pull Consent Calendar Item No. 4 for discussion.

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to approve Item Nos. 1, 2 and 3:

- 1) APPROVAL OF WARRANT REGISTER NO. 08-062
- 2) BIENNIAL REVIEW OF CONFLICT OF INTEREST CODE
- 3) INTER-FUND LOAN BETWEEN THE SEWER ENTERPRISE FUND AND RETIREMENT FUND

The motion carried, unanimously.

Motion by Councilmember Veres, seconded by Mayor Martinez to bring back the item for discussion at a future meeting.

- 4) APPROVAL OF A BUSINESS LICENSE PERMIT FOR A MASSAGE PARLOR: VIDA SPA (315 NORTH MACLAY AVENUE)

The motion carried, unanimously.

PUBLIC HEARING

- 5) SAN FERNANDO HISTORIC PRESERVATION ORDINANCE AND ENVIRONMENTAL ASSESSMENT

Mayor Martinez opened the public hearing.

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

SAN FERNANDO CITY COUNCIL

MINUTES – JUNE 16, 2008

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Mayor Martinez opened public comments. There being none, public comments were closed. Mayor Martinez closed the public hearing.

Councilmembers discussed the possibility of requiring professional qualifications to serve on the Historical Commission in order to ensure expertise in preservation, regulatory compliance, and technical decision-making. Certain Councilmembers expressed concerns that requiring professional qualifications takes away from their role as community representatives and that staff or consultants should provide expert analysis, while the commission adds local knowledge and perspective.

It was noted that a perceived conflict of interest may arise if requiring professional qualifications benefits individuals with financial or professional ties to projects reviewed by the commission.

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to direct staff to further research any potential of a conflict of interest in requiring Historical Commissioners to have professional qualifications to serve on the Commission and return to a future Council meeting. The motion carried, unanimously.

Councilmember Veres stepped away from the dais.

NEW BUSINESS

- 6) SAN FERNANDO MUSEUM OF ART & HISTORY REQUEST FOR A TERM EXTENSION OF THE LOAN AGREEMENT FOR CITY-OWNED ITEMS FROM COLIMA CITY, MEXICO

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to approve a request to extend the term of the Colima loan agreement between the City of San Fernando and the San Fernando Museum of Art and History to July 1, 2008; and authorize the City Administrator to execute the amendment. The motion carried by the following vote:

ROLL CALL

AYES:	Hernandez, Ruelas, Martinez - 3
NAYES:	None
ABSENT:	Veres - 1
ABSTAIN:	De La Torre – 1

Councilmember Veres returned to the dais.

SAN FERNANDO CITY COUNCIL

MINUTES – JUNE 16, 2008

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COMMITTEE/COMMISSION LIAISON REPORTS

7) YOUTH COUNCIL – UPDATE ON ACTIVITIES

Committee Members Alexi Rodriguez and Armando Pelayo provided an update to City Council.

CITY COUNCIL ITEMS

8) CITY COUNCIL MEETINGS IN JULY AND DECEMBER – DARK

Councilmember Hernandez presented the staff report.

Motion by Councilmember Hernandez, seconded by Mayor Martinez to the July meeting to go dark. The motion carried by the following vote:

ROLL CALL

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

9) INVESTIGATION INTO FIRES IN SAN FERNANDO

Mayor Pro Tem Ruelas presented the staff report. Staff responded to questions. No action was taken.

10) STATE BUDGET

Mayor Pro Tem Ruelas presented the staff report.

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez to send the State of California Legislature a letter opposing budget cuts and supporting new revenue sources. The motion carried by the following vote:

ROLL CALL

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

SAN FERNANDO CITY COUNCIL

MINUTES – JUNE 16, 2008

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ADJOURNMENT

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to adjourn at 10:00 p.m. to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 16, 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 April 7, 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 REDEVELOPMENT AGENCY
SPECIAL MINUTES**

JUNE 30, 2008 – 7:30 P.M.

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

CALL TO ORDER/ROLL CALL

Chair Nury Martinez called the meeting to order at 7:32 p.m.

Present:

Council: Chair Nury Martinez, Vice Chair Julie Ruelas and Members Steven Veres,
Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and
Deputy Laura Valdivia

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

CONSENT CALENDAR

Motion by Vice Chair Ruelas, seconded by Chair Martinez to approve:

- 1) TIME EXTENSIONS TO PROFESSIONAL SERVICE CONTRACTS RELATED TO THE REDEVELOPMENT AGENCY FEASIBILITY ASSESSMENT

The motion carried, unanimously.

**SAN FERNANDO REDEVELOPMENT AGENCY
SPECIAL MEETING MINUTES – JUNE 30, 2008**

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PUBLIC HEARING

2) ADOPTION OF THE REDEVELOPMENT AGENCY FISCAL YEAR (FY) 2008-2009 BUDGET

Chair Martinez opened the public hearing.

Chair Martinez opened public comments. There being none, public comments were closed. Chair Martinez closed the public hearing.

Motion by Chair Martinez, seconded by Vice Chair Ruelas to adopt a Resolution approving the FY 2008-2009 Agency Budget and the Loan and Reimbursement Agreements between the City and the Agency for Project Areas 1, 2, 3, and 4, and the Housing Funds. The motion carried, unanimously.

AGENCY DISCUSSION

None

STAFF COMMUNICATIONS

None

ADJOURNMENT

Motion by Vice-Chair Ruelas, seconded by Chair Martinez to adjourn at 7:48 p.m. to the special meeting of the San Fernando City Council.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 30, 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 April 7, 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 – 5:00 P.M.
REGULAR MEETING – 6:00 P.M.
TUESDAY, JANUARY 21, 2025**

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

CALL TO ORDER/ROLL CALL – SPECIAL MEETING 5:00 P.M. (CLOSED SESSION)

Mayor Mary Mendoza called the Special Meeting to order at 5:00 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 Garcia to approve the agenda. The motion carried, unanimously.

PUBLIC STATEMENTS None

RECESS TO CLOSED SESSION (5:01 P.M.)

By consensus, Councilmembers recessed to Closed Session.

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

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

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting January 21, 2025

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

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

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

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney Padilla reported that the City Council unanimously approved a settlement agreement regarding Closed Session Agenda Item B).

ADJOURNMENT (6:01 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 6:02 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 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

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting January 21, 2025

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APPROVAL OF AGENDA

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

PRESENTATIONS

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

PUBLIC STATEMENTS

Guadalupe Mora submitted a written comment regarding concerns with responsiveness by the City's Public Works Department.

Jose Alvarado addressed the City Council by singing a song.

Salvador Pascasio shared encouraging remarks with the City Council.

Anita Saldana spoke about ongoing concerns regarding code enforcement citations at her residence.

Ricardo Benitez spoke about public safety in the city.

Adriana Gomez introduced the Mall Association's new Administrative Assistant Lorena Nunez.

Lorena Nunez spoke about concerns regarding trash enclosures in the Mall area.

Sabina Montes addressed the City Council by singing a song.

Marcos Tapia spoke about an upcoming Metro meeting regarding the East San Fernando Corridor Project.

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting January 21, 2025

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Gus Villela Field Representative from Assemblymember Celeste Rodriguez Office provided information on resources for those affected by the recent wildfires.

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

Nick Gonzalez wished Councilmember Lopez a happy birthday.

Ofelia Herrera was called but did not speak.

CONSENT CALENDAR

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

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. January 5, 2009 – Special Meeting
 - b. January 5, 2009 – Regular Meeting
 - c. January 5, 2009 – RDA Meeting
 - d. February 2, 2009 – Special Meeting
 - e. February 2, 2009 – RDA Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES
- 4) CONSIDERATION TO ADOPT A RESOLUTION TO APPOINT CITY REPRESENTATIVES TO SERVE ON THE INDEPENDENT CITIES FINANCE AUTHORITY BOARD OF DIRECTORS
- 5) CONSIDERATION TO ADOPT A RESOLUTION UPDATING THE CITY’S RECORDS RETENTION AND DESTRUCTION SCHEDULE
- 6) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO ROBERT D. NIEHAUS, INC. FOR WATER AND SEWER UTILITY RATE STUDY
- 7) CONSIDERATION TO APPROVE AN INCREASE TO THE CAPITAL PROJECT BUDGET AND CONSTRUCTION FOR THE TRAFFIC SIGNAL MODIFICATIONS – 9 LOCATIONS HIGHWAY SAFETY IMPROVEMENT PROJECT NO. HSIPL-5202(019), PLAN NO. P-722 TO THE NOT-TO-EXCEED CONTINGENCY AMOUNT AND ADOPT A RESOLUTION APPROPRIATING FUNDS
- 8) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF TRAFFIC SAFETY – NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS
- 9) CONSIDERATION TO AUTHORIZE THE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA HIGHWAY PATROL – CANNABIS TAX FUND GRANT PROGRAM TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting January 21, 2025

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

Administrative Report Agenda Items heard out of order.

Councilmember Garcia recused herself from discussion and left the dais at 8:10 p.m.

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

Motion by Councilmember Lopez, seconded by Councilmember Fajardo to appoint Christian Garcia to serve as a Commissioner to the Parks, Wellness and Recreation Commission. The motion carried with Councilmember Garcia absent.

Councilmember Garcia returned to the dais at 8:15 p.m.

- 16) CONSIDERATION TO APPOINT A PLANNING AND PRESERVATION COMMISSIONER

Motion by Councilmember Garcia, seconded by Vice Mayor Solorio to appoint Mario Lua to the Planning and Preservation Commission. The motion carried, unanimously.

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

Motion by Councilmember Lopez, seconded by Councilmember Garcia to appoint Ricardo Benitez to the Transportation and Public Safety Commission. The motion failed by the following vote:

ROLL CALL

AYE:	Lopez, Garcia -2
NAYE:	Fajardo, Solorio, Mendoza - 3
ABSENT:	None
ABSTAIN:	None

The City Council recessed the meeting at 8:39 p.m. and reconvened at 8:46 p.m. with all Councilmembers present.

PUBLIC HEARING

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

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting January 21, 2025

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Mayor Mendoza opened the public hearing.

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

Mayor Mendoza opened public comments. There being none, public comments were closed.

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to:

- a. Approve introduction of Ordinance No. 1728, titled “An Ordinance of the City Council of the City Of San Fernando, California amending Chapter 106 (Zoning) of the San Fernando Municipal Code to establish the Mixed Use Overlay Zone”; and Ordinance No. 1730, titled “An Ordinance of the City Council of the City Of San Fernando, California amending the Official City Zoning Map of the City of San Fernando to add the Mixed Use Overlay to certain properties in the C-1 and C-2 Zone Districts; amending Section 3. b. of the recitals to include verbiage that would ensure studies and analysis are performed for adequate infrastructure capacity and assess financial impacts to support sustainable growth and municipal service; adopt a California Environmental Quality Act Mitigated Negative Declaration Addendum,” and
- b. Continue the first reading of Ordinance No. 1729, to a date uncertain.

The motion carried by the following vote:

ROLL CALL

AYE:	Garcia, Fajardo, Solorio, Mendoza - 4
NAYE:	None
ABSENT:	None
ABSTAIN:	Lopez -1

The public hearing was closed.

ADMINISTRATIVE REPORTS

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

City Manager Kimball presented the staff report and responded to Councilmember questions.

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to adopt Resolution No. 8361 ratifying San Fernando Executive Order No. 2025-01-08 declaring a local emergency due to the January 2025 Wind Storm and Critical Fire Events and directed staff

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to return to a future City Council meeting with an informational presentation on the City's Emergency Operation Plan, Hazard Mitigation Plan (include Earthquake, Flood, Debris and Railroad Management) and Cyber Emergency Plan. The motion carried, unanimously.

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

Director of Public Works Wendell Johnson presented the staff report and responded to Councilmember questions.

Motion by Councilmember Garcia, seconded by Councilmember Lopez to approve Option No. 2, renovation of existing trash enclosures as presented in the staff report. The motion carried unanimously.

14) DISCUSSION ON EMERGENCY PREPAREDNESS AND THE RECENT LOS ANGELES COUNTY FIRES (*It was noted that this item was heard concurrently with Agenda Item No. 12.*)

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

Councilmember Patty Lopez presented the staff report and responded to Councilmember questions.

City staff would bring this matter back to the February 3, 2025 City Council meeting to be included with the Police Department's public safety presentation.

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

This item was continued to the February 3, 2025 City Council meeting.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

None

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Fajardo thanked staff and colleagues for their work, reported a broken sign adjacent to the Chipotle parking lot, appreciated that San Fernando water is being offered in compostable cups, commented on the East San Fernando Corridor project, and emphasized the need for City Council participation in Metro meetings to ensure no adverse impacts on San Fernando. He also noted that the monarch butterfly is being proposed as endangered, and that Cindy Montañez Park provides a habitat for them. Lastly, he reiterated his desire to work collaboratively and respectfully with his council colleagues.

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Councilmember Lopez expressed concerns regarding street cleaning, reaffirmed her commitment to addressing workplace harassment. She also spoke about recent losses in the community and, lastly, expressed her desire to work collaboratively with her colleagues while noting her disappointment in the actions of certain individuals at a previous council meeting.

Councilmember Garcia thanked staff and spoke about the Education Commission presentation, suggesting that it be scheduled earlier rather than later for the benefit of the children, noted she attended the Metropolitan Water District inspection trip to Hoover Dam and Copper Basin, and commented on Chair Ortega providing quarterly water district updates. She expressed condolences to those who lost property and loved ones in the recent wildfires, while also thanking the nonprofit organizations that provided assistance and lastly mentioned the possibility of a future discussion on rent control.

Vice Mayor Solorio thanked colleagues and staff for a productive meeting, commented on attending the Water Education for Latino Women Leaders forum, and mentioned meeting a family without access to clean water and questioned how the city can protect the water supply to ensure continued access to clean water moving forward.

Mayor Mendoza mentioned attending the Hoover Dam Copper Basin inspection trip and stated that she reached out to Metropolitan Water District Board Chair Ortega to request quarterly update reports for the City Council.

ADJOURNMENT (12:36 p.m.)

Mayor Mendoza adjourned the meeting in memory of Juanita Rubalcava; the victims who lost their lives during the recent wildfires and former President Jimmy Carter to the next regular meeting on February 3, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the January 21, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

Julia Fritz, CMC
City Clerk

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 5:00 P.M.
REGULAR MEETING – 6:00 P.M.
MONDAY, FEBRUARY 3, 2025**

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

CALL TO ORDER/ROLL CALL – SPECIAL MEETING 5:00 P.M. (CLOSED SESSION)

Mayor Mary Mendoza called the Special Meeting to order at 5:01 p.m.

Present:

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

Staff: City Manager Nick Kimball and City Attorney Richard Padilla

Absent: Vice Mayor Mary Solorio

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

RECESS TO CLOSED SESSION (5:02 P.M.)

By consensus, Councilmembers recessed to Closed Session.

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

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

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San Fernando Part-Time Employees' Bargaining Unit (SEIU, Local 721)
All Unrepresented Employees

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

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

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

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

ADJOURNMENT (6:03 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 6:04 p.m.

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

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

Absent: Vice Mayor Mary Solorio

TELECONFERENCING REQUESTS/DISCLOSURE

Councilmember Mary Solorio requested to participate remotely using the teleconferencing rules of AB 2449. By consensus, the City Council approved the request.

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting February 3, 2025

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APPROVAL OF AGENDA

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

PRESENTATIONS

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

PUBLIC STATEMENTS

Brent Bell spoke in support of the proposed changes that were made associated with First Street on Agenda Item No. 7.

Maria Luisa Palma advocated for the return of police presence on school campuses.

Myrna Velasquez spoke about concerns and safety for the immigrants in the community.

Flor Sanchez spoke about no-cost income tax preparation services offered at Las Palmas Park through CSUN's VITA Clinic.

Ester Aviles shared a scripture.

Dora Alvarez spoke regarding student safety concerns at San Fernando Middle School.

Dr. Chavez mentioned she was pleased with the increase in public safety at San Fernando Recreation Park.

Ricardo Benitez submitted an email addressing concerns with Councilmember Fajardo's comments that were made during the January 21, 2025 Council meeting regarding opposing his application to serve as a potential Commissioner on the Transportation and Public Safety Commission.

CONSENT CALENDAR

Councilmember Fajardo pulled Item No. 5 and Councilmember Garcia pulled Item No. 6 for discussion.

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Motion by Councilmember Fajardo, seconded by Councilmember Lopez to approve Consent Calendar Item Nos. 1 through 4:

1. CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. February 2, 2009 – Regular Meeting
 - b. December 10, 2010 – Regular Meeting
 - c. December 2, 2024 – Regular Meeting
2. CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
3. RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES
4. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE NATIONAL ENDOWMENT FOR THE ARTS TO SUPPORT THE MARIACHI MASTER APPRENTICE PROGRAM

The motion carried, unanimously.

Motion by Councilmember Fajardo, seconded by Mayor Mendoza to approve the 2025 Legislative Platform; approve the 2025 Legislative Appropriation Requests; authorize the City Manager to take certain related actions as provided Legislative Advocacy Policy, as amended to include requests for the San Fernando Post Office to include a drive-thru and facility improvements, and is in support of the Mayor and Vice Mayor to have discussions of proposed requests with State and Federal elected officials:

5. CONSIDERATION TO APPROVE THE 2025 LEGISLATIVE PLATFORM AND LEGISLATIVE APPROPRIATION REQUESTS

The motion carried, unanimously.

Motion by Councilmember Fajardo, seconded by Mayor Mendoza to adopt Resolution No. 8362 approving the job specifications for Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant; adopt Resolution No. 8363 amending the Fiscal Year 2024-2025 Salary Resolution to reflect the revised position titles for the Director of Administrative Services, Human Resources & Risk Manager, Human Resources Technician, and Human Resources Assistant; and authorize the City Manager, or designee, to make non-substantive corrections and execute all related documents:

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

The motion carried as follows:

ROLL CALL

AYES:	Lopez, Fajardo, Solorio, Mendoza - 4
NAYES:	Garcia - 1
ABSTAIN:	None
ABSENT:	None

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ADMINISTRATIVE REPORTS

Items heard out of order

10) CONSIDERATION TO APPOINT AN EDUCATION COMMISSIONER

Councilmember Patty Lopez presented the staff report.

Motion by Councilmember Lopez, seconded by Councilmember Fajardo to appoint Marcela Rodriguez to the Education Commission. The motion carried, unanimously.

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

Councilmember Victoria Garcia presented the staff report.

City Manager Kimball reported that in 2017 the update to the personnel rules for the Veteran's Credit was approved; however, the personnel manual was not updated at that time.

The City Council directed staff to confirm labor groups' concurrence with Veterans' credit previously adopted by the City Council in 2017 and amend the personnel manual as applicable.

It was noted that the City Council recessed the meeting at 8:09 p.m. and reconvened at 8:22 p.m. with Councilmember Fajardo absent.

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

Police Chief Fabian Valdez presented the staff report and responded to Councilmember questions.

The City Council received and filed the report and directed staff to return to a future meeting with additional information regarding exploring partnership with State and Federal Elected Officials to potentially provide immigration information at a San Fernando facility; developing a method for monitoring and/or reporting statistics on police patrolling activities; seeking additional funding requests for continued enhanced patrolling efforts; and draft a letter to Los Angeles Unified School District expressing the City's support of police presence and increased student safety on school campuses.

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

Acting Commander Dominguez and Housing Coordinator Marques presented the staff report and responded to Councilmember questions. The City Council received and filed the report.

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- 7) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1728 AMENDING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH THE MIXED USE OVERLAY ZONE; AND ORDINANCE NO. 1730 AMENDING THE ZONING MAP TO ADD THE MIXED-USE OVERLAY TO CERTAIN PROPERTIES IN THE C-1 AND C-2 ZONE DISTRICTS AND ADOPT A CALIFORNIA ENVIRONMENTAL QUALITY ACT MITIGATED NEGATIVE DECLARATION ADDENDUM

City Manager Kimball stated that due to a legal ad publication error in the *Sun* newspaper following the first reading of the ordinance, the second reading cannot be approved at this time. Staff recommended that the City Council reschedule the approval of the second reading of Ordinance No. 1730 to a specific date at an adjourned regular meeting. The City Council continued the item to an Adjourned Regular City Council Meeting on February 11, 2025.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

None

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia reported she attended the League of California Cities New Mayors and Councilmembers Academy and the Education Commissions Principals' brunch event.

Councilmember Lopez noted she attended the League of California Cities New Mayors and Councilmembers Academy, mentioned she visited City Departments and various school sites.

Vice Mayor Solorio spoke about a community member, Frank Garcia's 100th birthday celebration and extended birthday wishes to Mr. Garcia.

ADJOURNMENT (10:08 p.m.)

Mayor Mendoza adjourned the meeting in memory of Salvador Ponce to an adjourned regular meeting on February 11, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the February 3, 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: April 7, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-041 (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. 25-041, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-041

**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. 25-041**

**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 7th day of April 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. 25-041, 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 7th day of April, 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 April, 2025.

Julia Fritz, City Clerk

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03/26/2025 12:59:19PMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239702	4/7/2025	894486 21 CLETS, LLC	498		TITLE 15 TRAINING 001-225-3688-4360	200.00
					Total :	200.00
239703	4/7/2025	891587 ABLE MAILING INC.	40411		MAILING AND FULFILLMENT SERVICES	
				13205	070-382-0000-4300	179.99
				13205	072-360-0000-4300	179.99
					Total :	359.98
239704	4/7/2025	894365 ACE CONSTRUCTION	I-6386		ELECTRICAL WORK FOR IT SERVER R	
			I-6387	13376	121-135-3689-4260	8,876.00
				13376	ELECTRICAL WORK FOR IT SERVER R	
					121-135-3689-4260	15,431.00
					Total :	24,307.00
239705	4/7/2025	894315 AG LAWNMOWER SHOP	0565		SMALL EQUIPMENT REPAIR (LAWNMO	
			0566	13283	043-390-0000-4300	160.00
			0567	13283	SMALL EQUIPMENT REPAIR (LAWNMO	
					001-346-0000-4300	272.70
				13283	SMALL EQUIPMENT REPAIR (LAWNMO	
					043-390-0000-4300	74.39
					Total :	507.09
239706	4/7/2025	889043 ALADIN JUMPERS	14596		DANCE FLOOR RENTAL, DELIVERY & II	
				13319	004-2385	1,000.00
				13319	017-420-1330-4300	665.90
					Total :	1,665.90
239707	4/7/2025	894975 ALL STAR ELITE SPORTS	4863		UNIFORMS FOR RCS STAFF AND PRO	
				13411	017-420-1330-4300	2,100.00
				13411	017-420-1334-4300	378.54
					Total :	2,478.54
239708	4/7/2025	891069 AMERICAN ASPHALT SOUTH, INC.	2024-2073R		RETENTION RELEASED-PHASE 3, ANN	
					025-2037	39,587.25
					121-2037	12,500.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239708	4/7/2025	891069 AMERICAN ASPHALT SOUTH, INC.	(Continued)		024-2037	17,250.01
					011-2037	7,008.71
					012-2037	5,710.19
					032-2037	3,915.50
					Total :	85,971.66
239709	4/7/2025	100188 ANDY GUMP INC.	INV1219243	13298	PORTABLE TOILET SERVICES	
			INV1219244	13298	043-390-0000-4260	336.49
					PORTABLE TOILET SERVICES	
					070-384-0000-4260	336.34
					Total :	672.83
239710	4/7/2025	100222 ARROYO BUILDING MATERIALS, INC	305680	13257	FOR MISC. LOCAL HARDWARE SUPPLI	
			305681	13257	070-383-0000-4310	59.24
			305917	13257	FOR MISC. LOCAL HARDWARE SUPPLI	
					070-383-0000-4310	163.17
				13257	FOR MISC. LOCAL HARDWARE SUPPLI	
					043-390-0000-4300	241.91
					Total :	464.32
239711	4/7/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-MAR 2025	
					001-222-0000-4220	246.67
					Total :	246.67
239712	4/7/2025	889037 AT&T MOBILITY	287277903027X0308202		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	137.38
					Total :	137.38
239713	4/7/2025	892412 AT&T MOBILITY	287297930559X0310202		MDT MODEMS-PD UNITS- FEB 2025	
			287340014777X0304202		001-222-0000-4220	1,024.89
					HR MANAGER CELL PHONE PLAN-FEB	
					001-133-0000-4220	50.62
					Total :	1,075.51
239714	4/7/2025	889942 ATHENS SERVICES	18950455	13275	STREET SWEEPING SERVICES-MARCH	
					011-311-0000-4260	17,443.40

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239714	4/7/2025	889942 889942 ATHENS SERVICES	(Continued)			Total : 17,443.40
239715	4/7/2025	893013 AYSON, LEILANI	MARCH 2025	13209	INCLUSIVE ZUMBA INSTRUCTOR 017-420-1337-4260	420.00 Total : 420.00
239716	4/7/2025	894996 BALLET FOLKLORICO EL TOROGOZ	FY24-25		CIF: COSTUMES FOR PERFORMERS 053-101-0112-4430	300.00 Total : 300.00
239717	4/7/2025	892784 BARAJAS, MARIA BERENICE	MARCH 2025	13210	TOTAL BODY CONDITIONING CLASS IN 017-420-1337-4260	882.00 Total : 882.00
239718	4/7/2025	892426 BEARCOM	5861008	13309 13309 13309 13309 13309	MAINTENANCE AGREEMENT FOR RAD 001-135-0000-4260 043-390-0000-4260 070-381-0000-4260 072-360-0000-4260 070-384-0000-4260	9,991.40 1,332.19 532.88 932.53 532.86 Total : 13,321.86
239719	4/7/2025	893591 BIOMEDICAL WASTE DISPOSAL	149851		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00 Total : 110.00
239720	4/7/2025	893940 BOB BARKER COMPANY	INV2110461		JAIL MATTRESS & INMATE CLOTHING 001-225-0000-4350	554.64 Total : 554.64
239721	4/7/2025	889274 BOWDEN MORENO, LINDA	REIMB.		WORK SHOES-PER MOU SEC. 10-01 (B 001-420-0000-4300	75.00 Total : 75.00
239722	4/7/2025	888800 BUSINESS CARD	030325 031025		MONTHLY EMAIL- MAR 2025 001-135-0000-4260 PATCH CABLES 001-135-0000-4300	2,017.18 198.44

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239722	4/7/2025	888800 BUSINESS CARD	(Continued) 031325-1 031325-2 031425 031725 031725 031825 031925 032025 032125		MISC SUPPLIES 001-222-0000-4300 MISC SUPPLIES 001-423-0000-4300 CERTIFIED RECORDS ANALYST DESIG 001-115-0000-4360 LAPTOP REPL BATTERIES 001-152-0000-4300 MISC SUPPLIES 001-222-0000-4300 DINNER FOR CC MTG-03/18/25 001-101-0000-4300 NOTEBOOKS 001-105-0000-4300 BOND PAPER 001-115-0000-4300 SUPPLIES FOR SPORTS PROGRAM 017-420-1334-4300	22.05 28.61 75.00 99.21 194.50 113.20 32.30 46.84 214.77 Total : 3,042.10
239723	4/7/2025	894805 CALIFORNIA CADET CORPS	FY24/25		CIF: PROGRAM SUPPLIES 053-101-0114-4430 053-101-0107-4430 053-101-0103-4430	300.00 100.00 100.00 Total : 500.00
239724	4/7/2025	892464 CANON FINANCIAL SERVICES, INC	39224665	13206	FY 2024-2025 CANON COPIER LEASE-1 001-135-0000-4260	2,005.79 Total : 2,005.79
239725	4/7/2025	892465 CANON SOLUTIONS AMERICA, INC.	6011113022	13211	FY 2024-2025 CANON MAINTENANCE 8 001-135-0000-4260	394.81 Total : 394.81
239726	4/7/2025	894911 CARPENTER'S TIME SYSTEMS	218499	13389	CATALYTIC CONVERTER ETCHING DE 110-220-3678-4500	6,564.87

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239726	4/7/2025	894911 CARPENTER'S TIME SYSTEMS	(Continued)	13389	110-220-3678-4300	140.13
					Total :	6,705.00
239727	4/7/2025	894010 CHARTER COMMUNICATIONS	187701601030125		PW OPS CABLE - 03/05-04/04	202.01
			187701701030125		043-390-0000-4260	141.55
			18770180103725		CH CABLE-03/05-04/04	1,399.00
					001-190-0000-4220	
					INTERNET SERVICES - 03/10-04/09	
					001-190-0000-4220	
					Total :	1,742.56
239728	4/7/2025	894797 CHAVEZ, SOLEDAD	REIMB.		WORK SHOES-PER MOU SEC. 10-01 (B	75.00
					001-420-0000-4300	
					Total :	75.00
239729	4/7/2025	894998 CHO, RUTH	TRAVEL		PER DIEM-EVOC TRAINING ACADEMY	373.80
					001-225-0000-4360	
					Total :	373.80
239730	4/7/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF250000010		FIRE SERVICES - APRIL 2025	278,951.50
					001-500-0000-4260	
					Total :	278,951.50
239731	4/7/2025	103029 CITY OF SAN FERNANDO	7198-7245		REIMB. TO WORKERS COMP ACCT	16,177.54
					006-1038	
					Total :	16,177.54
239732	4/7/2025	890893 CITY OF SAN FERNANDO	FY24-25		FEE WAIVER: VIDA MOBILE CLINIC PAI	250.00
					001-101-0107-4430	
					Total :	250.00
239733	4/7/2025	890893 CITY OF SAN FERNANDO	FEB 2025-LR		COMMISSIONER'S STIPEND DONATIO	100.00
			JAN 2025-LR		001-420-0000-4111	
					COMMISSIONER'S STIPEND DONATIO	100.00
					001-420-0000-4111	
					Total :	200.00

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239734	4/7/2025	890893 CITY OF SAN FERNANDO	FEB 2025-AZ		COMMISSIONER'S STIPEND DONATIO	100.00
			JAN 2025-AZ		001-420-0000-4111	
					COMMISSIONER'S STIPEND DONATIO	100.00
					001-420-0000-4111	
					Total :	200.00
239735	4/7/2025	894794 CIVICA LAW GROUP, APC	15634	13188	CODE ENFORCEMENT LEGAL SERVI	678.50
			15635	13188	001-110-0000-4270	
			15637	13188	CODE ENFORCEMENT LEGAL SERVI	494.50
				13188	001-110-0000-4270	
					CODE ENFORCEMENT LEGAL SERVI	88.50
					001-110-0000-4270	
					Total :	1,261.50
239736	4/7/2025	894912 COMMERCIAL TIRE CENTER	75149		VEHILCE MAINT-PW4609	360.00
					041-320-0346-4400	
					Total :	360.00
239737	4/7/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25031004499	13301	INDUSTRIAL WASTE CHARGES-FEB 20	7,281.80
					072-360-0000-4450	
					Total :	7,281.80
239738	4/7/2025	889794 CUELLAR, JULIE	MARCH 2025		COMMISSIONER'S STIPEND	100.00
			MARCH 2025		001-310-0000-4111	
					COMMISSIONER'S STIPEND	100.00
					001-420-0000-4111	
					Total :	200.00
239739	4/7/2025	892888 CWE	F25096	12523	REGIONALPARK INFILTRATION PROJE	5,407.25
					010-310-0620-4600	
					Total :	5,407.25
239740	4/7/2025	893915 DAVIDSON, ROBERT	REIMB.		CSM-1 RENEWAL FEE	106.00
					072-360-0000-4360	
					Total :	106.00
239741	4/7/2025	893114 DE LA PENNA, RICHARD	REIMB.		CSM-2 RENEWAL FEE	111.00
					072-360-0000-4360	
					Total :	

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239741	4/7/2025	893114 893114 DE LA PENA, RICHARD	(Continued)		Total :	111.00
239742	4/7/2025	887121 DELL MARKETING L.P.	10803558864	13405	HR LAPTOP - DELL QUOTE: 300018617: 001-133-0000-4300	1,250.89
					Total :	1,250.89
239743	4/7/2025	891425 DIAZ, MARISOL	REIMB.		SUPPLIES-ONGOING PARK BINGO & LI 004-2346 004-2382	243.13 215.28
					Total :	458.41
239744	4/7/2025	894863 DIXON RESOURCES UNLIMITED	4540	13290	RESIDENTIAL PARKING PERMIT IMPL 001-310-0000-4270	12,341.25
					Total :	12,341.25
239745	4/7/2025	887380 DUENAS, MARIA CONCEPCION	FEB 2025	13390	MMAP PROJ ASSISTANT MARIA DUEN# 108-424-3659-4260	435.00
			MARCH 2025	13390	MMAP PROJ ASSISTANT MARIA DUEN# 108-424-3659-4260	150.00
				13390	109-424-3618-4260	150.00
					Total :	735.00
239746	4/7/2025	892826 EMBASSY CONSULTING SERVICES	1187		TRAINING-CRISIS INTERVENTION & 001-225-3688-4360	150.00
					Total :	150.00
239747	4/7/2025	889810 EMERGENCY RESPONSE	T2025-095		BIOHAZARD CLEANUP 001-222-0000-4270	850.00
					Total :	850.00
239748	4/7/2025	890401 ENVIROGEN TECHNOLOGIES INC	0015937-IN	13361	FEB-MAINT. REPAIR, PARTS, LABOR & 070-384-0857-4260	10,676.25
			0015958-CM		PARTIAL CREDIT FOR INV 15737 070-384-0857-4260	-2,730.51
					Total :	7,945.74
239749	4/7/2025	893503 EVERBRIDGE	M86819	13409	MASS NOTIFICATION SYSTEM 001-135-0000-4260	13,159.00

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239749	4/7/2025	893503 893503 EVERBRIDGE	(Continued)		Total :	13,159.00
239750	4/7/2025	103851 EVERSOF, INC.	R2551189		WATER SOFTENER RENTAL-WELL 2A 070-384-0000-4260	63.13
			R2551190		WATER SOFTNER RENTAL-WELL 4A 070-384-0000-4260	240.24
					Total :	303.37
239751	4/7/2025	103856 FLAGS USA LLC	INV-02913		PLACEMENT OF FLAGS 043-390-0000-4300 001-311-0000-4310	1,022.00 1,203.62
					Total :	2,225.62
239752	4/7/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS 001-222-0000-4220	541.21
			209-150-5250-081292		RADIO REPEATER 001-222-0000-4220	43.19
			209-150-5251-040172		MWD METER 070-384-0000-4220	57.34
			209-151-4939-102990		MUSIC CHANNEL 001-190-0000-4220	53.45
			209-151-4941-102990		POLICE PAGING 001-222-0000-4220	53.45
			209-151-4942-041191		CITY YARD AUTO DIALER 070-384-0000-4220	57.34
			209-151-4943-081292		RADIO REPEATER 001-222-0000-4220	43.19
			209-188-4361-031792		RCS PHONE LINES 001-420-0000-4220	143.37
			209-188-4362*-031792		POLICE PHONE LINES 001-222-0000-4220	1,368.75
			209-188-4363-031892		VARIOUS PHONE LINES 001-190-0000-4220	91.84
					070-384-0000-4220	416.07
					001-420-0000-4220	266.44
			818-361-0901-051499		SEWER FLOW MONITORING 072-360-0000-4220	90.46

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239752	4/7/2025	892198 FRONTIER COMMUNICATIONS	(Continued) 818-361-2472-031415		PW PHONE LINE 070-384-0000-4220	725.50
			818-361-3958-091407		CNG STATION 074-320-0000-4220	72.27
			818-365-0007-060223		EOC PHONE LINES 001-222-0000-4220	801.20
			818-831-5002-052096		PD SPECIAL ACTIVITIES PROGRAM 001-222-0000-4220	69.82
			818-837-7174-052096		PD SPECIAL ACTIVITIES PROGRAM 001-222-0000-4220	45.64
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	46.94
					Total :	4,987.47
239753	4/7/2025	893953 GALE, PAUL JOHN	MARCH 2025	13231	SHOTOKAN KARATE CLASSES 017-420-1326-4260	378.00
					Total :	378.00
239754	4/7/2025	894994 GARCIA, CHRISTIAN ANTONIO	MARCH 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	100.00
239755	4/7/2025	892550 GOVEA, DAVID	FEB 2025		COMMISSIONER'S STIPEND DONATION 001-420-0000-4111	100.00
			JAN 2028		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	200.00
239756	4/7/2025	893622 GOVERNMENT TRAINING AGENCY	79326		TITLE 15 TRAINING 001-225-3688-4360	115.00
			79327		TITLE 15 TRAINING 001-225-3688-4360	115.00
					Total :	230.00
239757	4/7/2025	101374 GOVERNMENTJOBS.COM, INC.	INV-131960		NOEGOV SUBSCRIPTION 001-133-0000-4230	1,267.37

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239757	4/7/2025	101374 101374 GOVERNMENTJOBS.COM, INC.	(Continued)		Total :	1,267.37
239758	4/7/2025	101376 GRAINGER, INC.	9356123472	13302	BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4320	258.93
			9356242751	13302	BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4320	258.93
			9356338963	13302	BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4320	258.93
			9426658366	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	313.00
			9426658374	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	138.79
			9427283255	13302	BUILDING SUPPLIES, ELECTRICAL & V 043-390-0000-4300	554.01
					Total :	1,782.59
239759	4/7/2025	893344 GRAND ELECTRICAL SUPPLY	2011318		PD TESLA CHARGER INSTALL 016-225-0000-4500	254.68
			2011343		PD TESLA CHARGER INSTALL 016-225-0000-4500	55.07
					Total :	309.75
239760	4/7/2025	894644 GRANICUS, LLC.	191681	13095	CITY WEBSITE REDESIGN & 5 YEARS I 121-105-3689-4270	10,400.00
					Total :	10,400.00
239761	4/7/2025	894774 GREAT WESTERN RECREATION	2403086	13271	PIONEER PARK PLAYGROUND RENOV. 010-420-0671-4600	192,862.00
				13271	010-423-3643-4600	170,001.00
				13271	121-420-0671-4600	255,235.00
				13271	010-423-3643-4600	2,195.26
					Total :	620,293.26
239762	4/7/2025	101434 GUZMAN, JESUS ALBERTO	FEB 2025	13413	MARIACHI MASTER APPRENTICE PRO 108-424-3659-4260	1,800.00
					Total :	1,800.00
239763	4/7/2025	894995 GUZMAN, JOSEPH	850170		SENIOR TRIP REFUND-MARIACHI USA	

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239763	4/7/2025	894995 GUZMAN, JOSEPH	(Continued)		004-2383	120.00
					Total :	120.00
239764	4/7/2025	101428 H & H WHOLESALE PARTS	1CR0099566		CREDIT-BATTERY CORE	
			1CR0099578		041-1215	-56.23
					DEFECTIVE BATTERY RETURNED	
					041-1215	-131.32
			1CR0099649		DEFECTIVE BATTERIES RETURNED	
					041-1215	-574.30
			1IN0690457	13323	AUTO PARTS & BATTERIES INCLUDING	
					041-1215	423.95
			1IN0691375	13323	AUTO PARTS & BATTERIES INCLUDING	
					041-1215	381.21
					Total :	43.31
239765	4/7/2025	890594 HEALTH AND HUMAN RESOURCE	E0341407		EAP-APRIL 2025	
					001-133-0000-4260	302.90
					Total :	302.90
239766	4/7/2025	891937 HERNANDEZ, JOSE	REIMB.-1		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	210.98
			REIMB.-2		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	165.28
					Total :	376.26
239767	4/7/2025	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN047964		CONTRACT SERVICES - SALES & TRAF	
				13243	001-130-0000-4270	1,766.41
			SIN048190		CONTRACT SERVICES - SALES & TRAF	
				13243	001-130-0000-4270	600.00
					Total :	2,366.41
239768	4/7/2025	894775 IBARRA, SERGIO	REIMB.		LEADERSHIP ACADEMY REFRESHMEN	
					001-190-0000-4267	285.68
					Total :	285.68
239769	4/7/2025	101633 INTERNATIONAL CITY/COUNTY	FY24/25		MEMBERSHIP DUES-MMBR# 1143691	

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239769	4/7/2025	101633 INTERNATIONAL CITY/COUNTY	(Continued)		001-107-0000-4380	1,200.00
					Total :	1,200.00
239770	4/7/2025	893275 INTERWEST CONSULTING GROUP	1416309		ON-CALL PROFESSIONAL BUILDING, S	
			1418718	13250	001-2698	2,414.64
					ON-CALL PROFESSIONAL BUILDING, S	
			1420381	13250	001-140-0000-4270	7,003.74
					ON-CALL PROFESSIONAL BUILDING, S	
			1420541	13250	001-2698	4,419.18
					ON-CALL PROFESSIONAL BUILDING, S	
				13250	001-140-0000-4270	7,613.21
					Total :	21,450.77
239771	4/7/2025	101768 KIMBALL-MIDWEST	103147202		MISC SUPPLIES	
					041-1215	459.49
					Total :	459.49
239772	4/7/2025	101971 L.A. MUNICIPAL SERVICES	500-750-1000		ELECTRIC-13655 FOOTHILL	
			792-603-2351		070-384-0000-4210	104.50
					WATER-13657 7/9 FOOTHILL	
					070-384-0000-4210	346.70
					Total :	451.20
239773	4/7/2025	101873 LEAGUE OF CALIFORNIA CITIES	FY24-25		WOMEN'S CAUCUS MEMBERSHIP	
					001-101-0114-4380	100.00
					Total :	100.00
239774	4/7/2025	101920 LIEBERT CASSIDY WHITMORE	286361		LEGAL SERVICES	
			287337		001-112-0000-4270	2,236.00
					LEGAL SERVICES	
			287417		001-112-0000-4270	72.00
					LEGAL SERVICES	
			287427		001-112-0000-4270	252.00
					LEGAL SERVICES	
			287440		001-112-0000-4270	1,512.00
					LEGAL SERVICES	

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239774	4/7/2025	101920 LIEBERT CASSIDY WHITMORE	(Continued)			
			287463		001-112-0000-4270 LEGAL SERVICES	36.00
			287491		001-112-0000-4270 LEGAL SERVICES	43.00
			287492		001-112-0000-4270 LEGAL SERVICES	2,709.00
			287493		001-112-0000-4270 LEGAL SERVICES	3,568.00
			288254		001-112-0000-4270 LEGAL SERVICES	1,598.00
					001-112-0000-4270	45,775.05
					Total :	57,801.05
239775	4/7/2025	893292 LOCAL GOVERNMENT	635	13386	SENATE BILL 90 STATE MANDATED CO 001-130-0000-4270	1,750.00
					Total :	1,750.00
239776	4/7/2025	101974 LOS ANGELES COUNTY	FEB 2025	13245	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	9,846.31
			JAN 2025	13245	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	12,951.08
					Total :	22,797.39
239777	4/7/2025	894903 LOS ANGELES MISSION COLLEGE	FY24-25		CIF: CINDY MONTANEZ INSPIRATION 053-101-0107-4430	500.00
					053-101-0103-4430	500.00
					Total :	1,000.00
239778	4/7/2025	892477 LOWES	9747-74269		MATL'S TO INSTALL WASHER/DRYER 043-390-0000-4300	133.02
			9747-77203		SWITCHES REPLACED-CITY HALL 043-390-0000-4300	29.26
			9747-77884		MAINT SUPPLIES 043-390-0000-4300	76.73
			9747-78584		MAINT SUPPLIES 043-390-0000-4300	160.10

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239778	4/7/2025	892477 LOWES	(Continued)			
			9747-789336		MATL'S FOR RPAIRS 043-390-0000-4300	21.68
			9754-77011		SAFETY CABINET-WELL 3 070-384-0000-4330	1,309.37
					Total :	1,730.16
239779	4/7/2025	894780 MARISCAL NAVARRO, SONIA	FEB 2025		COMMISSIONER'S STIPEND DONATION 001-420-0000-4111	100.00
			JAN 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	200.00
239780	4/7/2025	893200 MCKESSON MEDICAL-SURGICAL	23387194		MEDICAL SUPPLIES 001-225-0000-4350	25.50
					Total :	25.50
239781	4/7/2025	892584 MERCURY EVENTS	03012025A	13415	CONSULTANT SERVICES FOR EVENT F 001-420-0000-4260	6,000.00
					Total :	6,000.00
239782	4/7/2025	102226 MISSION LINEN SUPPLY	523434400	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	413.95
			523476037	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	371.14
					Total :	785.09
239783	4/7/2025	893343 MOHR, NICOLE	MARCH 2025		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
239784	4/7/2025	894785 MONTANEZ, MIGUEL	MARCH 2025		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
239785	4/7/2025	893934 MORA, JUAN LUIS	MCB-0225	13270	BASEBALL CONSULTANT AND UMPIRE 017-420-1330-4260	2,226.00

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239785	4/7/2025	893934 893934 MORA, JUAN LUIS	(Continued)			Total : 2,226.00
239786	4/7/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4270	237.06 Total : 237.06
239787	4/7/2025	102325 NAPA AUTO PARTS	013125 022825		SERVICE FEE 041-320-0000-4300 SERVICE FEE 041-320-0000-4300	5.56 0.77 Total : 6.33
239788	4/7/2025	893348 NCSI	54827		BACKGROUND CHECKS 017-420-1337-4260 017-420-1362-4260	55.50 37.00 Total : 92.50
239789	4/7/2025	894467 NORTH VALLEY CARING	FEB 2025	13373	HOMELESS STREET OUTREACH SERV 110-225-0568-4260	12,560.91 Total : 12,560.91
239790	4/7/2025	102423 OCCU-MED, INC.	0325901		PRE-EMPLOYMENT EXAMS 001-133-0000-4270	1,058.00 Total : 1,058.00
239791	4/7/2025	894100 ODP BUSINESS SOLUTIONS , LLC	408799203001		HP TONERS 070-381-0000-4300 043-390-0000-4300 OFFICE SUPPLIES 001-133-0000-4300 OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 070-384-0000-4300	146.93 146.92 174.85 158.55 15.72 83.58 50.66

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239791	4/7/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued) 412706985001 414401518001 414736135001 415772555001		OFFICE SUPPLIES 043-390-0000-4300 OFFICE SUPPLIES 001-130-0000-4300 HP TONERS 001-130-0000-4300 OFFICE SUPPLIES 001-105-0000-4300	9.87 8.81 499.10 58.40 Total : 1,353.39
239792	4/7/2025	894870 ONYX PAVING COMPANY INC	24064-1	13363 13363	FOG SEAL COATING OF PARKING LOT: 024-335-0335-4600 012-335-0335-4600 012-2037 024-2037	380,564.00 82,820.00 -4,141.00 -19,028.20 Total : 440,214.80
239793	4/7/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-215764 4605-216981 4605-217326 4605-217355 4605-217356 4605-217516 4605-218782	13387 13387 13387 13387 13387 13387 13387	VEH. SERVICE, MAINT. & REPAIR PART 041-320-0225-4400 VEH. SERVICE, MAINT. & REPAIR PART 041-320-0225-4400 VEH. SERVICE, MAINT. & REPAIR PART 070-384-0000-4300 VEH. SERVICE, MAINT. & REPAIR PART 041-1215 VEH. SERVICE, MAINT. & REPAIR PART 041-1215 VEH. SERVICE, MAINT. & REPAIR PART 041-320-0222-4400 VEH. SERVICE, MAINT. & REPAIR PART 041-320-0224-4400	37.15 33.05 20.77 32.96 68.18 60.59 81.25 Total : 333.95
239794	4/7/2025	894946 ORTEGA, FREDY ABELARDO	MARCH 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239794	4/7/2025	894946 894946 ORTEGA, FREDY ABELARDO	(Continued)			Total : 100.00
239795	4/7/2025	892958 PADILLA'S AUTO CENTER	1125		MOUNT & BALANCE TIRES 041-320-0225-4400	160.00 Total : 160.00
239796	4/7/2025	893564 PALACIOS, MARIA ELENA	850118		SENIOR TRIP REFUND-PANCHO VILLA 004-2383	40.00 Total : 40.00
239797	4/7/2025	892360 PARKING COMPANY OF AMERICA	INVM0019418	13320	PUBLIC TRANSPORTATION SERVICES- 008-313-0000-4260	50,279.14 Total : 50,279.14
239798	4/7/2025	894991 PAYMENTUS GROUP INC	INV-15-159803		ONLINE PYMNTS TRANS FEES-JAN'25 070-382-0000-4435	5.25
			INV-15-160333		072-360-0000-4435 ONLINE PYMNTS TRANS FEES-FEB'25 070-382-0000-4435	5.25 67.84 67.84
					072-360-0000-4435	Total : 146.18
239799	4/7/2025	890324 PEREZ MONTELONGO, JUAN	022025	13233	YOUTH BASKETBALL REFEREE SERV 017-420-1328-4260	2,587.50 Total : 2,587.50
239800	4/7/2025	894997 PETTENER, WILL	TRAVEL		MILEAGE REIMB-MMASC SPRING FOR 001-105-0000-4370	75.60 Total : 75.60
239801	4/7/2025	102624 PITNEY BOWES	1027086413		FOLDING MACHINE MAINT AGREEMEN 070-382-0000-4300	328.64
					072-360-0000-4300	328.64
						Total : 657.28
239802	4/7/2025	887646 PLUMBERS DEPOT INC	PD-58177	13273	REPAIRS NEEDED FOR PW SEWER VE 072-360-0000-4300	419.15

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239802	4/7/2025	887646 887646 PLUMBERS DEPOT INC	(Continued)			Total : 419.15
239803	4/7/2025	894746 PRECISION CIVIL	31136	13179	ON CALL PLANNING SERVICES-DEC 20 001-150-0000-4270	7,720.48 Total : 7,720.48
239804	4/7/2025	102688 PROFESSIONAL PRINTING CENTERS	22859	13274	PRE-PRINTED FORMS 001-107-0305-4300	186.32
			23065	13274	PRE-PRINTED FORMS 001-222-0000-4300	948.15
			23118	13274	PRE-PRINTED FORMS 001-222-0000-4300	1,549.01
			23164	13274	PRE-PRINTED FORMS 001-423-0000-4270	231.53
			23189	13274	PRE-PRINTED FORMS 001-222-0000-4300	288.30
			23197	13274	PRE-PRINTED FORMS 070-382-0000-4300	181.92
				13274	072-360-0000-4300	181.91
						Total : 3,567.14
239805	4/7/2025	102738 QUINTERO ESCAMILLA, VIOLETA	MARCH 2025	13217	SENIOR MUSIC CLASS INSTRUCTOR 017-420-1323-4260	800.00 Total : 800.00
239806	4/7/2025	894408 RINCON CONSULTANTS INC	63729	13181	ON-CALL PLANNING SERVICES 001-150-0000-4270	944.75 Total : 944.75
239807	4/7/2025	887296 ROBLED0, OLIVIA	FEB 2025		COMMISSIONER'S STIPEND DONATION 001-420-0000-4111	100.00
			JAN 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
						Total : 200.00
239808	4/7/2025	894534 RODRIGUEZ, ZOE	MARCH 2025		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239808	4/7/2025	894534 894534 RODRIGUEZ, ZOE	(Continued)			Total : 100.00
239809	4/7/2025	892856 SALAS, JUAN	REIMB.		CLEANING SUPPLIES-PUIG HOUSE 001-420-0000-4300	403.47 Total : 403.47
239810	4/7/2025	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		EXPLORER 2025 UNIT MEMBERSHIP R 001-226-0230-4430	1,790.00 Total : 1,790.00
239811	4/7/2025	103050 SAN FERNANDO PET HOSPITAL	219667		K9 VET SERVICES 001-225-0000-4270	285.00 Total : 285.00
239812	4/7/2025	103057 SAN FERNANDO VALLEY SUN	18969		RFP-DESIGN SRVS DOWNTOWN TRAS 001-115-0000-4230	155.00 Total : 155.00
239813	4/7/2025	894125 SANCHEZ, NATASHA	MARCH 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
239814	4/7/2025	103184 SMART & FINAL	0011 0188 0198 0398		BREAK ROOM SUPPLIES 001-222-0000-4300 REFRESHMENTS-GANG TASK FORCE 001-222-0000-4300 CALLES VERDES EVENT 001-310-0000-4300 CALLES VERDES EVENT 001-310-0000-4300	6.59 89.53 62.54 69.53 Total : 228.19
239815	4/7/2025	894964 SOSA, GENOVEVA	850169		SENIOR TRIP REFUND-MARIACHI USA 004-2383	120.00 Total : 120.00
239816	4/7/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY, 030-341-0000-4210	96.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239816	4/7/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued) 700224888278 700301226571 700360580265 700363532503 700577150347 700826276457		ELECTRIC-801 8TH 043-390-0000-4210 ELECTRIC-1117 2ND ST 043-390-0000-4210 ELECTRIC-910 FIRST 043-390-0000-4210 ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210 ELECTRIC-190 PARK 027-344-0000-4210 ELECTRIC-799 JESSIE 043-390-0000-4210	15.55 18.26 6,172.06 4,469.63 1,177.76 62.22 Total : 12,012.47
239817	4/7/2025	894311 SPECTRUMVOIP	550043		CITYWIDE LONG DISTANCE VOIP-APR 001-190-0000-4220	106.30 Total : 106.30
239818	4/7/2025	103251 STANLEY PEST CONTROL	1874432 1874436 1874525 1874652 1874749 1874750 1874756	13374 13374 13374 13374 13374 13374 13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330 PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330 PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330 PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330 PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330 PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	55.00 62.00 95.00 135.00 85.00 85.00 94.00 Total : 611.00
239819	4/7/2025	894275 STAPLES, INC.	6026018928		OFFICE SUPPLIES 001-133-0000-4300	193.70

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239819	4/7/2025	894275 STAPLES, INC.	(Continued) 6026485964		BREAK ROOM SUPPLIES 001-190-0000-4300	6.11
			6026485965		BREAK ROOM SUPPLIES 001-190-0000-4300	196.54
					Total :	396.35
239820	4/7/2025	100540 STATE CONTROLLER'S OFFICE	FAUD-00004758		ANNUAL STREET REPORT-FY23/24 011-311-0000-4270	3,200.00
					Total :	3,200.00
239821	4/7/2025	894649 STERLING ADMINISTRATION	846141		ADMINISTRATIVE FEE: FEB 2025 001-133-0000-4260	50.00
			849039		FSA FUNDING CONTRIBUTION 004-2365	4,368.32
			849136		FSA FUNDING CONTRIBUTION 004-2365	1,092.09
					Total :	5,510.41
239822	4/7/2025	103090 SUSAN SAXE-CLIFFORD, PH.D.	25-0310-2		PSYCHOLOGICAL EVALUATION 001-222-0000-4270	450.00
					Total :	450.00
239823	4/7/2025	103205 THE GAS COMPANY	042-320-6900-7		GAS-6910 FIRST 043-390-0000-4210	74.55
			084-220-3249-3		GAS-505 S HINTNGTON 043-390-0000-4210	399.55
			088-520-6400-8		GAS-117 MACNEIL 043-390-0000-4210	222.89
			090-620-6400-2		GAS-120 MACNEIL 070-381-0000-4210	49.08
					072-360-0000-4210	49.08
					043-390-0000-4210	98.15
			143-287-8131-6		GAS-208 PARK 043-390-0000-4210	397.76
			162-020-7432-0		GAS-828 HARDING 043-390-0000-4210	4.93

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239823	4/7/2025	103205 103205 THE GAS COMPANY	(Continued)		Total :	1,295.99
239824	4/7/2025	888821 THE GOODYEAR TIRE & RUBBER CO	44310	13322	TIRES FOR CITY FLEET 041-1215	1,837.08
					Total :	1,837.08
239825	4/7/2025	101528 THE HOME DEPOT CRC	1011153		MAINT SUPPLIES-WELL 3 070-384-0000-4320	338.85
			1223140		N95 MASKS 043-390-0000-4300	1,096.29
			1223141		EXTENSION CORDS & SAFTEY SUPPLI 043-390-0000-4300	1,518.62
			1223142		TOOL MAINT. 043-390-0000-4300	736.39
			1391325		TRASH BAGS 001-311-0000-4300	1,221.79
			1527588		CHEMICAL SPRAY BOTTLES 001-312-0000-4300	46.17
			1527589		MATL'S-PD TESLA CHARGER INSTALL 016-225-0000-4500	65.85
			1527590		REPL LED BULBS 029-335-0000-4300	160.30
			1527591		MISC SUPPLIES 043-390-0000-4300	409.98
			2014543		MISC SUPPLIES 043-390-0000-4300	219.06
			3015261		MATL'S-PD TESLA CHARGER INSTALL 016-225-0000-4500	214.45
			4900871		ELECTRICAL MATL'S-PD TESLA CHARC 016-225-0000-4500	3,041.86
			5014990		PAINTING SUPPLIES 043-390-0000-4300	183.21
			8526004		MISC SUPPLIES 043-390-0000-4300	150.62
					Total :	9,403.44
239826	4/7/2025	894052 THE LANGUAGE PROS, INC.	1935		LANGUAGE SERVICES	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239826	4/7/2025	894052 THE LANGUAGE PROS, INC.	(Continued)	13383	001-101-0000-4270	1,298.70
					Total :	1,298.70
239827	4/7/2025	103413 TRANS UNION LLC	02503355		CREDIT CHECK SERVICES 001-222-0000-4260	90.00
					Total :	90.00
239828	4/7/2025	894909 VALLEY BACKFLOW INC.	20511	13357	BACKFLOW TESTING/REPAIRS 070-383-0000-4260	70.00
					Total :	70.00
239829	4/7/2025	891220 VAN LANT & FANKHANEL, LLP	031125	13238	ANNUAL CITY AUDIT SERVICES (SINGL 001-130-0000-4270	3,750.00
					Total :	3,750.00
239830	4/7/2025	889644 VERIZON BUSINESS	0971269		PARKS LONG DISTANCE 001-420-0000-4220	17.31
			871266		CITY HALL LONG DISTANCE 001-190-0000-4220	28.36
			897125		CITY YARD LONG DISTANCE 070-384-0000-4220	17.01
			8971264		CITY HALL LONG DISTANCE 001-190-0000-4220	56.73
			8971267		POLICE LONG DISTANCE 001-222-0000-4220	61.51
			8971268		CITY YARD LONG DISTANCE 070-384-0000-4220	11.34
			8971786		PW LONG DISTANCE 001-310-0000-4220	5.67
			8971797		CITY HALL LONG DISTANCE 001-190-0000-4220	62.44
					Total :	260.37
239831	4/7/2025	892284 WATSON, EVA	850167		SENIOR TRIP REFUND-MARIACHI USA 004-2383	30.00
			850168		SENIOR TRIP REFUND-MARIACHI USA	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239831	4/7/2025	892284 WATSON, EVA	(Continued)		004-2383	30.00
					Total :	60.00
239832	4/7/2025	888390 WEST COAST ARBORISTS, INC.	226069	13368	ANNUAL CITY-WIDE TREE TRIMMING 070-381-0000-4270	4,495.00
			226085	13368	ANNUAL CITY-WIDE TREE TRIMMING 011-311-0000-4260	12,494.00
				13368	001-311-0000-4260	11,500.00
			226088	13368	ANNUAL CITY-WIDE TREE TRIMMING 011-311-0000-4260	30,186.00
					Total :	58,675.00
239833	4/7/2025	894965 WIDELL, VERA	850121		SENIOR TRIP REFUND-LAUGHLIN TRIP 004-2383	85.00
					Total :	85.00
239834	4/7/2025	891531 WILLDAN ENGINEERING	00421418	13379	ON-CALL ENGINEERING SERVICES 010-311-0567-4600	2,280.00
					Total :	2,280.00
239835	4/7/2025	894164 YUNEX LLC	90003887	13384	ON-CALL TRAFFIC SIGNAL MAINT. SER 001-371-0564-4300	9,395.00
					Total :	9,395.00
134 Vouchers for bank code : bank3						Bank total : 1,916,901.29
134 Vouchers in this report						Total vouchers : 1,916,901.29

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239688	3/13/2025	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - MARCH 2025 001-1160	2,450.76 2,450.76
239689	3/13/2025	103648 CITY OF SAN FERNANDO	PR 3/14/25		REIMB FOR PAYROLL W/E 3/7/25 001-1003 007-1003 017-1003 027-1003 028-1003 029-1003 041-1003 043-1003 070-1003 072-1003 074-1003 094-1003 110-1003	626,177.16 2,331.95 677.72 2,391.34 1,118.22 3,811.11 7,029.73 24,146.38 48,177.63 21,136.65 1,118.53 1,118.25 6,792.57 746,027.24
239690	3/13/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DELTA INS BENEFITS - MARCH 2025 001-1160	111.60 111.60
239691	3/13/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DELTA INS BENEFITS - MARCH 2025 001-1160	11,993.39 11,993.39
239692	3/13/2025	103054 SAN FERNANDO POLICE	DEMAND		SFPOA STD/LTD INS BENEFITS - MARC 001-1160	2,320.00 2,320.00
239693	3/13/2025	887627 STANDARD INSURANCE	DEMAND		LIFE/AD&D INS BENEFITS - MARCH 2025 001-1160	2,815.83 2,815.83

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6 Vouchers for bank code :		bank3				Bank total : 765,718.82
6 Vouchers in this report						Total vouchers : 765,718.82

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239694	3/13/2025	894976 GUTIERREZ, CARLOS A.	MARCH 2025	13410	LIVE MUSIC ENTERTAINMENT FOR (2)	1,500.00
					004-2380	1,500.00
					Total :	1,500.00
239695	3/13/2025	894319 LENCHITAS TORTILLERIA	021525		TAMALES- SENIOR DANCE 03/15/25	255.00
					004-2380	255.00
					Total :	255.00
2 Vouchers for bank code :		bank3			Bank total :	1,755.00
2 Vouchers in this report					Total vouchers :	1,755.00

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239696	3/13/2025	894976 GUTIERREZ, CARLOS A.	MARCH 2025	13410	LIVE MUSIC ENTERTAINMENT FOR (2)	1,500.00
					004-2380	1,500.00
					Total :	1,500.00
239697	3/13/2025	894972 PEREZ-VAZQUEZ, ESTELA	849557		SENIOR TRIP REFUND-LAUGHLIN TRIP	50.00
					004-2383	50.00
					Total :	50.00
2 Vouchers for bank code :		bank3			Bank total :	1,550.00
2 Vouchers in this report					Total vouchers :	1,550.00

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239698	3/17/2025	103648 CITY OF SAN FERNANDO	SPR 3/17/25		REIMB FOR SPECIAL PAYROLL W/E 3/1	
					001-1003	3,338.86
					043-1003	516.27
					Total :	3,855.13
1 Vouchers for bank code :		bank3			Bank total :	3,855.13
1 Vouchers in this report					Total vouchers :	3,855.13

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239699	3/19/2025	893115 P.E.R.S. CITY RETIREMENT	100000017825277		EMPL CONTRIB VARIANCE-02/22-03/07		
					018-222-0000-4124	228.66	
					018-224-0000-4124	171.49	
					018-225-0000-4124	2,458.05	
					Total :	2,858.20	
239700	3/19/2025	887646 PLUMBERS DEPOT INC	PD-58124	13273	REPAIRS NEEDED FOR PW SEWER VE		
					072-360-0000-4300	378.20	
					Total :	378.20	
2 Vouchers for bank code :		bank3			Bank total :	3,236.40	
2 Vouchers in this report						Total vouchers :	3,236.40

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239701	3/20/2025	891860 CARL WARREN & COMPANY	20917-20940		REIMB. TO ITF ACCT (LIABILITY CLAIM: 006-1037	47,266.53
Total :						47,266.53
1 Vouchers for bank code :		bank3				Bank total : 47,266.53
1 Vouchers in this report						Total vouchers : 47,266.53

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: April 7, 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).

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To date, the following actions have been completed:

- Multimodal Statistically Significant Survey (December 2023 through March 2024)
- City Council Ad Hoc Meeting No. 1 (March 11, 2024)
- Community Advisory Committee Meeting No. 1 (April 11, 2024)
- Community Outreach Event No. 1 “Walkshop” (April 27, 2024)
- General Online Survey (April 27, 2024 through May 29, 2024)
- Existing Conditions Analysis (July 2024)
- Presentation of Phase 1 Findings to City Council and Planning Preservation Commission (September 16, 2024)
- Presentation of Phase 1 to the Planning and Preservation Commission on November 12, 2024, was cancelled due to a lack of a quorum.
- Contract extension from December 31, 2024 to December 31, 2025.

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

Tentative Completion Date: August 2025.

Staff Project Lead: Kanika Kith

Title: East San Fernando Valley Light Rail Transit Project

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

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

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To date, the following actions have been completed:

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

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

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

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 **May 5, 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

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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 –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. **The first two (2) revisions of the website redesign have been submitted to Granicus and they will begin developing the foundations of the website over the course of the next two months. Staff will be provided with training in May and June to begin building out content on updated service pages and Department landing pages.**

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

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Community Development Department.

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 Pacoima Beautiful, Fernandeño 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.

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- **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.

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.

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

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: **May 5, 2025 (tentative second reading).**

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.
- 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.

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- 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.

On March 19, 2025, staff and consultant team conducted a City tour to look at sites of recent development, sites where there are approved developments, and sites of proposed developments. The team also toured sites of potentially historic homes. The purpose of the tour was to familiarize the consulting team with pattern of development, lot configurations, existing neighborhood and historic architectural styles. This will provide background information in developing residential objective design standards and provide some context for the update to the historic survey.

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

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

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

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

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 5, 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.

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

Tentative Completion Date: May 5, 2025 (tentative second reading).

Staff Project Lead: Erika Ramirez

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

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Title: Calles Verdes Project

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

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

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

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Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco / Willdan

Title: Cindy Montañez Natural Park Improvements & Maintenance

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

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

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

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

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 26, 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

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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.

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

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6. Maclay Avenue at First Street
7. Brand Boulevard at San Fernando Road
8. Brand Boulevard at Truman Street
9. Wolfskill Street at Truman Street

Status: The City's contractor, Alfaro Communications Construction Inc. (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.

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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

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

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Title: Pacoima Wash Bikeway Project

Description: The San Fernando Pacoima Wash Bikeway and Pedestrian Path Project Phase I consists of constructing a bikeway and installing a prefabricated pedestrian bridge along the Pacoima Wash Channel from Fourth Street (Bradley Avenue) to Cindy Montañez Natural Park (Eighth Street). The project will connect students and San Fernando residents to a new non-motorized trail, offering opportunities for recreation and increased bike and pedestrian commuting options along local streets as noted in the City's Safe and Active Streets Plan, encouraging connectivity to wider bike and pedestrian network in neighboring communities within the City of Los Angeles. The project entailed construction of a 12 foot wide, 1.34-mile long Class I asphalt concrete bikeway, bioswales, retaining walls, prefabricated pedestrian bridge, installation of rectangular rapid flashing beacons, welded wire fence, solar lights, bollards, signage, striping, and markings, as well as access ramps. The contractor is currently working on final punch list items.

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

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

Tentative Completion Date: **July 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.

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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.

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

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damage, outdated systems, or safety hazards. Cost Estimates: Providing cost estimates for the repairs, replacements, and improvements needed to bring the facilities up to desired standards or maintain their current state. Prioritization: Recommendations for prioritizing repairs and maintenance based on factors like safety, regulatory compliance, and potential impact on operations. Life Cycle Analysis: Analyzing the expected remaining useful life of building systems and components to plan for future replacements or upgrades. Recommendations: Strategic recommendations for maintaining, repairing, or upgrading the facilities, including short-term and long-term plans. Facility Condition Index (FCI): A metric often included in the report that provides a snapshot of the overall condition of the facility. It is usually calculated by dividing the total cost of repairs by the replacement cost of the facility.

The purpose of the FCA report includes; Strategic Planning: Helps organizations plan and budget for maintenance, repairs, and capital improvements over time. Resource Allocation: Assists in allocating resources more effectively by identifying priority areas. Risk Management: Identifies potential risks related to the physical condition of the facilities that could affect safety, compliance, or operations. Compliance: Ensures that facilities meet regulatory requirements and industry standards. Improvement Tracking: Provides a baseline to measure the progress of facility improvements over time.

FCA reports are commonly used by property owners, facility managers, government agencies, and educational institutions to manage their physical assets and make informed decisions about maintenance and capital investments.

Status: Project kick-off meeting was held on October 16, 2024.

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

Tentative Completion Date: June 2025

Staff Project Lead: Rodrigo Mora

Title: Fixed Route ADA Sidewalk Improvement Project

Description: The Fixed Route ADA Sidewalk Improvement Project consists in upgrading damaged and non-ADA compliant sidewalks, drive approaches, curb and gutters, wheelchair ramps, etc., along transit routes: Truman Street, from Brand Boulevard to Maclay Avenue; Hubbard Avenue from San Fernand Road to First Street; and Seventh Street and Harding Avenue.

Status: Determine detailed scope of work, field-checking sites, preparing cost estimates, preparing project specifications, identifying conflicting utilities, identifying business access that will be impacted by proposed construction. Complete project specifications and construction quantities, and advertise project for construction.

Next City Council Action: Award a construction contract, tentatively scheduled for March 2025.

Tentative Completion Date: To be determined.

Staff Project Lead: Manuel Fabian / Willdan

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Title: Las Palmas HVAC Project

Description: Las Palmas Park is one (1) of the City's primary community centers that hosts many in-person programs and activities each week. It also serves as one of the City's two (2) cooling centers during the hot summer months. Consequently, a functioning heating, ventilation and air condition (HVAC) system is imperative at this community center. Using ARPA funding, City Council has approved funding for partial replacement of the HVAC system at Las Palmas Park. Due to funding, the project is limited to upgrading the unit that serves the gym as it is the most used part of the building for events.

On January 30, 2025, staff met with the contractor to determine the logistics of the work that will cause the least interruption to programs scheduled for the next couple of months. **The Contractor will be submitting a schedule, with work planning to begin in late April. Replacement of the roof will take place prior to the installation of the AC unit.**

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 **Summer 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.

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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

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:

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- 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

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.

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- 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

Title: Urban Forest Management Plan (Moved to Attachment "C" – Completed Items)

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.

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

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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.

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

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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 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.

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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.

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.

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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 **seven (7)** 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 **while other parking lots will have asphalt repairs performed in areas that are experiencing base failures. Parking Lots 8 and 9 will also receive a seal coating.**

The lots that form part of the project include:

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

Parking Lots 1, 11, and 12 were completed as part of previous projects. Parking Lot 2 is a concrete parking structure therefore this type of treatment does not apply. Parking Lot 4 and Lot 5 will be part of the upcoming Calles Verdes Project and Trash Enclosure Project, respectively.

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

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

Tentative Completion Date: April 2025

Staff Project Lead: Manuel Fabian

Title: Residential Water Service Shut Off Policy

Description: On July 15, 2024, the City Council approved the Discontinuation of Residential Water Services for Non-Payment Policy as required by Senate Bill 998 (SB 998) and Senate Bill 3 (SB 3)

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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 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.

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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.

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.

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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

Title: Implementation of California Daylighting Law

Description: "Daylighting" refers to the practice of improving visibility at intersections by removing obstructions (like parked vehicles) near crosswalks and corners. In California, daylighting laws (such as those implemented under Assembly Bill (AB) 413, signed in 2023) require that motor vehicles must not park within 20 feet of a crosswalk or intersection to enhance pedestrian safety and visibility. The goal is to prevent cars from blocking the view of pedestrians and oncoming traffic, thereby reducing collisions, especially those involving pedestrians and cyclists.

Status:

Project Goals (Daylighting Implementation for Parking Management)

- Improve pedestrian and traffic safety at intersections citywide.

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- Ensure compliance with California daylighting requirements (AB 413).
- Reduce pedestrian-related collisions at crosswalks and curb corners.
- Educate the public about the importance of daylighting and new parking regulations.

Project Scope

Assessment & Data Collection

- Conduct a citywide audit of intersections and crosswalks where parked vehicles currently encroach within 20 feet of corners.
- Prioritize high-traffic or high-incident areas.

Design & Planning

- Design daylighting zones using paint, bollards, planters, curb extensions, or signage.
- Identify alternative uses for newly freed curb space (e.g., bike parking, greenery, loading zones).

Policy & Regulatory Alignment

- Update municipal parking regulations, curb painting standards, and enforcement protocols.
- Align with California law and adopt any local ordinances needed.

Implementation

- Remove or restrict parking in daylighting zones.
- Paint curbs red (or other local marking) to indicate no-parking zones near select crosswalks.
- Install signage or physical barriers (like flexible bollards or planters).

Community Outreach

- Educate residents, drivers, and businesses about the purpose and benefits.
- Share enforcement timelines and provide grace periods if needed.

Monitoring & Evaluation

- Measure improvements in visibility, compliance, and collision data post-implementation.
- Adjust plans based on feedback and performance.

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

Staff Project Lead: Rodrigo Mora

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,

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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

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.

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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 Officer Staffing Update

Description: During the FY 2024-2025 Budget Process, the City Council approved a recurring budget enhancement of \$40,000 for a Police Corporal Program to support the Department's succession planning. Additionally, the City Council approved a one-time enhancement of \$15,000 to boost recruitment efforts (including background investigations, polygraphs, psychological evaluations) aimed at filling personnel vacancies.

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

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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.

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

Tentative Completion Date: September 29, 2025

Staff Project Lead: Jen Spatig

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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.

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

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award of software and implementation services with Tyler Technologies ERP at the November 18, 2024 meeting. Staff conducted a project kick off call with Tyler Technologies conducted on March 19, 2025, which identified the project timeline, resources needed on both the City and vendor's side, as well as review of the multi-phased implementation. The City's test environment deployment has been completed, and regular weekly meetings will be held to provide project status updates, identify tasks, action items, as well as deliverables, and maintain project timelines and schedules.

Next City Council Action: Additional hardware may be required compatible with the new software system (e.g. AP/Payroll check printer, check scanner/receipt printer, cashiering drawers, barcode scanners, etc.). Staff will include resource needs through the Fiscal Year 2025-2026 Budget process.

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. Tyler Technologies will stop supporting the existing financial software on March 1, 2027, so it is critical that City Staff stay ahead of the deadline for full completion of the project.

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:

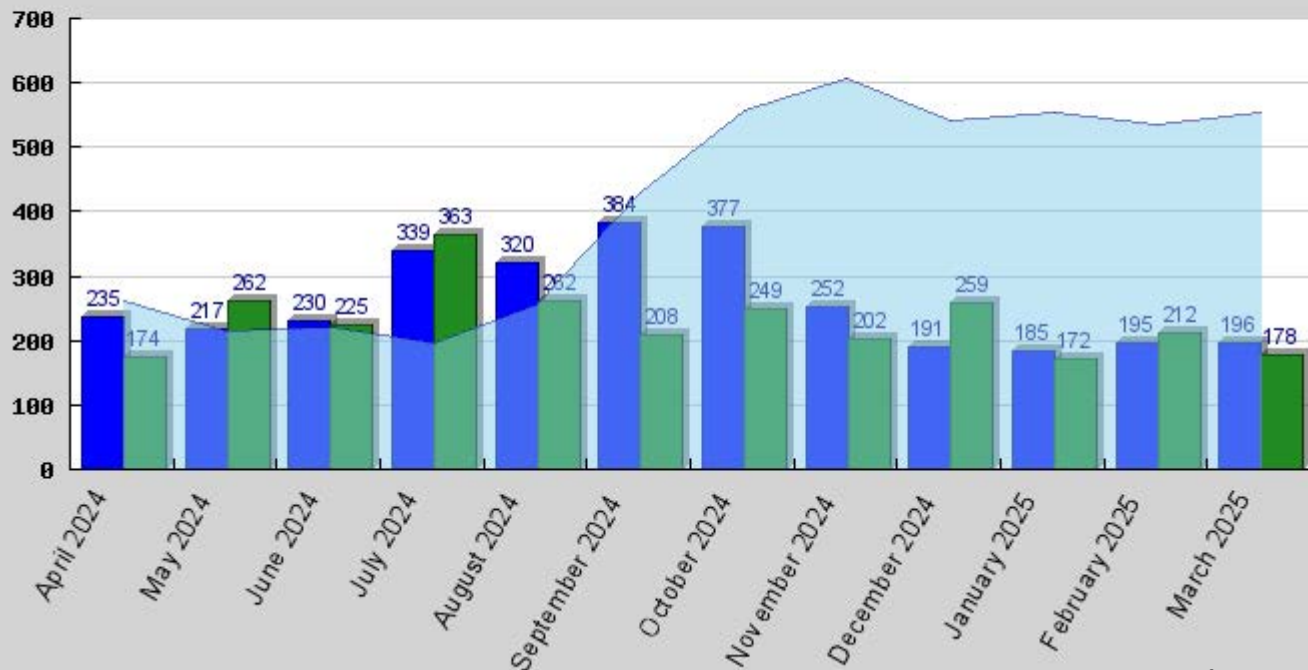
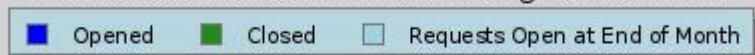
- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Completed Items
- D. Expiring Contracts
- E. Housing Programs Monthly Reports

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	6	139
Homelessness Outreach	10	14	8	21	12	17	37	8	9	13	6	9	164
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	15	303
Police													
Abandoned Vehicle	6	3	3	6	13	10	9	7	3	1	3	2	66
Total - Police	6	3	3	6	13	10	9	7	3	1	3	2	66
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	60	707
Graffiti on Private Property	59	42	56	54	49	61	89	55	49	32	43	56	645
Illegal Dumping and Litter	69	60	55	99	90	98	86	71	47	54	62	29	820
Park Maintenance	4	0	2	2	1	15	3	2	2	0	4	5	40
Sidewalk Repair	7	8	7	11	6	18	23	4	4	0	5	3	96
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	8	165
Street Repair	5	4	9	8	6	11	5	6	7	1	4	6	72
Street Signage	3	2	4	17	7	2	4	3	2	4	0	6	54
Traffic Signal	0	0	4	2	2	8	4	2	5	5	5	6	43
Total - Public Works	211	190	207	299	280	341	308	212	175	167	183	179	2752
All Topics													
Total All Topics	235	217	230	339	320	384	377	252	191	185	195	196	3121

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
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	164,528	135,472
7	Complete	Pioneer Park Project	254,961	255,235	255,235	-
8	In Progress	Downtown Master Plan	250,000	250,000	152,391	97,609
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	68,407	79,793
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	Complete	City Hall Beautification	100,000	99,770	99,770	-
19	In Progress	Park IT Server Room Transition	50,000	46,070	36,757	9,313
20	In Progress	Wifi at LP & Recreation Park w/Computer Rooms	25,000	20,254	20,254	-
Total \$			5,818,339	5,818,339	\$ 3,725,183	\$ 2,093,156

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 spayed 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

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.

On March 17, 2025, a “Comprehensive Tree Preservation Policy” was approved by the City Council to formalize the tree removal process for all City-owned trees. This policy aligns with the UFMP’s recommendations to establish standard operating procedures and defined criteria for removal, notifications, and appeals.

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

Completion Date: March 17, 2025

Staff Project Lead: Will Pettener

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 (4-7-2025) ATT D

As of 01/23/2024

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process	Renewed	Notes
2346	2/15/2025	3/1/2025	JCL Traffic Services	Traffic Control Services for SFV Mile Run	\$22,150.00	NA	Admin	RCS			
2341	2/11/2025	3/10/2025	Mercury Events LLC	San Fernando Valley Mile Run/Walk Event Management	\$6,000.00	-	Admin	RCS	Informal		
2060(a)	10/16/2023	3/16/2025	Willdan Financial Services	First Amendment for Cost Allocation Plan and User Fee Study (Increasing Comp)	\$48,000.00	Renewal Option	CC	FIN			
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			
2289	9/3/2024	5/1/2025	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 3/10/2025: Per Manuel F. Revised NTP pushes contract time to May 2025.
2244	5/22/2024	5/22/2025	Civica Law Group, APC	Code Enforcement Legal Services	\$24,900.00	-	Admin	CD			
2166	5/23/2023	5/23/2025	Frontier Communications of America, Inc.	One Flat Rate Business Access Line - Main Line	\$179.94/month	-	Admin	FIN			
2148(a)	5/23/2024	5/23/2025	North Valley Caring Services	First Amendment for Street Outreach for Individuals Experiencing Homelessness	\$175,000.00	No	Admin	CD			

ADM City Council Enhancement Project and Priority Updates (4-7-2025) ATT D

As of 01/23/2024

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
2285	8/19/2024	5/31/2025	Elecnor Belco Electric, Inc.	Citywide Traffic Signal Synchronization Project, Job No. 7603, Plan No. P-745	\$912,750.00	-	CC	PW			3/17/2025: Per Manuel F. Notice to Procure issued on 1/15/2025; a Notice to Proceed will be issued once equipment received
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	Extending Term		
2336	1/21/2025	6/25/2025	Robert D. Niehaus Inc.	Water and Sewer Rate Utility Study	\$59,440.00	-	CC	PW	RFP		
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			
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			

ADM_City Council Enhancement Project and Priority Updates (4-7-2025) ATT D

As of 01/23/2024

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			
2344	10/1/2024	6/30/2025	Johnny Allen Tennis Academy	Tennis Classes	\$3,500.00	NA	Admin	RCS	NA		
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			
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 (MMA)	\$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

ADM City Council Enhancement Project and Priority Updates (4-7-2025) ATT D

As of 01/23/2024

2133(a)	2/6/2023	-	Tenant: San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC) Provider: Collective Energy Development, LLC	Disclaimer Agreement agreeing System (Solar Energy Generation) and all components are the personal property of Provider	\$10.00	-	CC	ADM		Added to Contract Folder No. 1898
2143	3/22/2023	-	Rina Cano, Owner	Repealed & replaced with Contract No. 2159 Settlement Agreement and General Release - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW		MANDATORY 50 YR RETENTION (YEAR 2073)
2159	5/22/2023	-	Rina Cano, Owner	Replacement & Substitution of Settlement Agreement and General Release of Contract No. 2143 - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW		MANDATORY 50 YR RETENTION (YEAR 2073)
2174	6/20/2023	-	North Valley Caring Services	Transfer Agreement and Waiver and Release - Vehicle Donation	-	-	CC	CD		Filed w Contract No. 2148
2200	9/18/2023	-	.Gov Domain Registration c/o Verisign, Inc.	.GOV Domain Name for City of San Fernando (Mailed letter)	-	-	Admin	FIN/IT		
2282	8/5/2024	-	Kroger Opioids Implementation Administrator	New National Opioid Settlement	\$75,000.00	-	CC	CA		
2316	11/18/2024	30 days from NTP	R.C. Becker Inc.	Bus Shelter Construction Project, Job No. 7609	\$382,541.73	-	CC	PW	Notice Inviting Bids	
2264	7/1/2024	418 days from NTP	Brightly Software Inc.	Citywide Facility Condition Assessment Consulting Services (Sourcewell Contract Reference No. 090320-SDI)	\$27,222.00	-	CC	PW		Commence w/in 3 calendar days of NTP, and completed w/in 418 days from NTP
2225	2/20/2024	Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	\$121,475.00	-	CC	PW		Commence w/in 10 calendar days of NTP, work shall be completed by 45 working days
2252	6/4/2024	Final Approval by City	Ojos Locos Sports Cantina (Applicant) and Impact Sciences Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 104 S. Maclay Ave (Project #SPR2024-007)	\$0.00	-	Admin	CD		
2254	6/12/2024	Final Approval by City	Aszkenazy Development Inc. (Applicant) and Kimley-Horn and Associates, Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 208 Jessie Street	\$0.00	-	Admin	CD		
2273	7/19/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents Project Location: 833 N. Brand Blvd; Project # SPR2024-001	\$0.00	-	Admin	CD		
2296	9/18/2024	Final Approval by City	Karnail Chand & Saroj B Trs (Applicant) and Chambers Group Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 228 Jessie St. APN: 2519-020-011 (Project #SPR2023-053)	\$0.00	-	Admin	CD		
2313	11/18/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Preparation of Environmental Review Documents (CEQA) at 319 N. Hagar Street, APN: 2520-022-011	\$0.00	-	Admin	CD	Not Applicable	
2327	11/22/2024	Final Approval by City	San Fernando Recovery (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents (CEQA) Project Location: 732-762 Griswold	\$0.00	-	Admin	CD	Not Applicable	
2001	10/18/2021	indefinite	California Community Economic Development Association (CCEDA)	Implement local micro and small business grant program, and technical assistance to support the City's economic development	\$25,000.00			RCS		LOCATE ELECTRONIC COPY
2151	5/1/2023	indefinite	Shuster Advisory Group, LLC	Consultant Services for OPEB Trust	\$24,000/FY	-	CC	FIN		
2034	12/25/2008	Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM		

ADM_City Council Enhancement Project and Priority Updates (4-7-2025) ATT D

As of 01/23/2024

2182	7/20/2023	N/A	Sandra Finch, an individual, ("Claimant") for and on behalf of herself and the Calderon/Shaug Families	Release Liability Agreement regarding: Grace Shaug Calderon is the original owner/lender of various personal items that were loaned for an indefinite period of time to the Lopez Adobe Historical Site and Preservation Commission (the "Historical Commission") for display at the Lopez Adobe site.	\$0.00	N/A	Admin/ Parks Wellness Commission	RCS			
1991	8/2/2021	Project Completion	Los Angeles County Flood Control District	San Fernando Regional Park Infiltration Project (Grant)	\$1,029,764.00	-	CC	PW			
2098	8/10/2022	Project Completion	Department of Transportation (Caltrans)	Program Supplement No. F014 to Administering Agency-State Agreement for Federal-Aid Project no. 07-5202F15 (Project No. ATPL-5202(020) - Pacoima Wash Access Road from Fourth St to Eighth St	\$2,486,000.00	-	Admin	PW			Replace signature page when Caltrans signs
2199	9/22/2023	Project Completion	State of California Department of Transportation	Funds Transfer Agreement - Budget Act of 2022 (the Act) from the State General Fund to Caltrans, to be allocated to San Fernando for the Pacoima Wash Pedestrian Bridge	\$7,500,000.00		CC	ADM			
2218	12/5/2023	Project Completion	Climate Resolve, Fernandefio-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/C D			
2177	7/17/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM			
2177(a)	8/3/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM			
2317	11/18/2024	Through expenditure of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	\$750,000.00	-	CC	PW	Grant		Replace signature following LACFCD signing
2212(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

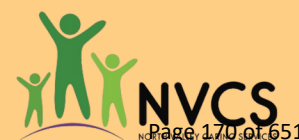
Families entered motel program



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

								Itemized Services Received								
No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of 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	VGv	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																				
																												Exited motel program, referred to LAFH		
5	MR	4	01/06/2025	02/04/2025	1			1																	1			Exited shelter and secured housing		
6	DM	6	12/12/2024	02/06/2025	1				1							1					1		\$1,998.00	Housed		1			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							3																			
10	CJ	1	02/10/2025	ongoing							5																			
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														
																												Connected to Tarzana Tx Center/Re newed Hope/Cent ers for Living & Learning.		
14	AC	1	02/24/2025	02/24/2025					1																		1			
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: Wendell E. Johnson, Director of Public Works
Erika Ramirez, Director of Community Development
Will Pettener, Assistant to the City Manager

Date: April 7, 2025

Subject: Consideration to Authorize Submittal of a Grant Application in Partnership with Climate Resolve for the Climate Smart Communities Initiative Grant

RECOMMENDATION:

It is recommended that the City Council authorize the submittal of a grant application in partnership with Climate Resolve for the Climate Smart Communities Initiative Grant in an amount of \$100,000.

BACKGROUND:

1. On November 19, 2024, Climate Smart Communities Initiative (CSCI) announced that they would be accepting grant applications to help communities accelerate their climate resilience plan and projects.
2. On February 13, 2025, the grant application deadline was extended until March 21, 2025.
3. In order to meet this deadline, the City submitted an application with Climate Resolve, with the understanding that official approval would retroactively be brought to the City Council for approval at the April 7, 2025 Regular Meeting.

ANALYSIS:

Developing and implementing climate resiliency policies, programs, and capital improvements is important to proactively reduce the risks and impacts associated with climate change - such as extreme heat, drought, flooding, and wildfires - on communities, infrastructure, and natural systems. These efforts aim to protect public health and safety, enhance the durability of critical infrastructure, safeguard vulnerable populations, and ensure long-term economic and environmental sustainability. By investing in resiliency now, cities and regions can better adapt

Consideration to Authorize Submittal of a Grant Application in Partnership with Climate Resolve for the Climate Smart Communities Initiative Grant

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to a changing climate, recover more quickly from climate-related disruptions, and create a more equitable and secure future for all residents.

The City Council has identified environmental resiliency efforts as a priority by supporting recent efforts to update of the City's General Plan with an Environmental Justice Element and development of the City's first Climate Action Resilience Plan (CARP). Through the Strategic Goal of *Strengthening Climate Resilience and Environmental Justice*, which aims to protect public health, natural resources, and local water independence through conservation, energy efficiency, sustainability, reducing climate-related risks, and increasing climate resilience and adaptation, staff has identified the CSCI grant as an opportunity to accelerate the City's climate resilience planning and projects.

Climate Smart Communities Initiative (CSCI) Grant.

CSCI is a consortium managed by private and public partners, including the Climate Resilience Fund, EcoAdapt, Fernleaf, Geos Institute, ICF International Inc., and Natural Resources Defense Council (NRDC), working closely with the National Oceanic and Atmospheric Administration (NOAA) Climate Program Office. CSCI engages in activities that prioritize the needs of frontline communities while seeking to improve the capacity and capabilities of the United States as a whole. The initiative works to leverage local leadership, partnerships, and knowledge that already exist to help communities assess their risks and develop and implement effective plans and projects.

To help achieve these goals, CSCI operates an annual competitive grant program where funds are distributed to local governments that partner with community-based organizations specializing in climate resiliency. Eligible projects include initiatives that:

- Establish climate resilience goals, laws, or policies.
- Evaluate community assets to document exposure to climate-related hazards, integrate equity measures, or develop nature-based solutions to reduce community vulnerabilities.
- Expand community outreach efforts to encourage increased preparedness.

Each awarded grant covers a 12-month period and includes approximately \$100,000 in funding as well as access to training opportunities, technical experts, and cohort support. Final amounts will be determined by the scope of work agreed upon during the grant approval process. While the funds are awarded to a climate adaptation professional, they also can be passed through to the government entities, community-based organizations, or other project partners as needed.

Proposed Partnership with Climate Resolve.

To strengthen the City's grant application and leverage an existing partnership and familiarity with San Fernando, staff proposes that the City work with Climate Resolve as the designated adaption professional and community-based organization for the proposed project. Climate Resolve is currently leading the City's community engagement efforts, including extensive

Consideration to Authorize Submittal of a Grant Application in Partnership with Climate Resolve for the Climate Smart Communities Initiative Grant

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outreach, education, and participation activities, to inform both a General Plan update and the development of Phase 2 of the CARP. Their expertise in climate resilience interventions and community-centered approaches make them ideally positioned to be a key partner in this initiative.

Proposed Project.

As previously mentioned, the City is currently developing a Climate Action Resilience Plan (CARP) to identify measures that reduce greenhouse gas emissions, adapt to changing environmental conditions, and enhance preparedness for climate-related challenges. Although this plan is still under development, it will prioritize sustainable practices, such as renewable energy adoption, green infrastructure development, and carbon footprint reduction initiatives, with the ultimate goal of curbing global warming and limiting the severity of its impacts.

The initial phase of the CARP identified increased frequency and severity of extreme heat days as one of the top environmental challenges faced by the San Fernando community. To address this challenge, staff is proposing studying the specific impacts that the City's parking lots have in contributing to these extreme heat events and determine the suitability of nature-based solutions to offset climate impact, which fits within the scope of eligible activity for the grant.

For the grant proposal, the City, in partnership with Climate Resolve, would develop a heat resilience planning toolbox and report to address urban heat challenges and enhance community resilience. The project team plans to evaluate the City's parking lots to prepare for the pre-construction and implementation of sustainable heat mitigation interventions, improve public health, and enhance public spaces while actively engaging the community.

The proposed project scope includes a site assessment of a pilot parking lot, public outreach, and the analysis of climate resilient interventions, such as cool pavements, increased vegetation, renewable energy, and shading structures. Through community engagement, a research framework, and data analysis, the initiative aims to create a planning toolbox for the improvement of these public spaces while promoting environmental sustainability and equity.

Proposals selected for funding will be under agreement with the CSCI for 12-months, following the successful awarding of the grant which is scheduled to take place in August or September 2025. If the City is awarded the grant, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

Consideration to Authorize Submittal of a Grant Application in Partnership with Climate Resolve for the Climate Smart Communities Initiative Grant

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BUDGET IMPACT:

There is no budget impact for submitting a grant application as it is included in each department's Work Plan. The CSCI Grant is a reimbursement grant and requires the City to enter into an agreement with CSCI to administer the grant. Disbursement of grant funds occurs on a reimbursement basis only for costs incurred during a reporting period and is contingent upon the grantee complying with all grant requirements and appropriation of sufficient funds.

CONCLUSION:

It is recommended that the City Council authorize the submittal of a grant application to CSCI for \$100,000.

ATTACHMENT:

A. CSCI Grant Application 2025



Climate Smart Communities Initiative Grant Application

Application Instructions

The CSCI grant application is to be completed by a climate adaptation and resilience professional ("adaptation professional") in collaboration with a community-based organization (CBO) and a local, regional or Tribal government ("government partner"), which together comprise an "Applicant Team."

The CSCI recommends that the adaptation professional take the lead in completing this form; however, another member of the Applicant Team may choose to do so.

In addition to completing this form, the CBO or government partner also must submit the [community sign-up form](#), and the adaptation professional's organization needs to have been accepted into, or have applied to join the [Registry of Climate Adaptation and Resilience Professionals](#). Please note that all three - this form, the sign-up form, and acceptance into the Registry - are required for an application to be considered complete, and that incomplete applications will not be reviewed.

If you have questions about the application process or the grants program, please visit www.climatesmartcommunity.org/funding. If you have additional questions or require further assistance, please email info@climateresiliencefund.org.

In response to requests received, all applicant teams now have until 8:00pm ET on Friday, March 21, 2025 to submit their Grant Application.



Climate Smart Communities Initiative Grant Application

Adaptation Professional Contact Information

Please enter contact information for the adaptation professional that will be leading this project.

* 1. Name

First name

Last name

* 2. Organization

The adaptation professional's organization will serve as the recipient of a CSCI grant, if awarded.

* 3. Position

4. Organizational Federal Unique Entity Identifier (UEI) number (optional)

A UEI number is not required to apply, but if selected, awardees will be required to obtain a federal UEI number in order to receive funds from the CSCI. Obtaining a UEI is simple and takes ~15 minutes, click [here](#) to learn how. Note that CSCI awardees are not subject to any federal audit risk when expending less than \$750,000 in federal funds annually.

* 5. Email

Email address

* 6. Phone number

Country code

Phone number

7. Did this application team use the [Registry of Adaptation Practitioners](#) or request CSCI to send referrals from the Registry to find a practitioner?

Select "Yes" if the Registry or referrals from CSCI were used to find a practitioner to submit this application with.

Select "No" if this application team found the adaptation practitioner another way.

This question is to track usage of the Registry only and does not impact the evaluation of your application.

☐ Yes

☐ No



Climate Smart Communities Initiative Grant Application

Community Point of Contact

The community point of contact can be an individual from either the community-based organization (CBO) or the government partner.

* 8. Name

First name

Last name

* 9. Affiliation

* 10. Position

* 11. Email

Email address

* 12. Phone

Country code

Phone number



Climate Smart Communities Initiative Grant Application

Community Details

The following questions refer to the geographic area on which the climate resilience plan or project will be focused.

* 13. Name of community or region

* 14. Local/regional government partner name

* 15. The local/regional government partner is a...

- ☐ Municipal government
- ☐ County government
- ☐ Tribal government
- ☐ Regional government/planning authority

* 16. Community-based organization (CBO) partner name

* 17. The CBO partner is a...

- ☐ Local non-profit organization
- ☐ Local university
- ☐ Other non-governmental or community-serving organization (please specify)

* 18. State or U.S. territory included in the project area (please select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maine | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Maryland | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Michigan | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> California | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Missouri | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Montana | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> District of Columbia (DC) | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Nevada | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New Mexico | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> New York | <input type="checkbox"/> American Samoa |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Guam |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Northern Mariana Islands |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Ohio | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Oklahoma | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Oregon | |

* 19. County or Parish (or counties/parishes, where work covers more than one county)

Correct spelling of County names is critical to an automated step in the review process.

County or Parish

optional: additional
County or Parish

optional: additional
County or Parish

* 20. Zip code for the community where the climate resilience plan or project will focus (5 digits)

Optional: add more than one zip code if the work covers an area across multiple zip codes.

Zip code (5 digits)

optional: additional zip code

optional: additional zip code

21. City or cities (leave blank if the applying community covers an entire county or group of counties)

22. Tribal nation or territory name (if applicable)

* 23. Community population (number of people within the geographic area that is the focus of the proposed climate resilience project)

- ☐ Under 10k
- ☐ 10k-50k
- ☐ 50k-100k
- ☐ 100k-200k
- ☐ 200k-300k
- ☐ 300k-500k (eligible for regional-scale projects only)



Climate Smart Communities Initiative Grant Application

Climate Change and Your Community

* 24. Briefly describe climate change-related impacts on community members and/or local natural environments, buildings, infrastructure, etc. (up to 250 words)

For question 24, please note that CSCI prioritizes historically-disinvested populations, defined here as those where income and/or wealth is low (because residents live below the poverty line or cope with financial insecurity or debt), communities of color, and other communities that may lack political support and resources to advance adaptation solutions. Reviewers are assessing your community's vulnerability to climate change-related hazards, especially of historically-disinvested populations.

* 25. Describe historically-disinvested populations in the community where the proposed climate resilience work will focus that may be vulnerable to climate change-related impacts (up to 350 words)

* 26. What activities has your community completed on its path to climate resilience?

Understanding where a community is beginning their work will help reviewers determine where the proposed climate resilience work falls in the [Steps to Resilience \(StR\) framework](#) - note that any starting point is acceptable

- ☐ Climate resilience has not yet been discussed in the community
- ☐ Have had one or more community conversations (formal or informal) about climate resilience but no action to date (Get Started step in the StR)
- ☐ Identified climate change-related hazards that affect the community (Understand Exposure step in the StR)
- ☐ Assessed community vulnerability to climate change (Assess Vulnerability and Risk step in the StR)
- ☐ Developed climate resilience objectives and researched strategies that can reduce community vulnerability to climate change (Investigate Options step in the StR)
- ☐ Prioritized interventions or projects or other adaptation actions to reduce climate vulnerabilities (Prioritize & Plan step in the StR)
- ☐ Implemented interventions or projects or other adaptation actions to reduce climate vulnerabilities (Take Action step in the StR)
- ☐ Identified options for financing climate resilience projects or plans (Take Action step in the StR)
- ☐ Other (please specify)

27. Please provide a URL to share documentation or examples of the activities selected above that your community has completed on its path to climate resilience (optional)

Be sure to identify which step or what prior activity each URL is relevant to.



Climate Smart Communities Initiative Grant Application

Proposed Climate Resilience Plan or Project

28. Project start and end dates

Start date

Date

MM/DD/YYYY

End date

Date

MM/DD/YYYY

* 29. Briefly summarize the climate resilience work that is proposed for the 12-month CSCI grant period (up to 350 words)

Be sure to include whether and how climate change, equity, and nature factor into the proposed work

* 30. Provide a goal statement for the climate resilience plan or project over the 12-month grant period (up to 100 words)

* 31. Provide a goal statement for the community's longer-term climate resilience goal(s) i.e., beyond the grant period (up to 100 words)

32. What climate change-related hazards will be addressed by the proposed climate resilience project?

- | | |
|--|---|
| <input type="checkbox"/> Air quality | <input type="checkbox"/> High winds |
| <input type="checkbox"/> Changing seasons | <input type="checkbox"/> Landslides |
| <input type="checkbox"/> Drought | <input type="checkbox"/> Severe winter weather |
| <input type="checkbox"/> Erosion and shoreline recession | <input type="checkbox"/> Shifting species/habitats/ecosystems |
| <input type="checkbox"/> Extreme cold | <input type="checkbox"/> Vector-borne disease |
| <input type="checkbox"/> Extreme heat | <input type="checkbox"/> Water quality |
| <input type="checkbox"/> Flooding - coastal | <input type="checkbox"/> Wildfire |
| <input type="checkbox"/> Flooding - general | |
| <input type="checkbox"/> Flooding - rainfall-induced | |
| <input type="checkbox"/> Other (please specify) | |

- ☐ Climate change-related hazards have not been identified yet

* 33. What actions are you planning to undertake during the 12-month grant period?
(check all that apply)

- ☐ Coordinate with community leaders to assemble a planning team and establish climate resilience goals (Getting Started step in the StR)
- ☐ Evaluate community assets (people or natural systems or infrastructure etc.) to document their exposure to climate change-related hazards (Understand Exposure step in the StR)
- ☐ Identify climate hazards and assess community vulnerabilities to climate change (Assess Vulnerability & Risk step in the StR)
- ☐ Investigate adaptation actions designed to reduce community vulnerability to climate change (Investigate Options step in the StR)
- ☐ Prioritize interventions or projects or other adaptation actions to reduce climate vulnerabilities (Prioritize & Plan step in the StR)
- ☐ Implement adaptation solutions aimed at reducing community vulnerability to climate change (e.g. expanding or creating programmatic activities or developing nature-based solutions or building physical infrastructure or revising policies) (Take Action step in the StR)
- ☐ Integrate equity by explicitly incorporating equity into climate resilience goals or projects or plans or planning and engagement processes and policies (any or all steps in the StR)
- ☐ Leverage or obtain public or private funding sources to finance adaptation actions in the community (Take Action step in the StR)
- ☐ Revise or create new laws or policies or regulations that require or incentivize adaptation action and penalize maladaptation
- ☐ Effectively communicate about climate risks and potential solutions with community members and institutions with the goal of increasing community preparedness for climate change and ensuring effective and equitable benefits of adaptation actions
- ☐ Other (please specify)

* 34. Using your selection(s) in Question 33 as a guideline, please outline the main activities your team will undertake to make progress in its climate resilience journey during the 12-month grant period. What are the desired outcomes of each and how will they serve your goal statement(s)? (up to 500 words)

Please structure your response by associating each listed activity with the desired outcome and how it will support your goal statement(s). Please indicate if any of the actions will directly address the climate change-related hazards selected in Question 32. This list of activities does not need to include fine details.

* 35. Please describe if and how nature-based solutions (NbS) will be considered as part of any efforts to address the climate change-related hazards impacting your community (up to 350 words)

Note that inclusion of NbS or consideration of climate-related impacts to natural systems is encouraged but not required

* 36. Describe how future climate conditions will be factored into the proposed climate resilience plan or project (up to 250 words)

Please reference relevant data sources and methods in your response

* 37. Are there potential unintended consequences and/or maladaptive impacts of climate resilience programs or projects that are anticipated or planned for the community? If so, how do you plan to address them? (up to 250 words)



Climate Smart Communities Initiative Grant Application

Community Engagement and Equity

The following questions reference historically-disinvested populations and communities who are on the front lines of the climate crisis. Historically-disinvested populations include those with low-income (living below the poverty line) and/or communities of color. Frontline communities are those which are historically marginalized and therefore likely to experience first and worst the consequences of climate change and other injustices).

* 38. Describe your team's approach to incorporate principles of diversity, equity, inclusion, and justice to ensure the participation or representation of historically-disinvested populations and frontline communities in the planning and/or implementation process of the proposed project (up to 350 words)

* 39. Describe your team's plans to engage the broader community as part of the proposed climate resilience plan or project (up to 350 words)



Climate Smart Communities Initiative Grant Application

Partnerships

The CSCI funds climate resilience-building efforts by investing in partnerships that include a local or regional government (e.g., city, county, tribal, regional) and a community-based organization (e.g., a non-profit organization, local university, or other non-governmental or community-serving institution). This is designed to ensure 1) participation by a governmental entity that can authorize funding for the implementation of projects and programs and 2) meaningful engagement of one or more community-based organizations that can represent community perspectives.

* 40. Describe the previous work the CBO and local/regional government partners have done together (up to 250 words)

Please include relevant details about the nature or structure of the proposed partnership for this application

* 41. Upload a letter of support from the CBO partner These answers have logic applied

Choose File

Choose File

No file chosen

* 42. Upload a letter of support from the local or regional government partner These answers have logic applied

Choose File

Choose File

No file chosen

43. List the names and roles of any other partner organization that is directly involved with the proposed project (optional)

44. Upload letters of support from additional partners (optional) These answers have logic applied

Choose File

Choose File

No file chosen

* 45. Please provide a brief overview of each proposed partners' relevant experience working with historically-disinvested populations and frontline communities (up to 400 words)

* 46. Please provide a brief overview of each proposed partners' relevant experience evaluating and/or implementing NbS as climate resilience and adaptation solutions (up to 400 words)



Climate Smart Communities Initiative Grant Application

Existing Resources and Capacity

* 47. How many staff hours per week can the government partner commit to this project over the next year?

Enter a number only.

* 48. How many staff hours per week can the CBO partner commit to this project over the next year?

Enter a number only.

* 49. What additional resources and capacity, if any, can the CBO partner, government partner, and/or adaptation professional contribute to this next phase of climate resilience building? (e.g. funding, staff time, community support, etc.)

* 50. What plans or mechanisms are in place for building and sustaining relationships between community partners and government leaders beyond the 12-month grant period?

* 51. What skills, resources, or abilities can the CBO and/or government partner expect to gain from this grant that will help them pursue their community's climate resilience needs and goals more effectively in the future?

A large, empty rectangular box with a thin black border, intended for a text response to the question above. It is positioned directly below the question text.



Climate Smart Communities Initiative Grant Application

Budget

Applicants are encouraged to include in their budgets some pass-through funding to provide for CBO community partner participation and/or funding for local/regional government staff "release time". The amount of pass-through funds is at the mutual discretion of the adaptation professional and the CBO and/or government partner based on their plan, needs, and the best way to allocate grant resources to implement the proposed climate resilience plan or project successfully.

* 52. What is the anticipated total budget for the 12-month proposed climate resilience plan or project?

A detailed budget will be requested if your application advances in the selection process

* 53. Estimated total amount anticipated to fund the adaptation professional

54. Estimated total amount of funds for other purposes (If applicable)

55. Is there anything else you would like to share about your estimated budget?
(optional)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Deputy City Manager/Economic Development
Cristina Moreno, Social Services Coordinator

Date: April 7, 2025

Subject: Consideration to Approve Co-Sponsorship of Gain Federal Credit Union Financial Summit and Use of the City Seal

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve Co-Sponsorship of Gain Federal Credit Union Financial Summit that will benefit and support the community;
- b. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724 (Attachment "A");
- c. Authorize the participation in, use of the City seal, and waive fees for use of City's facilities for co-sponsored events, with City Manager approval.

BACKGROUND:

1. On March 1, 2021, the City Council adopted Resolution No. 8060 approving the allocation of Community Development Block Grant (CDBG) Funds for Fiscal Year (FY) 2021-2022, funding the Water/Sewer Utility Assistance Program, which included a component to provide financial literacy classes, free of charge, to residents receiving Water/Sewer Utility Assistance.
2. On September 19, 2022, the City Council approved Contract No. 2109 with New Economics for Women to provide a Financial Capability Program. This program consisted of four (4) financial capability workshops, one-on-one financial coaching, and three (3) homebuyer education courses.
3. On December 6, 2023, the City held a grand opening for the Business & Community Resource Center (BCRC) located in City Hall to, among other things, act as a liaison, promote, and provide services to the City's residents and business community.

Consideration to Approve Co-Sponsorship of the Gain Federal Credit Union Financial Summit and Use of the City Seal

Page 2 of 3

4. On April 2, 2024, the City Council adopted Ordinance No. 1724 (Attachment “B”) amending the San Fernando Municipal Code setting a Standard Management Procedure for use of the City Seal. Per the ordinance, an appropriate use of the City seal includes use on City related literature and material for City sponsored or co-sponsored functions and events.
5. In July 2024, Gain Federal Credit Union held their Independent Advantage (Better Banking Class for Teens) program, a 4-week series of financial courses for high school students, at Las Palmas Park in collaboration with Tutčint Indigenous Youth Programs. High School Students from the City’s Teens for a Better Community Youth Leadership Program also participated in the workshops.

ANALYSIS:

A Financial Summit focused on community and personal finances is meant to empower residents and small businesses with the knowledge, tools, and confidence needed to make informed financial decisions that support their long-term well-being. By bringing together experts in budgeting, saving, investing, and credit management, a financial summit provides a comprehensive learning experience tailored to various life stages and financial goals. It also fosters a supportive environment for attendees to ask questions, share experiences, and access resources that promote financial literacy and independence.

Gain Federal Credit Union (Gain) is a financial institution that has been serving the local community for over 85 years. The credit union offers a variety of financial products, including savings accounts, loans, and credit cards, with a focus on providing accessible and affordable services to its members. Gain Federal Credit Union also emphasizes community engagement and financial education, offering resources such as financial seminars and mobile banking to help members make informed financial decisions. Its goal is to provide members with the tools and support they need to manage their finances effectively.

Gain is committed to supporting the community through financial education, event participation, and sponsorships. As part of its Independent Advantage (Better Banking Class for Teens) program, Gain hosted a class in the summer of 2024, helping young people develop essential financial skills. Gain also engages with the community by participating in City events, offering resources, and connecting with local residents. Additionally, Gain sponsors various city events, reinforcing its commitment to promoting financial literacy and supporting local activities.

With the establishment of the City’s Business & Community Resource Center, Gain has engaged in discussions with staff to partner with the City to organize and host a one-day Financial Summit on Saturday, May 3, 2025, from 8:30 a.m. to 12:00 p.m. at Las Palmas Park. This Financial Summit would include:

Consideration to Approve Co-Sponsorship of the Gain Federal Credit Union Financial Summit and Use of the City Seal

Page 3 of 3

- Networking opportunities with other participants and local resource vendors
- Panel discussion and Questions & Answers
- Various breakout sessions geared towards businesses:
 - Enhancing Your Business Appeal
 - Bookkeeping
 - Marketing
- Various breakout sessions geared towards residents:
 - Pathways to Homeownership
 - Understanding Credit Scores
 - Saving for your Kid's College

This event brings together industry leaders, entrepreneurs, experts, and community members to foster financial empowerment, facilitate idea exchange, and explore emerging trends and opportunities. Given its potential impact on local businesses and residents, staff recommends co-sponsoring the Gain Financial Summit to further support financial wellness in the community.

Co-sponsorship includes the use of the City logo on marketing materials prepared with Gain, utilizing the City's website and social media outlets to promote this event, as well as waiving fees for use of City's facilities for co-sponsored events. The proposed co-sponsorship aligns with the 2022-2026 Citywide Strategic Goals, specifically focusing on Goal I, "Focus on Community First," and Goal II, "Cultivating a Stronger Local Economy".

By supporting this event, the City strengthens its partnership with residents and the business community while actively contributing to its goals of enhancing community well-being and fostering a strong local economy.

BUDGET IMPACT:

There is no budget impact associated with co-sponsoring the Gain Financial Summit. The City's sponsorship will be limited to in-kind use of social media outlets for marketing purposes, posting the event on the City website, and waving fees for use of City facilities.

CONCLUSION:

Staff recommends the City Council approve the co-sponsoring of the Gain FCU Financial Summit, allowing use of the City seal, and authorizing staff to market the events through the City website and social media outlets, and waive fees for use of City's facilities.

ATTACHMENT:

A. Ordinance No. 1724

ORDINANCE NO. 1724**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS**

WHEREAS, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

WHEREAS, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

WHEREAS, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

Sec. 1-14. Reserved

SECTION 3. Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. Custody and Use of the City Seal and City Logos and Insignias

(a) Definitions.

"City Seal" means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1 $\frac{1}{8}$ inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words "City of San Fernando, California, Incorporated Aug. 31, 1911." The City Seal is depicted in color and in monochrome as follows:



"City Logo" means an illustrative logo depicting the City Seal in monochrome with the words "The City of San Fernando" overlay on top and with the letters "D" and "O" in the word "Fernando" interlocking.



"City Insignia" means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.

(b) Use of City Seal, City Logo and City Insignia.

- (1) The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.*
- (2) The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.*

- (3) *In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.*
- (4) *The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.*
- (5) *The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.*

(c) Prohibited Uses of City Seal, City Logo and City Insignia.

- (1) *It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.*
- (2) *No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.*
- (3) *Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.*

(d) Penalties.

Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding \$1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.

SECTION 4. CEQA. The City Council has determined that the proposed Ordinance is not a “project” as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

SECTION 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 6. Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.


SECTION 7. Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

ORD. NO. 1724

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 2nd day of April, 2024.




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

ATTEST:



Julia Fritz, City Clerk

APPROVED AS TO FORM:



Richard Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2nd day of April, 2024 by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of April, 2024.



Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julio Salcedo, Director of Recreation and Community Services
CJ Chiasson, Police Commander
Will Pettener, Assistant to the City Manager

Date: April 7, 2025

Subject: Consideration to Authorize Submittal of a Grant Application to the Board of State Community Corrections for the Byrne State Crisis Intervention Program Grant – Cohort 2

RECOMMENDATION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the Board of State Community Corrections in the amount of \$1,000,000 for the Byrne State Crisis Intervention Program (SCIP) Grant – Cohort 2.

BACKGROUND:

1. On May 20, 2024, the City Council received the 2023 Safety Insight Report from the Police Department providing an informational overview of San Fernando Police Department (SFPD) operations, crime statistics and other relevant information for Calendar Year 2023, which included gang-related activity.
2. On July 1, 2024, the City Council adopted the Fiscal Year (FY) 2024-2025 Budget that included funding for an after school teen program. The program provides a safe, structured and educational atmosphere for teens Monday through Friday from 3:00 p.m. to 6:00 p.m. at Recreation Park.
3. In October 2024, the first San Fernando Community Coalition to Prevent Gang Violence was hosted, which was created by Chief Valdez to collaborate with law enforcement agencies and community organizations to create comprehensive, coordinated strategies to reduce gang involvement and gang-related incidents in and around San Fernando. The Coalition, which has grown in 2025, includes SFPD personnel, LAPD Command Staff, LA District Attorney's Office representatives, City staff, local non-profits, and community stakeholders.

Consideration to Authorize Submittal of a Grant Application to the Board of State Community Corrections for the Byrne State Crisis Intervention Program Grant – Cohort 2

Page 2 of 4

4. On February 13, 2025, the Board of State Community Corrections (BSCC) released the 2nd funding phase of the Byrne SCIP Grant, with an application deadline of April 7, 2025.

ANALYSIS:

Community and recreation programs play a vital role in curbing gang violence by providing youth with safe, structured, and positive alternatives to street life. These programs foster a sense of belonging, build self-esteem, and offer mentorship, all of which are critical in steering at-risk individuals away from the influence of gangs. By engaging young people in sports, arts, and community activities, recreation programs help them develop life skills, create meaningful relationships with positive role models, and envision a future beyond the streets. In doing so, they not only help prevent gang involvement but also strengthen community bonds and promote public safety.

The City Council has identified public safety as a top priority for San Fernando and has been very supportive of the Community Coalition to Prevent Gang Violence. Through the Strategic Goal to *Focus on Community First*, which aims to increase quality of life by enhancing public safety and fostering relationships with local community organizations, staff has identified the Byrne SCIP grant as an opportunity to fund an enhancement to the City's existing after-school program, partner with a community organization specializing in youth diversion, and enhance public safety by protecting the City's youth from gang involvement.

Byrne SCIP Grant.

The BSCC is the designated state administering agency for the Byrne SCIP grant, which is federally funded through the Bureau of Justice Assistance (BJA). The goal of the BSCC Byrne State Crisis Intervention Program funding is to develop a multipronged approach to decreasing gun violence in California, supporting local jurisdictions in their efforts to improve firearms relinquishment procedures, and supporting the enhancement of collaborative court programs that address behavioral health issues, with a focus on people who are at higher risk for gun violence.

A regional non-profit organization, Parents, Educators/Teachers & Students in Action (PESA), learned about the City's efforts to curb gang violence and gang activity through their participation in the Community Coalition to Prevent Gang Violence and expressed a desire to work with the City to achieve the mission of this goal. PESA approached the City in mid-March to discuss a potential partnership and joint proposal to submit a grant proposal through the Byrne SCIP grant and administer a program to enhance the existing programming offered through the City's Recreation and Community Services Department.

Proposed Partnership with PESA.

To strengthen the City's grant application, staff proposes that the City work with Parents, Educators/Teachers & Students in Action to serve as Non-governmental Organization

Consideration to Authorize Submittal of a Grant Application to the Board of State Community Corrections for the Byrne State Crisis Intervention Program Grant – Cohort 2

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Subcontractor. PESA is a 501(c)(3) non-profit organization, with a mission statement aiming to help the San Fernando Valley through advocacy, mentorship and education. PESA enhances student achievement by partnering with middle schools, high schools, community colleges, and law schools. Through these partnerships, PESA aims to promote neighborhood safety, intercultural tolerance, and career education and exploration.

PESA's existing partnerships and programming include working with the Teen Court Program of the Los Angeles Superior Court, Safe Passage Program of the Los Angeles City Attorney Office, Pathways to Law School Program of the Los Angeles Community College District, and special needs children programming within the County of Los Angeles.

Joint Proposal.

To reduce gun violence as well as the risk of being a victim of gun violence, the proposed application requests funding to increase the City's current after school programming at the City facilities, administered through the Recreation and Community Services Department. The grant application lists the City of San Fernando as the lead agency, with PESA named as a Non-governmental Organization (NGO) Subcontractor. If awarded to the City, the grant will provide needed funding for facility improvements at Recreation Park, increased part-time staffing hours for after school and non-school days, and enhanced resources to expand transportation opportunities between schools and Recreation Park. The City's application is requesting the maximum application amount of \$1,000,000, which will be disbursed directly to the City.

Proposals selected for funding will be under agreement with the BSCC from August 1, 2025, to September 30, 2027. The term of the grant agreement includes a two-year service delivery period and an additional two (2) months for evaluation. If the City is awarded the grant, staff will return to the City Council with a resolution to formally accept the award and appropriate funds.

BUDGET IMPACT:

There is no budget impact for submitting a grant application as it is included in each department's Work Plan. The Byrne SCIP Grant is a reimbursement grant and requires the City to enter into an agreement with BSCC to administer the grant. Disbursement of grant funds occurs on a reimbursement basis only for costs incurred during a reporting period and is contingent upon the grantee complying with all grant requirements and appropriation of sufficient funds.

CONCLUSION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the Board of State Community Corrections (BSCC) in the amount of \$1,000,000 for the Byrne State Crisis Intervention Program (SCIP) Grant – Cohort 2.

Consideration to Authorize Submittal of a Grant Application to the Board of State Community Corrections for the Byrne State Crisis Intervention Program Grant – Cohort 2

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ATTACHMENT:

A. Byrne SCIP – Cohort 2 Request for Proposals

Byrne State Crisis Intervention Program (SCIP) – Cohort 2 Request for Proposals

Eligible Applicants:
California Cities and Counties



Grant Period: August 1, 2025, to September 30, 2027
(two years for service delivery and two months for evaluation)

RFP Released: February 13, 2025
Letters of Intent Due: March 21, 2025
Proposals Due: April 7, 2025

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CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Byrne State Crisis Intervention Program Grant proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal.

(Gov. Code, §§ 6250 et seq.)

Part I: Grant Information

Questions about the Grant?

This Request for Proposals provides the information necessary to submit a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the federal Byrne State Crisis Intervention Program (Byrne SCIP).

The BSCC staff cannot assist the applicant or its partners with the preparation of a proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: ByrneSCIP2@bscc.ca.gov.

The BSCC will accept and respond to written questions about this RFP until March 31, 2025. A Frequently Asked Questions (FAQs) document will be posted to the [Byrne SCIP website](#) and updated periodically through April 7, 2025.

Background and Purpose of the Grant

The BSCC is the designated state administering agency for the Byrne SCIP grant, which is federally funded through the Bureau of Justice Assistance (BJA).

The goal of the BSCC Byrne State Crisis Intervention Program funding is to develop a multipronged approach to **decreasing gun violence in California, supporting local jurisdictions in their efforts to improve firearms relinquishment procedures**, and supporting the enhancement of collaborative court programs that address behavioral health issues, with a focus on people who are at higher risk for gun violence.

This Request for Proposals (RFP) implements the pass-through funding for local jurisdictions required by the Byrne SCIP grant. The court-related aspects of the Byrne SCIP grant are addressed in a separate subaward unrelated to this RFP.

Federal Requirements

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#); [28 U.S.C. 530C](#)). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

BSCC Byrne SCIP Advisory Board Process

The BJA requires the establishment of a Crisis Intervention Advisory Board to inform and guide the implementation of the federal Byrne SCIP Grant. The BSCC established its Crisis Intervention Advisory Board on February 9, 2023. The Advisory Board includes the BSCC Board members and other subject matter experts, including additional representatives from prosecution, behavioral health, victim services, and legal counsel (see Appendix A). Advisory

Board members are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. Please check the BSCC [Byrne SCIP website](#) for updated Byrne SCIP Advisory Board and Scoring Panel rosters.

Byrne SCIP Program and Budget Plan

The BJA requires states to develop a Program and Budget Plan for Byrne SCIP funding, which must be approved by the Advisory Board and the BJA. The Advisory Board approved an updated Program and Budget Plan, including the development of this RFP, on November 21, 2024. The plan was subsequently approved by BJA on December 9, 2024. The approved Program and Budget Plan is available on the [Byrne SCIP website](#) under the Byrne SCIP Advisory Board tab.

Byrne SCIP Scoring Panel

The BSCC will use a Scoring Panel process to complete the reading and rating of proposals, and to develop scoring recommendations for the Advisory Board. The scoring panel will submit grant award recommendations to the Advisory Board. The Advisory Board will then approve, reject, or revise those recommendations.

Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the Advisory Board or Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Advisory Board and Scoring Panel membership and ensuring that no grant dollars are passed through to any entity represented by any member of the Advisory Board or Scoring Panel.

Proposal Due Date and Submission Instructions

The Byrne SCIP Grant Proposal Package submission is available through an online portal submission process. Applicants must submit proposals through the BSCC Submittable Application Portal by **5:00 p.m. (PST) on Monday, April 7, 2025** at which time the portal will close and no longer accept proposals.

****Please allow sufficient time to begin and submit your proposal. Be advised that completing the proposal and uploading the required documents into the BSCC Submittable Application Portal may take a significant amount of time. If the BSCC does not receive a submission by 5:00 p.m. (PST) on April 7, 2025, the proposal will not be considered for funding. Applicants are strongly advised to submit proposals in advance of the due date and time to avoid disqualification.**

Submission Instructions

READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS.

This RFP Instruction Packet contains all the necessary information to successfully complete and submit the Byrne SCIP Grant Proposal.

Proposals for the Byrne SCIP Grant must be submitted through the BSCC Submittable Application Portal. The BSCC Submittable Application Portal, Byrne SCIP Grant Application, and all required attachments are available on BSCC [Byrne SCIP homepage](#).

The Byrne SCIP RFP is accessible by clicking the “Click here to Submit; Powered by Submittable” button located on the [Byrne SCIP homepage](#). You will be prompted to create a free Submittable account and log-in (or sign into an existing account) prior to accessing the online RFP.

After an account is established, applicants may proceed with the submission process. As part of the online BSCC Submittable Application Portal process, applicants will be required to download several mandatory forms that must be completed, signed (if applicable), and uploaded at specific prompts within the BSCC Submittable portal prior to submission, to include:

1. Project Work Plan
2. Budget Attachment (Project Budget Table and Budget Narrative)
3. Grantee Assurance for Non-Governmental Organizations that Receive BSCC Funds as a Subcontractor
4. Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
5. Governing Board Resolution – Sample *(not required at time of application, but must be submitted prior to contract execution)*

****Note:** You must click the “Save Draft” button at the end of the proposal page to save any updates and/or changes you have made to your proposal prior to applying, each time you log in to your proposal. In addition, most of the fields within the RFP require information to be entered. Therefore, the system will not allow proposal submission if all mandatory fields are not completed. Once you have successfully submitted the proposal through the BSCC Submittable Application Portal, you will receive an email acknowledging your proposal has been received.

Having Technical Issues?

If you experience technical difficulties with submitting your proposal through the BSCC Submittable Application Portal, you should submit a Help Ticket through [Submittable](#), as the BSCC does not control that site. Please also email the BSCC at ByrneSCIP2@bscc.ca.gov and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the Byrne SCIP Grant. Be advised that applicants contacting the Submittable company and/or the BSCC on the due date may not receive timely responses.

Please allow sufficient time for Submittable and BSCC to provide technical assistance.

Planning to Apply? How to Submit a Letter of Intent

Applicants interested in applying for a Byrne SCIP grant are asked, but not required, to submit a non-binding letter indicating their intent to apply. These letters will aid the BSCC in planning for the proposal evaluation process.

There is no formal template for the letter. Please submit the letter in Microsoft Word or as a PDF and include the following information:

1. Name of the applicant city or county;
2. Name and title of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Please submit Letters of Intent via email to ByrneSCIP2@bscc.ca.gov by Friday, March 21, 2025. Please identify the email subject line as "Byrne SCIP Letter of Intent."

Failure to submit a Letter of Intent is not grounds for disqualification. In addition, prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized in the future.

Want to Learn More About the Byrne SCIP Grant?

Prospective applicants are invited, but not required, to attend a virtual **Grant Information Session**. Attendance at the virtual Information Session is not a requirement. The purpose of this Information Session is to answer technical questions from prospective applicants and provide clarity on RFP instructions. Topics may include, but are not limited to, proposal submission instructions, eligibility, funding, and an overview of the evaluation requirements. There is no preference given to applicants who attend the Grant Information Session. Details are listed below:

Byrne SCIP - Cohort 2 Grant Information Session

Wednesday, March 12, 2025 at 1:30 P.M.

[Join Zoom Here](#)

Or

Call In:

1-669-900-9128

Webinar ID: 819 6271 9300

Passcode: 475980

Grant Period

Proposals selected for funding will be under agreement with the BSCC for 26 months, from **August 1, 2025 to September 30, 2027**. This includes a two-year service delivery period starting on August 1, 2025 and ending on July 31, 2027. An additional two months (August 1, 2027 to September 30, 2027) will be included to finalize and submit the required Final Local Evaluation Report (described later in this RFP).

Table 1. A visual illustration of the grant agreement period is provided below:

Year 1 Service Delivery	Year 2 Service Delivery	Evaluation and Closeout
August 1, 2025 to July 31, 2026	August 1, 2026 to July 31, 2027	August 1, 2027 to September 30, 2027*
Implementation, service delivery and data collection.	Service delivery and data collection.	Completion of Final Evaluation Report.

* Only expenses related to evaluation efforts may be incurred in this period. No new services should be delivered during the closeout period.

Eligibility to Apply

Eligibility for Byrne SCIP funding is limited to California cities and counties.

County proposals must be approved by the Board of Supervisors or the Chief County Administrative Officer. City proposals must be approved by the City Council or City Manager.

To be approved, the completion and submission of the proposal must be authorized by an individual vested with the authority to enter into an agreement on behalf of the applicant city or county. Any staff member with a Submittable account can upload the application into the BSCC Submittable Application Portal. However, the system will ask for the address, email, phone number, name, and title of the “Authorized Officer.” By completing this information, the applicant informs the BSCC that their Authorized Officer has read and understood the acknowledgement and has authorized the application.

Eligible applicants **may not** submit more than one proposal for funding consideration.

Current Byrne SCIP grantee counties and cities are eligible to apply for Byrne SCIP Cohort 2 funding. However, the Cohort 2 proposal must designate a different Lead Public Agency (see below) than was designated for the current project. Additionally, the proposed project for Cohort 2 must be separate and substantively different than the current project.

Lead Public Agency

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA must be a governmental agency with local authority within the

applicant city or county. The applicant may choose to fill the role of LPA itself, or it may designate a department, agency, or office under its jurisdiction to serve as the LPA.

The role of the LPA is to coordinate with local government agencies and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.

Eligibility Criteria for Non-Governmental Organization Subcontractors

Community-based organizations or other non-governmental organizations (NGOs) are not eligible to apply directly for Byrne SCIP grant funds but may receive funds as a subcontractor to a county or city grantee. NGOs receiving Byrne SCIP funds as a subcontractor must meet certain eligibility criteria. These can be found in Attachment C, *Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor*.

All applicants will be asked to submit a completed Attachment C as part of the complete proposal package to document the compliance of any NGO that will receive grant funds as a subcontractor. This form must be submitted even if an applicant has not yet identified its NGO subcontractors, to provide assurance that the applicant is aware of these criteria. Please note that these criteria do not apply to subcontractors delivering professional services such as staff training, legal services, evaluation, organizational capacity building, accounting, bookkeeping, grants management, etc.

Once awarded, grantees must submit an updated Attachment C throughout the grant term any time a new NGO subcontractor is added to the project through a subcontract. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

Project Description

Activities Eligible for Funding

Applicants must propose activities, strategies, or programs that address a minimum of one of the following Byrne SCIP Program Purpose Areas (PPAs) **and** include one or more related Program Activity:

- PPA 1: Communication, Education, Outreach, and Public Awareness (related to Extreme Risk Protection Order (ERPO) laws and programs);
- PPA 2: Referrals to Community-based Services for People in Crisis;
- PPA 3: Funding for Law Enforcement Crisis Intervention Programs or Initiatives.

Programs/initiatives must have a direct connection to:

- The goal of reducing gun violence or improving firearms relinquishment procedures **AND**;
- Crisis intervention, which is focused on identifying risk and intervening before harm occurs. Programs/activities exclusively focused on response to crime in progress or already committed would not be considered crisis intervention.

Applicants may implement new activities, strategies, or programs, OR expand existing activities, strategies, or programs (without supplanting funds - see supplanting definition in the **General Grant Requirements** section below).

Each of these PPAs includes allowable Program Activities. Applicants are restricted to proposals that address one or more of these three Byrne SCIP PPAs **and** include one or more related Program Activity (as shown in the following table):

Byrne SCIP PPA	Related Program Activities
PPA 1: Communication, education, outreach, and public awareness (related to Extreme Risk Protection Order (ERPO) laws and programs)	<ul style="list-style-type: none"> • Outreach to community members, stakeholders, municipal leaders, law enforcement agencies, and those engaging with at-risk individuals to raise public awareness about the value and public safety benefits of Extreme Risk Protection Order (ERPO) laws and programs, and promote the importance of effective implementation and enforcement, as well as program development and enhancement.

	<ul style="list-style-type: none"> • Development and distribution of ERPO fact sheets, brochures, webinars, television or radio engagement (e.g., advertisements, spotlights, etc.), and social media outreach (e.g., YouTube, Facebook, X, etc.) in order to execute the communication, education, and public awareness strategy. • Publication of best practices regarding ERPO programs.
Byrne SCIP PPA	Related Program Activities
PPA 2: Referrals to Community-based Services for People in Crisis	<ul style="list-style-type: none"> • Pre-arrest law enforcement and first responder deflection.
	<ul style="list-style-type: none"> • Assertive Community Treatment.
	<ul style="list-style-type: none"> • Behavioral threat assessment programs and related training.
	<ul style="list-style-type: none"> • Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists.
	<ul style="list-style-type: none"> • Suicide and crisis prevention and referral to services.
	<ul style="list-style-type: none"> • Technological supports such as smartphone applications to help families and patients navigate mental health and related systems and telehealth initiatives, including technology solutions for telehealth visits outside the hospital.
	<ul style="list-style-type: none"> • Behavioral health responses and civil legal responses to people in crisis, such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities for individuals in crisis.
	<ul style="list-style-type: none"> • Embedding social workers with law enforcement and co-responder programs.
	<ul style="list-style-type: none"> • De-escalation training for law enforcement, first responders and other justice practitioners.
	<ul style="list-style-type: none"> • Specialized training for individuals who serve or are families of individuals who are in crisis.
	<ul style="list-style-type: none"> • Related law enforcement-based programs, training, and technology, focused on crisis intervention for those at risk to themselves or others.

Byrne SCIP PPA	Related Program Activities
PPA 3: Funding for Law Enforcement Crisis Intervention Programs or Initiatives	<ul style="list-style-type: none"> • Development and or delivery of specialized training, including crisis response and intervention training (CRIT), and overtime for officers to attend such training.
	<ul style="list-style-type: none"> • Training for school resource officers on identifying youth at risk for firearm violence.
	<ul style="list-style-type: none"> • Supplies, equipment, technology, and training to safely secure, store, track, and return relinquished guns, such as gun locks and storage for individuals and businesses and software or other technologies to track relinquished guns.*
	<ul style="list-style-type: none"> • Gun safety training for community members.
	<ul style="list-style-type: none"> • Systems purchase or enhancement to facilitate service and/or tracking of ERPOs.
	<ul style="list-style-type: none"> • Technology, analysis, or information-sharing solutions for ensuring law enforcement, probation, prosecutors, the courts, and public defenders are informed when a prohibited person attempts to purchase a firearm.
	<ul style="list-style-type: none"> • Data collection, analysis, and strategic planning to address community gun violence.
	<ul style="list-style-type: none"> • Personnel, supplies, and other related costs for crisis intervention officers or co-responders.

***Note:** This includes guns relinquished through a variety of protective orders, including Gun Violence Restraining Orders (GVRO), Domestic Violence Restraining Orders (DVRO), Elder or Dependent Abuse Restraining Orders, and Civil Harassment Restraining Orders.

More information on ERPOs and definitions for some of the terms included in the PPA and Program Activities descriptions are available in Appendix B: Glossary of Terms.

Ineligible Grant Expenditures

Byrne SCIP funds may not be used to pay for any of the following items:

1. Construction
2. Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
3. Client stipends
4. Gift cards
5. Food and beverages
6. Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and all accompanying accessories to support UAS or UAV
7. Supplanting state or local funds

Eligible Grant Expenditures that Require Special Approval Post Grant Award

Once a Grant Agreement is executed, grantees must obtain explicit prior written approval from the BSCC for the purchase of any of the items listed below, ***even if these items were included in the original application's proposed budget.*** Please refer to the [BSCC Grant Administration Guide](#), pages 28 - 35 for more information.

- Out of State Travel – page 27
- Program Incentives and Participant Support Items – pages 29-31
- Equipment/Fixed Assets (items costing \$3,500 or more per unit) – pages 33-35

Grantees will be required to maintain and provide detailed documentation for any incentives/support items, travel, and equipment/fixed assets purchased with grant funds. Discretion for final approval of any purchases under this section lies with the BSCC. Purchases should not be made until the BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made with Byrne SCIP grant funds without prior approval.

For information on eligible and ineligible costs, refer to the [BSCC Grant Administration Guide](#), found on the [BSCC Correction Planning and Grant Programs](#) website.

Funding Information

This RFP makes \$11,246,714 available competitively from the federal Byrne SCIP awards for federal fiscal years (FFY) 2022/23 and 2024.

In accordance with the approved Program and Budget Plan, this RFP offers grants in two categories within which applicants will compete. Maximum funding thresholds have been established for each category so that projects of a smaller scope do not compete against projects of a larger scope.

- 1) **Small Scope:** Small scope projects are limited to requests of up to \$500,000.
- 2) **Large Scope:** Large scope projects are limited to requests of up to \$1,000,000.

Applicants will self-select into either the Small Scope or Large Scope category, depending on the scope of the project they plan to implement. Applicants may apply for any dollar amount up to and including the maximum grant amounts as shown above. Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project for the entire 26-month grant period. Proposals will be scored, in part, on the reasonableness of the proposed budget.

An illustration of the funding categories, maximum grant awards, and total available funding by category is provided below:

Applicant Category	For Applicants Requesting:	Funds Allocated to this Category
1) Small Scope	Up to \$500,000 for the entire grant period.	\$3,374,014
2) Large Scope	More than \$500,000 and up to \$1,000,000 for the entire grant period.	\$7,872,700
Total Funds Available:		\$11,246,714

No Match Requirement

There is no match requirement for the Byrne SCIP Cohort 2 Grant.

Data Collection, Reporting and Evaluation Requirements

Projects selected for funding will be required to submit quarterly data into the federal Performance Management Tool (PMT) system and complete an evaluation of their grant-funded project that focuses on the achievement of the project's goals and objectives. Completion of the evaluation requires the submission of a Local Evaluation Plan (LEP) and Local Evaluation Report (LER). A summary of the PMT requirements, LEP, and LER follows.

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of their grant-funded projects. More detailed information and evaluation-related resources are available in Appendices C, D and E and will be made available to grantees during the grant term.

Performance Management Tool (PMT)

Federal reporting requirements for the PMT can be found in Appendix F.

Local Evaluation Plan

The purpose of the LEP is to ensure that the grantee has a plan in place at the beginning of the project to collect the data and information necessary to, at the conclusion of the grant period, report on the extent to which the project's goals and objectives, as included in the proposal, were achieved. The LEP is expected to include a detailed description of the data and information that will be collected for each goal and its associated objectives and detailed descriptions of the data management, analysis and reporting plans. The plan should be developed before the project starts or during project implementation before services or activities begin. Generally, modifications to the plan may occur during the grant period to address challenges or lessons learned. Appendix E provides the guidelines for the LEP. The LEP is due no later than December 31, 2025.

Local Evaluation Report

The purpose of the LER is to document the extent to which the project achieved its goals and objectives. Implementation of the LEP should ensure the grantee has the data and information necessary to do so. Appendix E provides the guidelines for the LER. The LER is due no later than September 30, 2027.

Recommendation for Data Collection and Evaluation Efforts

To ensure that grantees can comply with the BSCC's data collection and reporting requirements in a meaningful way that benefits the applicants, their communities, and the State of California, grantees are highly recommended to budget a minimum of five percent of the total grant award for data collection and evaluation efforts. These efforts include the resources necessary to comply with the reporting requirements of the PMT; develop and write the LEP; implement the LEP; and analyze data and write the required LER.

Applicants are also encouraged to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants are encouraged to partner with institutions of higher learning universities, state universities, community colleges, and other research entities.

In addition, applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, so that the goals and objectives listed in the Project Work Plan are measurable.

Research Involving Human Subjects

To the extent the local evaluation plan involves research in which either: (1) data is obtained through intervention or interaction with an individual or (2) identifiable private information is obtained from program participants, the local evaluation plan must comply with the requirements of 28 C.F.R. Part 46. This includes compliance with all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent. For additional information on whether 28 C.F.R. Part 46 applies to your local evaluation plan, please see: <https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>

Evaluation Dissemination

The BSCC may make public the Local Evaluation Plan and the Final Local Evaluation Report from each grantee. Reports may be posted to the BSCC website and/or developed into a Summary Final Report to be shared with the Administration, the Legislature, and the public.

Projects selected for funding are encouraged to make public (e.g., post online, disseminate, share at meetings) the Local Evaluation Report to the community and the grantee's Governing Board (e.g., Board of Supervisors, City Council, etc.). If the grantee plans to publish the Local Evaluation Report, it must be submitted to the BSCC for review prior to publication.

Additional BSCC Grant Requirements

BSCC Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. A sample BSCC Grant Agreement can be found on the [Byrne SCIP website](#). The Grant Agreement start date is expected to be August 1, 2025. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC, and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services, and encumbrances that occur after the start date, but prior to Grant Agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement. Grantees, subgrantees, and subcontractors are responsible for maintaining all invoices, records, and relevant documentation for at least three (3) years after the final payment under the Grant Agreement.

Please note:

The BSCC may elect not to enter into a Grant Agreement with your organization if any of the following are true:

- Your organization had a BSCC grant terminated in the past three years.
- Your organization has overdue deliverables that have not been submitted (e.g., Final Local Evaluation Report).
- Your organization has unpaid financial obligations due to the BSCC.

Signing Authority

Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include a city council or board of supervisor resolution conferring authority to the signatory.

This documentation is not required at the time of proposal submittal, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices be processed for reimbursement until the required documentation has been received by the BSCC.

Federal Award Conditions

Byrne SCIP is authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#)); [28 U.S.C. 530C](#)). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Please refer to the Sample Grant Agreement (available on the BSCC [Byrne SCIP website](#)) to review the Federal Fiscal Year 2022/2023 and 2024 federal award conditions. Federal conditions are subject to change with subsequent funding years.

Supplanting

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Supplanting is strictly prohibited for all BSCC grants. Byrne SCIP funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

Audit Requirements

Grantees are required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire grant period. Audit reports must be submitted to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either:

- Annual City/County Single Audit (as submitted to the State Controller's Office), or
- Program-specific audit.

The audit reports must cover the entire grant period. BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period.

Any grantee that does not expend \$1,000,000 or more in total federal awards during the fiscal year is exempt from Federal audit requirements for the fiscal year. However, grantees must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections), and Governmental Accountability Office.

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation (August 2025, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing, and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided with additional details regarding the Grantee Orientation. **Applicants should budget for a possible 2-day trip to Sacramento for 3-5 key grant team members.**

Travel

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

Non-Governmental Organizations (NGOs)

An NGO receiving BSCC funds must use the State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case the more restrictive policy must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

Units of Government

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval that includes detailed justification and budget information. Grantees must receive written approval from BSCC prior to incurring expenses for out-of-state travel.

Debarment, Fraud, Theft, or Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

- debarred by any federal, state, or local government entities during the period of debarment; or
- convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, State, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All applicants must complete Attachment D certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

Program Monitoring / Site Visits

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements.

For your reference, a Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program [website](#).

Overview of the RFP Process

Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email generated by the Submittable Application portal stating that the proposal has been received.

Eligibility Screening

All proposals will undergo a technical compliance review before moving forward to the proposal rating process. Items that will result in disqualification are listed in the table below.



DISQUALIFICATION CRITERIA

PLEASE REVIEW CAREFULLY

The following will result in an automatic disqualification:

- Proposal submission is not received by **5:00 P.M. (PST) Monday, April 7, 2025**. *(Allow sufficient time to upload all required documents in the BSCC Submittable Application portal. Do not wait until the last minute!)*
- Proposal (with all required attachments) is not submitted via the BSCC Submittable portal. **Email submissions will not be accepted.**
- Applicant is not a California city or county.
- Proposal does not address required Program Purpose Areas.
- Budget Attachment (Excel attachment) is not submitted through the BSCC Submittable portal, is blank, or the total amount requested exceeds the maximum funding thresholds (see page 12).
- Attachment(s) are illegible.
- Attachment(s) will not open or the file(s) are corrupted.

NOTE: Disqualification means that the proposal will not move forward to the Scoring Panel for the Proposal Rating Process, and therefore, will NOT be considered for funding.

Proposal Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. Scoring Panel members will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their ratings on how well an applicant addresses the criteria listed under each rating factor within the Proposal Narrative and Budget sections. Scoring Panel ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the Advisory Board's funding recommendations. It is anticipated that the Advisory Board will act on the recommendations at its July 2025 meeting. Applicants and their partners are not to contact members of the Byrne SCIP Grant Scoring Panel, the Byrne SCIP Advisory Board, or the BSCC Board to discuss proposals.

Note: Once the Byrne SCIP Advisory Board acts on the Scoring Panel's recommendations, awards will be contingent on BJA's approval of the subawards (grants), as required by the Byrne SCIP federal solicitation.

Rating Factors

The five (5) Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. A percent of total value has been assigned to each of the five (5) Rating Factors, correlating to its importance within the overall project (see Percent of Total Value column).

Byrne SCIP Rating Factors		Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0 - 5	20%	40
2	Project Description	0 - 5	30%	60
3	Project Organizational Capacity and Coordination	0 - 5	25%	50
4	Project Data Collection & Evaluation	0 - 5	10%	20
5	Project Budget	0 - 5	15%	30
Total:			100%	200

Scoring Panel members will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. Each rating factor then will be weighted according to the Percent of Total Value (determined by the Scoring Panel) associated

with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a Total Score.

The maximum possible proposal score is **200**.

Six-Point Rating Scale

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria.	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Scoring Threshold/Minimum Score

A proposal must meet **a minimum scoring thresholds** to be considered for funding. A proposal must meet thresholds of **60 percent (60%)**, or minimum proposal total score of **120** total points.

BSCC Funding Decisions

Applicants will compete for funds within the applicable Applicant Category (see Funding Information and Thresholds on page 11-12). Once the proposals have been scored and ranked, BSCC will move down the ranked lists to fund all qualified applicants in each of the two (2) categories until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award.

If funding remains in one or more categories, the following will occur:

- Funds remaining in Category (1), after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in Category (2).
- Funds remaining in Category (2), after all qualified applicants in that category have been funded, will be used to fund any additional qualified applicants in Category (1).

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant (s) on the ranked list.

Key Dates

The following table shows an estimated timeline of key dates related to the Byrne SCIP Grant Program.

Activity	Date
Release Request for Proposals	February 13, 2025
Grant Information Session (via Zoom) for Prospective Applicants	March 12, 2025
Letter of Intent Due to the BSCC (<i>not required</i>)	March 21, 2025
Proposals Due to the BSCC	April 7, 2025
Proposal Rating Process and Development of Funding Recommendations	April-July 2025
BSCC Board Considers Funding Recommendations	July 17, 2025
Notice to Grantees	July 17, 2025
Grant Period Begins	August 1, 2025
Mandatory New Grantee Orientation	August 2025 (TBD)
Grant Service Period Ends	July 31, 2027
Final Evaluation Report Due	September 30, 2027

PART II: Proposal Instructions

This document/section contains the necessary information for completing the Byrne SCIP Grant Program Application. The Application and all required attachments are provided on the [BSCC website](#).

Proposal Narrative and Budget Sections

The five (5) Rating Factors that will be addressed in the Proposal Narrative and the Proposal Budget sections, are shown below:

	Rating Factor	Percent Value	Addressed In:
1	Project Need	20%	Proposal Narrative
2	Project Description	30%	
3	Project Organizational Capacity and Coordination	25%	
4	Project Data Collection and Evaluation	10%	
5	Project Budget	15%	Proposal Budget (Excel Attachment)

Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC Submittable Application Portal (see Submission Instructions beginning on page 3) and responding to a series of prompts.

The Proposal Narrative section must address Rating Factors 1-4, as listed in the table above. Within each section, address the Rating Criteria (found on the following pages) in a cohesive, comprehensive narrative format. Within the Proposal Narrative, each Rating Factor has a character limit as shown below:

	Rating Factor	Total Characters	Microsoft Word Equivalent*
1	Project Need	4,474	Up to 2 (Two) Pages
2	Project Description	8,948	Up to 4 (Four) Pages
3	Project Organizational Capacity and Coordination	4,474	Up to 2 (Two) Pages
4	Project Data Collection and Evaluation	4,474	Up to 2 (Two) Pages

**Assumes text is in a Microsoft Word document in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.*

Character Counter

The BSCC Submittable Application Portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit." Applicants are prohibited from submitting the Byrne SCIP Grant Program Application until they comply with all character limit requirements.

Bibliography

Applicants may, but are not required to, include a bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style in the "OPTIONAL Bibliography" field in the BSCC Submittable Application portal. The bibliography may not exceed 2,218 total characters (includes punctuation, numbers, spaces, and any text). In Microsoft Word, this is approximately one (1) page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

Required Attachments

In addition to completing the Proposal Narrative, the following attachments must be completed and uploaded in the identified fields in the BSCC Submittable Application Portal at the time of submission (except for Documentation of Signing Authority):

- Project Budget Attachment (Attachment A)
- Project Work Plan (Attachment B)
- Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor (Attachment C)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Attachment D)
- Board Resolution or Documentation of Signing Authority (Attachment E) *(not required at time of application, but must be submitted prior to contract execution)*

Proposal Narrative Rating Factors

Section 1: Project Need (Percent Value – 20%)

Within this section, address the criteria that defines the Project Need Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Need: The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
1.1	Describe the need(s) to be addressed and how the need(s) are related to one or more of the Byrne SCIP Grant Program Purpose Areas and corresponding program activities.
1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, accessibility, geographic location, etc.).
1.3	Provide relevant local qualitative and/or quantitative data with citations in support of the need(s).
1.4	Demonstrate a compelling justification for the grant funds.

Section 2: Project Description (Percent Value – 30%)

Within this section address the criteria that defines the Project Description Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Description: The applicant described a project that is related to the identified need and the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
2.1	<p>Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should:</p> <ul style="list-style-type: none"> • Describe the components of the proposed project that links to each PPA. • Describe the target area which will be the focus of the project, including how and why it was selected. • For projects serving participants, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive. • Address how the project will, if applicable, address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need. • Address how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive. • Address how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement.

2.2	Complete the Project Work Plan (Attachment B), describing the top goals and objectives for the project (see Appendix D Evaluation Terms for definitions). Identify how these will be achieved in terms of the activities, responsible staff/partner agencies, timelines, and a list of the data elements to be collected. The goals and objectives must be related to the needs and intent identified for the Byrne SCIP grant.
2.3	For projects with participants, describe: <ul style="list-style-type: none"> the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected. the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation. plans to overcome any inability to access and/or serve those individuals.
2.4	Describe the rationale for the proposed activities/services including research or other evidence indicating that the intended goals and objectives are likely to be achieved.

Section 3: Project Organizational Capacity & Coordination (Percent Value – 25%)

Within this section, address the criteria that define the Project Organizational Capacity and Coordination Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Organizational Capacity and Coordination: The applicant described their organization's ability to implement the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
3.1	Describe the applicant's ability to administer the proposed project. In the description include: <ul style="list-style-type: none"> the staffing required and available to operate the project including staff qualifications and training. the extent to which existing staff resources will be utilized. project management and oversight to ensure the proposed project is implemented as intended.
3.2	Describe any partner agencies or coordination with other agencies necessary to implement the proposed project. If partners are to be selected after the grant is awarded, specify the process and criteria for selecting the partner agencies. The description of partners should include: <ul style="list-style-type: none"> their involvement/role that is aligned with the proposed project. their credentials, involved personnel, experience and capability to conduct the project, and the value the partners add to the proposed project. the plan to coordinate with these partners.

3.3	Describe the timeline for the execution of contracts or memoranda of understanding with any partner agencies and the implementation of their involvement/role such that they are in a reasonable timeframe to support the project. Include a description of the readiness to proceed, if funded.
3.4	Describe the management structure and decision-making process for the proposed project.

Section 4: Project Data Collection and Evaluation (Percent Value – 10%)

Within this section, address the criteria that define the Project Data Collection and Evaluation Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

Project Data Collection and Evaluation: The applicant described how they will collect data and evaluate the effectiveness of the proposed project. The elements that are to comprise this Rating Factor are listed below. Addressing each element does not itself merit a high rating; although each element is to be addressed, it is the quality of the response to each that is to be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
4.1	Describe the plan to determine the qualified internal staff and/or external partner or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the data elements that will be collected to measure the extent to which the proposed project and the goals and objectives listed in the Project Work Plan are achieved.
4.3	Describe the preliminary plan for collecting the data elements identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

Proposal Budget Rating Factor

Section 5: Project Budget (Percent Value – 15%)

The following items are rated as part of this section and must be addressed by the applicant in the Budget Attachment.

Project Budget: The applicant provided a complete Budget Attachment for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.

5.1	<p>Provide complete and detailed budget information in each section of the Budget Attachment which:</p> <ul style="list-style-type: none"> • includes an explanation justifying each expense. • ensures expenses are appropriate for the grant's intent, the project's goals, and planned activities.
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As part of the application process, applicants are required to complete and upload a Proposal Budget and Budget Narrative (Byrne SCIP Budget Attachment) in the identified field on the BSCC-Submittable application page. The Byrne SCIP Budget Attachment is provided on the BSCC [Byrne SCIP website](#).

Generally, once an award is approved by the Board, the proposed budget becomes the approved grant budget and will be incorporated in the Standard Grant Agreement. However, applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. In these situations, the revised grant budget will be used for the Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. Do not submit an annual budget; the Budget Table must cover the entire grant period.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

PART III: Appendices and Attachments

This section includes the following appendices and attachments:

- **Appendix A:** Byrne SCIP Advisory Board (for reference only)
- **Appendix B:** Glossary of Terms (for reference only)
- **Appendix C:** Using the Principles of Evidence-Based Practice (for reference only)
- **Appendix D:** Evaluative Terms (for reference only)
- **Appendix E:** Level One Evaluation Requirements (for reference only)
- **Appendix F:** Performance Management Tool (PMT) Requirements (for reference only)
- **Attachment A:** Byrne SCIP Project Budget and Budget Narrative **(REQUIRED)**
- **Attachment B:** Project Work Plan **(REQUIRED)**
- **Attachment C:** Criteria and Assurance for NGOs that Receive BSCC Grant Funds as a Subcontractor **(REQUIRED)**
- **Attachment D:** Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement **(REQUIRED)**
- **Attachment E:** Governing Board Resolution or Other Proof of Signing Authority *(not required at time of application, but must be submitted prior to contract execution)*

Appendix A: Advisory Board Roster

Byrne State Crisis Intervention Program Advisory Board Description and Membership Roster (*Updated November 2024*)

The California Board of State and Community Corrections (BSCC) established the State Crisis Intervention Program (SCIP) Advisory Board on February 9, 2023 to inform and guide the implementation of the federal Byrne SCIP grant. The Advisory Board consists of BSCC Board members and other subject matter experts, including additional representatives from prosecution, behavioral health, victim services, and legal counsel.

The BSCC appointed Linda Penner as the Advisory Board Chair and authorized her to appoint additional members as needed, consistent with the requirements of the Byrne SCIP federal grant program. The Advisory Board is convened in accordance with open-meeting laws and meetings are held in public locations that are noticed at least 10 days in advance.

Note: Where applicable, specific areas of expertise required by the Byrne SCIP solicitation are listed on the roster below in *italics* under the title of the Advisory Board members representing those fields.

	Name	Title	Organization/Agency	BSCC Board Member
1	Linda Penner (Chair)	Chair	Board of State and Community Corrections	√
2	Juan Avila	Chief Operating Officer (<i>Victim Services</i>)	Garden Pathways	
3	Norma Cumpian	Director, Women's Department (<i>Community</i>)	Anti-Recidivism Coalition	√
4	Brenda Grealish	Executive Officer, Council on Criminal Justice and Behavioral Health (<i>Behavioral Health</i>)	California Department of Corrections and Rehabilitation	
5	Kirk Haynes	Chief Probation Officer (<i>Law Enforcement</i>)	Fresno County	√
6	Jason Johnson	Director, Division of Adult Parole Operations (<i>Law Enforcement</i>)	California Department of Corrections and Rehabilitation	√
7	Jeffrey Macomber	Secretary (<i>Law Enforcement</i>)	California Department of Corrections and Rehabilitation	√
8	Nancy O'Malley	District Attorney (Retired) (<i>Prosecution</i>)	Alameda County	
9	Alan Slater	Chief Executive (Retired) (<i>Courts</i>)	Orange County Superior Court	
10	Eric Taylor	Sheriff-Coroner (<i>Law Enforcement</i>)	San Benito County	√
11	Eloisa Tuitama	Staff Counsel (<i>Legal Counsel</i>)	Board of State and Community Corrections	
12	Angeles D. Zaragoza	Attorney, Deputy Executive Director, Youth Programs (<i>Community</i>)	Los Angeles Room and Board	√

Appendix B: Glossary of Terms and Resources

Key Terms

Below are definitions and descriptors for key terms that are referenced throughout this RFP.

- 1. Assertive Community Treatment:** Assertive Community Treatment (ACT) is a team-based treatment model that provides multidisciplinary, flexible treatment and support to people with mental illness 24/7. ACT is based around the idea that people receive better care when their mental health care providers work together. ACT team members help the person address every aspect of their life, whether it be medication, therapy, social support, employment or housing. ACT is mostly used for people who have transferred out of an inpatient setting but would benefit from a similar level of care and having the comfort of living a more independent life than would be possible with inpatient care.¹
- 2. Behavioral Health Deflection:** The practice by which law enforcement officers connect individuals, who otherwise would have been eligible for charges, to community-based treatment and/or services in lieu of arrest, thereby diverting them from the justice system into the community.²
- 3. Extreme Risk Protection Order (ERPO):** An extreme risk protection order (ERPO) is a common-sense, effective measure to empower family members, health care providers, school officials, or law enforcement officers to petition a court to temporarily prevent a person from accessing firearms if they are found to be a danger to themselves or others.³

In California, there are ten types of ERPOs:

- Gun Violence Restraining Orders (GVRO)
- Domestic Violence Restraining Orders (DVRO)
- Elder or Dependent Abuse Restraining Orders
- Civil Harassment Restraining Orders
- Workplace Violence Restraining Order
- Postsecondary School Violence Restraining Order
- Juvenile Restraining Order
- Emergency Protective Order to Protect Survivors (EPO-001)
- Emergency Protective Order (EPO-002/ Emergency GVRO)
- Criminal Protective Order

¹ National Alliance on Mental Health, *Types of Psychosocial Treatments*, Retrieved from <https://www.nami.org/About-Mental-Illness/Treatments/Psychosocial-Treatments>

² Bureau of Justice Assistance webinar, *Critical Elements for Implementing First Responder and Officer Referral Deflection Programs*. Retrieved from <https://www.ojp.gov/events/critical-elements-implementing-first-responder-and-officer-referral-deflection-programs> (presentation slides under "Access Recording and Presentation")

³ Bureau of Justice Assistance, *BJA FY 2022 - 2023 Byrne State Crisis Intervention Program Formula Solicitation (O-BJA-2023-171458)*.

For more information on types of ERPOs in California, please see the [report](#) titled *Pathways to Safety: California's Nine Court Protection Orders to Prevent Gun Violence* released by the California Department of Justice, Office of Gun Violence Prevention in June of 2024.

4. Evidence-Based / Promising Practices

- Evidence-based practices are programs and strategies that have been found effective at improving positive or preventing negative outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.
- Promising practices are programs and strategies that have shown some positive results and potential for improving desired outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed,” “research-supported,” or “emerging” practices.

5. Partner Agencies: Collaborative partners on the project that include subcontractors, verbal referral agreements, organizations with whom you have a Memorandum of Understanding (MOU), governmental agencies with or without an official MOU. A partner agency may be an agency providing services or providing referrals.

6. Qualitative Data: Data/information that is based on written or spoken narratives. The purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

7. Quantitative Data: Data/information that is based on numbers and mathematical calculations. The purpose of quantitative data is to explain, predict, and/or control events through focused collection of numerical data.

Appendix C: Using the Principles of Evidence-Based Practice

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of their grant-funded projects.

The extent to which an applicant can demonstrate that the program and/or activities they have chosen has been shown to be effective will be evaluated as a part of the rating process. In developing a proposal, it may be helpful for applicants to consider the following questions:

1. Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?

For example, was the intervention or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the chosen intervention that demonstrates its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?

2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?

For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented by another entity, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?

3. Is there a plan to collect data that will allow for an appraisal of whether the intervention or strategy worked?

For example, will the intervention or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?

Applicants are encouraged to develop a project that incorporates these principles but is tailored to fit the needs of the communities they serve. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

Appendix D: Evaluative Terms

Goal versus Objective

Goals and objectives are necessary components of the Proposal, Project Work Plan, Local Evaluation Plan and Local Evaluation Report. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program³.

Examples of goal statements⁴:

- To reduce the number of people who commit serious and chronic offenses.
- To divert people from state correctional institutions for non-violent offenses.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities⁴.

Objectives detail the tasks that must be completed to achieve goals⁵. Descriptions of objectives in the proposals should include three elements⁵:

- 1) Direction – the expected change or accomplishment (e.g., improve, maintain);
- 2) Timeframe – when the objective will be achieved; and
- 3) Target Population– who is affected by the objective.

Examples of program objectives⁶:

- By the end of the program, drug-addicted participants will recognize the long-term consequences of drug use.
- To place eligible participants in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.
- To ensure that participants who have harmed others, and have agreed to participate in the program, carry out all the terms of the mediation agreements they have worked out with their victims by program completion.

Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.⁷ Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with

⁴ *Id.* at p. 4.

⁵ Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/njiec/publications/program-evaluation.pdf>.

⁶ *Id.*

⁷ For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

effective programs. Through the work of numerous scholars (Andrews et al., 1990⁸; Cullen and Gendreau, 2000⁹; Lipsey 1999¹⁰), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
 - Risk Principle
 - Need Principle
 - Responsivity Principle
 - Dosage
 - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

⁸ Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

⁹ Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

¹⁰ Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

Appendix E: Level One Evaluation Requirement

Guidelines for the Local Evaluation Plan and Local Evaluation Report

BSCC has adopted new, less complicated evaluation requirements. For the Byrne SCIP grant program, the Board of State and Community Corrections (BSCC) requires grantees to complete what is now called a **Level One Evaluation** of their grant-funded project. A Level One Evaluation focuses on the achievement of the project's goals and objectives. The demonstration of completing this requirement requires the submission of two documents, a Local Evaluation Plan and a Local Evaluation Report. Both are described below.

- **Local Evaluation Plan (LEP)** – A written document that describes the data collection, management, and analysis and reporting plan that will be implemented to ensure that the achievement of the project's goals and objectives can and will be assessed. Ideally it should be developed before the project starts or during project implementation, before services or activities begin.
- **Local Evaluation Report (LER)** – A written document that provides the interpretation of various data elements intended to assess whether the project was successful in achieving its goals and objectives.

These guidelines identify the minimum required content that must be included within each document, respectively.

LOCAL EVALUATION PLAN (LEP)

Cover Page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

Project Overview

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

Data Collection Plan

For each of the project's goals and associated objectives, this section identifies the data elements, including their source and frequency of collection, that will be used to measure their achievement. To complete this section, first use the table template provided (see example below) to list each of the project's goals and associated objectives as documented in the grant agreement.¹⁴ One table template should be used for each goal and its associated objectives.

Next, complete each table by listing, on separate rows, each distinct data element that will be collected to measure achievement toward the respective goal or its objective(s). For each data element, use the remaining columns to identify the data source, frequency of data collection, and the goal or objective that is the target. Definitions for these terms follow.

- *Data element* – a basic unit of information, or data, to be collected that has a unique meaning (e.g., gender, race, city, age, arrest date, graduation rate). Please note that the data elements must be logically related to the respective goal or objective it is intended to assess.
- *Data source* – the location from which the data element originates (e.g., intake form, case management system, standardized assessment, interview, focus group, MOU with partner agency).
- *Frequency of data collection* – defines how often the data element will be collected or pulled from the data source (e.g., at enrollment, at project/program exit/completion, every 6 months, annually, quarterly, during case management sessions, at course completion).
- *Target* – the goal or objective(s) that the data element is intended to assess.

Data Collection Plan for Goal 1 (Table Template)

Goal 1:			
Objective a:			
Objective b:			
Objective c:			
Objective d:			
<u>Data Elements</u>	<u>Data Sources</u>	<u>Frequency of Collection</u>	<u>Target</u>
1.			<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
2.			<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
3.			<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

Data Management

- This section provides a concise description of the process that will be used to acquire, validate, store, protect, and monitor the data elements identified in the section(s) above. The description shall not exceed one page and should, at a minimum, include:
- Identification of who is responsible for implementing the data collection plan(s).
- Detail data sharing agreements with external partners, if applicable.
- How the data will be monitored throughout the duration of the project and adjustments, if needed, will be identified and made in a timely manner to the data collection plan(s).
- How incomplete or inconsistent data will be identified and corrected.
- Where the data will be stored and kept secure.

Data Analysis and Reporting

- This section provides a concise description of the process that will be used to analyze and present the data in a meaningful way. The description shall not exceed one page and should, at a minimum, include:
- Identification of who is responsible for analyzing the data.
- How the data will be used to determine achievement of the goal(s) or objective(s) (e.g., comparison between two points in time).

- The analytical tools that will be used (e.g., Excel, Sheets, SPSS, SAS, R).
- Identification of who is responsible for communicating the findings and writing the LER.

LOCAL EVALUATION REPORT

Cover Page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

Project Overview

This section provides a concise overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two (2) pages in length.

Goal Achievements

For each of the project's goals, this section(s) should highlight the most important results and analyses of the data elements collected that describe the extent to which the goal was achieved. Follow the results with a brief narrative that provides necessary context to understand the findings. The report writer can decide the proper heading(s) for this section(s). That is, rather than "Goal Achievements" as a single heading and section, a heading that is appropriate for each goal and its achievement can be used to organize the report (e.g., "Recidivism was Reduced by 50 Percent", "85 Percent of Participants Actively Engaged in Treatment"). The goals and objectives of the project should be clearly provided either within the text of this section or by providing the data collection tables from the LEP as an appendix.¹⁵

Discussion

This section is the final portion of the report and provides a holistic description of the meaning, importance, and relevance of the achievements reported. The content may also include a discussion of limitations, challenges, recommendations for future projects, and lessons learned. This section shall not exceed one (1) page in length.

Grantee Highlight

This section provides the grantee an opportunity to share a brief, visually appealing highlight or success story that provides additional information related to the project's success over the grant cycle. Optional graphs, charts, or photos may be included.¹⁶ This highlight may be included in a statewide report for the grant program. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed. This section shall not exceed one (1) page in length.

Appendix (Optional)

The appendix(ices) may be provided to present the Data Collection table for each goal from the Local Evaluation Plan. Other content may be provided as appropriate.

Appendix F: Performance Management Tool (PMT) Requirements

BUREAU OF JUSTICE ASSISTANCE BYRNE STATE CRISIS INTERVENTION PROGRAM PERFORMANCE MEASURES QUESTIONNAIRE

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) Byrne State Crisis Intervention Program (SCIP).

GOALS AND OBJECTIVES

On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence, save lives, and to make progress toward keeping guns out of dangerous hands. In signing the bill into law, the President noted that this historic act “invests in antiviolence programs that work — that work directly with the people who are most likely to commit these crimes or become victims of gun crimes.”

An extreme risk protection order (ERPO) is a common-sense, effective measure to empower family members, health care providers, school officials, or law enforcement officers to petition a court to temporarily prevent a person from accessing firearms if they are found to be a danger to themselves or others (see the [June 7, 2022 Statement of Administration Policy](#)). In 2021, the Department of Justice released [model legislation](#) to help states create their own ERPO systems that could provide opportunities for such intervention before warning signs turn into tragedy. The Bipartisan Safer Communities Act also seeks to ensure that ERPO laws – commonly referred to as “red flag laws” – and programs are implemented in accordance with the Constitution and provide for adequate due process protections. Programs must ensure the accused has the right to an in-person hearing, the right to know opposing evidence, and the right to be represented by counsel at no expense to the government.

As authorized by the Bipartisan Safer Communities Act of 2022, Byrne SCIP provides formula funds to implement state crisis intervention court proceedings, ERPOs, and related programs or initiatives, including, but not limited to mental health courts, drug courts, veteran treatment courts, and ERPO programs that work to keep guns out of the hands of those who pose a threat to themselves or others.

Structure of the Questionnaire

The Byrne State Crisis Intervention Program (SCIP) questionnaire contains performance measures and narrative (goals and objectives) questions. Complete the performance measures in the BJA Performance Measurement Tool (PMT) four times per year to report on your activity during the prior 3 months, also known as a reporting period. Complete the goals and objectives questions twice each year.

Roles and Responsibilities for Completion

BJA’s expectation is that the person completing these questions will know the status and progress of all aspects of your Byrne SCIP. Therefore, your agency’s SCIP coordinator/grantee point of contact (POC), or another designated person with working knowledge of the SCIP project, should complete these questions on your SCIP initiative’s behalf. Your agency should also consult with your research partner and other partner agencies to complete these responses.

Reporting Periods

In July and January of each year, you will be responsible for creating a report from the PMT that you upload into the Justice Grants System (JustGrants). This is the JustGrants report. During the non- submission reporting periods, you are encouraged to create reports for your records, but you will not upload them to JustGrants. Enter your responses to the questions that follow in the PMT at <https://www.bjaperformancetools.org>. For questions regarding the PMT, data entry, and system errors, contact the PMT Helpdesk via email at bjapmt@usdoj.gov.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

GENERAL AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Justice Grants System (JustGrants).*

A. Yes/No (If Yes, answer the Semiannual Narrative Questions.)

GRANT ACTIVITY

2. Was there grant activity during the reporting period? There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If Yes, the program becomes operational and should remain so until the grant closes out.

A. Yes/No

B. If No, select from the following responses:

Reason(s) for No Grant Activity During the Reporting Period	Select All That Apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (request for proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval	<input type="checkbox"/>
Waiting for partners or collaborators to complete the application	<input type="checkbox"/>
Other, please explain: _____	<input type="checkbox"/>

PARTNERSHIP ACTIVITIES

3. Have you established the required Crisis Intervention Program Advisory Board in place to help guide your program?
 - A. Yes
 - B. No
 - C. If no, please explain what steps are being taken to establish an Advisory Board:

4. Indicate which Advisory Board participants are actively engaged with your grant-funded program. *Applicants must form a diverse board that includes, but is not limited to, representatives from law enforcement, the community, courts, prosecution, behavioral health providers, victim services, and/or legal counsel.*
 - A. State law enforcement
 - B. Local law enforcement
 - C. Federal law enforcement (e.g., Federal Bureau of Investigation)
 - D. State prosecutors
 - E. Local prosecutors
 - F. Federal prosecutors (e.g., Assistant U.S. Attorney)
 - G. Attorneys General
 - H. Judges
 - I. Behavioral healthcare providers
 - J. Victim services
 - K. Schools, colleges, universities
 - L. Community members
 - M. Other, please explain:

PROGRAM REVIEW

5. Please identify which types of projects your program funding will support: *Select all that apply.*
 - A. Specialized court-based programs such as drug, mental health, and veterans treatment courts, including those that specifically accept clients with firearm violations
 - B. Extreme Risk Protection Order (ERPO) Programs
 - C. Other related programs and initiatives

6. Please provide a brief description for each of the projects selected in Question 5.

7. Does your program include a researcher or a research partner? Where applicable, this can include state statistical analysis centers or in-house research capacity within your agency.
 - A. Yes
 - B. No (*skip to next section*)

8. Provide the primary point of contact (POC) for the researcher/research partner that your agency will be working with as part of Byrne SCIP. If there has been a change in the researcher/research partner POC, please update.
 - A. Name: _____
 - B. Contact information
 - Agency name: _____
 - Phone number: _____
 - Email address: _____

CRISIS INTERVENTION PROGRAMS AND OTHER RELATED PROGRAMS AND INITIATIVES

9. Please identify which of the following crisis intervention program activities took place (or will take place) using program funds for either a new program or the enhancement of an existing program.

Program Activities	New Program	Existing Program
Gun violence courts that connect clients who are at risk to commit gun violence or become victims of gun violence in crisis with community resources.	<input type="checkbox"/>	<input type="checkbox"/>
Other specialty courts (e.g., drug, mental health, and veteran treatment courts) that place a new or special emphasis on clients who are at risk to commit gun violence or become victims of gun violence.	<input type="checkbox"/>	<input type="checkbox"/>
Technology or information sharing solutions for ensuring public safety/public health stakeholders such as law enforcement, probation, prosecutors, the courts, and public defenders are informed when a prohibited person attempts to purchase a firearm.	<input type="checkbox"/>	<input type="checkbox"/>
Development and implementation of validated gun violence risk assessment tools.	<input type="checkbox"/>	<input type="checkbox"/>
Assertive community treatment programs that provide case management, and navigation programs to connect at-risk individuals to crisis intervention services.	<input type="checkbox"/>	<input type="checkbox"/>
Triage services, mobile crisis units (both co-responder and civilian models), and peer support specialists.	<input type="checkbox"/>	<input type="checkbox"/>
Technological supports and/or telehealth initiatives (e.g., smartphone applications, teleconferencing) to help families and patients navigate mental health and related systems, technology solutions for telehealth visits outside the hospital.	<input type="checkbox"/>	<input type="checkbox"/>
Behavioral health responses and civil legal responses to support behavioral health responses to individuals in crisis (e.g., civil commitment treatment orders such as outpatient commitment or assisted outpatient treatment, establishment of guardians, confidentiality and the duty to protect others – not ERPO programs).	<input type="checkbox"/>	<input type="checkbox"/>
Other, please explain: _____	<input type="checkbox"/>	<input type="checkbox"/>

10. Please identify any additional crisis intervention program activities that took place (or will take place) using program funds for either a new program or the enhancement of an existing program.
11. As of October 2023, this question is no longer required as part of the performance measures. This question has been replaced by question 12.
12. Describe any measures taken to safeguard the constitutional rights of individuals subject to crisis intervention programs or initiatives implemented under this award.
13. Describe any assistance provided to subrecipients and other program stakeholders related to safeguarding the constitutional rights of individuals subject to crisis intervention programs or initiatives implemented under this award.

EXTREME RISK PROTECTION ORDERS

14. During the reporting period, were program funds used to carry out ERPOs?

- A. Yes
- B. No (*skip to next section*)

15. Indicate the type of ERPO activity funded: *Select all that apply.*

- A. Establishing New ERPO Program – Local
- B. Establishing New ERPO Program – State
- C. Establishing New ERPO Program – Tribal
- D. Enhancing ERPO Program – Local
- E. Enhancing ERPO Program – State

16. Enhancing ERPO Program – Tribal

Please identify which of the following activities related to ERPO programs took place (or will take place) using program funds for either a new program or the enhancement of an existing program.

Program Activities	New Program	Existing Program
Planning and research regarding ERPO	<input type="checkbox"/>	<input type="checkbox"/>
Software or other technologies designed to track relinquished guns	<input type="checkbox"/>	<input type="checkbox"/>
Technology or risk assessment initiatives designed to support ERPO efforts	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of specialized training for law enforcement officers	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for judiciary and court staff on ERPO proceedings	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for family members on ERPO	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for prosecutors on ERPO	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for fire, and medical, and first responders on ERPO	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for business community, chambers of commerce and local/state human resources professionals	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for school administrators on ERPO	<input type="checkbox"/>	<input type="checkbox"/>
Development and/or delivery of training for clergy and religious institutions	<input type="checkbox"/>	<input type="checkbox"/>
Outreach to the community, elected officials, and those engaging with at-risk individuals regarding ERPO program development, enhancement, and related initiatives	<input type="checkbox"/>	<input type="checkbox"/>
Development of training to assist community, law enforcement, behavioral health professionals, identify and respond to on-line threats, bullying, and other activity that may lead to gun violence	<input type="checkbox"/>	<input type="checkbox"/>
Media reports, interviews, or other public information regarding the grant-funded ERPO program	<input type="checkbox"/>	<input type="checkbox"/>
Publication of best practices regarding ERPO	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or assessment of existing ERPO activities	<input type="checkbox"/>	<input type="checkbox"/>
Other, please explain: _	<input type="checkbox"/>	<input type="checkbox"/>

17. Have standards, policies, or protocols for ERPO been developed?
- A. Yes
 - B. No (*skip to question 19*)
18. If yes, select the staff that the ERPO standards, policies, and protocols were developed for.
Select all that apply.
- A. Judiciary
 - B. Law Enforcement
 - C. Dispatchers
 - D. Medical First Responders
 - E. Behavioral Health Specialists
 - F. Court Staff
- Other, please explain: _____

For questions 19 through 27, please provide the following information regarding ERPOs requested during the reporting period. Questions 20-24 only apply to court-based programs that are establishing or enhancing ERPO activities. If you are not a court-based ERPO project, you may skip questions 19-24.

19. Types of petitioners: *Select all that apply.*
- A. Not a court-based ERPO project (*skip questions 20-24*)
 - B. Person related by blood, marriage, or adoption to the respondent
 - C. Dating partner of the respondent
 - D. Person who has a child in common with the respondent
 - E. Domestic partner of the respondent
 - F. Person who has a biological or legal parent-child relationship with the respondent
 - G. Person who is acting or has acted as the respondent's legal guardian
 - H. School administrators
 - I. Law enforcement
 - J. District attorneys
 - K. Other, please explain: _____
20. The nature of the precipitating event: *Select all that apply.*
- A. The respondent made suicidal statements online.
 - B. The respondent made threats of violence toward others.
- Other, please explain: _____
21. Number of petitions received by the program during this reporting period: _____
22. Number of petitions granted by the program during this reporting period: _____
23. Of the petitions granted, how many guns were removed? _____
24. Are local law enforcement, prosecutors, probation, behavioral health specialists, the court, and public defenders informed when a prohibited person attempts to purchase a firearm?
- A. Yes/No
 - B. If Yes, please explain: _____
25. As of October 2023, this question is no longer required as part of the performance measures. This question has been replaced by question 26.

26. Describe any measures taken to safeguard the constitutional rights of individuals subject to ERPO programs or initiatives implemented under this award.

_____.

27. Describe any assistance provided to subrecipients and other program stakeholders related to safeguarding the constitutional rights of individuals subject to ERPO programs or initiatives implemented under this award.

_____.

TRAINING AND TECHNICAL ASSISTANCE

Training

28. Did the project provide or facilitate training for stakeholders (e.g., law enforcement, behavioral health providers, or court actors [prosecutors or judges]) during the reporting period?

- A. Yes
- B. No

29. If Yes, how many trainings were completed during the reporting period? _____

30. For each training completed during the reporting period, indicate: 1) the training topic, 2) the target audience, 3) the number of people trained, and 4) the name of the training provider. *Count each person once per training topic, regardless of how many times they attended the training. You may report five trainings per reporting period. If more than 5 trainings were completed during the reporting period, please submit a separate Excel spreadsheet listing those trainings.*

Training Topic	Date Delivered	Target Audience	Number of People Trained	Training Provider	Link to Media Coverage, Recording of Training, Materials, etc.	Training Format (Online, Conference, Meeting, Board of Directors Meeting, In Service)
[open text]	[month/day/year]	[open text]	[numeric]	[open text]	[insert link]	[open text]

31. Did the project provide or facilitate training to members of the public during the reporting period?

- A. Yes
- B. No

32. If Yes, how many trainings were completed during the reporting period? _____

33. For each training members of the public (e.g., friends and family) that was completed during the reporting period, indicate: 1) the training topic, 2) the target audience, 3) the number of people trained, and 4) the name of the training provider. *Count each person once per training topic, regardless of how many times they attended the training. You may report five trainings per reporting period. If more than 5 trainings were completed during the reporting period, please submit a separate Excel spreadsheet listing those trainings.*

Training Topic	Date Delivered	Target Audience	Number of People Trained	Training Provider	Link to Media Coverage, Recording of Training, Materials, etc.	Training Format (Online, Conference, Meeting, Board of Directors Meeting, In Service)
[open text]	[month/day/year]	[open text]	[numeric]	[open text]	[insert link]	[open text]

34. What outreach and training materials have you developed to support this initiative?

Format	Link	Topic	Target Audience
Webpages			
Social media outreach (e.g., YouTube, Facebook, X [formerly Twitter] etc.)			
Monographs			
Webinars			
Presentations (e.g., PowerPoint)			
Brochures			
Fact sheets			
Newsletter, email, or other bulletins			
Television or radio engagement (e.g., advertisements, spotlights, etc.)			
Other, please explain: _____			

Technical Assistance

35. Did project staff receive any technical assistance (TA) during the reporting period?

A. Yes/No

B. If Yes, how many separate technical assistance providers did you work with during the reporting period? _____

36. For each TA provider you interacted with during the reporting period, enter the following information. *The number of entries should equal the number you entered in question 29 (up to five per quarter. If more than 5, submit a separate Excel spreadsheet providing the TA provider information).*

Name of Provider	TA Topic	Number of Engagements	Satisfaction	Feedback on Your Encounters with This Provider
[Open Text]	[National Training and Technical Assistance Center drop down list]	[Positive whole number]	<ul style="list-style-type: none"> • Very satisfied • Satisfied • Neither satisfied nor dissatisfied • Dissatisfied • Very dissatisfied 	[Open Text]

SEMIANNUAL NARRATIVE QUESTIONS

*In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval of your grant manager. Set **SMART** goals to clarify the scope of your priorities:*

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-bound**

If you have multiple goals, provide updates on each separately.

Answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

1. What were the top three accomplishments this program had during reporting period?

2. What were the top three goals you focused on during this reporting period and what progress did you make towards those goals?

3. List two problems/barriers you encountered within the reporting period that prevented you from reaching your goals or milestones? If you encountered no problems during this reporting period you may leave this blank.

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?

A. Yes/No

B. If Yes, explain: _____

5. Are you on track to complete your program fiscally and programmatically as outlined in your grant application?

A. Yes/No

B. If No, explain: _____

6. What are the three major activities planned for the next 6 months?

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA with regard to this initiative?

THANK YOU FOR PARTICIPATING!

Attachment A: Project Budget

Required Attachment: Applicants will be prompted to upload this document from the BSCC [Byrne SCIP website](#) to the BSCC Submittable Application Portal.

This version is FOR REFERENCE ONLY. Do not use this version.

Instructions for How to Complete the Budget Attachment

This Budget Attachment is included in the official proposal and upon submission will be rated as such per the requirements set forth in the Request for Proposals (RFP). Applicants are solely responsible for the accuracy and completeness of the information entered into this budget workbook.

- ▶ Enter name of Applicant at the top of the Project Budget worksheet.
- ▶ Provide complete and detailed information in each line-item and narrative section of the Project Budget worksheet that includes:
 - Language supporting each expense.
 - Expenses that are tied to program goals and planned activities.
- ▶ Request funds in whole dollars only. Do not use decimals.
- ▶ Applicants are limited to the use of the budget line items listed. Applicants are not required to request funds for every line item. If no money is requested for a certain line item, enter \$0 in the budget table and "N/A" in the corresponding narrative.
- ▶ The purpose of the narrative for each corresponding line item is to provide a narrative description of the item(s), and how the items and amounts requested will serve to meet the stated goals and objectives and planned activities of the project. **To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.**
- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Project Budget worksheet will auto populate based on the Applicant's entries.
- ▶ All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted.

Additionally, funds must be used consistent with US DOJ requirements and Part 200 Uniform Requirements (Title 2 of the Code of Federal Regulations) as described in the DOJ Grants Financial Guide, located at:

<https://www.ojp.gov/funding/financialguidedoj/overview>

Budget Line-Item Instructions

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and the benefits (if applicable) for every staff person from the applicant that will be funded by the grant. Applicants are encouraged to account for cost escalations and/or raises during the grant period when budgeting staffing costs. Within the corresponding narrative section, briefly describe their roles/responsibilities within the grant program.

NOTE: Include salaries and benefits for staff of the Applicant only. Salaries and benefits associated with subcontractors should be included in the applicable line item (e.g., Professional Services, NGO Subcontractors, etc.).

2. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Applicant. Services and supplies purchased by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

Be advised: Incentives and participant support items require separate and prior approval by BSCC, even if included here. Also please review the list of items Ineligible for reimbursement on Page 10.

3. **NGO Subcontractors:** List the names of all NGOs that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.
4. **Professional Services/Independent Contractors:** List the names of any professional consultants or independent contractors that will work on the project (e.g., evaluators, accountants, bookkeepers, staff trainers, technical assistance providers). Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).
5. **Public Agency Subcontractors:** List the names of any public agencies that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).
6. **Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of **\$3,500** or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Itemize all equipment and fixed assets to be purchased by the Applicant only - equipment and fixed assets purchased by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

Note: Equipment and fixed assets over **\$3,500** included in the proposed budget does not guarantee automatic approval; such purchases require separate and prior approval by BSCC.

- 7. Other (Travel, Training, etc.):** Itemize all costs that do not fit into the categories listed above, including travel and training. **At a minimum, applicants should budget for one 2-day trip to Sacramento for 3-5 key grant team members.** For this line item, include "other" costs for use by the Applicant agency only. Similar type costs allocated by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).

Note: Out-of-state travel using grant funding is permissible in rare cases. The use of state funds for out-of-state travel is monitored very closely. Justification for out-of-state travel undergoes a high level of review and scrutiny and approval is granted only in limited cases. Out-of-state travel included in the proposed budget does not guarantee automatic approval; out-of-state travel requests require separate and prior approval by the BSCC.

- 8. Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned or identified to a particular activity but are incurred and necessary to the operation of a grantee organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC website. Examples of indirect costs include, but are not limited to, rent and utilities, office supplies, administrative salaries and fringe benefits (such as managerial, clerical, accounting, human resources, and information technology).

For the Byrne State Crisis Intervention Program, indirect costs may be charged to grant funds using only one of the following two options:

- If the applicant organization has a federally approved indirect cost rate, the applicant may claim indirect costs up to the organization's federally approved indirect cost rate. Organizations may not request more than their federally approved rate and will be required to submit their federally approved rate documentation in order to receive reimbursement.
- If the applicant organization does not have a federally approved indirect cost rate, the applicant may use the Federal De Minimis 15% of their Modified Total Direct Costs (calculated as total direct costs, minus equipment, plus up to the first \$50,000 of each subcontract).

In the Indirect Costs Narrative section please identify the types or categories of expenses that will be supported by the indirect costs rate and what record keeping process will be used to provide source documentation. Note: A project cost must be consistently treated as either a direct or indirect cost, i.e., it cannot be included in both categories. For example, rent for office space cannot be included as a direct cost and also be included in the methodology used to calculate indirect costs.

State Crisis Intervention Program (SCIP) Project Budget and Budget Narrative

Name of Applicant:

Note: This top table will auto-populate based on the information entered in the sections below.

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. NGO Subcontractors Providing	\$0
4. Professional Services/Independent Contractors	\$0
5. Public Agency Subcontractors	\$0
6. Equipment/Fixed Assets	\$0
7. Other (Travel, Training, etc.)	\$0
8. Indirect Costs	\$0
TOTAL:	\$0

1. Salaries and Benefits

Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000
Example (FTE): Housing Navigator	1.00 FTE @ \$75,000 (Year 1) + @ \$80,000 (Year 2) + @ \$85,000 (Year 3) + benefits @ 25% = \$60,000	\$300,000
	TOTAL:	\$0

Salaries and Benefits Narrative: *Provide a brief description for each position to address their role on the grant project.*

2. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Grant Funds
Example: Supportive service items (bus passes, gas cards, etc.)	\$350 x 50 participants	\$17,500
TOTAL:		\$0

Services and Supplies Narrative: Provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.

3. Non-Governmental Organization (NGO) Subcontracts

Name of NGO Subcontractor	Calculation for Expenditure	Grant Funds
Example: Private Industrial Council	Training Class \$450 x 25 participants	\$11,250
TOTAL:		\$0

NGO Subcontracts Narrative: List each NGO subcontractor that will be providing direct services. Provide a brief description of the services that will be provided.

4. Professional Services/Independent Contractors		
Description of Subcontract	Calculation for Expenditure	Grant Funds
Example: XYZ Evaluation Services	\$XXXX per month for data collection and evaluation services	
TOTAL:		\$0
Professional Services/Independent Contractors Narrative: List each Professional Services/Independent Contractors (includes evaluators, accountants, bookkeepers, grants management, training, technical assistance, etc.). Provide a brief description of the services that will be provided.		
5. Public Agency Subcontracts		
Name of Public Agency	Calculation for Expenditure	Grant Funds
Example: River County Behavioral Health Services	0.75 FTE Behavioral Health Specialist @ 100,000 = \$75,000 x 3 years = \$225,000 + 30% benefits =	\$292,500
TOTAL:		\$0
Public Agency Subcontracts Narrative: List each public agency that will receive grant funds. Provide a brief description of the services that will be provided.		
6. Equipment/Fixed Assets (Items costing \$3,500 or more <i>per item</i> ; see #5 in the instructions)		
Description of Equipment/Fixed Asset	Calculation for Expense	Grant Funds
Example: Purchase of Vehicle	Toyota Prius @ Market Value	\$50,000
TOTAL:		\$0

Equipment/Fixed Assets Narrative: List any equipment or fixed assets that will be purchased with grant funds and provide a brief description for each item that explains how it will be used toward fulfilling grant objectives.

7. Other (Travel, Staff Training, etc.)

Description	Calculation for Expense	Grant Funds
Example: Staff Trainings	\$500/per training x 5 staff	\$2,500
TOTAL:		\$0

Other (Travel, Staff Training, etc.) Narrative: Provide a brief explanation for how each item listed above will contribute toward fulfilling grant objectives. Please budget for one 2-day trip to Sacramento for 3-5 key grant team members.

8. Indirect Costs

For this grant program, indirect costs may be charged using only ONE of the two options below:		Grant Funds
• If the applicant does not have a federally approved indirect cost rate, the applicant may claim indirect costs using the Federal De Minimis, 15% of Modified Total Direct Costs (calculated as 15% multiplied by total direct costs, minus equipment, plus up to the first \$50,000 of each subcontract)	\$0	\$0
• If the applicant has a federally approved indirect cost rate, may claim indirect costs up to the organization's federally approved indirect cost rate.	\$0	\$0
<i>Please see Instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item limit noted.</i>		\$0
TOTAL:		

Indirect Costs Narrative:

Attachment B: Project Work Plan

REQUIRED ATTACHMENT: You will be prompted to upload this document to the BSCC-Submittable Application.

Instructions: Applicants must complete a Project Work Plan using the format below. Provided goals and objectives must have a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives must be identified. Completed plans should identify:

- the project's top goals and objectives.
- how the goal(s) will be achieved in terms of the activities/services, responsible staff/partners, and the timelines.
- a list of the data elements to be collected.

Please cut and paste into a Word document. Expand cells as necessary.

(1) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.>	1.>	1.>	1.>
2.	2.	2.	2.
3.	3.	3.	3.
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >			

(2) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.> 2. 3.	1.> 2. 3.	1.> 2. 3.	1.> 2. 3.
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >			

(3) Goal:	>		
Objectives (A., B., etc.)	A.> B. C.		
Project activities and services that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1.> 2. 3.	1.> 2. 3.	1.> 2. 3.	1.> 2. 3.
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >			

Attachment C: Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor

Required Attachment: Applicants will be prompted to upload this document from the BSCC [Byrne SCIP website](#) to the BSCC Submittable Application Portal.

The Byrne SCIP RFP includes requirements that apply to non-governmental organizations **that receive BSCC grant funds as subcontractors**. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any Byrne SCIP funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Byrne SCIP funds must:

- Have been duly organized, in existence, and in good standing at least six (6) months prior to the start date of the applicant's Grant Agreement with BSCC.

Note: Non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the applicant's Grant Agreement with BSCC.

- Be registered with the California Secretary of State's Office, if applicable.
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship).
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.

In the table below, provide the name of the Grantee and list all subcontracted third parties.

Name of Grantee:

Name of Subcontracted Third Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

See next page for signature block.

Grantees are required to update this list and submit it to BSCC any time a new third-party subcontract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Byrne SCIP RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE			
<i>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</i>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (verified e-signature is acceptable) X			DATE

Attachment D: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

Required Attachment: Applicants will be prompted to upload this document from the BSCC [Byrne SCIP website](#) to the BSCC Submittable Application Portal.

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (verified e-signature is acceptable) X			DATE

Attachment E: Governing Board Resolution or Other Proof of Signing Authority

NOT REQUIRED AT TIME OF SUBMISSION

Instructions: Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include articles of incorporation, bylaws, or a board resolution conferring authority to the signatory.

Below is assurance language that should be included in a Governing Board resolution submitted to the Board of State and Community Corrections.

SAMPLE GOVERNING BOARD RESOLUTION

WHEREAS the ***(insert name of Applicant Agency)*** desires to participate in the 2024 Byrne State Crisis Intervention Program Grant administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the ***(insert title of designated official)*** be authorized on behalf of the ***(insert name of Governing Board)*** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Passed, approved, and adopted by the ***(insert name of Governing Board)*** in a meeting thereof held on ***(insert date)*** by the following:

Ayes:

Noes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____

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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: April 7, 2025

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

RECOMMENDATION:

It is recommended that the City Council continue this item until the Regular City Council Meeting on May 5, 2025, to provide sufficient time for all interested City Councilmembers to meet with Board Member Gonez, per City Council direction provided at the March 3, 2025 Regular Meeting.

BACKGROUND:

1. In 2020, Los Angeles Unified School District's (LAUSD) school board voted to make cuts to the District's Los Angeles School Police Department and remove police officers from all campuses in response to the Defund the Police movement and other related civil unrest movements at the time.
2. On August 7, 2023, the City Council approved a partnership with LAUSD to enter into a non-financial Memorandum of Understanding (MOU) Education Compact (Contract No. 2185) to support students and families in San Fernando.
3. On February 3, 2025, the City Council received presentations from the Los Angeles District Attorney and the San Fernando Police Department on current law enforcement policies and crime statistics relevant to the City. The City Council requested staff to develop an advocacy letter urging LAUSD to enhance police presence on campuses and improve partnerships with law enforcement agencies.
4. On March 3, 2025, the City Council considered the approval and distribution of a legislative advocacy letter to Board Member Gonez (Attachment "A"). The City Council directed staff to invite Board Member Gonez to present to City Council on School Safety, and table sending the letter to LAUSD to the April 7, 2025 City Council Meeting, pending Councilmember meetings with Member Gonez to discuss school policy and collaboration efforts.

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

Page 2 of 3

ANALYSIS:

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

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

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

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

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

BUDGET IMPACT:

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

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

Page 3 of 3

CONCLUSION:

It is recommended that the City Council continue this item until to the May 5, 2025 Regular City Council Meeting to provide sufficient time for all interested City Councilmembers to meet with Board Member Gonez, per City Council direction provided at the March 3, 2025 Regular Meeting.

ATTACHMENTS:

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



THE CITY OF SAN FERNANDO

CITY COUNCIL

April 7, 2025

MAYOR
MARY MENDOZA

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

VICE MAYOR
MARY SOLORIOCOUNCILMEMBER
JOEL FAJARDOCOUNCILMEMBER
VICTORIA GARCIACOUNCILMEMBER
PATTY LÓPEZ**Re: Support for Police Presence and Partnerships on School Campuses**

Dear Board Member Gonez,

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

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

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

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

OFFICE OF THE
CITY COUNCIL

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1201

WWW.SFCITY.ORG

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

DISTRICT 6 BOARD MEMBER KELLY GONEZ

Support for Police Presence and Partnerships on School Campuses

Page 2 of 3

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

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

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

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

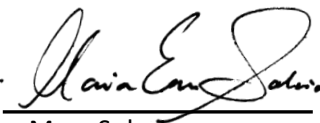
Thank you for your leadership and commitment to the students and families of our shared community. We look forward to your response and to working together to continue building safer and more resilient schools across the San Fernando Valley.

Sincerely,

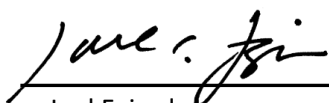
COUNCILMEMBER ELECTRONIC SIGNATURES



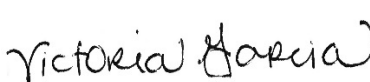
Mary Mendoza
Mayor



Mary Solorio
Vice Mayor



Joel Fajardo
Councilmember



Victoria Garcia
Councilmember



Patty López
Councilmember

DISTRICT 6 BOARD MEMBER KELLY GONEZ

Support for Police Presence and Partnerships on School Campuses

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

Reported Incident Data

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

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: April 7, 2025

Subject: Consideration to Approve a Renewal Contract with the County of Los Angeles for Public Health Services

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a renewal contract between the City of San Fernando and the County of Los Angeles ("County") (Attachment "A" – Contract No. 2350) for Public Health Services ("PHS") effective July 1, 2025 through June 30, 2029, thereafter automatically renewing for consecutive five (5) year terms; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

BACKGROUND:

1. In 1963, the City Council approved County of Los Angeles Contract No 7225 for public health services in the City (Attachment "B"), which has been automatically renewed annually.
2. On October 22, 2024, the County of Los Angeles Board of Supervisors approved an updated replacement agreement with each city for health officer services. The County's staff report is included as Attachment "C".
3. On March 21, 2025, the City received the updated Public Health Services (PHS) agreement from the County, which is required to continue receiving Public Health Officer services from the Los Angeles County Department of Public Health.

ANALYSIS:

The Los Angeles County Department of Public Health (DPH) provides essential services that protect and improve community well-being. These include monitoring and responding to disease

Consideration to Approve a Renewal Contract with the County of Los Angeles for Public Health Services

Page 2 of 2

outbreaks, providing vaccinations, managing infectious diseases, promoting health through education on nutrition, mental health, and chronic disease prevention. DPH also ensures emergency preparedness for pandemics and natural disasters while overseeing environmental health, including maternal and child health programs.

Under State law, cities may contract with counties for local public health services, allowing the County Health Officer to enforce public health laws, conduct inspections, and perform related functions within the City's jurisdiction, as authorized under Title 17 of the California Code of Regulations.

The PHS contract designates the County Health Officer as the local health officer for the City. Since its approval in 1963, this agreement has been automatically renewed annually for the past 60 years. As part of an effort to update outdated terms and legal citations and modernize the overall agreement, the County Board of Supervisors recently approved a new general agreement and authorized DPH to distribute to cities for review and execution.

The City's current PHS contract will expire on June 30, 2025. To ensure the continued provision of public health services, staff recommends that the City Council approve the updated PHS contract, effective July 1, 2025, through June 30, 2029, with automatic five-year renewals thereafter.

BUDGET IMPACT:

The approval of the proposed PHS agreement will authorize services to be provided on an as-needed basis and does not commit the City to a fixed cost. Any costs related to these as-needed services will be included as part of the City's annual operating budget.

CONCLUSION:

It is recommended that the City Council approve the renewal of the PHS Contract between the City of San Fernando and the County effective July 1, 2025 through June 30, 2029, thereafter automatically renew for consecutive five (5) year terms; and authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

ATTACHMENTS:

- A. Contract No. 2350
- B. Contract No. 7225
- C. County of Los Angeles Public Health Staff Report

Contract No. PH-005655

**DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH SERVICES CONTRACT**

THIS CONTRACT "Contract" is made and entered into on _____

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

CITY OF SAN FERNANDO
(hereafter "City")

THIS PUBLIC HEALTH SERVICES CONTRACT ("Contract") is made by and between the County of Los Angeles, hereinafter referred to as the "County", and the City of San Fernando hereinafter referred to as "City."

RECITALS:

The City desires to continue to contract with the County for the performance of public health services by the County's Department of Public Health ("Public Health"), for the County's Health Officer to act as the City's Health Officer, and for the County's Department of Public Health to serve as the City's Environmental Health Department.

The County agrees to continue performing such services on the terms and conditions set forth in this Contract.

This Contract is authorized by California Health and Safety Code Sections 101400 and 101405.

To effectuate public health services for the City, the County and its duly appointed Health Officer shall exercise the powers and duties that are conferred upon local health officers by law.

The County Health Officer shall fulfill the obligations and exercise the authority conferred by California Health and Safety Code Sections 101470 and 101475 within the territorial jurisdiction of the City in the performance of this Contract.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **TERM:** This Contract shall become effective upon date of execution, and replace all prior contracts for public health services between the City and County. This contract shall continue in full force and effect until June 30, 2029. Subject to Section 7 below, this Contract shall thereafter be automatically renewed for consecutive five (5) year terms, for an indefinite period, without further action by either City or County, unless City or County terminates the Contract in the manner set forth in Section 7.
2. **PUBLIC HEALTH SERVICES:** The County and the County's Health Officer shall observe and enforce within the territorial jurisdiction of the City all of the following:
 - a. Orders, quarantine, and other regulations, concerning public health, prescribed by the California Department of Public Health ("CDPH").
 - b. Statutes relating to public health.
 - c. Provisions of Los Angeles County Code, Title 11, and any amendments thereto, as adopted by City by ordinance or resolution, to the same extent as they are enforced in the unincorporated area of the County.
3. **DESCRIPTION OF PUBLIC HEALTH FUNCTIONS:**
 - a. The performance of all public health services, the standard of performance and other matters incidental to the performance of public health services and observation and enforcement of public health statutes, regulations, ordinances and CDPH orders and guidance shall be determined solely at the discretion of the County Health Officer and/or Director of County

Public Health. The control of County personnel under this Contract shall remain exclusively with the County.

- b. The County agrees to continue to perform for the City such public health services as are authorized or mandated by state laws or regulations related to public health, to be performed by the local health officer or local enforcement agency.
 - i. Pursuant to California Health and Safety Code section 101045, the County shall investigate health and sanitary conditions in detention facilities operated by the City, if any. County may bill and receive payment from City for inspection and reporting services in the manner provided by Paragraph 4, subsections (g) and (h) of this Contract.
 - ii. For future enactments of state law or regulation, County agrees to perform public health services that impose a specific duty or obligation on the local health officer to observe or enforce. Should future state law statutory or regulatory enactment related to public health not impose a duty or obligation on the local health officer, City may request in writing that the County perform that public health service. Should County elect to perform that discretionary public health service for City, pursuant to such City request, then County may bill and receive payment from City for inspection and reporting services in the manner provided by Section 4, subsections (g) and (h) of this Contract.
- c. The County agrees to continue to perform for the City such public health services as authorized or mandated by provisions of Title 11 of the Los Angeles County Code, and any amendments or additions thereto, that the City has adopted via ordinance or resolution.
 - i. Should the County Board of Supervisors enact future provisions to or amend existing provisions of Title 11 of the Los Angeles County Code, County will inform the City of the newly enacted provision or amendment via email to the City's Manager, and describe the

- enacted new provision or amendment and the impact to the services performed under this Contract, if any.
- ii. For future ordinances that may be enacted by the Board of Supervisors into Title 11 of the Los Angeles County Code, in order for the County to observe and enforce that enacted ordinance within the City, the City must approve the incorporation of the identical version of that new Title 11 provision into its municipal code via ordinance or by resolution of the City Council.
 - iii. Any future amendments to provisions of Title 11 of the Los Angeles County Code that exist in the City's Municipal Code at the date of the execution of this Contract, shall be incorporated by the City into its municipal code.
- d. The County shall issue public health permits and licenses to permittees located within the City and collect the fees as provided for in Los Angeles County Code, Title 8, Chapter 8.04. Such fees shall be retained by County Public Health for the benefit of County as full compensation for the services performed by the Public Health Director and County Health Officer on behalf of the City.
- i. County may, from time to time, amend or alter the public health permit or license fees charged to those individuals or entities required to obtain a public health permit or license pursuant to either state statute or Los Angeles County Code, Title 8, Chapter 8.04.
 - ii. City may not set, collect, or retain public health permit or license fees for any public health service performed by County under this Contract.
- e. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to provide the public health services described in this Contract and as necessary to protect the public health, safety, and welfare as determined by Public Health in its sole discretion. All persons employed in

the performance of public health services and functions under this Contract shall be County personnel.

4. GENERAL TERMS:

- a. To facilitate the performance of public health services, City and County will cooperate and assist each other to fulfill the purpose and intent of this Contract.
- b. Exhibit A of this Contract, which is attached hereto and incorporated herein, shall provide the language of the City's Municipal Code, as amended, that reflects the City's specific adoption of Division 1 of Title 11 of the Los Angeles County Code as of the effective date of this Contract. Exhibit A may be revised to reflect any changes to the City's Municipal Code regarding Title 11 of the Los Angeles County Code.
- c. All persons employed in the performance of such public health duties, functions and services for City shall be County employees or personnel and no City employee shall be supplanted by County, and no person employed by County under this Contract shall have any City pension, civil service, or any status or right.
- d. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or be liable for compensation to or required to indemnify any County employee for injury or sickness arising out of his or her employment.
- e. The parties have executed an Assumption of Liability Contract approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Contract approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Contract by reference. In the event that the Board of Supervisors later approves a revised Joint Indemnity Contract, and the City executes the

revised contract, the subsequent contract as of its effective date shall supersede the contract previously in effect between the parties hereto.

- f. City is not required to separately reimburse County for the performance or enforcement of any City ordinance or resolution which adopts identical provisions of Los Angeles County Code, Title 11, and its amendments.
 - g. Should City request in writing additional public health services of the County, that are not required by statute, regulation or CDPH Order, or as provided in Title 11 of the Los Angeles County Code, the County may charge the City, at rates approved by the Board of Supervisors, an hourly rate that will reimburse the County for the costs for the provision of those specific public health services.
 - h. County, through its Director of Public Health, must render to City within twenty (20) calendar days after the close of each calendar month an itemized invoice which covers all extra services performed for City if such services were requested by the City in writing, during said month, and City must pay County within thirty (30) days after date of such invoice.
 - i. If a violation of public health statutes, regulations or ordinances results in a public health hazard within the City, County will notify the City Manager in writing. If the City elects to pursue legal prosecution or abatement, City shall provide to County contact information for counsel that will represent the City or the People in any legal proceeding to abate or mitigate the public health hazard. City shall bear the full cost of such proceedings. County may bill City on an hourly basis for time spent by County employees participating in such legal proceedings.
5. **NOTICES:** Notices hereunder must be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Public Health Director, or the Director's designee, is authorized to execute all notices or demands which are required or permitted by County under this Contract.

Addresses and parties to be notified may be changed by providing at least ten (10) working days prior written notice to the other party.

A. Notices to County must be addressed as follows:

- (1) Department of Public Health
Environmental Health – Administrative Headquarters
5050 Commerce Drive
Baldwin Park, California 91706
Attention: Director, Environmental Health
E-mail: EHAdmin@ph.lacounty.gov
- (2) Department of Public Health
Contracts and Grants Division
5555 Ferguson Drive, 2nd Floor, Suite 210
Commerce, CA 90022
Attention: Division Director
Email: contracts-grants@ph.lacounty.gov
- (3) Department of Public Health
Office of the Director
Attention: Director, Public Health
313 North Figueroa Street
Los Angeles, CA 90012
Email: DPHDirector@ph.lacounty.gov

B. Notices to City must be addressed as follows:

- (1) City of San Fernando
Attention: City Manager
117 Macneil Street
San Fernando, CA 91340
Email: nkimball@sfcity.org
Phone: (818) 898-1200

6. **GOVERNING LAW, JURISDICTION, AND VENUE:** This Contract will be governed by, and will be construed in accordance with, the laws of the State of California. City agrees and consents to the exclusive jurisdiction of the courts of the State of California or the United States Courthouse, Central District, Western Division, for all purposes regarding this Contract and further agrees and consents

that venue of any action brought under this Contract shall be exclusively in the County of Los Angeles.

7. **TERMINATION FOR CONVENIENCE:** The performance of services under this Contract may be terminated, with or without cause, in whole or in part, from time to time when such action is deemed by County or City to be in their own best interest. Termination of services hereunder shall be effectuated by the delivery of an advance written Notice of Termination of the entire Contract by one party to the other at least one hundred and eighty (180) calendar days prior to July 1 of the following calendar year. The termination of services may only be effective on July 1 of the calendar year, so as to assure no lapse in public health and local health officer services to the residents of City.
8. **ALTERATION OF TERMS/AMENDMENTS:** The body of this Contract and any Exhibits attached hereto, and documents incorporated by reference, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.
9. **INDEPENDENT CONTRACTOR STATUS:** This Contract is by and between the County and City and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and City. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

10. NO INTENT TO CREATE A THIRD-PARTY BENEFICIARY CONTRACT:

Notwithstanding any other provision of this Contract, the parties do not in any way intend that any person shall acquire any rights as a third-party beneficiary under this Contract.

11. VALIDITY: If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

12. WAIVER: No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by its Director of Public Health, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officer, the month, day, and year first written above.

CITY OF SAN FERNANDO

COUNTY OF LOS ANGELES

By: _____
Nick Kimball
City Manager

By: _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

Date: _____

Date: _____

APPROVED AS TO FORM
BY THE OFFICE OF THE CITY ATTORNEY

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL

DAWYN R. HARRISON, County Counsel

By: _____
Richard Padilla, City Attorney

APPROVED AS TO CONTRACT
ADMINISTRATION:
Department of Public Health

Date: _____

By: _____
Contracts and Grants Division

ATTEST:

Date: _____

By: _____
Julia Fritz, City Clerk

Date: _____
(AFFIX CORPORATE SEAL HERE)

#07642:db

Exhibit A:

CITIES - HEALTH OFFICER - ADOPTION OF COUNTY CODE

SAN FERNANDO

ADOPTION OF OUR COUNTY CODE TITLE 8 & TITLE 11

ARTICLE III. - HEALTH CODE

Sec. 42-81. - Adopted by reference.

Title 11, Health and Safety, of the Los Angeles County Code, as amended and in effect on May 1, 1996, is adopted by this express reference thereto as the health and safety code for the city. A copy of the health and safety code has been deposited in the office of the city clerk and shall be at all times maintained by the clerk for use and examination by the public.

(Code 1957, § 11A.1)

Sec. 42-84. - Authority of county health officers to enforce regulations regarding food handler training certification and posting of letter grade cards and inspection scores in food establishments.

Sections 8.04.165, 8.04.225, 8.04.275, 8.04.337, 8.04.405, 8.04.752, 8.04.755, 8.04.930, and 8.04.943 of title 8 and the provisions of chapter 11.11 of title 11 of the Los Angeles County Code, as enacted by and referenced in Los Angeles County Ordinance No. 97-0071, effective January 16, 1998, fully express the will and intention of the city council as to those matters relating to public health which are contained therein and are adopted and are incorporated in this article by reference. Subsections 42-82(1) and (2) and section 42-83 of this article shall not apply to the Los Angeles County Code provisions adopted by reference pursuant to this section.

(Ord. No. 1493, § 1(11A.5), 5-18-1998)

CITY MUNICIPAL CODE EXCLUSION OF SPECIFIC PUBLIC HEALTH SERVICES

None

AGREEMENT - HEALTH SERVICES



THIS AGREEMENT, made and entered into this 10th No. 7225
day of June, 19 63, by and between
the COUNTY OF LOS ANGELES, State of California, hereinafter
called the "County," and the CITY OF San Fernando,
Los Angeles County, California, a municipal corporation,
hereinafter called the "City,"

WITNESSETH:

THAT WHEREAS, Sections 480, 481 and 482 of the
Health and Safety Code of the State of California
authorize the Board of Supervisors of the County to contract
with the City for the performance by the Health Officer
and other employees of the County of any or all functions
relating to the enforcement in the City of all ordinances
thereof relating to public health and sanitation, and the
making of all inspections and the performance of all
functions in connection therewith at cost;

NOW, THEREFORE, in consideration of the mutual
covenants and agreements herein contained, it is hereby
agreed as follows:

FIRST: The County agrees to render such public
health services as authorized by Sections 480 and 482 of
the Health and Safety Code of the State of California and
as may be required by the City as provided by its
ordinances now in effect or hereafter adopted. Copies of

APPROVED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

MAY 20 '63

GORDON T. H.
CLERK OF THE

all ordinances now in effect, or hereafter adopted, and all amendments thereto, shall be promptly supplied the County of Los Angeles. It is understood that the City, upon proper resolution by the City Council, shall make request in writing to the County Health Officer for performance of services required under ordinances now in effect or later to be enacted.

SECOND: The City agrees to pay the cost as defined in Paragraph Ninth hereof, for the enforcement of said ordinance or ordinances, or in its election, the provisions in Paragraph Fifteenth. Costs of services rendered under Paragraph Fifth shall be paid pursuant to Paragraph Ninth. Services performed under Paragraph Sixteenth shall be paid for in the manner of election as provided for therein.

THIRD: It is expressly and mutually agreed that the City shall compensate the County for court time in the enforcement of local ordinances on the basis of the cost of performing said work as defined in Paragraph Ninth hereof, reduced by the amount recovered by witness fees.

FOURTH: No services to be compensated for pursuant to Paragraphs Third and Ninth hereof shall be performed unless said City shall have available funds previously appropriated to cover the costs hereof.

FIFTH: In the event the City desires to have rodent control and extermination measures undertaken by the County, it is expressly and mutually agreed that the City shall

compensate the County for the cost of providing said service, as defined in Paragraph Ninth hereof. Further, it is expressly understood that the City shall notify the County Health Officer of its intent to avail itself of rodent control or extermination; that the City shall set aside a sum sufficient to cover the cost of rodent control or extermination; that the County Health Officer shall be notified of the amount set aside for the control and suppression of rodents; and that the County shall not exceed the amount set up by the City unless expressly authorized in writing to do so by the City.

SIXTH: The County agrees to submit to the City during the life of this agreement periodic statements in duplicate for services rendered during the period covered, and the City agrees to pay the cost thereof within thirty (30) days after receipt of such billing. If the City desires monthly billing it shall notify the County in writing, otherwise billing periods shall be fixed by the County.

SEVENTH: It is expressly agreed between the parties hereto that nothing herein contained shall be construed to bind the City to designate or demand of the County, or the County to furnish any particular number of inspections or visits.

EIGHTH: Performance hereunder shall commence on July 1, 1963, and this contract shall remain in full force and effect to July 1, 1964, and unless then terminated shall be renewed without further action

of the contracting parties from year to year. Either party hereto shall have the right to terminate this agreement at the end of any fiscal year by giving written notice of such intention to so do, such notice to be given not less than thirty (30) days prior to the end of any fiscal year.

NINTH: The City agrees to pay the County the cost of performing all services covered by this agreement, except as otherwise provided in Paragraph Fifteenth hereof. Costs shall include salaries of employees engaged in performing said services, a pro-rate of vacation and sick leave, supervision of such employees while so employed, the County Retirement Contribution and Workmen's Compensation Insurance Premiums on salaries, traveling expenses, supplies, plus a pro-rate of all indirect expenses. If the cost of providing the services changes, the City shall be notified of each such change in writing. 1

TENTH: For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the level of service to be rendered hereunder.

ELEVENTH: Notwithstanding anything hereinbefore contained, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied.

by said City at its own cost and expense.

TWELFTH: All persons employed in the performance of such services and functions for said City shall be County employees, and no City employee as such shall be taken over by said County, and no person employed hereunder shall have any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof, every County officer and employee engaged in performing any such service and function shall be deemed to be an officer or employee of said City while performing service for said City, which service is within the scope of this agreement and is a municipal function.

THIRTEENTH: City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for said City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his employment.

FOURTEENTH: County, its officers and employees, shall not be deemed to assume any liability for intentional or

negligent acts of said City or of any officer or employee thereof.

FIFTEENTH: In the event City by ordinance adopts the provisions of the Public Health Code of County (Ordinance No. 7583), the Health Officer shall perform the services necessary to enforce said ordinance provisions in the City to the same extent as the County Ordinance is enforced in unincorporated territory, and shall issue the permits and collect the fees provided for in Section 750 of said Public Health Code.

Said fees shall be retained by the Health Officer for the benefit of County as full compensation for the services performed by the Health Officer in the enforcement of said ordinance provisions, except that any court time spent in the enforcement thereof shall be compensated for in accordance with Paragraph Third hereof. In the event and whenever County Ordinance No. 7583 is amended to change the amount or amounts of any of the said permit fees, City shall at once amend its ordinance to provide permit fees in the exact amount as those designated in the County Ordinance as amended.

In the event that the City elects to set, collect and retain its own permit fees, it shall so notify the County Health Officer, and shall thereafter pay the cost of the service under this paragraph pursuant to Paragraph Ninth.

SIXTEENTH: The County agrees to enforce the provisions of Division 13, Part 2 of the Health and Safety Code of the State of California, relating to the sanitation, maintenance, use and occupancy of mobile homes and mobile

home parks and as may be requested pursuant to such sections by the City. It is understood that any such requests shall be in writing, directed to the County Health Officer and specifically designate the services to be required pursuant to any or all of the above sections of the Health and Safety Code. Such notification to the County Health Officer from the City shall indicate the election of the City that the City agrees either to pay the cost as defined in Paragraph Ninth hereof for the enforcement of said provisions of Division 13, Part 2 of the Health and Safety Code or that the City desires the County Health Officer to collect and retain the annual operating permit fees as prescribed in Division 13, Part 2 as full compensation for services performed by the County Health Officer.

INWITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF SAN FERNANDO

BY

Ralph A. Hayes
MAYOR

ATTEST:

Lula Edwards
City Clerk

COUNTY OF LOS ANGELES

ATTEST:

GORDON T. NESVIG
Clerk of the
Board of Supervisors

(SEAL)

BY

WARREN M. DORN
Chairman, Board of Supervisors

WINIFRED BERNSTEIN
Deputy

APPROVED AS TO FORM
HAROLD W. KENNEDY, County Counsel

BY

David D. King
Deputy

4/63

-7-



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

ANISH P. MAHAJAN, M.D., M.S., M.P.H.
Chief Deputy Director

313 North Figueroa Street, Suite 806
Los Angeles, CA 90012
TEL (213) 268-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



BOARD OF SUPERVISORS

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

October 08, 2024

31 October 22, 2024

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO EXECUTE 85 CITY CONTRACTS FOR PUBLIC HEALTH SERVICES
EXCLUDING THE CITIES OF LONG BEACH, PASADENA AND VERNON
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute contracts for the administration of local public health services with 85 contracted cities (excluding Long Beach, Pasadena, and Vernon that have municipal public health departments) across Los Angeles County to reflect updated laws and revise outdated contract language.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (Public Health) to execute contracts substantially similar to Exhibit I, with the 85 cities listed in Attachment A, for public health services, effective upon date of execution through June 30, 2029, automatically renewed for consecutive five (5) year terms, for an indefinite period, at no cost to the County.
2. Delegate authority to the Director of Public Health, or designee, to execute amendments to the public health services contracts to correct errors, update exhibits to the contract, or revise the contract's terms and conditions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County of Los Angeles (County) has existing public health services contracts with 85 cities across Los Angeles County. California law authorizes contracts for local public health administration between counties and cities. These contracts allow the County's Health Officer to serve as the local health officer within the jurisdictions of the contracted cities. The County has performed these services through Public Health on behalf of the contracted cities for approximately 60 years. Many of these existing contracts were executed during the 1960s and have not been updated since they were originally executed. Accordingly, certain language and provisions of the contracts have become outdated given the changes in applicable law and public health practice over the course of the past seven decades. Public Health is offering these updated contracts to the 85 contracted cities, to replace the existing, but outdated contracts, in order to better align the language of the contract with current County public health practice and modernize the agreements with current statutory citations.

Approval of Recommendation 1 will allow for the continued administration of local public health within the cities, and continues the County's performance of local health officer functions, including, inspection services, and observation and enforcement of public health laws and regulations within those cities.

Public Health has updated the language and statutory references for the City-County Public Health contracts after a stakeholder engagement process with a workgroup of representative contracted cities to gather feedback and answer questions.

Approval of Recommendation 2 will allow Public Health to execute amendments to the contracts to correct errors, update exhibits, or revise the contract's terms and conditions, as necessary.

Implementation of Strategic Plan Goals

The recommended actions support North Star 2, Foster vibrant and resilient communities, Focus Area Goal F: Community Connections, Strategy ii. Community participation of the County Strategic Plan.

FISCAL IMPACT/FINANCING

Public Health provides the local administration of public health services to cities on a no-cost basis. For facilities or locations that require a County issued public health permit, the contract continues to permit the County to solely collect the required public health permit fees to fund the cost of its operations. For the administration of other public health services that do not require a public health permit, Public Health will continue to provide those services using current funding sources. This contract permits Public Health to charge a cost reimbursement fee to a City in two instances: (1) For inspection of a City owned or operated detention facility pursuant to Health and Safety Code section 101045; (2) additional public health administration or inspection services that are specifically requested by the City and are either non-customary or outside of the scope of public health services under this contract.

There are no net County costs associated with this action.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

State law allows cities to contract with a County for the administration of local public health services and the performance by the County health officer of any enforcement functions within the City related to ordinances of public health and sanitation, and all inspections and other related functions within the City. (Health and Safety Code Section 101400). These contracting cities have consented to the County Health Officer to enforce and observe laws, orders and regulations related to public health within the city (Health and Safety Code Section 101405). Specific categories of State mandated public health functions performed by the County Health Officer for the cities are provided in Title 17 of the California Code of Regulations, Section 1276, and include the following services: public health statistics (birth and death certificates); communicable disease control (COVID-19, tuberculosis, hepatitis, sexually transmitted infections); medical and nursing services to promote maternal and child health; environmental health and sanitation services; health education programs; public health laboratory and testing services; public health nursing services; and services in nutrition, chronic disease, family planning, and the social determinants affecting health.

The current public health services contracts contain terms that are outdated, as the legal citations have changed. In 1991, the California State Legislature reorganized the Health and Safety Code. Public Health updated the language and statutory references for the City-County Public Health contracts after a stakeholder engagement process with a workgroup of representative contracted cities to gather feedback and answer questions. The updated local administration of public health services contracts include these updated statutory references and updated contractual language that aligns current public health practice.

Exhibit I has been approved by County Counsel to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will not impact any current services provided by Public Health to the cities. It will allow Public Health to finalize updated agreements with cities that accurately reflect current laws and regulations, as well as aligning the contractual language with current public health practice. These updated contracts will continue existing public health services without interruption to the 85 contracted cities in Los Angeles County.

The Honorable Board of Supervisors

10/8/2024

Page 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara Ferrer". The signature is fluid and cursive, with the first name "Barbara" written in a larger, more prominent script than the last name "Ferrer".

Barbara Ferrer, PhD, MPH, MEd

Director

Barbara Ferrer, Ph.D., M.P.H., M.Ed.

Director

BF:db

#07642

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Attachment A

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
CITY CONTRACTS FOR PUBLIC HEALTH SERVICES**

List of Contracted Cities

CITY			
1	Agoura Hills	44	Lakewood
2	Alhambra	45	Lancaster
3	Arcadia	46	Lawndale
4	Artesia	47	Lomita
5	Avalon	48	Los Angeles
6	Azusa	49	Lynwood
7	Baldwin Park	50	Malibu
8	Bell	51	Manhattan Beach
9	Bell Gardens	52	Maywood
10	Bellflower	53	Monrovia
11	Beverly Hills	54	Montebello
12	Bradbury	55	Monterey Park
13	Burbank	56	Norwalk
14	Calabasas	57	Palmdale
15	Carson	58	Palos Verdes Estates
16	Cerritos	59	Paramount
17	Claremont	60	Pico Rivera
18	Commerce	61	Pomona
19	Compton	62	Rancho Palos Verdes
20	Covina	63	Redondo Beach
21	Cudahy	64	Rolling Hills
22	Culver City	65	Rolling Hills Estates
23	Diamond Bar	66	Rosemead
24	Downey	67	San Dimas
25	Duarte	68	San Fernando
26	El Monte	69	San Gabriel
27	El Segundo	70	San Marino
28	Gardena	71	Santa Clarita
29	Glendale	72	Santa Fe Springs
30	Glendora	73	Santa Monica
31	Hawaiian Gardens	74	Sierra Madre
32	Hawthorne	75	Signal Hill
33	Hermosa Beach	76	South El Monte
34	Hidden Hills	77	South Gate
35	Huntington Park	78	South Pasadena
36	Industry	79	Temple City
37	Inglewood	80	Torrance
38	Irwindale	81	Walnut
39	La Cañada-Flintridge	82	West Covina
40	La Habra Heights	83	West Hollywood
41	La Mirada	84	Westlake Village
42	La Puente	85	Whittier
43	La Verne		

BL #07642

Contract No. _____

**DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH SERVICES CONTRACT**

THIS CONTRACT "Contract" is made and entered into on _____,
by and between COUNTY OF LOS ANGELES (hereafter
"County") and _____ (hereafter "City")

THIS PUBLIC HEALTH SERVICES CONTRACT ("Contract"), dated for purposes
of reference only, July 1, 2024, is made by and between the County of Los Angeles,
hereinafter referred to as the "County", and the City of City Name hereinafter referred to
as "City."

RECITALS:

- (a) The City desires to continue to contract with the County for the performance of public health services by the County's Department of Public Health ("Public Health"), for the County's Health Officer to act as the City's Health Officer, and for the County's Department of Public Health to serve as the City's Environmental Health Department.
- (b) The County agrees to continue performing such services on the terms and conditions set forth in this Contract.
- (c) This Contract is authorized by California Health and Safety Code Sections 101400 and 101405.
- (d) To effectuate public health services for the City, the County and its duly appointed Health Officer shall exercise the powers and duties that are conferred upon local health officers by law.
- (e) The County Health Officer shall fulfill the obligations and exercise the authority conferred by California Health and Safety Code Sections 101470 and 101475 within the territorial jurisdiction of the City in the performance of this Contract.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

- 1. **TERM:** This Contract shall become effective upon date of execution, and replace all prior contracts for public health services between the City and County.

This contract shall continue in full force and effect until June 30, 2029. Subject to Section 7 below, this Contract shall thereafter be automatically renewed for consecutive five (5) year terms, for an indefinite period, without further action by either City or County, unless City or County terminates the Contract in the manner set forth in Section 7.

2. **PUBLIC HEALTH SERVICES:** The County and the County's Health Officer shall observe and enforce within the territorial jurisdiction of the City all of the following:

- a. Orders, quarantine, and other regulations, concerning public health, prescribed by the California Department of Public Health ("CDPH").
- b. Statutes relating to public health.
- c. Provisions of Los Angeles County Code, Title 11, and any amendments thereto, as adopted by City by ordinance or resolution, to the same extent as they are enforced in the unincorporated area of the County.

3. **DESCRIPTION OF PUBLIC HEALTH FUNCTIONS:**

- a. The performance of all public health services, the standard of performance and other matters incidental to the performance of public health services and observation and enforcement of public health statutes, regulations, ordinances and CDPH orders and guidance shall be determined solely at the discretion of the County Health Officer and/or Director of County Public Health. The control of County personnel under this Contract shall remain exclusively with the County.
- b. The County agrees to continue to perform for the City such public health services as are authorized or mandated by state laws or regulations related to public health, to be performed by the local health officer or local enforcement agency.
 - i. Pursuant to California Health and Safety Code section 101045, the County shall investigate health and sanitary conditions in detention facilities operated by the City, if any. County may bill and receive

payment from City for inspection and reporting services in the manner provided by Paragraph 4, subsections (g) and (h) of this Contract.

- ii. For future enactments of state law or regulation, County agrees to perform public health services that impose a specific duty or obligation on the local health officer to observe or enforce. Should future state law statutory or regulatory enactment related to public health not impose a duty or obligation on the local health officer, City may request in writing that the County to perform that public health service. Should County elect to perform that discretionary public health service for City, pursuant to such City request, then County may bill and receive payment from City for inspection and reporting services in the manner provided by Section 4, subsections (g) and (h) of this Contract.
- c. The County agrees to continue to perform for the City such public health services as authorized or mandated by provisions of Title 11 of the Los Angeles County Code, and any amendments or additions thereto, that the City has adopted via ordinance or resolution.
 - i. Should the County Board of Supervisors enact future provisions to or amend existing provisions of Title 11 of the Los Angeles County Code, County will inform the City of the newly enacted provision or amendment via email to the City's Manager, and describe the enacted new provision or amendment and the impact to the services performed under this Contract, if any.
 - ii. For future ordinances that may be enacted by the Board of Supervisors into Title 11 of the Los Angeles County Code, in order for the County to observe and enforce that enacted ordinance within the City, the City must approve the incorporation of the identical version of that new Title 11 provision into its municipal code via ordinance or by resolution of the City Council.

Exhibit I

- iii. Any future amendments to provisions of Title 11 of the Los Angeles County Code that exist in the City's Municipal Code at the date of the execution of this Contract, shall be incorporated by the City into its municipal code.
- d. The County shall issue public health permits and licenses to permittees located within the City and collect the fees as provided for in Los Angeles County Code, Title 8, Chapter 8.04. Such fees shall be retained by County Public Health for the benefit of County as full compensation for the services performed by the Public Health Director and County Health Officer on behalf of the City.
 - i. County may, from time to time, amend or alter the public health permit or license fees charged to those individuals or entities required to obtain a public health permit or license pursuant to either state statute or Los Angeles County Code, Title 8, Chapter 8.04.
 - ii. City may not set, collect, or retain public health permit or license fees for any public health service performed by County under this Contract.
- e. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to provide the public health services described in this Contract and as necessary to protect the public health, safety, and welfare as determined by Public Health in its sole discretion.

All persons employed in the performance of public health services and functions under this Contract shall be County personnel.

4. GENERAL TERMS:

- a. To facilitate the performance of public health services, City and County will cooperate and assist each other to fulfill the purpose and intent of this Contract.

Exhibit I

- b. Exhibit A of this Contract, which is attached hereto and incorporated herein, shall provide the language of the City's Municipal Code, as amended, that reflects the City's specific adoption of Division 1 of Title 11 of the Los Angeles County Code as of the effective date of this Contract. Exhibit A may be revised to reflect any changes to the City's Municipal Code regarding Title 11 of the Los Angeles County Code.
- c. All persons employed in the performance of such public health duties, functions and services for City shall be County employees or personnel and no City employee shall be supplanted by County, and no person employed by County under this Contract shall have any City pension, civil service, or any status or right.
- d. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or be liable for compensation to or required to indemnify any County employee for injury or sickness arising out of his or her employment.
- e. The parties have executed an Assumption of Liability Contract approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Contract approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Contract by reference. In the event that the Board of Supervisors later approves a revised Joint Indemnity Contract, and the City executes the revised contract, the subsequent contract as of its effective date shall supersede the agreement previously in effect between the parties hereto.
- f. City is not required to separately reimburse County for the performance or enforcement of any City ordinance or resolution which adopts identical provisions of Los Angeles County Code, Title 11, and its amendments.
- g. Should City request in writing additional public health services of the County, that are not required by statute, regulation or CDPH Order, or as provided in Title 11 of the Los Angeles County Code, the County may

charge the City, at rates approved by the Board of Supervisors, an hourly rate that will reimburse the County for the costs for the provision of those specific public health services.

- h. County, through its Director of Public Health, must render to City within twenty (20) calendar days after the close of each calendar month an itemized invoice which covers all extra services performed for City if such services were requested by the City in writing, during said month, and City must pay County within thirty (30) days after date of such invoice.
- i. If a violation of public health statutes, regulations or ordinances results in a public health hazard within the City, County will notify the City Manager in writing. If the City elects to pursue legal prosecution or abatement, City shall provide to County contact information for counsel that will represent the City or the People in any legal proceeding to abate or mitigate the public health hazard. City shall bear the full cost of such proceedings. County may bill City on an hourly basis for time spent by County employees participating in such legal proceedings.

- 5. **NOTICES:** Notices hereunder must be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Public Health Director, or the Director's designee, is authorized to execute all notices or demands which are required or permitted by County under this Agreement. Addresses and parties to be notified may be changed by providing at least ten (10) working days prior written notice to the other party.

A. Notices to County must be addressed as follows:

- (1) Department of Public Health
Environmental Health – Administrative Headquarters
5050 Commerce Drive
Baldwin Park, California 91706
Attention: Director, Environmental Health
E-mail: LFrias@ph.lacounty.gov

- (2) Department of Public Health

Contracts and Grants Division
Attention: Division Director
Email: contracts-grants@ph.lacounty.gov

- B. Notices to City must be addressed as follows:
City of:
Attention: City Manager
Email:

6. **GOVERNING LAW, JURISDICTION, AND VENUE:** This Contract will be governed by, and will be construed in accordance with, the laws of the State of California. City agrees and consents to the exclusive jurisdiction of the courts of the State of California or the United States Courthouse, Central District, Western Division, for all purposes regarding this Contract and further agrees and consents that venue of any action brought under this Contract shall be exclusively in the County of Los Angeles.
7. **TERMINATION FOR CONVENIENCE:** The performance of services under this Contract may be terminated, with or without cause, in whole or in part, from time to time when such action is deemed by County or City to be in their own best interest. Termination of services hereunder shall be effectuated by the delivery of an advance written Notice of Termination of the entire Contract by one party to the other at least one hundred and eighty (180) calendar days prior to July 1 of the following calendar year. The termination of services may only be effective on July 1 of the calendar year, so as to assure no lapse in public health and local health officer services to the residents of City.
8. **ALTERATION OF TERMS/AMENDMENTS:** The body of this Contract and any Exhibits attached hereto, and documents incorporated by reference, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the

form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.

9. **INDEPENDENT CONTRACTOR STATUS:** This Contract is by and between the County and City and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and City. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

10. **NO INTENT TO CREATE A THIRD-PARTY BENEFICIARY CONTRACT:**
Notwithstanding any other provision of this Contract, the parties do not in any way intend that any person shall acquire any rights as a third-party beneficiary under this Contract.

11. **VALIDITY:** If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

12. **WAIVER:** No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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Exhibit I

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by its Director of Public Health, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officer, the month, day, and year first written above.

CITY OF *CITY NAME*

COUNTY OF LOS ANGELES

By: _____
Name
Title

By: _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

Date: _____

Date: _____

APPROVED AS TO FORM
BY THE OFFICE OF THE CITY ATTORNEY

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL

FIRST LAST, City Attorney

DAWYN R. HARRISON, County Counsel

By: _____
Name
Title

APPROVED AS TO CONTRACT
ADMINISTRATION:
Department of Public Health

Date: _____

By: _____
First Last, Title
Contracts and Grants Division

ATTEST:
FIRST LAST, City Clerk

Date: _____

By: _____
Title

Date: _____
(AFFIX CORPORATE SEAL HERE)

#07642:db

SAMPLE EXHIBIT A

CITIES - HEALTH OFFICER - ADOPTION OF COUNTY CODE

CITY	ADOPTION OF OUR COUNTY CODE TITLE 8 & TITLE 11*	CITY MUNICIPAL CODE EXCLUSION OF SPECIFIC DPH SERVICES*
AGOURA HILLS		
ALHAMBRA		
ARCADIA		
ARTESIA		
AVALON		
AZUSA		
BALDWIN PARK		
BELL		
BELL GARDENS		
BELLFLOWER		
BEVERLY HILLS		
BRADBURY		
BURBANK		
CALABASAS		
CARSON		
CERRITOS		
CITY OF INDUSTRY		
CLAREMONT		
COMMERCE		
COMPTON		
COVINA		
CUDAHY		
CULVER CITY		
DIAMOND BAR		
DOWNEY		
DUARTE		
EL MONTE		
EL SEGUNDO		
GARDENA		
GLENDALE		
GLENDORA		
HAWAIIAN GARDENS		
HAWTHORNE		
HERMOSA BEACH		
HIDDEN HILLS		
HUNTINGTON PARK		
INDUSTRY		
INGLEWOOD		
IRVINDALE		
LA CANADA/FLINTRIDGE		
LA HABRA HEIGHTS		
LA MIRADA		
LA PUENTE		
LA VERNE		
LAKEWOOD		
LANCASTER		
LAWNDALE		
LOMITA		
LYNWOOD		
MALIBU		
MANHATTAN BEACH		
MAYWOOD		
MONROVIA		
MONTEBELLO		
MONTEREY PARK		
NORWALK		
PALMDALE		
PALOS VERDES ESTATES		
PARAMOUNT		
PICO RIVERA		
POMONA		

RANCHO PALOS VERDES		
REDONDO BEACH		
ROLLING HILLS		
ROLLING HILLS ESTATES		
ROSEMEAD		
SAN DIMAS		
SAN FERNANDO		
SAN GABRIEL		
SAN MARINO		
SANTA CLARITA		
SANTA FE SPRINGS		
SANTA MONICA		
SIERRA MADRE		
SIGNAL HILL		
SOUTH EL MONTE		
SOUTH GATE		
SOUTH PASADENA		
TEMPLE CITY		
TORRANCE		
WALNUT		
WEST COVINA		
WEST HOLLYWOOD		
WESTLAKE VILLAGE		
WHITTIER		

Note: *To be tailored with each City's information prior to contract execution.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: April 7, 2025

Subject: Consideration to Adopt a Resolution Approving the Renewal of the General Services Agreement with the County of Los Angeles

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8372 (Attachment “A”) approving the renewal of the General Services Agreement (“GSA”) (Exhibit “A” of Attachment “A” – Contract No. 2349) between the City of San Fernando and the County of Los Angeles (“County”) for a five-year period (July 1, 2025 through June 30, 2030); and
- b. Authorize the City Manager to execute the Agreement and all related documents.

BACKGROUND:

1. On June 15, 2020, the City Council approved the renewal of a five-year GSA (July 1, 2020 through June 30, 2025) with the County of Los Angeles (Contract No. 1953).
2. On January 28, 2025, the City received notification from the County (Attachment “B”) that the current GSA between the City and the County is set to expire on June 30, 2025

ANALYSIS:

A General Services Agreement (GSA) between a City and a County provides authority for the County to provide certain services requested by the City on an as-needed basis. This ensures the City’s service continuity, reduces administrative costs, and allows the city to leverage county expertise in areas such as animal control, city prosecution services, and certain public works services.

Consideration to Adopt a Resolution Approving the Renewal of the General Services Agreement with the County of Los Angeles

Page 2 of 2

The proposed GSA provides the necessary authority for the County to deliver services, including animal shelter operations, direct assessment collection, housing and homelessness services, and other municipal functions as outlined in the matrix of services (Attachment “C”). In addition to those general services, the City has received specific services through the current GSA, including curb painting, street markings, and wayfinding installation services. The GSA also specifies the method by which the City requests and pays for a service and provides for the annual adjustment of rates.

The City’s current five-year General Services Agreement is set to expire on June 30, 2025. Staff recommends that, in order to maintain essential services with the County, the City Council approve a five-year General Services Agreement with the County of Los Angeles, effective from July 1, 2025, through June 30, 2030.

BUDGET IMPACT:

The approval of the proposed Resolution and related Agreement will authorize services to be provided on an as-needed basis and does not commit the City to a fixed cost. Any costs related to these as-needed services will be included as part of the City’s annual operating budget.

CONCLUSION:

It is recommended that the City Council adopt a Resolution approving the renewal of the General Services Agreement between the City of San Fernando and the County of Los Angeles for as-needed government services for a five-year period to expire on June 30, 2030.

ATTACHMENTS:

- A. Resolution No. 8372, including:
 - Exhibit “A” - Contract No. 2349: General Services Agreement
- B. County of Los Angeles Contract Expiration Notice
- C. Matrix of Services

RESOLUTION NO. 8372

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, APPROVING THE RENEWAL OF THE GENERAL SERVICES
AGREEMENT BETWEEN THE CITY OF SAN FERNANDO AND THE COUNTY
OF LOS ANGELES**

WHEREAS, the current General Services Agreement between the City of San Fernando and the County of Los Angeles will expire on June 30, 2025; and

WHEREAS, the City of San Fernando desires to continue to use the services of the County of Los Angeles under the General Services Agreement.

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

SECTION 1. To approve the renewal of the General Services Agreement between the City of San Fernando and the County of Los Angeles.

SECTION 2. To authorize the City Manager to execute the General Services Agreement between the City of San Fernando and the County of Los Angeles, included herein as Exhibit "A".

PASSED, APPROVED, AND ADOPTED this 7th day of April, 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. 8372 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 7th day of April, 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 April, 2025.

Julia Fritz, City Clerk

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, July 1, 2025, is made by and between the County of Los Angeles, hereinafter referred to as the "County," and the City of San Fernando, hereinafter referred to as the "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq.*, of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2030, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2030, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2030, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this _____ day of _____ 2025.

THE CITY OF SAN FERNANDO

By _____
Nick Kimball, City Manager

ATTEST:

City Clerk

THE COUNTY OF LOS ANGELES

By _____

By _____
Chair, Board of Supervisors

ATTEST:

EDWARD YEN
Executive Officer/Clerk
of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Senior Deputy

EXHIBIT VI

ASSUMPTION OF LIABILITY AGREEMENT

THIS AGREEMENT, dated for reference purposes only, on the 14th day of November, 1977, is made and entered into between the County of Los Angeles, sometimes hereinafter referred to as the "County," and the City of San Fernando, sometimes hereinafter referred to as the "City."

RECITALS

(a) City and County have heretofore contracted for the performance of services by County, its officers, agents and employees, and will in the future extend, renew and amend such contracts, and enter into other and further contracts for the performance of services; and

(b) Such contracts are agreements defined under §895 of the Government Code, and pursuant to §895.2 thereof joint and several liability is imposed on the parties; and

(c) Pursuant to §895.4 of the Government Code the parties as a part of the aforementioned agreements may provide for contribution or indemnification upon any liability arising out of the performance of the agreement; and

(d) The County is willing to assume liability and defend and hold the City harmless from any loss, cost or expense caused by the negligent or wrongful acts or omissions of County officers, its agents and employees, occurring in the performance of said agreement; and

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1 (e) The City is willing to assume liability and defend and
2 hold the County harmless from loss, cost or expenses caused by
3 the negligent or wrongful act or omission of city officers, agents
4 or employees occurring in the performance of agreements between
5 the parties, except as hereinafter provided,

6 NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

7 1. The County will assume liability and defend and
8 hold the City harmless from loss, costs or expenses caused
9 by the negligent or wrongful act or omission of County
10 officers, agents and employees occurring in the performance
11 of agreements between the parties hereto to the extent that
12 such liability is imposed on the City by the provisions of
13 §895.2 of the Government Code of the State of California.

14 2. The City will assume liability and defend and hold
15 the County harmless from loss, costs or expenses caused by
16 the negligent or wrongful act or omission of City officers,
17 agents and employees occurring in the performance of agree-
18 ments between the parties hereto to the extent that such
19 liability is imposed on the County by the provisions of
20 §895.2 of the Government Code of the State of California. In
21 addition, when liability arises pursuant to §§830, et seq.,
22 of the Government Code, by reason of a dangerous condition
23 of public property of the City, the City shall assume
24 liability and defend and hold the County harmless from loss,
25 costs or expenses caused by the negligent or wrongful act or
26 omission of City officers, agents and employees, whether

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1 arising in the performance of an agreement between the
2 parties hereto, with the exception that the County shall
3 assume liability and defend and hold the City harmless from
4 loss, costs or expenses caused by the negligent or wrongful
5 act or omission of County officers, agents and employees,
6 occurring in the performance of any agreement between the
7 parties hereto where a duty is imposed on the County pursuant
8 to such agreement to provide maintenance or inspection
9 services pertaining to said property. Where such an agree-
10 ment between a City and County provides that the County will
11 provide at least the same level of maintenance or inspection
12 services that the County provides to unincorporated areas,
13 the County will assume liability and defend and hold the City
14 harmless from loss, costs or expense caused by the negligent
15 or wrongful act or omission of County officers, agents and
16 employees in failing to provide said services in accordance
17 with said agreement.

18 3. The parties further agree that the Auditor-
19 Controller of the County shall establish a fund for the pay-
20 ment of losses for which the County may be liable under the
21 terms of this agreement, and the County agrees to maintain
22 the fund for the purpose of paying such losses which may
23 occur through its performance under agreements to provide
24 city services to the cities within the County.

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1 4. It is understood by the parties that the fund
2 referred to in paragraph 3 above is under the full control
3 of the Board of Supervisors and reappropriation of unen-
4 cumbered year-end balances in this fund is discretionary
5 with the Board of Supervisors.

6 5. The City agrees to make payment to the fund, and
7 the County agrees to require each city receiving services
8 under City Service Agreements to also contribute to the fund.
9 Payments towards the total amount of the fund shall be made
10 by the City in such amounts as may be established by the
11 Auditor-Controller according to the policy and procedure
12 established by the Board of Supervisors, and in the same
13 ratio as the cost of services received by the City is to the
14 total cost to the County for its performance of City Service
15 Agreements during each fiscal year. In the event that City
16 should elect to terminate its Service Agreement with the
17 County, its responsibility to contribute to the fund pursuant
18 to this agreement shall be limited to payment of amounts
19 which accrue prior to the effective date of said termination.

20 6. Each party agrees to fully cooperate with the other
21 and assist the other party hereto in all matters relating to
22 losses covered by the terms of this agreement, and more
23 specifically but not being limited thereby, each party will:

24 (a) Give prompt notification of all occurrences
25 covered or likely to be covered by the terms hereof,
26 together with the particulars thereof to the other party
27 hereto;

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1 (b) If claim is made, or suit is brought against
2 a party on occurrences covered or likely to be covered
3 by the terms hereof, such party shall immediately
4 forward every claim, demand, notice, summons or other
5 process received by it to the other party hereto.

6 7. Should City agree, stipulate, consent to, or other-
7 wise suffer the granting of any claim, the making of any
8 judgment, order, or other award for damages or other relief
9 against itself or any of its or the County's officers,
10 agents, or employees in any proceeding or action authorized
11 by law involving a matter arising out of the performance by
12 the County of services affected hereby without the prior
13 written consent thereto of the County, the City agrees to
14 indemnify, hold harmless, and defend the County from any
15 loss, cost or expense to it arising from such claim, judgment,
16 or other award irrespective of the legal basis upon which
17 liability may be imposed by such action including liability
18 of the County under the provisions of Section 895.2 of the
19 Government Code.

20 8. Any party may at its own cost participate in the
21 defense of any suit, or in the prosecution of any appeal
22 affecting matters herein involved where the duty of defense
23 or prosecution is imposed on the other party, and where the
24 other party has consented thereto.

25 9. This agreement shall apply to and shall be deemed
26 to be a part of all agreements now existing or hereafter

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1 entered into, including amendments, renewals, or other
2 extensions thereof, wherein the City and County have con-
3 tracted under circumstances wherein the liability of the City
4 and County is joint and several under §895.2 of the Govern-
5 ment Code of the State of California. The provisions of this
6 agreement shall supersede and control over any other provi-
7 sions inconsistent therewith in any such contract, heretofore
8 or hereafter entered into by and between the parties hereto,
9 unless by specific reference therein this Assumption of
10 Liability Agreement is inapplicable.

11 10. On the effective date of this agreement that cer-
12 tain agreement entitled "Assumption of Liability Amendment,"
13 if any between the parties, is terminated. The effective
14 date of this agreement is the date executed by the parties,
15 but in no event sooner than 12:00 A.M., March 15, 1978,
16 unless the aforementioned Assumption of Liability Amendment
17 should be sooner terminated by the parties, in which event
18 the date of such termination shall be the effective date of
19 this agreement. Upon the effective date of this agreement the
20 same shall continue during the term of any agreement for
21 services to which the same is applicable, unless the County
22 shall sooner elect to terminate this agreement upon thirty
23 days written notice to the City. The County further agrees
24 that this agreement shall be only terminated upon the occur-
25 rence of the foregoing, or any one or more of the following
26 events:

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1 (a) Failure of the City to cooperate with the
2 County as required by this agreement.

3 (b) Upon the City authorizing any judgment, order
4 or other award for damages without the consent of the
5 County in violation of the terms and provisions of this
6 agreement.

7 (c) Upon the County's election in its absolute
8 discretion to terminate this Assumption of Liability
9 Agreement as to all cities having such service agree-
10 ments with the County.

11 11. To the extent that the County has agreed to indem-
12 nify, defend and waive harmless a city, its officers, agents
13 and employees under this agreement, said obligation shall
14 continue to exist during the term of this agreement whether
15 or not there are sufficient funds for such indemnity, defense
16 or hold harmless in the fund established by the Auditor-
17 Controller. It is further understood that the County may
18 also utilize said fund for the purchase of commercial
19 insurance and claims management services and for the payment
20 of other costs to cover the exposures of the County hereunder
21 in whole or in part.

22 12. On termination by the City of service contract with
23 the County, or upon termination by the County for any cause,
24 the County shall continue to indemnify, defend and hold harm-
25 less the City for all claims and losses for which liability
26 is imposed on the County by the terms of this agreement, and

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where arising out of the County's negligent or wrongful act or omission, prior to the effective date of said termination. Said City shall not be entitled to return of any consideration paid by it towards the fund established by the Auditor-Controller on the termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers the day and year hereinafter set forth.

CITY OF SAN FERNANDO.

By E. David H. [Signature]
Mayor

ATTEST this 6th day of March, 1978.

Theresa M. Martin
City Clerk



COUNTY OF LOS ANGELES

By Pete F. [Signature]
Chairman, Board of Supervisors

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

ATTEST this 22 day of MARCH, 1978.

JAMES S. MIZE, Executive Officer-
Clerk of the Board of Supervisors

109

DEC 27 1977

James S. Mize
JAMES S. MIZE
EXECUTIVE OFFICER

By Wynn Jordan
Deputy

From: [Julia Fritz](#)
To: [City-Clerk](#)
Subject: RE: General Services Agreement (GSA) Renewal Notice for the City of San Fernando
Date: Monday, March 10, 2025 12:57:25 PM
Attachments: [image003.png](#)

From: Armen Gevorkian <AGevorkian@ceo.lacounty.gov>
Sent: Tuesday, January 28, 2025 3:42 PM
To: City Manager <CityManager@sfcity.org>; City-Clerk <cityclerk@sfcity.org>
Cc: Patricia Carbajal (@CEO) <PCarbajal@ceo.lacounty.gov>
Subject: General Services Agreement (GSA) Renewal Notice for the City of San Fernando

You don't often get email from agevorkian@ceo.lacounty.gov. [Learn why this is important](#)

CAUTION: External Sender

This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Greetings,

We are reaching out to remind you that the current General Services Agreement (GSA) between your city and the County of Los Angeles **is set to expire on June 30, 2025**. To ensure the continuity of essential services currently provided to your city and to expand these offerings in the future, it is essential to renew this agreement for an additional five years, from July 1, 2025, to June 30, 2030.

What is the GSA?

The General Services Agreement authorizes County departments to provide services requested by your city. The services covered under the GSA include “as-needed” time-limited services such as predatory animal control, the prosecution of city ordinances, direct assessment collection, and various public works services. For your reference, we have enclosed your current GSA, which will expire on June 30, 2025, the Assumption of Liability Agreement mentioned in Section 9 of the GSA, and the Matrix of County Contract Services Provided to Cities, detailing the range of services that your city is currently receiving under the GSA.

Next Steps:

To allow sufficient time for the approval of your city’s GSA renewal before its expiration, we kindly request that you submit a signed copy of the attached 2025 – 2030 GSA renewal, along with a certified copy of the minutes of your City Council’s resolution, no later than **Thursday, May 1, 2025**.

Once approved by the Los Angeles County Board of Supervisors, a PDF copy of the enacted GSA will be sent to your City by July 1, 2025.

Please let me know if you have any questions or need additional information.

Thank you, and we look forward to our continued association.

Page 348 of 651

**SERVICES PROVIDED TO CITIES BY THE COUNTY OF LOS ANGELES
(Via Agreement)**

[illegible]

**SERVICES PROVIDED TO CITIES BY THE COUNTY OF LOS ANGELES
(Via Agreement)**

[illegible]

Notes: ■ A red dot indicates new services.

¹ The Department of Animal Care & Control (DACC) provides Limited Field Services to Commerce, Culver City, El Monte, Gardena, Hawthorne, Huntington Park, La Puente, Lancaster, Lawndale, Monterey Park, Palos Verdes Estates, Redondo Beach and Torrance; and Limited Sheltering to Culver City, Gardena, Hawthorne, La Puente, Lawndale, Redondo Beach and West Hollywood.

² The City of Los Angeles contracts with the Departments of Beaches & Harbors and Fire for maintenance and lifeguard services for four beaches located within the city through a Joint Powers Agreement (JPA) with the County.

³ The Fire Department provides beach lifeguard services to the City of El Segundo through a contract with Chevron.

⁴ The Internal Services Department (ISD) provides IT services (mainframe access) for the City of Los Angeles and the City of Long Beach. IT services (eGIS services) are provided to the following cities: Arcadia, Hawthorne, Redondo Beach, Santa Monica and Torrance and radio telecommunications services (CWIRS) to all 88 cities. ISD Fleet section provides fuel to San Bernardino County's Public Works department and the City of La Puente for the LASD Sheriff Station. ISD provides Mail Services to the City Halls of the City of Los Angeles and the City of Long Beach. The ISD Operations Support unit rebuilt a vertical split case pump for the City of Glendale's Water and Power. The ISD Power Plant provides chilled water for the A/C unit and heat for the Santa Clarita Library. ISD also provides the Santa Clarita Library testing for the irrigation backflow.

⁵ The Department of Mental Health (DMH) contracts with the City of Gardena to provide socialization services.

⁶ DMH entered into a MOA with the Cities of Alhambra, Azusa, Bell, Bell Gardens, Covina, Culver City, Downey, Glendora, Huntington Park, Montebello, Monterey Park, Signal Hill, South Gate, Vernon, and West Covina police departments to develop mental health evaluation team and co-response models.

⁷ DMH entered into a partnership through a Memorandum of Cooperative Agreement with the City of Burbank to develop a mental health evaluation team and one FTE psychiatric social worker for the provision of crisis mental health services.

⁸ The LA County Library has an MOU established with four cities, including Diamond Bar, Malibu, Manhattan Beach, and West Hollywood. The dot indicates County Library services are provided to these cities.

⁹ The Registrar-Recorder/County Clerk provides Document Transfer Tax Collection services to 88 cities in the County. It also provides election services to all cities through an approved City Council resolution and adopted by the Board of Supervisors.

¹⁰ The Registrar-Recorder/County Clerk's Your Online Document Archive (YODA) is in-house electronic archive system.

¹¹ The Data Information Management System (DIMS) is a contracted-system that manages voter registration information.

¹² A documentary transfer tax imposed in accordance with Revenue & Taxation Code sections 19111 through 19133. *Cities that have specific MOUs additional city codes to charge higher taxes so MOUs were developed to charge a per document fee for the additional processing.

ATTACHMENT I

	Public Health														
	Ambulatory Outpatient Medical Services	Beneficial Specialty Services	Biomedical LWH Prevention	Black Infant Health Services	Cal VRS Data Services	Children's Health Outreach	Employment & Education Services	Enforcement Health Ordinance	HW and STD Prevention	HW Testing Social and Sexual Networks	LAX Inspection of Facilities	Medical Case Coordination	Onsite Wastewater Treatment (MPOD)	Public Health & Safety Inspection & Enforcement Services of Cannabis Facilities	Public Health Emergency Preparedness and Response Services
Agoura Hills						*				*	*				
Alhambra						*				*	*				
Arcadia						*				*	*				
Artesia						*				*	*				
Avalon						*				*	*				
Azusa						*				*	*				
Baldwin Park						*				*	*				
Bell						*				*	*				
Bellflower						*				*	*				
Bell Gardens						*				*	*				
Beverly Hills						*				*	*				
Bradbury						*				*	*				
Burbank						*				*	*				
Calabasas						*				*	*				
Carson						*				*	*				
Cerritos						*				*	*				
Claremont						*				*	*				
Commerce						*				*	*				
Compton						*				*	*				
Covina						*				*	*				
Cudahy						*				*	*				
Culver City						*				*	*				
Diamond Bar						*				*	*				
Downey						*				*	*				
Duarte						*				*	*				
El Monte						*				*	*				
El Segundo						*				*	*				
Gardena						*				*	*				
Glendale						*				*	*				
Glendora						*				*	*				
Hawaiian Gardens						*				*	*				
Hawthorne						*				*	*				
Hermosa Beach						*				*	*				
Hidden Hills						*				*	*				
Huntington Park						*				*	*				
Industry						*				*	*				
Inglewood						*				*	*				
Irwindale						*				*	*				
La Canada Flintridge						*				*	*				
La Habra Heights						*				*	*				
Lakewood						*				*	*				
La Mirada						*				*	*				
Lancaster						*				*	*				
La Puente						*				*	*				
La Verne						*				*	*				
Lawndale						*				*	*				
Lomita						*				*	*				
Long Beach	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Los Angeles						*	*	*	*	*	*	*	*	*	*

Public Health - Page 1

	Public Health																			
	Ambulatory Outpatient Medical Services	Behavioral Health Services	Biomedical LHM Prevention	Black Infant Health Services	CalVRS Data Services	Children's Health Outreach, Employment, Utilization and Retention	Confidential Health Services	Family Planning Services	HIV Testing Prevention	HIV Testing Social and Sexual Networks	LAX Inspection of Facilities	Medical Case Coordination	Oral Care Treatment (MPOD)	Public Health & Safety Inspection & Enforcement Services (LAMP)	Public Health Emergency Preparedness and Response Services	Securing the Older Adult Support Program (SAC)	Transportation			
Lynwood							*													
Malibu							*													
Manhattan Beach							*				*									
Maywood							*													
Monrovia							*				*									
Montebello							*													
Monterey Park							*													
Norwalk							*				*									
Palmdale							*					*								
Palos Verdes Estates							*					*								
Paramount							*													
Pasadena			*	*	*	*		*	*		*		*							
Pico Rivera							*				*									
Pomona							*				*									
Rancho Palos Verdes							*					*								
Redondo Beach							*													
Rolling Hills							*													
Rolling Hills Estates							*													
Rosemead							*													
San Dimas							*													
San Fernando							*				*									
San Gabriel							*													
San Marino							*													
Santa Clarita							*				*									
Santa Fe Springs							*													
Santa Monica							*				*									
Sierra Madre							*													
Signal Hill							*													
South El Monte							*				*									
South Gate							*													
South Pasadena							*													
Temple City							*													
Torrance							*				*									
Vernon							*													
Walnut							*													
West Covina							*													
West Hollywood							*													
Westlake Village							*													
Whittier							*				*									
TOTAL	1	1	1	1	1	2	2	1	85	1	2	1	1	1	28	10	1	3	1	1

Public Health - Page 2

Notes: * A red dot indicates new services.

Public Health - Page 2

ATTACHMENT II



PUBLIC WORKS

- Bridge Inspection and/or Maintenance
- Building and Safety
- Storm Drain Catch Basin Cleanout
- Storm Drain Catch Basin Insert Maintenance
- City Pump Station
- Street Maintenance
- Industrial Waste
- Permit Issuance
- Consolidated Sewer Inspection (Transportation)
- Safe Clean Water Program
- Sewer Maintenance District
- Street Lighting Maintenance District
- Subdivision Maps - Final
- Subdivision Maps - Tentative
- Traffic Advisor
- Traffic Operations Maintenance
- Traffic Signal Maintenance
- Underground Storage Tanks
- Infrastructure Design and Construction
- Traffic Monitoring

Agoura Hills	*				*	*	*	*				*	*	*	*	*	*		
Alhambra	*						*	*						*	*	*	*		
Arcadia	*	*					*	*		*				*	*	*	*		
Artesia		*			*		*	*		*					*	*	*		
Avalon															*	*	*		
Azusa	*						*	*		*					*	*	*		
Baldwin Park	*						*	*						*	*	*	*		
Bell	*						*	*							*	*	*		
Bellflower				*			*	*							*	*	*		
Bell Gardens	*			*			*	*	*	*					*	*	*		
Beverly Hills				*			*	*							*	*	*		
Bradbury	*	*	*	*			*	*				*		*	*	*	*		
Burbank	*						*	*		*					*	*	*		
Calabasas	*			*			*	*	*	*					*	*	*		
Carson	*	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Cerritos	*	*					*	*						*	*	*	*		
Claremont	*						*	*							*	*	*		
Commerce	*			*	*	*	*	*	*	*	*	*	*	*	*	*	*		
Compton	*						*	*				*	*	*	*	*	*		
Covina	*	*					*	*	*	*	*	*	*	*	*	*	*		
Cudahy	*			*			*	*	*	*	*	*	*	*	*	*	*		
Culver City	*						*	*	*	*	*	*	*	*	*	*	*		
Diamond Bar	*	*		*			*	*	*	*	*	*	*	*	*	*	*		
Downey	*						*	*	*	*	*	*	*	*	*	*	*		
Duarte		*	*	*			*	*	*	*	*	*	*	*	*	*	*	*	
El Monte	*					*	*	*						*	*	*	*		
El Segundo	*					*	*	*	*	*	*	*	*	*	*	*	*		
Gardena	*	*		*			*	*	*	*	*	*	*	*	*	*	*		
Glendale	*	*					*	*	*	*	*	*	*	*	*	*	*		
Glendora	*	*	*				*	*	*	*	*	*	*	*	*	*	*		
Hawaiian Gardens	*	*		*			*	*	*	*	*	*	*	*	*	*	*		
Hawthorne	*						*	*	*	*	*	*	*	*	*	*	*		
Hermosa Beach							*	*	*	*	*	*	*	*	*	*	*		
Hidden Hills							*	*	*	*	*	*	*	*	*	*	*		
Huntington Park	*						*	*	*	*	*	*	*	*	*	*	*		
Industry	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Inglewood							*	*	*	*	*	*	*	*	*	*	*		
Irwindale	*	*	*		*		*	*	*	*	*	*	*	*	*	*	*		
La Canada Flintridge	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		
La Habra Heights	*	*	*				*	*	*	*	*	*	*	*	*	*	*		
Lakewood	*	*			*		*	*	*	*	*	*	*	*	*	*	*		
La Mirada	*	*	*		*		*	*	*	*	*	*	*	*	*	*	*		
Lancaster	*					*	*	*	*	*	*	*	*	*	*	*	*		
La Puente	*				*		*	*	*	*	*	*	*	*	*	*	*		
La Verne	*	*	*		*		*	*	*	*	*	*	*	*	*	*	*		
Lawndale		*			*	*	*	*	*	*	*	*	*	*	*	*	*		
Lomita		*			*	*	*	*	*	*	*	*	*	*	*	*	*		
Long Beach	*				*		*	*	*	*	*	*	*	*	*	*	*		
Los Angeles						*	*	*	*	*	*	*	*	*	*	*	*		

Public Works - Page 1

Public Works - Page 1



PUBLIC WORKS

Bridge Inspection and/or Maintenance	Building and Safety	Storm Drain Catch Basin Maintenance	Storm Drain Catch Basin Cleanout	City Pump Station	Street Maintenance	Industrial Waste	Permit Issuance & Inspection (Transportation)	Safe, Clean Water Program	Sewer Maintenance District	Street Lighting Maintenance District	Subdivision Maps - Final	Subdivision Maps - Tentative	Traffic Advisor	Traffic Operations Maintenance	Traffic Signal Maintenance	Underground Storage Tanks	Infrastructure Design and Construction	Traffic Monitoring
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Lynwood	*						*		*				*	*	*						
Malibu	*						*		*					*	*	*					
Manhattan Beach									*				*	*	*	*					
Maywood	*							*						*	*	*					
Monrovia	*	*						*						*	*	*	*				
Montebello	*							*	*	*			*	*	*	*					
Monterey Park	*					*		*	*	*				*	*	*					
Norwalk	*					*		*						*	*	*					
Palmdale	*					*							*	*	*	*					
Palos Verdes Estates	*					*	*	*		*				*	*	*					
Paramount	*					*	*	*	*	*				*	*	*					
Pasadena	*	*							*					*	*	*					
Pico Rivera	*					*	*	*	*	*				*	*	*	*				
Pomona	*							*						*	*	*					
Rancho Palos Verdes						*	*	*	*	*				*	*	*					
Redondo Beach	*							*		*			*	*	*	*					
Rolling Hills	*	*					*	*	*	*	*			*	*	*					
Rolling Hills Estates			*		*	*	*	*	*	*			*	*	*	*					
Rosemead	*		*	*		*	*	*	*	*				*	*	*					
San Dimas	*					*	*	*	*	*				*	*	*					
San Fernando	*					*	*	*	*	*				*	*	*					
San Gabriel	*							*	*	*				*	*	*	*				
San Marino	*	*						*	*	*				*	*	*					
Santa Clarita	*					*	*	*	*	*			*	*	*	*					
Santa Fe Springs	*	*				*	*	*	*	*				*	*	*					
Santa Monica	*							*	*	*				*	*	*					
Sierra Madre	*							*	*	*				*	*	*					
Signal Hill						*		*	*	*				*	*	*					
South El Monte		*					*	*	*	*				*	*	*					
South Gate	*					*		*	*	*				*	*	*					
South Pasadena	*	*	*					*	*	*				*	*	*					
Temple City	*	*				*	*	*	*	*			*	*	*	*					
Torrance	*							*	*	*				*	*	*					
Vernon	*							*	*	*				*	*	*					
Walnut	*	*			*	*	*	*	*	*		*	*	*	*	*	*				
West Covina	*	*				*		*	*	*			*	*	*	*					
West Hollywood		*				*		*	*	*			*	*	*	*					
Westlake Village	*	*	*			*		*	*	*		*	*	*	*	*					
Whittier	*							*	*	*				*	*	*					
TOTAL	72	12	24	8	2	5	37	21	37	85	4	16	42	6	4	21	21	49	76	88	9

Public Works - Page 2

Public Works - Page 2

Notes: * A red dot indicates new services.

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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: April 7, 2025

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for Exterior Painting of City Hall

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the improvements as constructed by US National Corp (USNC) and consider the work completed; and
- 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.

BACKGROUND:

1. On September 6, 2022, the City Council adopted Resolution No. 8175, which appropriated \$4,200,000 in American Rescue Plan Act (ARPA) funding towards specified programs and projects, including \$100,000 for the City Hall Beautification (exterior painting) project.
2. On June 3, 2024, a Notice Inviting Bids for the exterior painting of City Hall was advertised on the City's website, local newspaper, and various trade publications.
3. On August 5, 2024, the City Council awarded Contract No. 2279 to USNC in the amount of \$39,880 and authorized Staff to increase the scope of work, to include additional City facilities, not to exceed \$100,000.
4. On September 12, 2024, a Notice to Proceed was issued to the Contractor.
5. On October 7, 2024, the City Council pulled Agenda Item No. 2 (City Council Enhancements, Priorities, and Projects) from the Consent Calendar and directed staff to return to the next regular meeting with additional paint renderings.

Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for Exterior Painting of City Hall

Page 2 of 3

6. On October 21, 2024, the City Council reviewed and discussed a number of renderings to determine the most desirable color scheme for the Civic Center area. A selection was made for the Police Department. A selection was tentatively made for City Hall with minor changes and direction given to include the final color scheme on the Consent Calendar at the next regular meeting to provide City Council with one (1) final opportunity to approve the color scheme prior to commencement of work.
7. On November 18, 2024, the City Council approved a color scheme for the exterior paint for the City Hall building.
8. On January 27, 2025, work was completed by the Contractor.

ANALYSIS:

The City Hall Beautification Project provided the City an opportunity to refresh the exterior appearance of City Hall. The City Hall Beautification Project included repainting the exterior of the building, minor wall repairs, pressure washing block walls, and applying wood stain to wood surfaces.

When the project was awarded, the City Council authorized Staff to increase the scope of work up to an amount of \$100,000 to include additional City facilities. With the additional funding, staff secured a quote to paint the exterior of the San Fernando Police Department and the interior lobby of City Hall. A change order for \$59,890 was executed on September 11, 2024, to cover this additional work.

Color schemes were presented to City Council at various meetings in October and November with a color selection for the Police Department being made at the October 21, 2024 meeting and a color selection for City Hall being made at the November 18, 2024 meeting. Work began on November 25, 2024, and was completed on January 27, 2025, to staff's satisfaction. A Notice of Completion is filed in order to notify all parties involved in a construction project, particularly those with lien rights (contractors, subcontractors, suppliers), that the project is considered finished.

BUDGET IMPACT:

A total of \$100,000 was appropriated through ARPA Funding for the City Hall Beautification project (121-390-3689-4260). The project was completed within the appropriated budget, with final expenses totaling \$99,770.

**Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion
for Exterior Painting of City Hall**

Page 3 of 3

CONCLUSION:

Staff recommends the City Council accept the improvements as constructed by US National Corp, consider the work completed, and authorize the issuance and filing of the “Notice of Completion.

ATTACHMENT:

A. Notice of Completion

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

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

ATTACHMENT "A"

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 Exterior Painting of City Hall Project, Job No. 7626 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 repainting the exterior of the building, minor wall repairs; pressure washing block walls, and applying wood stain to wood surfaces.
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: 117 Macneil Street, San Fernando, CA 91340
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on January 27, 2025
6. **NATURE OF OWNER'S INTEREST:** Public Building (City Hall)
7. **NAME AND ADDRESS OF CONTRACTOR:** US National Corp, 10205 San Fernando Road, Pacoima, CA 91331
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)

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.

On _____ before me, Julia Fritz, Notary Public, personally appeared, Wendell Johnson who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature _____
Julia Fritz, Notary Public

(Seal)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Fabian Valdez, Police Chief

Date: April 7, 2024

Subject: Consideration to Authorize Submittal of a Grant Application to the Department of Alcoholic Beverage Control for the Under-Age Alcohol Purchase Prevention Program

RECOMMENDATION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the Department of Alcoholic Beverage Control in an amount up to \$100,000 to support San Fernando Police Department's Under-Age Alcohol Purchase Prevention Program.

BACKGROUND:

1. Since 2005, the Police Department has applied and received grant funds through the Department of Alcoholic Beverage Control (ABC) for the Under-Age Alcohol Purchase Prevention Program.
2. On September 16, 2024, the City Council accepted ABC Grant funds in the amount of \$60,000 to support the Police Department's Under-Age Alcohol Purchase Prevention Program aimed to reduce underage drinking, reduce youth access to alcoholic beverages through the education of alcohol licensees, and enforcement intervention.
3. In February 2025, the Police Department was notified of a Request for Proposals (RFP) for the 2025-2026 Alcohol Policing Partnership (APP) Program.

ANALYSIS:

The California Department of Alcoholic Beverage Control (ABC), established in 1955, is a state governmental agency responsible for regulating the manufacture, distribution, and sale of alcoholic beverages. As an independent department within the executive branch of state government, ABC manages licensing, education, and enforcement. Since 1995, ABC has partnered with cities and counties through the Alcohol Policing Partnership Program (APP),

Consideration to Authorize Submittal of a Grant Application to the Department of Alcoholic Beverage Control for the Under-Age Alcohol Purchase Prevention Program

Page 2 of 4

aiming to address challenges related to problematic alcohol outlets by developing strategies in collaboration with local law enforcement agencies.

ABC's stated funding priorities for the 2025-2026 program year include the following activities:

Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT).

IMPACT is a prevention and education program aimed at teaching licensees how to help reduce alcohol-related crimes. This program shifts from the traditional law enforcement philosophy, by offering a crime-prevention approach in a relaxed atmosphere of cooperation between merchants and law enforcement officers.

During an IMPACT inspection, officers remind licensees of the responsibilities and accountability associated with alcohol sales and inspect the premises for compliance with state and local laws. If violations are found, officers inform the licensee or on-duty employee of the necessary corrective actions that must be taken, and provide copies of relevant laws or rules. Follow-up visits are then conducted to ensure compliance.

Licensee Education on Alcohol and Drugs (LEAD).

LEAD is a free, voluntary prevention and education program for retail licensees, their employees, and applicants. Its mission is to provide high-quality, effective, and educationally sound training on alcohol responsibility and the law. LEAD curriculum is tailored to licensees, managers, and employees. LEAD sessions are 3½ hours long, except for Fairs/Special Events training, which lasts two (2) hours, and participation is limited to 50 people per class.

Minor Decoy.

The Minor Decoy program allows law enforcement agencies to use individuals under 20 years old as decoys to attempt to purchase alcohol from licensed premises. The use of underage decoys has proven effective in reducing illegal alcohol sales to minors, especially when the program is regularly utilized.

Retail Operating Standards Task Force (ROSTF).

ROSTF is a proactive strategy to address public nuisance issues at the point of sale on a community-wide scale. Similar to IMPACT, ABC agents and local law enforcement gather evidence of violations of Business and Professions (B&P) Code Section 25612.5, which requires licensees to maintain clean premises, control graffiti, provide exterior lighting, and keep windows and doors free of excessive signage.

Shoulder Tap.

"Shoulder Tap" is a common method used by persons under age 21 to solicit a person to purchase and furnish them with alcoholic beverages. Under this program, a minor decoy, supervised by law enforcement, approaches adults outside licensed stores and asks them to buy alcohol.

Consideration to Authorize Submittal of a Grant Application to the Department of Alcoholic Beverage Control for the Under-Age Alcohol Purchase Prevention Program

Page 3 of 4

Anyone caught furnishing alcohol to a minor decoy is arrested or cited for violating Section 25658(a) of the Business and Professions Code.

Target Responsibility for Alcohol Connected Emergencies (TRACE).

TRACE investigates alcohol-related incidents involving alcohol and minors. It was created to combat the increasing problems of youth access to alcohol. Any crime involving someone under the age of 21, with victim(s) or suspect(s) under the influence of alcohol and/or drugs, resulting in great bodily injury or death will initiate an investigation by ABC to determine the source of the alcohol or drugs.

Trap Door.

The Trap Door Program targets minors attempting to purchase alcohol or enter bars or night clubs using false identification (ID). Law enforcement officers work directly with ABC-licensed premises to detect and cite individuals using false IDs.

Enforcement of laws prohibiting alcohol sales to minors and collaboration with local ABC licensees are vital elements of the Police Department's operations. Previous ABC grant funding enabled the Department to address numerous ABC violations, resulting in arrests and misdemeanor citations. The 2025-26 Alcohol Policing Partnership grant will allow the Department to continue addressing the issue of adults purchasing alcohol for minors and reducing merchant violations.

The Police Department is requesting authorization to apply for a grant to conduct several of the eligible activities. If approved, these operations will be carried out at least every two (2) months throughout the grant period:

- Shoulder Tap – six (6) operations;
- Minor Decoy – six (6) operations;
- LEAD – one (1) operation; and
- IMPACT – six (6) inspections.

These specific activities are recommended because they provide a systematic approach to educating ABC licensees about state and local regulations, ensuring compliance, and optimizing the use of grant funds. Police Officers will first meet with licensees in person, and then conduct IMPACT inspections. Following the inspections, Officers will conduct Shoulder Tap and Minor Decoy operations. In previous years, these operations, funded by ABC grants, successfully led to citations for licensees selling alcohol to minors and individuals purchasing alcohol for them. LEAD operations will offer ABC Officers' training to enhance licensees' compliance.

Consideration to Authorize Submittal of a Grant Application to the Department of Alcoholic Beverage Control for the Under-Age Alcohol Purchase Prevention Program

Page 4 of 4

Grant funding will cover the overtime associated with these activities. Staff is recommending an application request of \$100,000 to support the San Fernando Police Department's proposed operations for the Under-Age Alcohol Purchase Prevention Program.

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2024-2025 Adopted Budget to authorize the submittal of the ABC grant application and there is no need to appropriate funds at this time. This is the initial step in approving funding from the California Department of Alcoholic Beverage Control.

If the City is awarded the \$100,000 through the ABC Alcohol Policing Partnership Program, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

CONCLUSION:

It is recommended that the City Council authorize the preparation and submittal of a grant application to the Department of Alcoholic Beverage Control in an amount up to \$100,000 to support San Fernando Police Department's Under-Age Alcohol Purchase Prevention Program.

ATTACHMENT(S):

- A. Alcohol Policing Partnership Program RFP Guidelines

ALCOHOL POLICING PARTNERSHIP (APP) PROGRAM

REQUEST FOR PROPOSALS (RFP) GUIDELINES

2025 – 2026



**Gavin Newsom, Governor
State of California**

**Joseph McCullough, Director
Department of Alcoholic Beverage Control**

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL REQUEST FOR PROPOSALS

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I. GENERAL INFORMATION

A. Introduction

This Request for Proposal (RFP) furnishes grant applicants with the following:

- Procedures for preparing grant proposals
- Grant Forms

Once an RFP is issued, ABC may only answer technical questions about the RFP and the Grantee Handbook. ABC staff cannot assist applicants with the preparation of their proposals.

Applicants selected for funding must retain a copy of this RFP, the Grantee Handbook, and the standard State contract as these materials are the requirements for the entire grant award period.

This RFP requires that proposals be submitted on the grant proposal forms or computer-generated forms. If computer-generated forms are used, they must duplicate the ABC forms and not allow the applicant more space than provided on the ABC forms.

Information must be provided as directed. This includes following all instructions, using specific forms and formats, and providing requested information. Failure to provide the required information or to provide the information in the manner directed may disqualify the proposal or result in a lower rating.

B. Submission of Proposals

Proposals are due April 1, 2025 at 5:00 p.m.

Mail proposals in an envelope addressed to:

**Department of Alcoholic Beverage Control
Attention: Kristine Okino
3927 Lennane Drive, Suite 100
Sacramento, CA 95834**

Alternatively, proposals may be submitted via email to kristine.okino@abc.ca.gov. Email submissions must be received by 5:00 p.m. on the due date noted above. The subject line for email submission must include the following information:

2025 APP RFP Proposal (Agency Name)

All proposals are date stamped upon receipt at ABC, Headquarters. **Proposals received after the deadline will not be eligible for consideration.** It is the responsibility of the applicant to ensure that the proposal is received by ABC by the specified deadline. ABC will not be responsible for a late or incomplete proposal due to mistakes or delays of the applicant or the carrier used by the applicant. **A postmark is not sufficient.** Applications received after 5:00 p.m. on April 1st, will be disqualified.

Applicants **must submit one copy** of the proposal containing an electronic or original signature.

ABC will not notify applicants regarding omissions or accept any late additions to the proposals.

All proposals will be rated solely on their content. Materials not addressed or included in the written proposal will not be considered.

The applicants must strictly adhere to the following:

- All of the required **current** forms must be completed. Using past Request for Proposal (RFP) forms can have important requirements missing. Using past forms may disqualify the application.
- Each form must be completed by the applicant. It is not acceptable to reference another section in lieu of completion. An incomplete face page may result in disqualification.
- Proposals must be typed or computer-generated using the application template provided. Template shall not be modified.
- No additional pages may be submitted unless indicated on the specific ABC form or RFP instructions.

If the applicant does not adhere to the items listed above, it may disqualify the proposal or result in a lower rating.

C. Funding Duration

Agencies selected for funding through this RFP will be funded for one year. Agencies responding to this RFP must budget funds for 12 months, with funds being evenly spent throughout the grant year.

The grant period will begin on July 1, 2025, and end on June 30, 2026.

If the State determines that the grant project is not making progress on achieving their goals and objectives, funding may be reduced by the State to reflect this lower level of project activity and/or cancel the agreement.

D. Drug-Free Workplace Certification and Nondiscrimination Compliance Statement

Applicants selected for funding will be required to be in compliance with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by the State.

E. Resolution from Governing Body

Applicants selected for funding must provide a resolution of the applicant's governing body authorizing the applicant to enter into a contract with the State and identifying the person authorized to execute the contract for the applicant. **Once notified of selection, it is important upon the applicant to place a resolution request on the local board or council agenda immediately to avoid funding delays.**

** Sample of Resolution of Governing Board, see page 16*

F. Proposal Components

Please use the following checklist to ensure that all copies of the completed proposal contain the required components in the order listed below:

- Proposal Cover Sheet
- Scope of Work
- Budget Detail
- Other Funding Sources

Failure to include all necessary forms may result in the rejection of the proposal or will result in a lower score in the rating process. ABC will not advise applicants that their proposal is incomplete prior to its rejection.

G. Eligibility Criteria

In accordance with the State Budget Act, only **Law Enforcement Agencies** within the State of California may apply.

H. Funding Priorities

In awarding grants, ABC has established the following funding priorities that are not listed in priority order:

1. General Priority Considerations

- To provide funds to projects which operate in a service area with an identifiable alcohol-related problem associated with alcoholic beverage licensed establishments and/or where there is a demonstrated need for services.
- To provide funds to projects that clearly demonstrate the intent to engage in prevention efforts.
- To provide funds for projects with the intent to provide continual training to officers/deputies on ABC education, prevention, and enforcement measures, so those officers/deputies can carry out these programs after the grant cycle has been completed.
- To distribute awards geographically throughout the State.

2. Program Specific Considerations

- Minor Decoy Programs: Applicants should demonstrate a willingness to conduct Minor Decoy Operations at both On-Sale and Off-Sale locations.
- Training: Applicants should demonstrate a willingness to host and facilitate a Target Responsibility for Alcohol Connected Emergencies (TRACE) training.

- Coordination with District Attorney's Office: Applicants should demonstrate that the District Attorney's or City Attorney's Office is willing to prosecute ABC related cases.

II. PREPARING PROPOSALS

A. General

The proposal to be submitted to ABC for consideration will be the Grant Forms package and Budget Detail worksheet. Instructions for completion of the required forms is provided either on the form itself or in the section describing the requirements. Grant Forms and Budget Detail worksheet must be completed according to the instructions.

****No additional pages or attachments will be accepted or reviewed.***

B. Proposal Cover Sheet

The proposal cover sheet is the cover page for the proposal and serves as an information sheet. The individual signing the cover sheet for the applicant must be in a position to provide reasonable assurance that the project will conform to ABC requirements if selected for funding.

C. Scope of Work

The scope of work is the main body of information which describes the applicant's need for funding and the plan to address a community's problems/issues through appropriate and achievable goals and objectives. The scope of work should be a detailed description of the project, explaining how it is designed, how it will be implemented, who will be involved, and what results are expected.

The scope of work must be submitted using the template, Grant Forms.

When preparing the scope of work, follow the format and address each of the following five areas. Please do not be repetitive.

1. Summary

- a. Agency Description – Provide a brief summary of your city or county's history, geography, demographics, government, politics and services and the law enforcement department's size.
- b. Funding Requested – Dollar amount requested.

- c. Number of ABC Licensed Locations – List the number of on-sale and off-sale licenses in your jurisdiction. Information can be obtained from your local ABC district office or the ABC website @ www.abc.ca.gov.

2. Project Personnel – Describe the staffing required to carry out the grant objectives as supported by the proposed budget.

- a. Number of *allotted* full time Peace Officer positions – State the number of full time Peace Officer positions allotted to your agency.
- b. Include the number of staff, type of staff, and staff qualifications.
- c. Include unit/division that will be responsible for the grant.
- d. Include the names, rank, and current assignment of personnel involved.
- e. Submit documentation from your annual budget or other supporting document to substantiate this number.

3. Problem Statement – Describe the issues or problems to be addressed with grant funds.

- a. Clearly identify the area to be served, any specific problem locations, any specific community concerns, and the factors contributing to the problem.

4. Project Description – What are the goals and objectives of the proposed project? (Refer to list of APP Grant Operations found on page 13)

- a. List goals and objectives in order of highest priority to lowest priority.
- b. Each goal must include a measurable outcome and must include the desired outcome.
- c. Summarize the key characteristics and description of each goal and include any relevant information that ABC should take into consideration.
- d. You are also encouraged to utilize ABC enforcement strategies that target the illegal purchasing of alcoholic beverages as well as the illegal sale of alcoholic beverages.

5. Budget Detail

The Budget Detail Worksheet has been developed to assist applicants with describing all costs associated with this application. The budget is the basis for management, fiscal review, and audit. This worksheet

must clearly describe all expenditures the applicant wishes to fund under this grant. All project costs must be reasonable, necessary, and directly related to the goals and objectives of the project.

6. Other Funding Source

Describe other funds that your department will contribute towards the success of this project.

III. SELECTION OF PROPOSALS FOR FUNDING

Evaluation

ABC will appoint a selection committee to read, evaluate, and rate all proposals. To be considered for funding, the proposal must be complete and in accordance with the RFP and the Grantee Handbook. ***Incomplete proposals may be rejected or result in a lower rating.***

Recommendations for funding will be based on the following:

- The proposal rating score
- Consideration of the funding priorities

Selection

The selection committee will submit recommendations for funding to the Director of the Department of Alcoholic Beverage Control for final selection.

IV. PROCESSING GRANT AWARDS

Notification of Grant Award

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicants submit proposals to ABC
2. ABC receives proposals
3. ABC pre-screens proposals for eligibility
4. Selection committee reads and scores proposals
5. Selection committee submits selection recommendations to the ABC Director
6. ABC Director makes final funding decision
7. ABC sends selection notification letter to all applicants, successful and unsuccessful
8. ABC sends approved contract to grant applicant for signature and return to ABC
9. ABC reviews and finalizes with signatures for completion
10. ABC sends fully executed copy to applicant

V. USEFUL INFORMATION

SPECIAL PROGRAMS

The following is a description of ABC's enforcement strategies that, when used together in a comprehensive program, achieve dramatic results in combating alcohol-related crimes. We encourage all grant proposals to include a variety of these strategies.

IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies)

The IMPACT Program is a prevention and education program. Its main objective is to teach licensees how they can help reduce alcohol-related crime. The program is a change from the traditional law enforcement philosophy. It is designed as a crime preventive approach in a relaxed atmosphere of cooperation between merchants and law enforcement officers.

During an IMPACT Inspection, officers remind licensees of the responsibilities and accountability associated with the sale of alcohol. The officers also inspect licensed premises for compliance with State and local laws.

If a licensee is not in compliance, the officers will tell the licensee or employee on duty what issues need to be addressed and provide copies of any laws or rules. Licensees must then correct any problems. Later, officers/deputies will conduct follow-up visits.

LEAD (Licensee Education on Alcohol and Drugs)

The LEAD Program is a free, voluntary prevention and education program for retail licensees, their employees, and applicants. Its mission is to provide high quality, effective, and educationally sound training on alcohol responsibility and the law.

The curriculum is designed for licensees, managers, and employees. There is no separate management curriculum. Program length is 3 1/2 hours, except for Fairs/Special Events Training, which is 2 hours. Participation is limited to 50 persons per class.

MINOR DECOY

This program allows law enforcement agencies to use persons under 20 years of age as decoys for the purpose of purchasing alcoholic beverages from licensed premises. The use of underage decoys to check whether licensees are selling alcohol to minors can show a dramatic drop in the illegal activity when the minor decoy program is repeatedly used.

ROSTF (Retail Operating Standards Task Force)

ROSTF is a pro-active strategy to address public nuisance problems at the point of sale on a community-wide scale. ROSTF is operated similar to an IMPACT program, but ABC Agents and local law enforcement officers gather evidence of specific violations of Section 25612.5 Business and Professions Code (B&P). This law requires licensees to, among other things, remove litter daily, control graffiti, provide exterior illumination, and keep windows and doors clear of excess signage.

SHOULDER TAP

“Shoulder Tap” is a common method used by persons under age 21 to solicit a person to purchase and furnish them with alcoholic beverages. The Shoulder Tap Program is an enforcement program used by ABC and local law enforcement agencies to detect and deter shoulder tap activity. During the program, a minor decoy under the direct supervision of law enforcement officers/deputies, solicits adults outside ABC licensed stores to buy the minor alcohol.

Any person seen furnishing alcohol to the minor decoy is arrested (either cited or booked) for furnishing alcohol to a minor (a violation of Section 25658(a) Business and Professions Code).

TRACE (Target Responsibility for Alcohol Connected Emergencies)

TRACE investigates alcohol-related incidents involving alcohol and minors. It was created to combat the increasing problems of youth access to alcohol. Any crime involving someone under the age of 21, with victim(s) or suspect(s) under the influence of alcohol and/or drugs, resulting in great bodily injury or death will initiate an investigation by ABC to determine where the alcohol or drugs came from. In October 2020, the criteria were expanded to also include anyone charged with vehicular manslaughter that was under the influence of alcohol. For this criteria, they do not have to be under 21 and ABC will investigate the crime to determine if the driver was obviously intoxicated when they were sold or served alcohol.

Working together with the first responding agency, ABC conducts a parallel investigation to determine if an ABC licensed premises was involved and who the suspect(s) were. These investigations can result in criminal action against the individual along with administrative action against the ABC licensee.

TRAP DOOR

Trap Door is an operation that targets minors who are either trying to purchase alcohol or trying to enter a bar or night club with a false ID. During the operation, officer's/deputies work directly with employees of ABC licensed premises to detect and then cite the person trying to use the false ID.

List of APP Grant Operations

1. Minor Decoy Operation
2. Shoulder Tap Operation
3. Annual Statewide Shoulder Tap Operation
4. IMPACT Inspections (# of ABC Licensed Premises)
5. IMPACT Operation (# of Operations)
6. ROSTF Inspection (# of ABC Licensed Premises)
7. ROSTF Operation (# of Operations)
8. Trap Door Operation(s)
9. Cops in Shops Operation(s)
10. LEAD Training (Host/Provide)
11. LEAD Training (Facilitate/Coordinate)
12. LEAD Training (Notify)
13. Press Release
14. Social Media Release
15. Public Service Announcement
16. Disorderly Operation(s)
17. Problematic ABC Premises Operation(s)
18. Undercover Operation(s)
19. Narcotics Operation(s)
20. Drink Solicitation Operation(s)
21. Plainclothes Operation(s)
22. General Enforcement Operation(s)
23. Multi-Agency Task Force Operation(s)
24. Drunk Decoy Operation(s)
25. Special Event Operation (Festival, Sporting Event, Concert, Fair...)
26. Saturation Patrol Operation(s)
27. Party Patrol Operation(s)
28. ABC Warrant Sweep Operation(s)
29. Roll Call ABC Training(s) to Officers/Deputies
30. Patrol Briefing(s) on ABC Laws
31. Alcohol Awareness Presentation (School, Community...)
32. Community Meeting/Outreach
33. *Other: Provide a brief description*

SAMPLE GOALS AND OBJECTIVES

ABC provides the following samples to help guide and give ideas to build upon. Incorporate those that will help solve the problems within your jurisdiction. We encourage applicants to develop their own objectives that they feel will address the problems in their jurisdiction.

1. Identify and target problematic ABC licensed establishments.
2. Develop and implement a multi-agency task force concept (involving ABC, Labor Law, Health Department, code enforcement, etc.) to target disorderly locations.
3. If applicable, identify alcohol related concerns that may be emanating from specific public attractions/facilities (such as: major universities, sports arenas, entertainment districts/venues, etc.). Articulate how you would mitigate issues stemming from these areas.
4. Develop and implement an ongoing standard operating ABC enforcement procedure and training program within the agency.
5. Conduct _____ task force operations targeting disorderly-licensed premises.
6. Prepare a written evaluation of the existing system of transmitting arrest reports involving licensees to the ABC (as required by Section 24202 Business & Professions Code).
7. Implement a new/improved system of transmitting arrest reports by _____ (specific time frame).
8. Conduct at least _____ Minor Decoy operations.*
9. Conduct at least _____ "Shoulder Tap" operations.*

**Please do not combine Minor Decoy and Shoulder Tap Operations as one goal.*

10. Host at least _____ TRACE training(s).
11. Provide roll call training on alcohol-related issues for all sworn personnel on a regular and continual basis. (Be specific as to how often and when you plan to implement this objective.)

12. Coordinate and conduct ____ IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Operations.
Or
Coordinate and conduct IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Operations at ____% of the licensed premises within our jurisdiction.
13. Schedule and coordinate ____ LEAD (Licensee Education on Alcohol and Drugs) Classes.
14. Develop a policy and procedure to inform citizens in our community about this project and give periodic updates on the status and accomplishments of the project.
15. Issue ____ press releases regarding the grant and/or the activities conducted under the grant.

*** SAMPLE ***

RESOLUTION OF THE GOVERNING BOARD

WHEREAS, THE (applicant) desires to undertake a certain project designated as (project title) to be funded in part from funds made available through the Alcohol Policing Partnership (APP) Program administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (designated official by title only) of the (County or City) is authorized to execute on behalf of (Governing Board) the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

I hereby certify that the foregoing is a true copy of the resolution adopted by the (governing body) of (unit of local government or organization) in a meeting thereof held on (date) by the following:

Vote:

Ayes:

Nays:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julio Salcedo, Recreation and Community Services Director
Juan Salas, Recreation and Community Services Supervisor

Date: April 7, 2025

Subject: Consideration to Approve Independence Day Festival Dates and Drone Show Allocation Suggestions

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the scheduling of the “Independence Day Festival” to be held on Saturday, July 5, 2025 at Recreation Park;
- b. Designate the first Saturday of each July as the annual “Independence Day Festival” going forward;
- c. Provide further direction to staff, as appropriate

BACKGROUND:

1. On July 4, 2012, the City hosted the last Independence Day Festival at Recreation Park before going on a ten-year hiatus due to budget cuts.
2. On June 7, 2021, during the fiscal year 2021-2022 Budget Study Sessions, the City Council discussed reviving the Independence Day Festival and directed staff to prepare recommendations for implementing an Independence Day Festival.
3. On June 21, 2021, the City Council approved a \$35,000 allocation for the Independence Day Festival as part of the fiscal year 2021-2022 Adopted Budget.
4. On Saturday, July 2, 2022, the City hosted the Red, White and Lights Laser Show for the Independence Day Festival in the Downtown San Fernando Mall in lieu of Recreation Park, which was closed due to construction of the San Fernando Regional Park Infiltration Project.

Consideration to Approve Independence Day Festival Dates and Drone Show Allocation Suggestions

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5. On Saturday, July 1, 2023, the City hosted the second annual Red, White and Lights Laser Show for the Independence Day Festival in the Downtown San Fernando Mall as Recreation Park was still unavailable due to the construction of the San Fernando Regional Park Infiltration Project.
6. On February 5, 2024, staff presented the City Council with options for the 2024 festival, proposing to host the event at Recreation Park. The City Council directed staff to provide laser/drone show options and a cost comparison between that Saturday and a July 4th event.
7. On February 20, 2024, the City Council approved hosting the “Independence Day festival” at Recreation Park on Thursday, July 4, 2025, and for the allocation of necessary funds for a 100-Drone Show.
8. On Thursday, July 4, 2024, the City hosted the third annual “Independence Day Festival” at Recreation Park with a family friendly festival and drone show.

ANALYSIS:

The community Independence Day festival serves multiple purposes, centered around celebrating our nation’s independence and fostering a sense of unity and pride with particular focus on history, values and culture. The festival is also a time for families to enjoy themselves and make it a fun, safe and memorable event for people of all ages. The festival is not only about celebrating the historical significance of July 4th but also about promoting national pride, civic engagement, unity, and fun. It’s a day for all Americans to honor their history, appreciate their freedoms, and connect with their communities.

Scheduling of the Independence Day Festivals has been a bit inconsistent as in some years it has been scheduled on a Saturday while other years it has been scheduled on the actual holiday. In evaluating the event for 2025, staff analyzed cost and logistics for a Saturday event versus holding it on the actual holiday (in this case, it is Friday, July 4th) to determine the tradeoffs between the two dates.

Cost Analysis

One of the primary tradeoffs between hosting the Festival on a Saturday versus the actual holiday is cost. In general, due to the high demand on the actual holiday, the cost to host the Festival on the day of the actual holiday exceeds the cost of hosting the event on a Saturday. Additionally, some of the rides and drone show options are unavailable on the actual holiday as they are reserved well in advance. Tables A and B below provide a comparison of the costs between the two dates:

Consideration to Approve Independence Day Festival Dates and Drone Show Allocation Suggestions

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TABLE A: Carnival Ride Cost Comparison		
Entertainment features	July 4, 2025	July 5, 2025
English Ferris Wheel	Not Available	\$22,000 for first time clients
Mobile Zip Line	\$7,000	\$5,000 *can be reduced to \$4,500 if it is rented a second time
Fiberglass Slide	\$7,000	\$7,000 *can be reduced if rented with another item

TABLE B: Independence Day Festival Light Show Cost Comparison		
Event Allocation \$35,000	July 4, 2025	July 5, 2024
Open Sky Productions (150 drones)		
150 Drones	N/A	\$ 35,000
Sky Elements Drones		
100 Drones	\$ 40,000	\$ 20,000
150 Drones	\$ 60,000	\$ 30,000
200 Drones	\$ 80,000	\$ 40,000
Grizzly Drone Light Shows		
200 Drones	N/A	\$ 27,000

*Pricing is based on availability as of February 2025 and is subject to change.

As is noted in the Tables A and B, the cost for the Festival is almost doubled when hosted on the actual holiday, which limits the number of drones and variety of rides that can be offered within the specified budget.

Staff will continue to explore sponsorships and partnerships to enhance the event's offerings while controlling costs. However, this event is not possible without additional funds if we do not receive additional grant sponsors.

Event Planning

Beyond cost considerations, planning a community event on a regularly recurring day — such as the first Saturday of each month or the third Friday of each season — offers several key benefits, including increased community awareness, stronger attendance, and easier promotion. Consistency can build anticipation and help residents integrate the event into their routines, making participation more likely.

For staff, maintaining a regularly recurring day simplifies marketing and logistics by allowing the City to reserve equipment, entertainment, vendors and performers many months, if not years,

Consideration to Approve Independence Day Festival Dates and Drone Show Allocation Suggestions

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in advance to increase the likelihood that the most desirable rides and amenities will be available for the event. Additionally, knowing the date of the event well in advance allows staff to better prepare each year to anticipate higher costs on certain years, such as 2026, when the holiday falls on the first Saturday of July. Based on these advantages, staff considered the tradeoffs of hosting the Festival on the first Saturday of July versus on the actual 4th of July holiday.

Hosting the Independence Day festival on the first Saturday of July may boost attendance due to the convenience of a weekend, fostering a stronger sense of community as more people come together, as well as reduce conflicts with personal holiday plans or family gatherings, and allow staff to enjoy the holiday with their families. However, it may lessen the patriotic impact of celebrating on the actual July 4th holiday. In contrast, holding it on the July 4th holiday offers greater symbolic significance and alignment with national celebrations, but may face lower turnout if it falls midweek and pose scheduling or staffing challenges.

Based on the cost and logistics analysis, staff recommends that City Council approves the establishment of a regularly recurring Independence Day Festival to be hosted on the first Saturday of each July.

If City Council is in support of hosting the Independence Day Festival on the first Saturday in July each year, Table C provides the dates for the next five (5) years.

TABLE C: Future 4th of July Dates	
Day and Year of Holiday	Date of Event
Saturday, July 4, 2026	Saturday, July 4, 2026
Sunday, July 4, 2027	Saturday, July 3, 2027
Tuesday, July 4, 2028	Saturday, July 1, 2028
Wednesday, July 4, 2029	Saturday, July 7, 2025
Thursday, July 4, 2030	Saturday, July 6, 2025

Independence Day Festival 2025

Plans for this year July 4th celebration to be hosted on July 5, 2025 will include an evening of family-oriented activities such as carnival games, a community scavenger hunt, live entertainment (bands, DJs, and an MC), and a finale evening drone show consisting of 100 drones. These attractions are aimed at promoting togetherness, recreation, and fun for residents of all ages.

BUDGET IMPACT:

The City will budget appropriately for the annual "Independence Day Festival." For reference, the Fiscal Year (FY) 2023-2024 budget allocated \$35,000 for the event. In FY 2024-2025, \$52,000 was allocated as an ongoing enhancement. In past years, staff has secured approximately \$5,500 in sponsorships and in-kind donations to offset event costs, and staff will pursue similar support

Consideration to Approve Independence Day Festival Dates and Drone Show Allocation Suggestions

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this year. If the City Council chooses to enhance the event with additional premium features — such as an expanded drone light show or attractions beyond the current budget — additional funding may be required to support those enhancements. However, by holding the event on the closest Saturday rather than on July 4th, the City is in a better position to manage costs within the existing budget allocation due to the reduced vendor premiums, as illustrated in Table B.

CONCLUSION:

City staff is prepared to move forward with planning the 2025 “Independence Day Festival” on Saturday, July 5, 2025, at Recreation Park, pending City Council’s approval. This reimagined annual event is intended to foster community spirit and provide a day of fun and togetherness for residents, while maintaining fiscal responsibility. Staff recommends that the City Council approve the new event dates, designate the Saturday closest to July 4th going forward to ensure the success of this community festival.

ATTACHMENT "A"

Independence Day Festival

Invoice Date	Vendor/ Payee	424-1386-4260 4th of July	424-4260 Contractual	424-4300 Supplies	004-2385 Event Support	Description	Total
Budget: 57500	ALLOCATION	\$ 52,000.00	\$2,000.00	\$ 1,000.00	\$14,500.00		
Gen Fund: 52000	Sky Element	\$ (40,000.00)					\$ (40,000.00)
Sponsor: 14,500	Stage Plus	\$ (7,528.00)					\$ (7,528.00)
	Savor (band)				(\$3,000.00)		\$ (3,000.00)
	Jolly Bouncers, Inc	\$ (3,788.33)				carnival activities	\$ (3,788.33)
	Diamond Environ.	\$ (683.67)			(\$387.78)	portable restrooms & hand sinks	\$ (1,071.45)
	Aladin Jumpers		\$ (1,227.00)			16X24 Dance Floor	\$ (1,227.00)
	Valley Views (MC)				(\$250.00)		\$ (250.00)
	Dept of Pub Hlth				(\$1,175.53)	Event Permit & Service Fee	\$ (1,175.53)
	DJ Pat				(\$675.00)		\$ (675.00)
	Social Media (GEC)				(\$750.00)		\$ (750.00)
	Amazon						\$ -
4/26/2024	Gain Sponsor				\$3,500.00		\$ 3,500.00
	San Fernando Community Health				\$5,000.00		\$ 5,000.00
	Willdan				\$1,000.00		\$ 1,000.00
	Republic Services				\$2,500.00		\$ 2,500.00
	American Fruits & Flavors				\$2,500.00		\$ 2,500.00
	Face Painting				(\$425.00)		\$ (425.00)
	Calgrove Rentals			\$ (456.74)		generator	\$ (456.74)
	Lowe's			\$ (52.51)		locks	\$ (52.51)
	GEC Events				(\$1,200.00)	Entertainment	\$ (1,200.00)
	Marisol				(\$196.30)	Reimbursement	\$ (196.30)
						Total Expense	\$ (47,295.86)
		\$ -	\$ 773.00	\$ 490.75	\$ 6,440.39	7704.14	
PrePadi Acct 001-1230							

Reclass from Contractual to Acct. 1386= \$44,472.00. (Stage Plus \$7,528.00)

Reclass from Contractual to Acct. 4300= \$456.74 (Calgrove)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: April 7, 2025

Subject: A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

RECOMMENDATION:

It is recommended that the City Council:

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

BACKGROUND:

1. On September 30, 1985, the City Council adopted Ordinance No. 1249, a Comprehensive Zoning Ordinance repealing and replacing the San Fernando Zoning Code.
2. On June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies and Programs aimed at addressing the City's housing needs.
3. On February 20, 2024, the City Council adopted Urgency Ordinance No. U-1723 to establish regulations for establishments selling alcohol.
4. On March 18, 2024, the City Council adopted Urgency Ordinance No. U-1725 extending the temporary moratorium on the installation of artificial turf and synthetic grass.
5. On August 12, 2024 and September 9, 2024, the Planning and Preservation Commission considered and discussed proposed landscape standards.

A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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6. On October 30, 2024, the website was updated to include draft zoning code changes pertaining to landscape standards and outdoor dining. A draft outdoor dining ordinance and PowerPoint were shared via email with the San Fernando Mall Association and the San Fernando Chamber of Commerce.
7. In December 2024, inserts were printed and mailed out with water bills to all residents notifying them of the zoning code updates underway and Department contact information.
8. On January 27, 2025, at a duly noticed public hearing, the Planning and Preservation Commission unanimously approved Resolution No. 2025-001, recommending the City Council adopt an Ordinance to repeal and replace the City of San Fernando's Zoning Code.
9. On March 3, 2025, a duly notice public hearing was held before the City Council to consider Ordinance No. 1732 to repeal and replace Chapter 106 (Zoning) of the San Fernando Municipal Code. There were two (2) public speakers that provided public comments. The City Council continued the public hearing to April 7, 2025.

ANALYSIS:

A zoning code is a critical component of a city's legal framework for land use and development. It establishes detailed regulations that dictate how land can be used, what activities are permitted in specific areas, and the standards for building and infrastructure. As part of the municipal code, the zoning code serves as a tool to implement the broader goals outlined in the city's general plan, which is a long-term vision document that guides the community's growth, development, and sustainability efforts. While the general plan sets high-level policies and objectives, the zoning code translates those into actionable rules, ensuring that land use aligns with the community's vision for housing, transportation, environmental conservation, and economic development. Together, the general plan and zoning code work to create cohesive, functional, and sustainable communities.

A Housing Element is one of six¹ required elements of a City's General Plan. It serves as a comprehensive framework for addressing the housing needs of the community across all income levels, as set by the State of California. It outlines the City's policies, goals and programs to create, preserve, and improve housing opportunities and affordability. Among the programs and policies in the City's Housing Element is to amend the City's Zoning Code to comply with State Housing Laws and to organize the code in a user-friendly format.

The last comprehensive update to the City's Zoning Code was in 1985. Since then, the zoning code has been amended through targeted updates, as needed. After nearly 40 years, the opportunity has come for a comprehensive review to ensure the code remains clear, consistent, and well organized. A refresh will enhance its usability for residents, property owners, business owners, prospective applicants, and City staff, while aligning the code with state law, community needs, and City policies.

¹ The other required elements include: 1) Land Use 2) Circulation 3) Conservation 4) Open Space 5) Noise 6) Safety

A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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The project was initially included in the scope of work for funding under the Southern California Association of Governments' (SCAG) Regional Early Action Planning (REAP) Grants 2.0 of 2021, based on zoning code updates identified in the City's Housing Element Programs. However, due to delays in the release of REAP funding and concerns about maintaining code compliance, the City opted to move forward independently. Staff initiated a call for service from the City's list of pre-approved on-call planning consultants to select a consultant for the zoning code update. Through this process, Precision Civil Engineering was selected and began work on the project in May 2025.

The zoning code update sets to accomplish four main goals and lay the framework for future updates. These goals are:

1. A reorganization and clean up for the purposes of creating a clear, consistent and well-organized document.
2. Implement Housing Element programs.
3. Codify City policies and procedures.
4. Incorporate development standards for specific land uses.

In addition to these goals, the newly organized zoning code is designed to establish a strong foundation for future updates, including those required as part of the SCAG REAP 2.0 Scope of Work, enabling the City to expedite necessary amendments within a compressed timeline. Furthermore, the reorganized code will support best practices by streamlining the process for scheduling annual cleanup amendments, ensuring the code remains clear, consistent, and well-maintained over time.

March 3, 2025 City Council Comments.

On March 3, 2025, the City Council discussed the proposed zoning code ordinance during a public hearing. During City Council comments, Councilmember Fajardo asked for clarification on how the list of Native Trees was derived.

A tree is considered a California native if it naturally occurred within the state's political boundaries before the arrival of European explorers and colonists, not as a result of human activity, and is adapted to the local climate, soil and wildlife. The Urban Forest Management Plan included a Street Tree Palette, which is a list of recommended trees to plant along the public right-of-way and a list of recommended yard trees to plant on residential properties in San Fernando. Staff reviewed these lists of suitable trees and pulled from the lists all those that were California Native Trees to create the following definition of a Native Tree in the City's zoning code.

Native Tree means any tree with a trunk more than eight (8) inches in diameter at a height of 4½ feet above natural grade that is one (1) of the following species:

- a. *Quercus agrifolia* (Coast live oak)
- b. *Quercus lobata* (Valley oak)
- c. *Umbellularia californica* (California bay)

A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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- d. *Cercis accidentalis* (Western redbud)
- e. *Lyonothamnus floribundus*, ssp. *Asplenifolius* (Santa Cruz island ironwood, Catalina)
- f. *Parkinsonia* “Desert Museum” (Desert Museum palo verde)
- g. *Prunus ilicifolia* ssp. *Lyonii* (Catalina cherry)
- h. *Chilopsis linearis* (Desert willow)
- i. *Calocedrus decurrens* (incense cedar)
- j. *Pinus torreyana* (Torrey pine)

The proposed ordinance protects those trees that fall within the Native Tree definition as well as heritage and protected trees. Heritage trees are those that meet one (1) or more of the following criteria to be designated by City Council upon recommendation by the City’s tree commission as a Heritage Tree:

- 1. The tree’s age and association with a historic building or district gives the tree historical significance;
- 2. The tree represents a specimen that is particularly rare in the Los Angeles basin and is of considerable size and age;
- 3. The tree possesses unique characteristics or special horticultural significance; or
- 4. The tree is of a significant size and/or makes a significant and outstanding aesthetic impact to its setting and is an exceptional specimen in good condition and health.

The Urban Forest Management Plan includes seven (7) trees on private property that would qualify as heritage trees; however, staff did not include them in the proposed ordinance. The Planning and Preservation Commission or the City Council may consider their designation at a later date.

Staff also did not include a list of protected trees at this time, but the proposed ordinance allows for such a list to be adopted in the future.

Reorganization.

The City’s Zoning Code, found in Chapter 106 of the Municipal Code, is structured into six (6) articles. Each article is further divided into divisions and subdivisions. This hierarchical structure has been preserved to ensure its consistency with the other chapters of the Municipal Code. Proposed changes include updating the titles of the articles and overall reorganization of the subsequent divisions and subdivisions. Additionally, information throughout the code has been consolidated into charts where applicable. This approach provides a far more efficient way of presenting information, eliminating the need to cross-reference multiple sections as in the previous code format.

A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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The proposed revised table of contents is illustrated below:

<i>Original Table of Contents</i>	<i>Proposed Table of Contents</i>
Article I. - In General	Article I. – General Provisions
Article II. - Administration	Article II. – Base and Overlay Zones
Article III. - Zones	Article III. – General Regulations
Article IV. - Building Line Chart	Article IV. – Standards for Specific Land Uses and Activities
Article V. - General Development Standards	Article V. – Administration
Article VI. - General Regulations	Article VI. – Definitions

The sections that have been added are detailed in Attachment “B”. To ensure clarification, clarity and structure to the zoning code the following revisions are proposed:

- **Article I, Division 2. – Interpretation of Zoning Code Provisions.** This section provides rules for resolving questions about the meaning or applicability of any requirement of the zoning code. The rules provided in this section are intended to ensure consistent interpretation and application of the provisions of the zoning code.
- **Article II, Division 2. – Residential Zones (R).** This section is revised to organize data of all residential zones into tables. Residential accessory structures has been expanded to include the same setbacks for a two-story accessory structure than a single family home.
- **Article II, Division 3. – Commercial Zones (C).** This section is revised to organize data of all residential zones into tables.
- **Article II, Division 4. – Industrial Zones (M).** This section is revised to organize data of all residential zones into tables.
- **Article V, Division 6. – Site Plan Review.** This article has been revised to set clear thresholds for planning projects that require a site plan review. Also, the exceptions to site plan review are codified in this update as well as the application process.
- **Article V, Division 9. – Modifications.** This article was revised to reference allowed modifications that were identified in various sections of the previous code.
- **Article VI. – Definitions.** This article brings together all the definitions that were located in various sections throughout the zoning code chapter. It also includes definitions for uses that were missing or key terms.
- **Sec. 106-2. – Authority.** This section was revised to clarify authority.
- **Sec. 106-3. – Purpose.** This section was revised to clarify the relationship between General Plan and California Environmental Quality Act (CEQA).
- **Sec. 106-4. – Structure of Development Code.** This section provides the structure of the zoning code.
- **Sec. 106-6. – Applicability.** This section clarifies to what or whom the zoning code shall apply.
- **Sec. 106-11. – Rules of Interpretation.** This section explains terminology used and how to interpret the zoning code.

A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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- **Sec. 106-16. – Procedural Requirements.** This section states that failure to follow the procedural requirements contained in this chapter shall not invalidate City actions taken in absence of a clear showing of intent.
- **Sec. 106-189. – Projections Into Required Setback Area.** This section provides a chart of building protections that are allowed to extend into the required setbacks and provides the amount of the allowed encroachment.
- **Sec. 106-190. – Access.** This section clarifies that access every structure shall have access to a public street.
- **Sec. 106-284. – Location of Parking.** This revision allows for non-residential uses to have shared parking within 500 feet through an approved shared parking agreement.
- **Sec. 106-324. – Driveway Access and Traffic Sight Clearance.** This revision compiles all driveway standards. It also provides standards for a circular driveway.
- **Sec. 106-374. – All Zones.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all properties.
- **Sec. 106-375. – Residential Zones.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all residential properties.
- **Sec. 106-376. – Commercial, Industrial, and Mixed-Use Zones/Properties.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all commercial/industrial and mixed use properties.
- **Sec. 106-377. – Construction Materials.** This is part of the wall and fences section that has been updated to list acceptable and prohibited materials.
- **Sec. 106-379. – Permits.** This is part of the wall and fences section that clarifies permits needed.
- **Sec. 106-380. – Inspection.** This is part of the wall and fences section that clarifies inspections needed.
- **Sec. 106-808. – Purpose.** This describes the purpose of Article V. - Administration.
- **Sec. 106-809. – Summary of Planning Permits and Actions.** This section adds a table that shows a brief summary of the permits and actions that are administered under the zoning code.
- **Sec. 106-810. – Application Process and Fees.** This section describes who may submit an application, what constitutes an application and what fees are to be paid at the time of application.
- **Sec. 106-811. – Application Review.** This section describes the application process.
- **Sec. 106-875. – Post-Approval Procedures.** This section states that a conditional use permit shall expire if the use is discontinued after one (1) year. It does allow for an extension of time of up to an additional year of time.
- **Sec. 106-1019. – Purpose.** This section states that City Council may amend the zoning code whenever required by public necessity, convenience and general welfare.

Housing Element Programs.

The City of San Fernando's certified and adopted 2021-2029 Housing Element identified a number of zoning code amendments to comply with state law as goals and policies of its housing plan. Specifically, Goal 5.0 of the City's Housing Element is aimed *to reduce and remove*

A Continued Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code

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government barriers, where feasible and legally permissible, to reduce cost of housing production and facilitate both ownership and rental opportunities for all residents. Policy 5.1 calls to amend the City's zoning code and specific plan to comply with recently adopted state regulations. The amendments to the code below are to comply with state law pertaining to Accessory Dwelling Units (ADUs), transitional and supportive housing, low barrier navigation centers, employee and farmer worker housing.

- **Article II, Division 2. – Residential Zones (R).** Added ADUs, employee housing, supportive and transitional housing as a permitted use in all residential zones and low barrier navigation centers as permitted in R2 and R3 zones.
- **Article II, Division 6. – Overlay Zones, Subdivision III. – MUO Mixed Use Overlay.** This was adopted by City Council on February 11, 2025.
- **Article IV, Division 1. – Accessory Dwelling Units.** This division has been updated to comply with state law, but also includes objective development standards.
- **Article V, Division 3. – Zone Clearance.** This division establishes a “streamlined development” process under the zone clearance for those projects in which the state requires a ministerial review and approval.
- **Article V, Division 6. – Site Plan Review.** This article is updated to include language pertaining to findings for approval of a housing development project as required by state law.
- **Sec. 106-278. – Parking Spaces Required.** This adds the citation that state law requires an exception to the required parking if a project is within one-half mile of public transit.

City Policies and Procedures.

The current zoning code contains broad thresholds for application review processes. Historically, these processes and thresholds were refined and clarified through internal policies rather than codified standards. This was intended to provide staff with maximum discretion in evaluating project applications.

As part of the proposed code update, staff has incorporated department policy-driven thresholds and processes directly into the zoning code. By formalizing these procedures, the updated code ensures that applicants and the public have clear and consistent information about review processes and decision-making criteria. This approach not only supports greater accountability but also streamlines project evaluation by aligning established practices with codified standards. Updates proposed for this purpose are below.

- **Article V, Division 4. – Administrative Planning Review.** This division codifies thresholds for level of review for planning applications that do not require full Site Plan Review or Conditional Use Permit review that had been previously set in department policy.
- **Article V, Division 5. – Temporary Use Permit and Special Event Permit.** This division codifies the Special Events Permit process that the City has had in process since 2017.
- **Article V, Division 3. – Zone Clearance.** This division codifies the practice of reviewing permitted land uses for compliance with various sections of the zoning code.

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Development Standards for Specific Land Uses.

The current zoning code has minimal development standards for specific types of land uses. The following common land uses have been added as part of the proposed update to begin the regular practice of adding standards to ensure quality development in the City. The exceptions are Article III, Division 4.- Landscape Standards for Private Property; Article IV, Division 21.- Outdoor Dining, and Article IV, Division 22.- Establishments Selling Alcohol. These divisions were added because of efforts that begin separately but because of timing were incorporated into this larger update.

- **Article III, Division 6. – Screening.** This section was added to address multi-story building abutting a residential property and also to ensure screening of mechanical equipment in developments.
- **Article III, Division 4. – Landscape Standards for Private Property.** This article has been added to establish city-wide landscape standards as directed by City Council to accomplish the following goals:
 - Prohibition of the installation of synthetic grass and artificial turf prior to the expiration of the moratorium on artificial turf
 - Create Hardscape and landscape standards and requirements;
 - Comply with the State Model Water Efficient Landscaping Ordinance (MWEL0);
 - Comply with the State Low Impact Development (LID) requirements for stormwater management;
 - Develop drought-tolerant planting standards compliant with MWD rebate program requirements; and
 - Establish a private tree protection standards, as recommended by the San Fernando Urban Forest Management Plan.
- **Article IV, Division 15. – Animal Boarding, Pet Day Care, Veterinary Clinics and Animal Hospital.** This section was added to create standards.
- **Article IV, Division 16. – Automatic Teller Machines (ATMS).** This section was added to create standards.
- **Article IV, Division 17. – Drive-Through Establishments.** This section was added to create standards.
- **Article IV, Division 18. – Live/Work Development.** This section was added to create standards.
- **Article IV, Division 19. – Temporary Storage Containers.** This section was added to create standards.
- **Article IV, Division 20. – Vehicle Fueling and Electric Vehicle (EV) Charging.** This section was added to create standards.
- **Article IV, Division 21. – Outdoor Dining.** This article has been added to develop standards for outdoor dining on private property that will mirror the regulations that will be set forth for outdoor dining on the public right of way. This is a department work plan item approved by the City Council as part of the 2024-2025 Adopted Budget. The goal is to replace the outdoor dining permitted during COVID by setting standards in place for review.

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- **Article IV, Division 22. – Establishments Selling Alcohol.** This division has been added to move these standards from Chapter 22- Business of the City of San Fernando Municipal Code.

This comprehensive update to the zoning code is a critical step toward ensuring the City’s growth is managed effectively and in alignment with state law, local policies, and community goals. By reorganizing the code for clarity and accessibility, implementing housing element programs, and codifying established policies and practices, the City will create a more equitable, sustainable, and predictable framework for development. This update not only enhances regulatory consistency but also supports economic development, public confidence, and the preservation of community character, positioning the City to better serve its residents and businesses for years to come.

Environmental Review.

Pursuant to Section 15061(b)(3) of the Guidelines for the Implementation of the California Environmental Quality Act (“CEQA”) of 1970, as amended, the lead agency has determined that the proposed activity is exempt from CEQA. The City as the lead agency has determined with certainty that the proposed activity will not have a significant effect on the environment as the proposed amendments are intended to reorganize the zoning code for better functionality, comply with applicable State provisions, and streamline implementation and administration of the zoning ordinance, correct inconsistencies and clarify ambiguities. In addition, under California Public Resources Code section 21080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of sections 66310 to 66342 of the Government Code, which is California’s ADU law and which regulates JADUs, as defined by Sections 66333 to 66339. Therefore, the proposed ordinance is also categorically exempt from CEQA under the Class 3 exemption set forth in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts from CEQA, among other things, the construction and location of new, small structures and the conversion of existing small structures from one (1) use to another. Section 15303 specifically lists the construction of appurtenant accessory structures and garages as examples of activities that expressly falls within this exemption.

Planning and Preservation Commission Review.

The Planning and Preservation Commission (“Planning Commission”) held a public hearing to consider the project at a special meeting on January 27, 2025. The Commission expressed support for the repeal and replacement of the City’s zoning. The Planning Commission unanimously approved the adoption of Resolution No. 2025-001 recommending that the City Council repeal and replace Chapter 106 (Zoning) of the San Fernando Municipal Code (Attachment “C”).

Public Hearing Notice.

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. The City also published notice of this public hearing at least 20 days before the meeting in accordance with San Fernando Municipal Code Section 106-72.

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BUDGET IMPACT:

The preparation of these ordinances was an enhancement approved by the City Council as part of the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a public hearing; pending public testimony, consider approving introduction for first reading, in title only, and waive further reading of Ordinance No. 1732 (Attachment "A") titled, "An Ordinance of the City Council of the City Of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code".

ATTACHMENTS:

- A. Ordinance No. 1732, including:
 - Exhibit "A": Chapter 106 (Zoning) [\(provided digitally through weblink\)](#)
- B. New Section to Chapter 106 (Zoning)
- C. Planning Commission Resolution

ORDINANCE NO. 1732

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, REPEALING AND REPLACING CHAPTER 106 (ZONING) OF
THE SAN FERNANDO MUNICIPAL CODE**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the "City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, the City has identified a need to reorganize and amend its zoning code to improve its usability, clarity, and consistency while ensuring compliance with new state laws and implementing policies and programs identified in the City's Housing Element; and

WHEREAS, the City has identified a need to codify policies and procedures to improve public access to said policies and procedures; and

WHEREAS, the City has identified a need to set certain development standards to facilitate application review and processing; and

WHEREAS, the Planning and Preservation Commission, as part of its special meeting of January 27, 2025, conducted a duly noticed public hearing on the proposed code reorganization and amendments, and all testimony was received and made part of the public record; and

WHEREAS, the City prepared a revised zoning code that includes new articles, divisions, and sections, as well as modifications to existing provisions to enhance the organization, functionality, and compliance of the zoning code as detailed in Exhibit "A" attached hereto.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Environmental Findings. This project has been determined to be exempt from the requirements of the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment. The text amendments are administrative and regulatory in nature, focused on improving clarity, consistency, and compliance with existing State mandates and the 6th Cycle Housing Element, and do not involve any physical development or changes in land use. Therefore, there is no potential for the project to result in direct or indirect environmental impacts.

SECTION 3 Zoning Text Amendment Findings. Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

- a. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plans.

The proposed code reorganization aligns with and supports the San Fernando General Plan by ensuring clarity, accessibility, and consistency in the implementation of zoning regulations. Specifically:

- Consistency with Land Use Objectives: The reorganization provides clear guidance for implementing land use policies outlined in the General Plan, ensuring that zoning designations align with the intended character and uses of various districts within the city.
 - Policy Alignment: The amendment enhances the usability of the zoning code, making it easier for stakeholders, including residents, developers, and staff, to understand and comply with the city's development standards. This supports the General Plan's goals of promoting orderly growth, sustainable development, and efficient land use practices.
 - Program Implementation: By improving the structure and organization of the zoning code, the proposed amendment facilitates the effective execution of General Plan programs, such as fostering economic development, housing opportunities, and infrastructure improvements.
 - Enhanced Transparency: The amendment eliminates redundancies and clarifies ambiguities, fostering greater transparency and ensuring that the zoning code serves as a reliable tool for implementing the General Plan's vision and objectives.
- b. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.
- The proposed code reorganization supports the public interest and enhances public welfare by improving the efficiency and effectiveness of zoning regulations as described below:

- Clarity and Accessibility: The reorganization simplifies the zoning code structure, making it easier for the public, property owners, and developers to understand and comply with city regulations, thus reducing potential disputes and enforcement challenges.
- Promoting Public Safety: By ensuring consistency and clarity in development standards, the amendment supports the city's ability to enforce regulations that protect public health and safety, such as those related to building codes, setbacks, and environmental safeguards.
- Streamlining Processes: The amendment enhances the convenience of navigating the zoning code, thereby streamlining the permitting process and reducing delays for property owners and developers, all while maintaining regulatory standards.
- Community Welfare: A well-organized zoning code promotes orderly development, enhances property values, and ensures land uses that are compatible with community needs and expectations, contributing positively to the overall quality of life in San Fernando.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its Regular Meeting held this ____ day of _____ 2025.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1732 which was introduced on April 7, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the ____ day of _____, 2025 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Julia Fritz, City Clerk

NEW DIVISIONS AND SECTIONS TO CHAPTER 106 (ZONING)

NEW DIVISION LIST

ARTICLE 1. GENERAL PROVISIONS

DIVISION 2. - INTERPRETATION OF ZONING CODE PROVISIONS.

Sec. 106-9. - Purpose.

This section provides rules for resolving questions about the meaning or applicability of any requirement of this chapter. The rules provided in this section are intended to ensure consistent interpretation and application of the provisions of this chapter.

Sec. 106-10. – Authority.

The Director shall have the responsibility and authority to interpret the requirements of this chapter unless specified otherwise in this chapter.

Sec. 106-11. – Rules of interpretation.

- A. *Terminology.* When used in this chapter, the words "shall," "must," "will," "is to," and "are to" are always mandatory. "Should" is not mandatory but is strongly recommended; and "may" is permissive. The present tense includes the past and future tenses; and the future tense includes the present. The singular number includes the plural number, and the plural the singular, unless the natural construction of the word indicates otherwise. The words "includes" and "including" shall mean "including but not limited to" The words "buildings and structures" are referred to as "structures."
- B. *Common words use.* If not specifically defined herein, or the context otherwise requires, then words of common use shall be defined as found in standard dictionaries.
- C. *Number of days.* Whenever a number of days is specified in this chapter, or in any permit, condition of approval, or notice issued or given as provided in this chapter, the number of days shall be construed as calendar days, unless otherwise specified. Time limits will extend to the following working day where the last of the specified number of days falls on a weekend, a City-recognized holiday, or a day the City is not open for business.
- D. *Minimum requirements.* When any regulation of this chapter is being interpreted and applied, all provisions shall be considered to be minimum requirements, unless stated otherwise (such as height limits and site coverage requirements for structures, and the numbers and size of signs allowed are maximums, not minimums).
- E. *State law requirements.* Where this chapter references provisions of State law (e.g., The California Government Code, Subdivision Map Act, Public Resources Code, and the like), the reference shall be construed to be the current State law provisions, as they may be amended from time to time.
- F. *Residential zones.* Whenever this chapter refers to "residential zones," it shall mean properties in the R1, R2, R3, RPD overlay and residential zones with a PD overlay.
- G. *Calculations – rounding.* Wherever this chapter requires calculations to determine applicable requirements, any fractional result of the calculation shall be rounded to the next higher whole number when the fraction is 0.5 or greater, and to the next lowest whole number when the

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fraction is less than 0.5. In the case of the number of dwelling units, numerical quantities that are a fraction of whole numbers shall be rounded to the next higher whole number.

- H. *Zoning map boundaries.* If there is uncertainty about the location of any zoning district boundary shown on the official Zoning Map, the following rules are to be used in resolving the uncertainty:
 - 1. Where district boundaries approximately follow lot, alley, or street lines, the lot lines and street and alley centerlines shall be construed as the district boundaries;
 - 2. If a district boundary divides a parcel, and the boundary line location is not specified by distances printed on the zoning map, the location of the boundary will be determined by the scale on the zoning map; and
 - 3. Where a public street or alley, railroad, or utility right-of-way is officially vacated or abandoned, the property that was formerly in the right-of-way will be included within the zoning district of the adjoining property on either side of the centerline of the vacated or abandoned right-of-way or easement.
- I. *Allowable uses of land.* If a proposed use of land is not specifically listed in Division 2 (Residential Zones), Division 3 (Commercial Zones), Division 4 (Industrial Zones), Division 5 (Specific Plan Zones) and Division 6 (Overlay Zones) of Article II, the use shall not be allowed, except as follows.
- J. *Applicable standards and permit requirements.* When the Commission determines that a proposed use not listed in Article II is equivalent to a listed use, the proposed use will be treated in the same manner as the listed use in determining where it is allowed, what permits are required, and what other standards and requirements of this chapter apply.
- K. *Procedure for Interpretations.* At the written request of any interested person, or at the Director’s discretion, the Director may determine the meaning or applicability of any requirement of this Title and may issue an official interpretation.
- L. *Request for interpretation.* A request shall be written that specifically states the provision(s) in question and provides any information to assist in the review.
- M. *Record of interpretations.* Official interpretations shall be:
 - 1. In writing, and shall quote the provisions of this Title being interpreted, and explain their meaning or applicability in the particular or general circumstances that caused the need for interpretation; and
 - 2. Distributed to the Council, Commission, City Attorney, City Clerk, and all pertinent staff.
- N. *Appeals and referral.* Any interpretation of this chapter by the Director may be appealed to the Commission as provided in Division 2 of Article V of the SFMC. The Director may also refer any interpretation to the Commission for a determination.
- O. *Amendments.* Any provision of this Chapter determined by the Director to need refinement or revision should be corrected by amending this chapter as soon as is practical. Until amendments can occur, the Director will maintain a complete record of all official interpretations, available for public review, and indexed by the number of the section being interpreted.
- P. *Procedure for unlisted uses.* Any use may be permitted which in the judgment of the commission, as evidenced by resolution in writing, are similar to and no more objectionable than any of those enumerated in the applicable zone district.

Subdivision III. – MUO Mixed Use Overlay

Sec. 106-171. – Intent and purpose.

The MUO mixed use overlay zone is established to provide development opportunities for integrated, complementary residential and commercial development on the same parcel or a contiguous group of parcels. The MUO zone may be applied as an additional zone classification to land zoned C-1 limited commercial zone or C-2 commercial zone.

Sec. 106-172. – Use regulations.

- A. Property may be developed solely for residential uses at a density range of 20-35 units per acre.
- B. Property may be developed solely for uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district.
- C. Uses mandated by state law to be permitted in mixed use zone districts are permitted in the Mixed Use Overlay (Transitional and Supportive Housing, Low Barrier Navigation Centers and Accessory Dwelling Units).
- D. If property is developed with a mix of residential and non-residential uses within the same project area, the following are required:
 1. For the commercial component, property may be developed with uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district, except for the specific limitation identified in section 106-72.
 2. Commercial uses are required on the ground floor adjacent to arterial streets and at all corners adjacent to arterial streets.
 3. On corner parcels, the non-residential use shall turn (wrap around) the corner for a distance of at least 30-feet, or at least 50% of the building façade, whichever is less. The termination of use shall occur at an architectural break in the building.
 4. For buildings located within 20 feet of a public street, the non-residential component of a mixed-use project shall contain at least 60% pedestrian-oriented commercial uses intended to increase pedestrian activity on the adjacent streets. Other non-residential uses may be substituted for commercial uses, if authorized by a resolution of the Planning and Preservation Commission, provided, it can be demonstrated that such non-residential use will increase pedestrian activity on the adjacent streets and is not a prohibited use listed below.
 5. All commercial tenant spaces on the ground floor shall have a minimum depth of 30 feet.
 6. Overall commercial floor area shall be a minimum of 25% of the project's total gross floor area.
 7. Residential uses shall occupy a minimum of 50% of the project's total gross floor area.
 8. The minimum residential density permitted is 20 units per acre.
 9. The permitted residential component of the mixed-use project includes:
 10. Multiple-family dwellings;
 11. A live-work unit, defined as a dwelling unit that combines residential and commercial or office space within the same space, shall be considered a residential unit or development in the Mixed Use Overlay. A live-work unit or development must comply

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with all building code requirements which may require size, separation and use requirements and limitations.

12. The following uses and activities shall not be permitted within the Mixed Use Overlay zone when a mixed use project is proposed:
 - a. Vehicle maintenance or repair (e.g., body or mechanical work, including boats and recreational vehicles), vehicle detailing and painting, upholstery, or any similar use.
 - b. Storage of flammable liquids or hazardous materials beyond that normally associated with a residential use.
 - c. Manufacturing or industrial activities, including but not limited to welding, machining, or any open flame work.
 - d. Any activity or use, as determined by the responsible review authority to not be compatible with residential activities and/or to have the possibility of affecting the health or safety of live/work unit residents due to the potential for the use to create dust, glare, heat, noise, noxious gases, odor, smoke, traffic, vibration or other impacts, or would be hazardous because of materials, processes, products, or wastes.
1. After approval, a mixed-use building shall not be converted to entirely residential use.
2. A City-approved covenant shall be executed by the owner of each residential unit within a mixed use development for recording in the land records of Los Angeles County, and shall include statements that the occupant(s) understand(s) and accept(s) the person is living in a mixed use development, and that commercial activities are permitted pursuant to the regulations in the SFMC. If the project includes rental residential units, the project owner shall execute such covenant and a copy of the recorded covenant shall be provide to each new occupant of the rental units.

Sec. 106-173. – Density and massing development standards.

Any project developed pursuant to this division shall comply with the following, and any permit issued shall be subject to such provisions established as conditions of approval. Please note if residential uses are not proposed, only the Development Standards of the underlying zone district apply:

TABLE 106-186: DEVELOPMENT STANDARDS – MIXED-USE OVERLAY (MUO)				
District	MUO (100% Commercial)	MUO (100% Residential)	MUO Mixed-Use	Additional Regulations
Density (du/acre)	N/A	20-35	20-35	
Yards/ setbacks (ft.)				See sections 106-188 and 106-189 for additional requirements on setbacks.
Front (min./max.)	(1)	5/10 (3)(4)	0/15 (2)(4)	Reference to living wall requirements
Street side (min./max.)	(1)	5/10 (3)(4)	0/0 (2)(4)	

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Interior Side (min.)	(1)	5 [5]	0 (5)	
Rear	(1)	5 [5]	0 (5)	
Maximum height (ft.)	(1)	45 (7)	45 (7)	
Building site coverage (max. %)	(1)	80	80	
Open space standards (sq ft.)				See section 106-173 C.
Private (min.)	-	80	60	
Common (min.)	-	100	100	
Specific Limitations:				
<p>(1) Follow the base zone district (Section C-1 & C-2) development standards.</p> <p>(2) A 0-15-foot setback is allowed to accommodate pedestrian-oriented outdoor uses and amenities which the Director of Community Development determines are appropriate to an urban setting, such as outdoor patio dining areas, plazas and courtyards, fountains, public art, entry forecourts, and landscaping.</p> <p>(3) A reduced setback may be permitted if the ground floor is used for non-living areas such as manager's office, gym, etc.</p> <p>(4) A 15-foot setback is required when abutting single family residential uses to match front yard setback.</p> <p>(5) A 10-foot setback is required if proposed or existing uses will abut existing or proposed non-residential uses.</p> <p>(6) Applies to the non-residential components of the project only</p> <p>(7) Certain Roof mounted structures may exceed height. See Division 6 of Article III.</p>				

A. General Standards

1. Screening. When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
 - a. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
 - b. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
2. Security Barriers.
 - a. Any security barriers installed on the windows or the doors of the premises shall be installed only on the interior of the building and in compliance with all City Building, Zoning, and Fire Codes.
 - b. Security barriers shall meet the following criteria:
 - i. Only open grill design security systems located on the inside of the building shall be permitted on elevations visible from the street.
 - ii. Open grill design security systems shall be primarily transparent with not less than seventy-five percent (75%) visibility from the street.

- iii. Solid roll-down security doors are prohibited unless part of a vehicle loading bay.
- iv. Interior security gates shall be opened and fully retracted during the hours of operation.

B. Building Standards

1. Façade modulation and articulation.

- a. **Building Length Articulation.** At least one projection or recess shall be provided for every 50 horizontal feet of wall in one of the following manners:
 - i. Projections or recesses for buildings 50 feet wide or less shall be exempted from the building length articulation requirement; projections or recesses for buildings greater than 50 feet in width but less than 100 feet in width shall be no less than 12 inches in depth; or projections or recesses for buildings 100 feet wide or wider shall be no less than 24 inches in depth.
 - ii. The depth and width of the projection or recess shall be proportionate to the overall mass of the building.
- b. **Building Height Articulation.** In order to maintain a human scale for multi-story buildings, the height of façades shall be broken into smaller increments as follows:
 - i. **Ground Floor.** A substantial horizontal articulation of the façade shall be applied at the top of the first story. This element shall be no less than 18 inches tall, and should project from the adjacent wall plane. It shall be designed as a cornice, belt course, or a similar architectural element which is appropriate to the style of the building.
 - ii. **Top Floor.** Buildings or portions of buildings which are three stories in height or taller shall also provide articulation for the top story of the building. This may be accomplished by a color change, material change, a cornice/belt course at the bottom of the uppermost story, by stepping the uppermost story back, or similar measures.

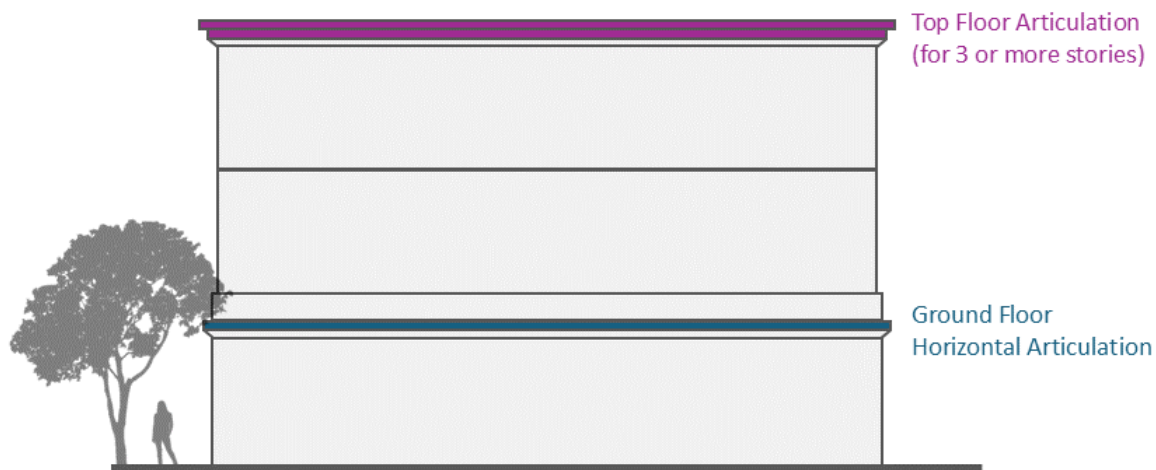


Figure 106-173.1. Building Height Articulation

- c. Blank building facades shall be prohibited. Building facades without the use of windows or doors shall not span a continuous horizontal length greater than 20 feet across any story.

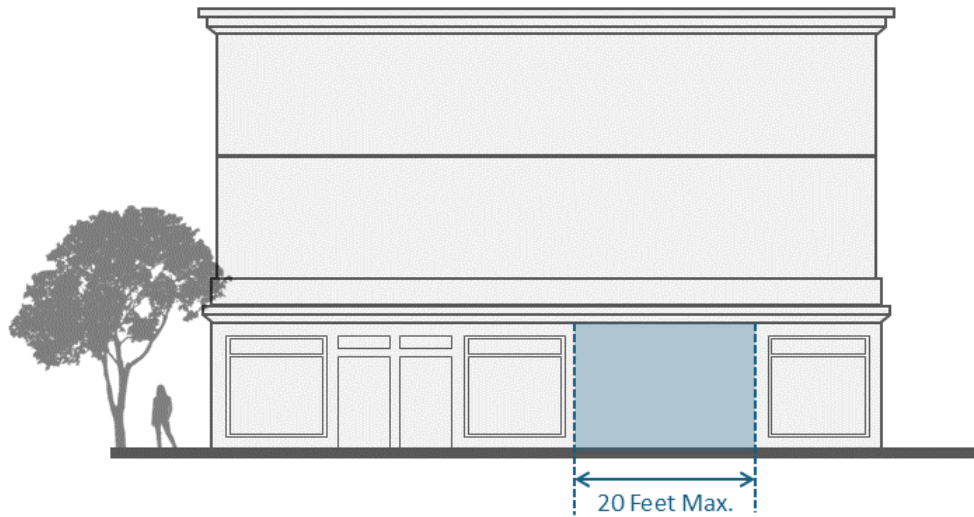


Figure 106-173.2. Blank Façade

- d. Façade design.
 - i. The street-facing façade shall use of at least two different façade materials or colors, each covering a minimum of 20 percent of the street-facing façade.
 - ii. All façade materials and colors, such as siding, window types, and architectural details, used on the street-facing façade shall be used on all other building façades.
- 2. Transparency. Placement and orientation of doorways, windows, and landscape elements shall create strong, direct relationships with the street. Street-facing façades of all buildings shall incorporate windows and openings providing light to adjacent spaces, rooms, and uses.
 - a. Commercial ground-floor uses. Windows and openings facing streets shall constitute a minimum of 50% of street-facing building faces. Windows shall provide a clear and transparent view into ground floor-uses or shall display merchandise to reinforce a pedestrian scale. Film may be provided to protect from the sun or as required to satisfy State or local energy efficiency requirements as long as some level of transparency is maintained.
 - b. Commercial upper-floor uses. Windows and openings facing streets shall constitute a minimum of 40% of street-facing building faces.
 - c. Residential ground-floor uses. Windows and openings facing streets shall constitute a minimum of 30% of street-facing building faces.
 - d. Residential upper-floor uses. Windows and openings facing streets shall constitute a minimum of 20% of street-facing building faces.

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- C. Open Space Standards. Maintaining open space areas provides recreational opportunities, allows sunlight to enter into living spaces and provides a spacious and inviting feel. Open space requirements are as follows:
1. Private open space(s) attached to residential units shall be designed to avoid direct visibility into the interiors of adjacent units.
 2. Any common open space shall measure at least 15 feet in length in any direction. A minimum of 25 percent of the total area of the common open space shall be landscaped.
 3. The following regulations apply to required residential open space areas within all mixed-use zoned lots.
 - a. More than one open space area may be provided on a lot. The sum of square footages for all eligible open space areas on a lot shall comprise the total open space area for that lot.
 - b. Required side or rear yard areas may be included in the calculated open space area but a required front yard area may not.
 - c. All required open space shall be usable. Usable open space shall be improved to support residents' passive or active use. Such open space shall be located on the same parcel as the dwelling units for which it is required. The computation of such open space shall include no obstructions other than devices and structures designed to enhance its usability, such as swimming pools, changing facilities, fountains, planters, benches, and landscaping.
 - d. Open space areas shall have no parking, driveway or right-of-way encroachments.
 - e. Usable open space does not need to be located on the ground. Rooftop gardens and rooftop landscaping, including rooftops above parking structures, may be used to satisfy the open space requirement. Rooftop open space features and vertical projections such as sunshade and windscreen devices, open trellises, and landscaping shall not exceed 16-feet in height beyond the maximum permitted height.
 4. Landscaping. A landscaping plan for all common open areas shall be submitted with the other plans. Approval of the landscape element shall include approval of an acceptable watering system, and assurance of continued maintenance.
 - a. New development shall plant new trees and bushes along the main street frontage to the full extent.
 5. Fences, walls, and hedges.
 - a. Whenever a mixed-use zoned lot shares a side or rear property line with a residentially zoned lot, and non-residential uses are located within 15 feet of that side or rear property line, a six-foot tall solid masonry wall shall be provided, along or adjacent to all such side and rear lot lines. The wall shall conform to the height regulations applicable to front yard areas of the residentially zoned lot having the common lot line. A landscape buffer shall also be provided along the shared lot lines.
 - b. Roll down security gates or fencing may not be on the exterior of buildings.

D. Parking Standards

1. **Applicable Standards.** The applicable standards and requirements, including number of minimum parking stalls, required in Division 3 of Article V of this chapter shall apply, with the following additional standards in this subsection.
2. **Parking reduction in proximity to transit.** Pursuant to Government Code § 65863.2, the required off-street vehicular parking may be waived for certain projects within one-half mile distance of public transit, as applicable.
3. **Parking reduction for mixed-use and residential projects.** A reduction in off-street parking requirements may be granted pursuant to Division 3 of Article V.
4. **Screening.**
 - a. **Screening.** Any parking structure with at least one floor of parking at grade or above, and which contains primary property frontage along a primary street, shall incorporate wrapped residential uses or retail businesses with shopping windows viewable from the sidewalk along the ground floor, or two or more of the following features:
 - i. Display or shopping windows;
 - ii. Landscape material (e.g., foundation plantings, vertical trellis with vines, planter boxes with cascading landscape material) that results in the parking structure being adequately screened from adjoining parcels;
 - iii. Architectural detailing and articulation that provides texture on the façade or structure openings and effectively integrates the parking structure into the basic building design.
 - b. **Surface parking.** Surface parking shall be located on the interior side or rear of the site to the greatest extent practicable. Surface parking between the sidewalk and buildings shall be prohibited unless no alternatives are feasible.

E. Site Standards

1. **Access and circulation.**
 - a. **Building entrances.**
 - i. Street-facing primary entrances for non-residential uses shall be accessible to the public during business hours. Residential and non-residential entries shall be clearly defined features of front façades, and of a scale that is in proportion to the size of the building and number of units being accessed. Larger buildings shall have a more prominent building entrance, while maintaining a pedestrian scale.
 - ii. When non-residential and residential uses are located in the same building, separate exterior pedestrian entrances, elevators and lobbies shall be provided for each use. The entrances for non-residential uses shall be designed to be visually distinct from the entrances for residential uses.

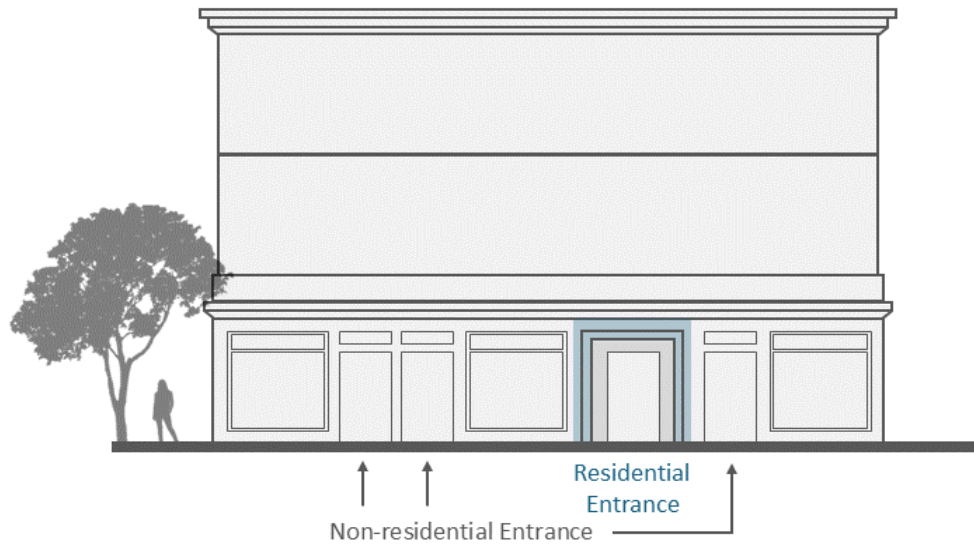


Figure 106-173.3. Building Entrances

- b. Pedestrian access. Pedestrian access from the adjacent street public right-of-way shall be incorporated into all ground floor uses within the MUO zone.
- c. Development projects shall promote walkability and connectivity to include design and orientation standards including:
 - i. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas and pedestrian amenities.
 - ii. Lighting shall be incorporated along sidewalks or other pedestrian walkways to enhance the pedestrian environment and provide for public safety. Lighting shall be low mounted and downward casting in a manner that reduces light trespass onto adjacent properties.
 - iii. Connections between on-site walkways and the public sidewalk shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage. Such walkway shall be the shortest practical distance between the primary entry and sidewalk, generally no more than 125% of the straight-line distance.
2. Exterior lighting. Lighting for non-residential uses shall be appropriately designed, located, and shielded to ensure that they do not negatively impact the residential uses in the development nor any adjacent residential uses. All exterior lighting shall be 90 degrees cutoff downlight. The rays of any such lighting shall be confined to the property. No spillover shall be permitted.
3. Trash and Recycling. Recycling and refuse storage facilities for non-residential uses shall be separate from residential uses, clearly marked, located as far as possible from residential units and shall be completely screened from view from the residential portion of the development. Recycling and refuse storage facilities for non-residential uses shall be compatible in architectural design and details with the overall project. The location and design of trash enclosures shall mitigate nuisances from odors when residential uses might be impacted. Trash areas for food service and sales uses, when occupying the same building as residential uses, shall be refrigerated to control odor.

4. Signs. The applicable provisions for signs in Division 9 of Article III shall apply.
5. Loading and unloading. Where applicable, the covenants, conditions, and restrictions of a mixed-use development shall indicate the times when the loading and unloading of goods may occur on the street, provided that, in no event, shall loading or unloading take place after 10:00 p.m. or before 7:00 a.m. on any day of the week.
6. Uses restricted to indoor. All non-residential uses must be conducted wholly within an enclosed building. The following uses or businesses are exceptions to this rule:
7. Outdoor dining and food service in conjunction with a cafeteria, café, restaurant or similar establishment;
 - a. Other sales and display areas as approved through a conditional use permit or similar discretionary permit; and
 - b. Other uses as approved by the Planning and Preservation Commission through a Conditional Use Permit process.
8. Outdoor sale and display location. No outdoor sale or display area shall occupy any required parking spaces or required yard areas.

Sec. 106-174. – Procedure.

- A. Development of land in a MUO mixed use overlay zone for mixed use development shall be approved with a site plan review procedure, unless proposed non-residential uses require a conditional use permit. In that case, a conditional use permit is required. Housing development projects with 20% affordable units shall be processed ministerially under the Zone Clearance, Streamlined Development process.
- B. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a sewer and water capacity analysis prepared by a licensed engineer that shows that existing or proposed sewer and water infrastructure is adequate to support operations of the mixed use development.
- C. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a fiscal analysis that provides a detailed evaluation of the potential financial impacts on municipal services, including any projected increase in costs of providing municipal services like police, fire, and code enforcement services.

DIVISION 4. – LANDSCAPE STANDARDS FOR PRIVATE PROPERTY

Sec. 106-342. – Purpose.

This division establishes requirements for landscaping on private property to improve the livability and attractiveness of the city, enhance the appearance of development, provide shade, reduce heat and glare, control soil erosion, conserve water, screen and buffer incompatible land uses, reduce paving, increase permeable surfaces, enhance the quality of neighborhoods, and improve air quality.

Sec. 106-343. – Applicability.

The provisions of this section shall apply to all development and land uses as follows:

- A. Development Projects. All projects that require an administrative or discretionary permit, including conditional use permits, site plan review for major remodels as described in subsections (C) and (D) below, and subdivisions shall provide landscaping in compliance with this section.

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- B. Model Water Efficient Landscape Ordinance (MWELo). All projects that require landscape and irrigation plans compliant with MWELo shall provide landscaping in compliance with this section.
- C. Existing Development. Any application for the expansion of an existing multifamily residential, commercial, or industrial development that results in a 20 percent or more of the existing square footage or 500 square feet, whichever is less.
- D. Single Family Dwellings. Projects involving the new construction of one or more single-family dwellings, or an addition of 500 square feet or more to an existing single-family dwelling, shall be required to submit landscape and irrigation plans.
- E. Parking Lots. Redesigned or resurfaced multi-family, commercial, or industrial parking lots when the work is in association with a development project, or if grading is required.

Sec. 106-344. – Landscape design and irrigation plans.

The project applicant shall submit a landscape design plan and irrigation plan that meets the criteria set forth in this section for all projects that meet the applicability standards above. All landscape design and irrigation plans shall be prepared by a California licensed landscape architect or other qualified professional and shall include the following:

- A. Plans showing landscape areas, hardscape areas, and allowable impervious surfaces.
- B. The project applicant shall ensure that the defensible space required by the city code is maintained and shall avoid fire-prone plant materials and mulches.
- C. A description of the type and size of all proposed plant materials.
- D. Any proposed stormwater facilities.
- E. A description of all hardscape materials and features.
- F. Irrigation plans shall accompany the landscape design plan and incorporate low water use systems as required by the California Model Water Efficient Landscape Ordinance.

Sec. 106-345. – Landscaping standards.

- A. *Tree Requirement.* All new development projects require a minimum one 15-gallon, native canopy tree within a street facing setback.
- B. *Residential zones.* The following landscaping standards shall apply to all residential properties within the R-1, R-2, R-3, RPD zones:
 - 1. A minimum of 20 percent of the lot area not comprised of buildings or required vehicular access and parking areas shall be comprised of pervious surfaces such as landscaping, gravel, rocks, or other similar pervious materials.
 - 2. A minimum of 50 percent of all street-facing yard areas between the principal dwelling unit and the public or private street curb, shall be maintained as a landscaped area. Hardscape areas containing impervious surfaces shall only be used for the purpose of pedestrian and vehicular access, and paved patios and decks.
 - 3. No more than 50 percent of the required landscaped areas may consist of decorative features such as boulders, river and lava rock, fountains, ponds, rock riverbeds, pedestrian bridges, arbors and pergolas with a maximum height of 9 feet.
 - 4. Mulch may be used as an integral part of required landscaped areas.
 - 5. The following standards shall apply to multi-family residential properties with surface parking lots:

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- a. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent automatic irrigation system.
 - b. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
6. No vehicle shall be parked in a required landscape area.

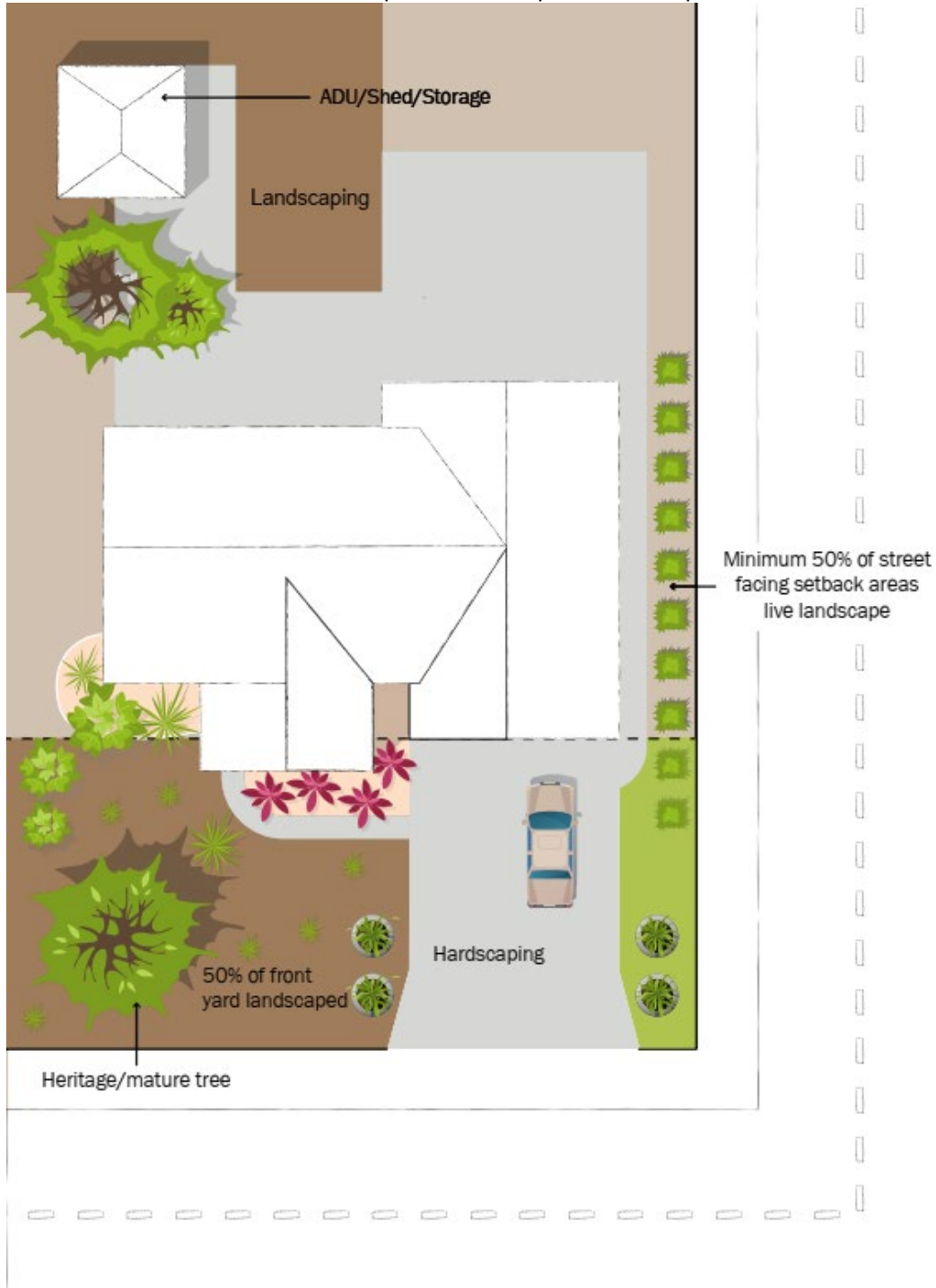


Figure 106-345-1. Residential Landscaping Diagram

C. *Commercial zones.* The following landscaping standards shall apply to all commercial properties within the C-1 and C-2 zones:

1. A minimum 50 percent of all street facing setback areas shall be maintained as a landscaped area except for driveways, pedestrian walkways, or parking aisles.
2. For commercial buildings where no setback is provided on a street facing part of the building, a minimum 25 percent of the wall area shall be planted with a living wall or minimum 2-foot wide planter boxes or planting beds.
3. The following standards shall apply to commercial properties with surface parking lots:
 - a. A minimum of 2 percent of parking lot area shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
 - b. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way.
 - c. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
 - d. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
 - e. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development Director that landscaping is not necessary to fulfill the purpose of this section.

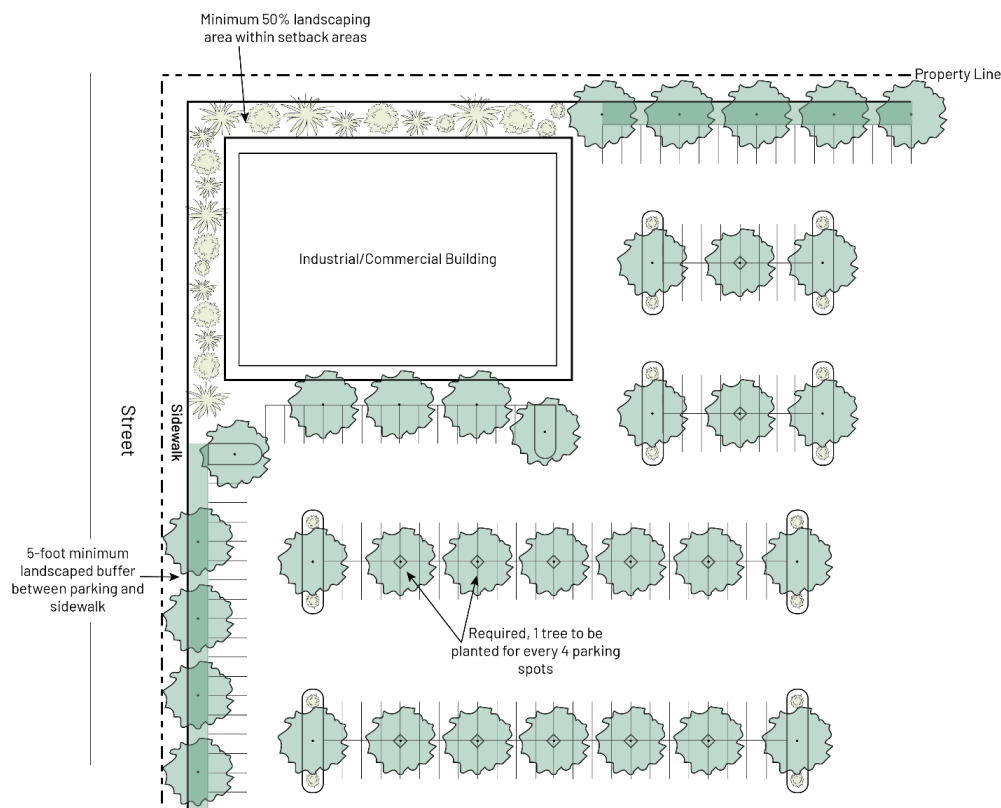


Figure 106-345-2. Commercial Parking Lot Landscaping Diagram

- D. *Industrial zones.* The following landscaping standards shall apply to all industrial properties within the M-1 and M-2 zones:
1. A minimum 50 percent of all street facing setback areas shall be maintained as a landscaped area except for driveways, pedestrian walkways, or parking aisles.
 2. For industrial properties with parking lots the following standards shall apply:
 - a. A minimum of 2 percent of parking lot areas shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
 - b. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent automatic irrigation system.
 - c. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
 - d. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
 - e. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development Director that landscaping is not necessary to fulfill the purpose of this section.

Sec. 106-346. – Modification to landscape standards.

The community development Director may modify the landscape requirement by a maximum 1 percent in the required setback areas, open space areas, and areas not devoted to lot coverage and paving. The modification may only be approved if the Director finds that the project provides: a higher overall quality of landscape design than would normally be expected for a similar development project; a superior landscape maintenance plan; and for outdoor dining activities, special paving or other examples of exceptional architectural quality in the project’s design.

Sec. 106-347. – Plant materials and planting standards.

Plant materials shall be of a type and placement compatible with the project site and surrounding land uses as follows:

- A. Artificial turf is prohibited.
- B. Invasive plant species are prohibited.
- C. Landscape planting shall emphasize drought-tolerant and native species and be suitable for the soil and climatic conditions of the site.
- D. Native plant material or compatible, nonnative plant material shall be selected.
- E. Plant materials shall be provided in the following sizes and shown on the landscape plan:
 1. The minimum acceptable size for trees shall be a 15-gallon.
 2. Newly planted trees shall be supported with stakes or guy wires.
 3. Shrubs shall be a minimum size of five gallons. When planted to serve as a hedge or screen, shrubs shall be planted with two or four feet of spacing, depending on the plant species.
 4. Shrubs and hedges shall not exceed three feet in height within the front and street side setback areas.
 5. Ground cover shall be generally spaced at a maximum of six to eight inches on center. When used as ground cover, minimum one-gallon sized shrubs may be planted 10 to 24 inches on center.

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- F. Trees planted within ten feet of a street, sidewalk, paved trail or walkway shall be a deep-rooted species or shall be separated from paved surfaces by a root barrier to prevent physical damage to public improvements
- G. A minimum distance of 15 feet is required between the center of trees to street light standards, water meters, back-flow prevention systems, sewer cleanouts and fire hydrants.
- H. New and replacement tree species shall be in conformance with the City of San Fernando Urban Forest Management Plan or as approved by the community development Director.

Sec. 106-348. – Landscape maintenance standards.

The following landscape maintenance standards are required for all landscaped areas in the City:

- A. All landscaping shall be permanently maintained in a healthy and thriving condition at all times, in compliance with the approved landscape design plan.
- B. Lawn and ground cover shall be trimmed or mowed regularly. All planting areas shall be kept free of weeds and debris.
- C. All plantings shall be kept in a healthy and growing condition. Fertilization, cultivation, and tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.
- D. Irrigation systems shall be kept in working condition. Adjustments, replacements, repairs and cleaning shall be a part of regular maintenance.
- E. Stakes and ties on trees shall be checked regularly for correct functions. Ties shall be adjusted to avoid creating abrasions or girdling on trunks or branches.

Sec. 106-349. – Enforcement.

Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating any provisions of these landscape standards or failing to comply with any order or regulation made hereunder, shall be subject to the penalties set forth in Chapter 1 Article III of the San Fernando Municipal Code.

Sec. 106-350. – Tree preservation and protection on private property.

The following regulations apply to the protection, preservation, maintenance, removal, and replacement of any heritage tree, protected tree, or native tree on private property:

- A. A heritage or protected tree that is a threat to the public welfare as determined by the Los Angeles Fire Department, San Fernando Police Department, or San Fernando Public Works Director or removal as directed by a county, state, or federal agency, or an insurance provider shall be exempt from obtaining a zoning clearance, administrative permit, or discretionary permit approval for its removal.
- B. The planning and preservation commission upon a recommendation from the Director is authorized to approve the removal of a heritage tree, native tree, or protected tree based on the findings of a report prepared an International Society of Arboriculture (ISA) certified arborist confirming one or more of the following factors:
 - 1. The tree is dead.
 - 2. The tree has reached an over-protected condition for its pre-existing location and will result in the deterioration of surrounding hardscaped areas potentially resulting in a health and safety hazard.

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3. The tree which is infected with a disease which cannot be treated successfully, or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity.
 4. The tree has a severe void of heartwood due to wood consuming organisms which could potentially cause catastrophic failure (i.e., collapse).
 5. A tree has been determined to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk.
 6. The tree requires extensive root pruning because of excessive hardscape damage resulting in the severe reduction of its capacity to support itself thereby creating a potential safety hazard.
 7. A healthy living tree that has caused damage to any underground utility as a result of root blockage.
 8. A tree that is causing an immediate threat to the health and safety or general welfare of the property owner or the public.
 9. The removal is necessary to prevent a substantial inconvenience or financial hardship to the property owner as determined by the community development Director.
- C. Where it has been determined that preservation of a heritage tree, native tree, or protected tree is infeasible, replacement tree(s) shall be provided at a 1:2 ratio as follows:
1. Replacement trees shall be planted on the site where the tree has been removed, except in instances where on-site planting and future tree survival is shown to be infeasible in which case the community development Director shall authorize other off-site locations where maintenance will be guaranteed.
 2. If the relocation or replacement tree is to be planted on private property, the owner of the proposed suitable relocation site consents in writing to the placement of a relocated or replacement tree.
 3. Replacement trees shall be canopy trees as defined in this section.
 4. The property owner shall sign a covenant to maintain the tree and replace it in 3 years if it dies. Follow up with survival of required trees after 3 years. Trees that have not survived establishment must be replaced.
- D. Tree protection before construction. Construction projects that will impact more than 1,200 sq ft of land must submit a Tree Protection Plan as a part of building plan check outlining what measures will be taken to protect existing trees during construction including:
1. The location, species, DBH, and condition of trees
 2. The Tree Protection Zone for all trees to be preserved
 3. Tree fencing (to be installed under dripline)
 4. Erosion control
 5. Tree pruning
 6. Soil compaction mitigation
 7. Irrigation
 8. Tree maintenance schedule
 9. A Tree Root Plan will be required in the case of grading or excavation. Tree plans should be approved and overseen by a certified arborist.

- E. Tree protection during construction. Care shall be exercised by all individuals, developers and contractors working near heritage trees or protected trees so that no damage occurs to such trees. During construction, these trees shall be protected in the following manner:
 - 1. All trees to be saved shall be enclosed/delineated by an appropriate temporary construction barrier, such as fencing or other mechanism, prior to commencement of work. Barriers are to remain in place during all phases of construction and may not be removed without the written consent of the community development Director.
 - 2. Such barrier(s) must be located a distance from the trunk base of two times the trunk diameter, up to a maximum of 15 feet, unless otherwise approved in writing by the community development Director.
 - 3. No fill material shall be placed within three feet from the outer trunk circumference of any tree.
 - 4. No fill materials shall be placed within the drip line of any tree in excess of 18 inches in depth. This guideline is subject to modification to meet the needs of an individual tree species, as determined by a certified arborist or licensed landscape architect.
 - 5. No substantial compaction of the soil within the drip line of any tree shall be undertaken.
 - 6. No construction, including structures and walls, that disrupts the root system shall be permitted. As a guideline, no cutting of roots should occur within a distance equal to 3½ times the trunk diameter, as measured at ground level. Actual setback may vary to meet the needs of individual tree species as determined by a certified arborist or licensed landscape architect. When some root removal is necessary, the tree crown may require thinning to prevent wind damage.
 - 7. Any tree that dies as a result of construction must be replaced with two 15 gallon size trees with a mature tree canopy of at least 20 ft and low water requirement.
- F. The community development director, through city police officers, building inspectors, community preservation officers and members of the community development department, in the course of their duties, when monitoring construction activities, shall check for compliance with the provisions of this article. Any irregularities or suspected violations of this article shall be reported immediately to the community development Director.
- G. Immature trees may be relocated or removed without a permit.

Sec. 106-351. – Model Water Efficient Landscape Ordinance (MWELo) requirements.

Landscape design plans are required to comply with California MWELo standards as follows:

- A. Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the city, who are constructing a new (single-family, multi-family, public, institutional, commercial, or industrial) project with a landscape area greater than 2,500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo, including sections related to use of compost and mulch as delineated in this section. Other requirements of the MWELo are in effect and can be found in 23 CCR, Division 2, Chapter 2.7.
- B. Property owners or their building or landscape designers that meet the threshold for MWELo compliance above shall:

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1. Comply with Sections 492.6 (a)(3)(B)(C),(D) and (G) of the MWELO, which requires the submittal of a landscape design plan with a soil preparation, mulch, and amendments section to include the following:
 - a. For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than six percent organic matter in the top six inches of soil are exempt from adding compost and tilling.
 - b. For landscape installations, a minimum three-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife up to five percent of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - c. Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel modification plan guidelines or other applicable local ordinances.
 2. The irrigation plan shall include sustainable landscaping principles and must prevent irrigation runoff, low head drainage and overspray.
 3. The installation of synthetic grass or artificial turf in landscaping plans for private development is prohibited.
 4. The MWELO compliance items listed in this section are not an inclusive list of MWELO requirements; therefore, property owners or their building or landscape designers that meet the threshold for MWELO compliance outlined in [section 70-147\(a\)](#) shall consult the full MWELO for all requirements.
 5. Comply with LID stormwater management standards by encouraging the construction of roofs on new private development that directly runoff into vegetated areas onsite, or include a rain gutter that is directed toward vegetated areas.
- C. If, after the adoption of this article, the California Department of Water Resources, or its successor agency, amends 23 CCR, Division 2, Chapter 2.7, Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELO September 15, 2015 requirements in a manner that requires city to incorporate the requirements of an updated MWELO in a local ordinance, and the amended requirements include provisions more stringent than those required in this section, the revised requirements of 23 CCR, Division 2, Chapter 2.7 shall be enforced.

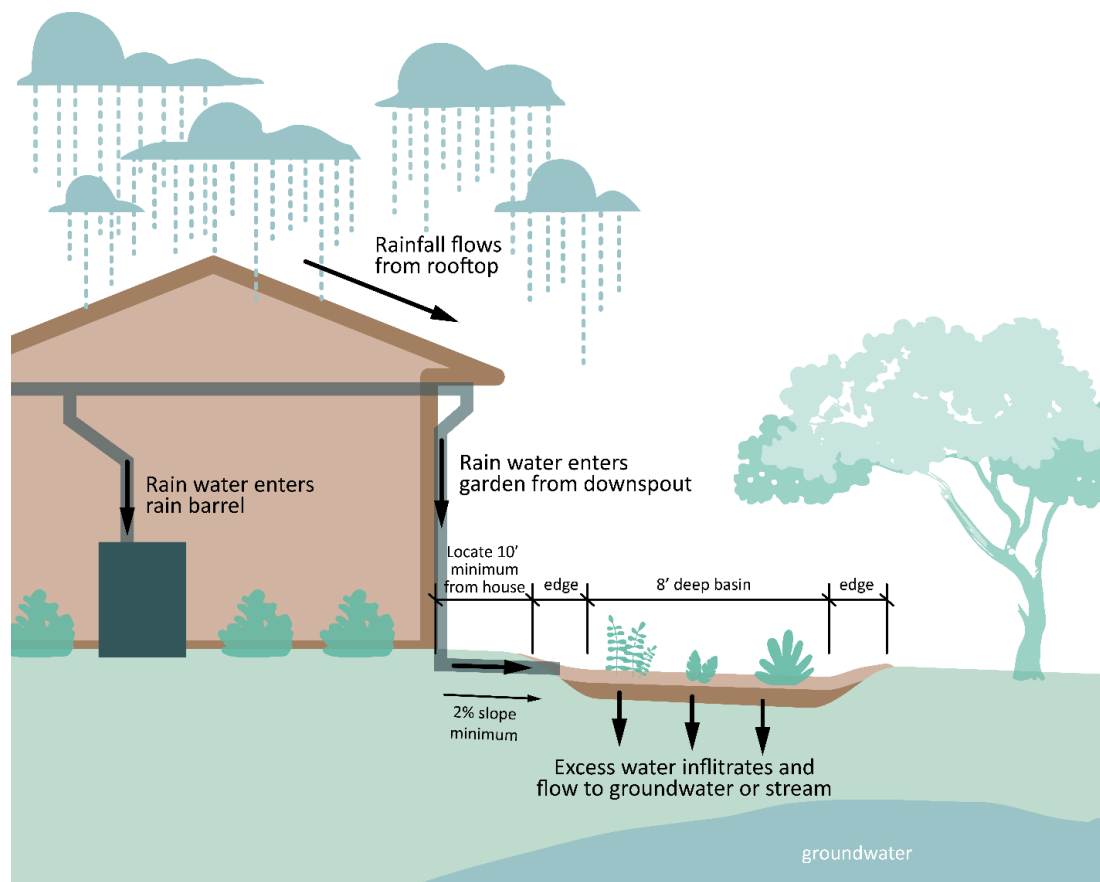


Figure 106-351. Example of MWELO Compliance

Sec. 106-352. - Reserved.

DIVISION 5. – LIGHTING

Sec. 106-353. – Outdoor lighting.

General Standards for Outdoor Lighting. Exterior lighting shall comply with the following requirements:

- A. All lighting shall be energy-efficient (e.g., LED, or other lighting technology) with a rated average bulb life of not less than 10,000 hours.
- B. All lighting shall be shielded and/or recessed so that direct glare and reflections are confined to the maximum extent feasible within the boundaries of the site, and shall be directed downward and away from adjoining properties and public rights-of-way.
- C. Permanently installed lighting shall not blink, flash, or be of unusually high intensity or brightness.
- D. All outdoor lighting for non-residential uses shall be on a time clock or photo-sensor system and turned off during daylight hours and during hours when the building(s) is not in use and the lighting is not required for security.
- E. All lighting fixtures on the site should be uniform or compatible with respect to base support, finish material texture, color, and/or style of poles and luminaires. Landscaping and pedestrian walkway lights shall be less than four feet in height.

- F. Maximum Height. Freestanding light poles and luminaires shall not exceed the following maximum heights:
- G. 15 feet for residential and mixed-use projects.
- H. 18 feet for non-residential projects, or a lesser height determined by the Director, to mitigate any impacts to adjoining properties.
- I. Security Lighting.
 - 1. Multiple-Family Residential Developments. Aisles, passageways, and entryways/recesses related to and within the building complex shall be illuminated with an intensity of at least one-quarter foot-candles at the ground level during the hours of darkness.
 - 2. Non-Residential Developments. All exterior doors, during the hours of darkness, shall be illuminated with a minimum of one-quarter foot-candles of light.

ARTICLE III. – GENERAL REGULATIONS

DIVISION 6. – SCREENING

Sec. 106-364. – Screening.

- A. *Screening.* When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
 - 1. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
 - 2. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
- B. *Equipment Screening.* All of the following equipment and spaces shall be screened on all sides and subject to the standards of this section:
 - 1. Solid walls and/or fences of six feet in height shall screen mechanical equipment, garbage receptacles, loading areas, and other unsightly areas, and provide privacy at the back of lots and alongside streets.
 - 2. All rooftop mechanical equipment shall be placed behind a permanent parapet wall and shall be completely screened from view.
 - 3. Screening shall be equal in height to the highest portion of the equipment or ducting and shall be permanently maintained.

All wall air conditioner units shall be screened from view with material that is compatible and in harmony with the architectural styling and detailing of the building.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 1. – ACCESSORY DWELLING UNITS

Subsections A. through K. establish the standards for the development of an Accessory Dwelling Unit and Subsection L. establishes the standards for the development of a Junior Accessory Dwelling Unit through a ministerial process, in compliance with section 106-42 (Use regulations) and California Government Code Sections 66310 to 66342. If any provision of this Chapter or the underlying zoning district standards conflict with state law, the latter shall govern per Government Code Section 66316.

- A. *Minimum Lot Size.* No minimum lot size shall be required for an accessory dwelling unit.
- B. *Statewide Exemption Accessory Dwelling Unit.* As established by Government Code Section 66313, development standards in this section shall apply to the extent they do not prohibit the construction of an accessory dwelling unit of up to 800 square feet that is up to 18 feet in height if detached or 25 feet in height if attached, with four-foot side and rear yard setbacks.
- C. *Maximum Unit Size.*
 - 1. The maximum permitted unit size of an attached accessory dwelling unit, or an accessory dwelling unit located entirely within a proposed or existing primary dwelling unit, shall not exceed 850 square feet for a one-bedroom unit or 1,200 for a two or more-bedroom unit, or 50% of the gross square footage of the primary dwelling unit on the lot, whichever is less, except as noted in section b. above.
 - 2. The maximum permitted size of a detached accessory dwelling unit shall not exceed 850 square feet for a one-bedroom unit or 1,200 square feet for a two or more-bedroom unit.
 - 3. Maximum permitted unit size shall include any living area as defined in the California building code confined from exterior wall to exterior wall.
- D. *Minimum Unit Size.* The minimum unit size of an attached or detached accessory dwelling unit shall be at least 150 square feet, including a kitchen and at least one 3/4 bathroom.
- E. *Zones in which Accessory Dwelling Units may be Constructed.* The construction, use, and maintenance of accessory dwelling units shall be permitted in areas zoned to allow single-family or multiple-family dwelling residential use, or mixed-use. For purposes of this division, a multiple-family dwelling unit is two or more attached dwelling units on a single property.
- F. *Accessory Dwelling Unit Density and Development Standards.*
 - 1. *Single-family Dwellings.* Accessory dwelling units are allowed on a property containing existing or proposed single family dwellings under the following circumstances:
 - a. No more than one accessory dwelling unit per lot within the proposed or existing square footage of a single-family dwelling or existing square footage of an accessory structure that meets specific requirements such as exterior access and setbacks for fire and safety.
 - b. No more than one detached new construction accessory dwelling unit. A new construction-attached accessory dwelling unit may be constructed in lieu of the new construction detached accessory dwelling units.
 - c. No more than one junior accessory dwelling unit per lot within the proposed or existing space of a single-family dwelling that meets specific requirements such as exterior access and setbacks for fire and safety as described in Subsection I.
 - d. The maximum height for accessory dwelling units shall be 18 feet in height and an additional two (2) feet for roof pitch to align with the roof pitch of the primary dwelling

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unit if detached or 25 feet in height if attached. For accessory dwelling units proposed above a garage, the maximum height of the accessory dwelling unit shall not exceed one (1) story from floor to ceiling height.

2. *Multiple-family Dwellings.* Accessory dwelling units are allowed on a property containing multiple-family dwellings or mixed-use structures on a lot containing multiple-family dwelling units under the following conditions:
 - a. The number of accessory dwelling units shall not exceed 25% of the number of existing units, minimum one unit.
 - b. The accessory dwelling units shall only be located within areas that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages which are attached or detached. Non-livable space used to create accessory dwelling units must be limited to residential areas within a mixed-use development and not the areas used for commercial or other activities.
 - c. The maximum height shall be 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multiple-family, multistory dwelling.
 - d. Each accessory dwelling unit must comply with state building standards for dwellings.
 - e. A maximum of eight detached, accessory dwelling units shall be allowed on a property with existing multiple-family dwelling units, not to exceed the number of existing units on the lot.
 - f. A maximum of two detached accessory dwelling units shall be allowed on a property with a proposed multiple-family dwelling.
- G. *Minimum Room Dimensions.* Minimum room dimensions, including ceiling heights, floor area and width, shall meet the Uniform Building Code regulations in effect at the time of construction.
- H. *Location.*
 1. Accessory dwelling units may be within, attached to, or detached from and on the same lot as, a proposed or existing single-family dwelling, or within or detached from a multiple-family dwelling, and subject to compliance with front, side, and rear yard setback standards of the underlying zone except as allowed in subsection b above.
 2. Accessory dwelling units may be located entirely within a proposed or existing primary dwelling unit or existing accessory structure; provided, the accessory dwelling unit has independent exterior access from the existing primary dwelling or accessory structure.
 3. An ADU created within an existing accessory structure may be expanded up to 150 square feet without application of local development standards, but this expansion shall be limited to accommodating ingress and egress.
- I. *Parking.* Parking for an accessory dwelling unit and replacement parking is not required.
- J. *Habitability.* Accessory dwelling units are fully habitable and shall include independent kitchen and bathroom facilities. Accessory dwelling units shall be independent from the main dwelling without internal access.
- K. *Occupancy, Sale, and Rental Restrictions.* Owner occupancy is not required for accessory dwelling units. Accessory dwelling units shall not be sold or conveyed separately from the primary residence, except when sold by a qualified nonprofit corporation to a qualified buyer in accordance with Government Code Sections 66340 and 66341. Accessory dwelling units shall not be used for rentals of terms of 30 days or less unless
- L. *Setbacks.*
 1. An accessory dwelling unit shall have side and rear yard setbacks of at least four feet from lot lines. An accessory dwelling unit shall abide by the front yard setback requirements of the zone in which it is located.

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2. An accessory dwelling unit constructed entirely within a proposed or existing primary dwelling unit or accessory structure, which has side and rear setbacks that are sufficient for fire safety, as determined by the City of Los Angeles Fire Department, shall not be subject to setback standards for new development.
 3. An accessory dwelling unit constructed above, or as a second story to, a garage or other accessory structure shall be setback a minimum of four feet from side and rear lot lines. An accessory dwelling unit constructed above, or as a second story to, a garage or other accessory structure shall abide by the front yard setback requirements of the zone in which it is located.
- M. *Junior Accessory Dwelling Units.* In addition to an accessory dwelling unit as provided in this section, Junior accessory dwelling units are permitted within an existing or proposed single family residence, including attached garages, consistent with state law. The following establishes standards for junior accessory dwelling units.
1. *Maximum Unit Size.* A junior accessory dwelling unit may be up to 500 square feet.
 - a. Maximum permitted unit size shall include any livable space from exterior wall to exterior wall.
 2. *Density.* No more than one junior accessory dwelling unit is allowed on a property.
 3. *Location.* A junior accessory dwelling unit shall be located entirely within a proposed or existing primary dwelling unit, subject to the following:
 - a. A junior accessory dwelling may be in an attached garage but may not be in a detached accessory structure.
 - b. A junior accessory dwelling unit shall have separate exterior access independent from the proposed or existing primary dwelling unit.
 - c. A junior accessory dwelling unit may share significant interior connection to the primary dwelling if they are sharing a bathroom facility.
 4. *Parking.* Parking for a junior accessory dwelling unit and replacement parking is not required.
 5. *Habitability.* Junior accessory dwelling units shall include an efficiency kitchen which shall include a cooking facility with appliances, a food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
 6. *Occupancy, Sale, and Rental Restrictions.* Owner occupancy is required in either the remaining portion of the primary residence, another dwelling unit on the same lot, or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization. These occupancy restrictions shall be enforced through recordation of deed restrictions or covenant agreement recorded against the property per Government Code Section 66333. The form of the deed restriction will be provided by the City and shall provide that: The junior accessory dwelling units shall not be sold separately from the primary dwelling, except as may otherwise be permitted by State law; the JADU is restricted to the approved size and other attributes allowed by this section.
 7. *Conveyance.* Junior accessory dwelling units shall not be sold separately from the primary dwelling unit and shall not be used for rentals of terms of 30 days or less.
- N. *Other Development Standards and Requirements.*
1. Unless stated in this section, all other development standards for accessory dwelling units and junior accessory dwelling units shall apply according to the zone in which the subject property is located; including but not limited to, setbacks, building height, and distance between structures.
 2. *Conversion of Existing Structures.* For the purpose of converting an existing structure into an accessory dwelling unit or junior accessory dwelling unit, an existing structure is defined as one of the following:

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- a. A structure that has been erected prior to the date of adoption of the appropriate building code that does not present a threat to public health and safety or one for which a legal building permit has been issued
 3. When a garage is converted into an ADU or JADU, the garage door must be removed and replaced with windows or entry doors.
 4. *Architectural requirements.* Accessory dwelling units shall be subject to the following architectural requirements.
 - a. The materials and colors of the exterior walks, roof, windows, and doors shall be the same as the materials and colors of the primary dwelling.
 - b. The roof slope shall match the dominant roof slope of the primary dwelling, whereby the dominant roof slope means the slope shared by the largest portion of the roof.
 - c. Exterior lighting shall be limited to down-lights or as otherwise required by the building or fire code.
 5. *Entrances.* Entrances for accessory dwelling units constructed above garages shall not face adjacent properties.
 - a. An exterior entrance to the second story of an accessory dwelling unit shall not project into any required minimum setback and shall be located to either face the primary dwelling unit and/or the side and/or rear property line that it is furthest away from.
 6. *Pedestrian walkways.* ADUs shall provide pedestrian access to the sidewalk that is at least 4 feet wide.
 7. *Landscape requirements.* Landscape screening must be planted and maintained between the accessory dwelling unit and the side and rear lot lines of the property in accordance with Division 4 of Article III.
 8. *Fire Sprinklers.* Fire sprinklers are required in an accessory dwelling unit if sprinklers are required in the primary residence. The construction of an accessory dwelling unit does not trigger the requirement for fire sprinklers to be installed in the existing primary dwelling.
 9. *Solar panels.* New construction accessory dwelling units are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, non-manufactured, detached accessory dwelling unit (though some exceptions apply). Per the California Energy Commission (CEC), the solar systems can be installed on the accessory dwelling unit or on the primary dwelling unit. Accessory dwelling units that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the Energy Code requirement to provide solar systems.
- O. *Application Process.* The following is the ministerial application process for accessory dwelling units and junior accessory dwelling units.
 1. A building permit is required for accessory dwelling units and junior accessory dwelling units. The completed building permit application shall be submitted to the Building Safety Division on an application form prepared by the Building Official and shall include the submittal requirements. In order to be deemed complete, plans shall comply with all current applicable development standards, any applicable Department handouts, and any additional information required by the Building Official in order to conduct a thorough review.
 2. The Building Division shall approve or deny the application within 60 days of acceptance of a complete application if there is an existing single-family or multifamily dwelling on the lot, as established for accessory dwelling units in Government Code Sections 66314-66332 and for junior accessory dwelling units in Government Code Sections 66333-66339. If the permit application to create or serve an accessory dwelling unit or a junior accessory dwelling unit is submitted concurrently with a permit application to create a new single-family or multifamily

dwelling on the lot, no permit for the accessory dwelling unit or the junior accessory dwelling unit shall be issued until the permit application to create the new single-family or multifamily dwelling has been adjudicated, but the application to create or serve the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the project is denied, the applicant will receive a full list of comments with remedies to correct any Code deficiencies.

3. Prior to Building Permit issuance, applicant for an accessory dwelling unit shall submit an Address Assignment Request Fee and Application to the Public Works Department.
4. Prior to Building Permit issuance, projects resulting in the addition of 750 square feet or more for an accessory dwelling unit located at the subject property shall pay all impact fees of this Code, except that any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g. the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling). For the purposes of this Paragraph, impact fees do not include any connection fee or capacity charge for water or sewer service.
5. Prior to the Building Permit issuance, projects resulting in 500 square feet or more for an accessory dwelling unit located at the subject property shall pay all school impact fees.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 4. – ANIMAL BOARDING, PET DAY CARE, VETERINARY CLINICS AND ANIMAL HOSPITAL

Sec. 106-567. – Purpose.

This section provides operational standards for kennels, pet day care facilities, veterinary clinics and animal hospitals in compliance with the development standards within the underlying zone district.

Sec. 106-568. – Operational standards.

- A. All operations must be conducted within a completely enclosed building.
- B. Outdoor dog runs and training activities are permitted only within the M-1 and M-2 Zone, and when the facility is located at least 200 feet from a residential zone.
- C. The areas within the building where animals are boarded shall be sufficiently soundproofed to prevent a disturbance or become a nuisance to surrounding properties, as determined by the Director.
- D. The areas of the building where animals are boarded shall have a minimum of 10 air changes per hour.
- E. Animal isolation areas shall have 100% fresh air, with all air exhausted and none returned to the ventilation system.
- F. Public access areas shall be provided with a separate ventilation system from the animal boarding and treatment areas.
- G. The areas used for animal boarding, isolation, and treatment shall be constructed of easily-cleaned materials.
- H. All areas where animals are present shall be cleaned a minimum of twice daily in order to provide appropriate odor control and sanitation.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 5. – AUTOMATIC TELLER MACHINES (ATMS)

Sec. 106-569. – Purpose.

This section provides location, development, and operating standards for automatic teller machines (ATMs) in compliance with the development standards within the underlying zone district.

Sec. 106-570. – Development standards.

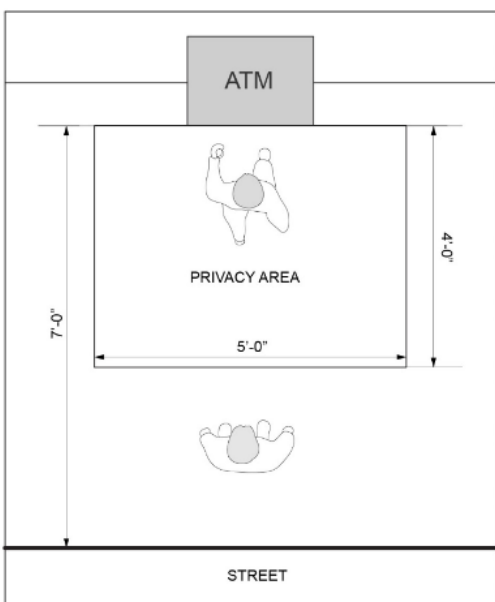
A. *Location requirements.*

1. Setback from an adjacent street curb or alley by a minimum of seven feet.
2. A privacy area immediately in front of each ATM, measuring at least five feet wide by four feet deep, shall be provided. Methods for defining the privacy area shall be approved by the Director.
3. Located to not eliminate or substantially reduce any landscaped areas.
4. Located to ensure the safety and security of patrons.

B. *Design.* All construction and modifications to the exterior of the structure pertaining to the installation of the ATMs shall be completed in a manner consistent with the architectural design of the structure, and in conformance with all applicable City architectural standards and guidelines.

C. *Lighting.* Each exterior ATM shall be provided with security lighting in compliance with Division 5 of Article III or State law, whichever is more restrictive.

D. *Maintenance.* Each ATM shall be provided with receptacles sufficient in size and number to accommodate trash and smoking materials generated by users of the ATM.



ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 7. – DRIVE-THROUGH ESTABLISHMENTS.

Sec. 106-601. – Purpose.

This section provides standards for the location, development, and operation of drive-in and drive-through facilities in compliance with the development standards within the underlying zone district, which shall be designed and operated to effectively mitigate problems of congestion, excessive pavement, litter, noise, traffic, and unsightliness.

Sec. 106-602. – Development standards.

- A. *Drive aisle length.* The drive-through aisle shall provide a minimum of 140 feet of queuing length, of which at least 60 feet shall be provided before an on-site menu board. The drive aisle shall be measured along the centerline, from the entry or beginning of a drive-aisle to the center of the farthest service window area.
- B. *Drive aisle width.* Drive aisles shall have a minimum 10-foot interior radius at curves, and a minimum 12-foot width.
- C. *Drive aisle separation.* Each drive aisle shall be separated by curbing and landscaping from the circulation routes necessary for ingress or egress from the property, or access to any off-street parking spaces.
- D. *Drive aisle entrance.* Each entrance to a drive aisle and the direction of traffic flow shall be clearly designated by signs and/or pavement markings, as deemed necessary by the Director.
- E. *Walkways.* To the extent possible, pedestrian walkways should not intersect the drive aisles. Where they do, they shall have clear visibility and be emphasized by enhanced paving or markings, as deemed necessary by the Director.
- F. *Circulation Plan.* A parking and vehicle circulation plan encompassing adjoining streets and alleys shall be submitted for review and approval. Such plan shall provide for safe pedestrian access from parking lots to the main door and shall comply with applicable requirements of the American with Disabilities Act.
- G. *Trash receptacle provision.* A minimum of one outdoor trash receptacle shall be provided onsite.
- H. *Noise generating equipment.* No noise-generating compressors or other such equipment shall be placed on or near any property line adjoining any residential zoned property.
- I. *Speaker system noise.* Drive-through speaker systems shall emit no more than 50 decibels four feet from the vehicle and the speaker, and shall not be audible above the daytime ambient noise levels beyond the property boundaries. The system shall be designed to compensate for ambient noise levels in the immediate area and shall not be located within 30 feet of any residentially zoned property.
- J. *Screening.* Each drive aisle shall be appropriately screened with a combination of landscaping, low walls, and/or berms to prevent headlight glare from impacting adjoining land uses, public rights-of-way, and parking lots, as deemed necessary by the Director.
- K. *Decorative wall.* A six-foot-high, solid decorative masonry wall shall be constructed on each property line that adjoins a residential developed parcel. The design of the wall and the proposed construction materials shall be subject to the approval of the Director.

Sec. 106-603. – Operational standards.

- A. *Hours of operation.* When located on a site adjacent to or separated by an alley from any residentially zoned property, a drive-through establishment shall not operate between the hours of 10:00 p.m. and 7:00 a.m.
- B. *Litter.* Employees shall collect on-site and off-site litter generated by customers at least once per business day.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES**DIVISION 8. – ESTABLISHMENTS SELLING ALCOHOL****Sec. 106-604. – Purpose.**

The language of this division shall apply to all establishments selling alcohol, including bars, breweries, distilleries, tap rooms, tasting rooms, clubs, restaurants, and wine bars. The purpose of the language codified within this article is to set forth regulations and enforcement procedures that:

- A. Address community problems associated with the on-site consumption of alcoholic beverages, such as litter, loitering, graffiti, misconduct, and escalated noise levels;
- B. Ensure that there is no degradation of the deemed approved activities;
- C. Prevent such prohibited activities and activities contrary to deemed approved activities from becoming public nuisances; and
- D. Ensure such adverse impacts are monitored, mitigated and/or controlled such that they do not negatively contribute to the change in character of the areas in which they are located.

Sec. 106-605. – Application procedure.

The applicant shall be required to submit to the Planning Division the following:

- A. A floor plan shall be reviewed and approved to identify the areas in which all on-site sale and consumption of alcoholic beverages shall occur. This shall be limited to the confines of the building and approved outdoor patio or dining area.
- B. A plan to encourage use of ride share programs, designated drivers, and other methods to discourage intoxicated driving shall be established, and documentation of such a program shall be provided.
- C. A security plan shall be submitted for review and approval prior to the opening of the business.
 - 1. Security personnel shall be required by the City for establishments with occupancy load of over 100 people.
 - 2. The doors to the establishment shall remain closed except upon entering and exiting the business.
 - 3. The security plan shall include a video surveillance system and exterior lighting plan, satisfactory to the Community Development Director or designee, shall be submitted and approved prior to issuing a Certificate of Occupancy. The video surveillance system shall be installed to assist with monitoring of both the interior and exterior the property. A Digital Video Recorder (DVR) or similar video recording device, capable of exporting images in TIFF, BMP, or JPG format shall be used. Recording shall be retained for no less than 30 days. Exterior lighting shall clearly illuminate the common areas surrounding the building including, but not limited to, the entrance and exit doors and the business address.

Sec. 106-606. – Operational requirements.

- A. Prior to the service of alcohol within the establishment, the operator shall obtain a valid license from the ABC and provide a copy of the license to the Planning Division.
- B. The City reserves the right to request of the ABC additional conditions, such as hours of operation restrictions, restriction of the type of alcohol sold, or other conditions that the City may deem necessary in order to reduce potential impacts.
- C. Should the ABC issue a license suspension or citation, the operator shall provide a copy of said suspension or citation to the Planning Division.
- D. The operating business shall comply with all applicable noise regulations.

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- E. The operator shall be responsible for requiring that there be no loitering on the site, on the public right-of-way and or/ in front of adjacent properties at any time and that all customers shall leave the site no later than 30 minutes after closing, after which, only employees shall be allowed on the premises.
- F. Litter and trash receptacles shall be located at convenient locations, both inside and outside establishment, and trash and debris shall be removed on a daily basis.
- G. The property shall be maintained in a clean and neat manner at all times and shall comply with property maintenance standards as set forth in the San Fernando Municipal Code.
- H. Exterior public telephones shall not be located on the premises.
- I. Graffiti shall be removed within 48 hours of its application.
- J. No person shall appear in a state of nudity in any bar, club, or similar business establishment.
 - 1. For the purposes of this section, "nudity" means the showing of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of any part of the nipple or below the nipple.
- K. Bona fide eating establishments (restaurants) shall only sell alcoholic beverages during hours that meals are being served and gross receipts from alcohol sales shall not exceed fifty percent (50%) of the total revenue of the business.
- L. Special events are permitted with the approval of a Special Event Permit in compliance with San Fernando Municipal Code section 106-1112 (Temporary Uses and Structures: Religious and entertainment assembly).
- M. No establishment may sell alcoholic beverages for on-premises or off-premises consumption unless a Conditional Use Permit for alcoholic beverages has been approved for such establishment or unless exempted by this Code section or another operative plan.
- N. No new establishment selling alcohol shall be permitted within 200 feet of either a residence, family day care home, schools for minors, child day care facility, convalescent home, a residential care home-retirement home, or any residentially zoned lot or parcel.
- O. Tasting rooms for breweries, wine blending facilities, wineries, or distilleries shall be allowed to be open to the public during from 11:00 A.M. to 12:00 A.M. daily.
- P. Bars and bona fide eating establishments (restaurants) are prohibited from selling any spirits for consumption off of the premises. The consumption of spirits shall be limited to the restaurant or drinking area as defined per applicable licenses from the ABC. However, beer and wine may be purchased for off-site consumption, provided that the beer and wine may not be consumed within any public common area near the establishment, within any public right-of-way, or outside of any nearby property.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 12. – LIVE/WORK DEVELOPMENT

Sec. 106-652. – Purpose.

This section provides location, development, and performance standards for live/work developments in compliance with the development standards within the underlying zone district.

Sec. 106-653. – Applicability.

- A. The provisions in this section shall regulate the conversion and new construction of live/work uses, where allowed by the applicable zoning districts.
- B. Except as specifically provided in this section, live/work projects shall be in compliance with the development standards within the underlying zone district.
- C. Where an Owner-Participation Agreement, Disposition and Development Agreement, or Development Agreement with the City applies to a land parcel, and the provisions of such agreement differ from the Live/Work Development Standards, the provisions of the agreement shall prevail.

Sec. 106-654. – Use regulations.

- A. *Permitted uses/occupations.* The following uses/occupations are permitted in live/work units:
 - 1. Accountant;
 - 2. Architect;
 - 3. Artist and artisan;
 - 4. Attorney;
 - 5. Computer software- and multimedia-related professional;
 - 6. Engineer;
 - 7. Fashion, graphic, interior and other designer;
 - 8. Insurance, real estate and travel agent;
 - 9. Photographer;
 - 10. Psychologist/psychiatrist;
 - 11. Other similar uses/occupations, as determined by the Director, may be permitted, provided that the allowed uses/occupations are permitted by the underlying zone.
- B. *Occupancy and Employees.*
 - 1. At least one of the full-time employees of the live/work unit must be a full-time resident of the live/work unit and shall possess a valid Business License Certificate.
 - 2. Only one residential component per live/work unit shall be allowed.
 - 3. The residential component shall not be rented separately from the working space.
 - 4. No more than one employee, other than the resident(s) of the live/work unit, shall be permitted on site at any given time in units that are less than or equal to 1,499 square feet.
 - 5. No more than 2 employees, other than the resident(s) of the live/work unit, shall be permitted on site at any given time in units that are greater than or equal to 1,500 square feet.
- C. *Business activity.* None of the uses permitted shall be operated in an objectionable manner, due to fumes, odor, dust, smoke, gas, noise, or vibrations that are or may be detrimental to properties and occupants in the neighborhood and/or to any other uses and occupants on the same property.
- D. *Special and/or temporary events.* Special and/or temporary events in live/work units shall be required to follow the permit process for special and/or temporary events contained in Division 9 of Article V. – Temporary Use Permit and Special Event Permit.
- E. *Covenant.* A City-approved covenant shall be executed by the owner of each live/work unit and shall include statements that the occupant(s) understand(s) and accept(s) he/she is living in a live/work unit and must operate a business from said unit. The covenant shall also set forth the required use conditions as described in this section.
 - 1. The residential component shall be contiguous with, and integral to, the working space, with direct access between the two areas, and not as a separate stand-alone dwelling unit.
 - 2. Only one residential component per live/work unit shall be allowed. The residential component space and the business component space shall only be used as one contiguous habitable space and, if rented, shall only be rented together as one tenant space.

3. Any lease between the owner and a tenant, or between a tenant and a subtenant, shall refer to the fact that the live/work unit is subject to the above-referenced covenant.
4. A resident in any live/work unit shall operate a business from the unit and shall possess a San Fernando Business License Certificate in good standing for business activities conducted within the unit.

Sec. 106-655. – Development standards.

- A. *Unit size and dimension.* The minimum square footage of a live/work unit shall be 700 square feet.
- B. *Floor plans.* A live/work unit may include a single level floor plan or a multiple-level floor plan.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 13. – OUTDOOR DINING

Sec. 106-656. – Intent and purpose.

The purpose of this division is to establish requirements for outdoor dining area that is accessory to a restaurant, café, specialty food establishment or other eating establishments, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars on when located on private property.

Sec. 106-657. – Requirements.

- A. The outdoor dining area shall require approval of a planning review. See also section 74-196 of the San Fernando Municipal Code, “Use of Sidewalk for Outdoor Dining.”
- B. Prior to the installation of any structural, mechanical, electrical or plumbing improvements associated with the outdoor dining or sitting area, a Building permit shall be obtained.
- C. Prior to occupancy of an outdoor dining or seating area an inspection is required.

Sec. 106-658. - Development standards.

- A. Base Zone regulations for setbacks, and maximum lot coverage, and emergency access in accordance with the California Fire Code, shall apply.
- B. Dining areas shall maintain building egress as defined by the Uniform Building Code.
- C. Tables and chairs shall be placed only in the locations shown on the approved site plan.
- D. Barriers to delineate the outdoor dining area are recommended, but not required unless alcohol will be served in the outdoor dining area. The barrier may be either permanently installed or moveable.
- E. When located immediately adjacent to a residential use, or other sensitive uses, provisions shall be made to minimize noise, light, and odor impacts on the residential use.
- F. Outdoor dining may be covered or uncovered. Awnings or umbrellas may be used in conjunction with outdoor dining, but shall not be used as a permanent roof or shelter over the outdoor dining.
- G. Outdoor dining shall be designed and operated so that it may be used by people of all abilities by complying with all of the following:
 1. The surface of the outdoor dining area shall be level and have a running slope and a cross slope that do not exceed 2 percent (1 unit vertical in 50 units’ horizontal).
 2. The outdoor dining area shall not be located on a raised platform or in a sunken area, unless an accessible ramp is provided in accordance with the California Building Code, or the American Disabilities Act, whichever provides greater accessibility.
 3. Access openings should be placed in a location that will not create confusion for visually impaired pedestrians.

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4. At least one wheelchair accessible seating space shall be provided for every 20 seats, or as required by the California Building Code, or the American Disabilities Act, whichever is greater.
5. When multiple wheelchair accessible seating spaces are provided, they shall be distributed and integrated within the outdoor dining area.
6. Wheelchair accessible seating spaces shall have a minimum unobstructed maneuverability dimension of 30 inches in width by 48 inches in depth.
7. Access to designated wheelchair seating spaces shall be provided through an accessible path with not less than 48 inches unobstructed width.
- H. Parking for the outdoor dining portion of an eating establishment shall only be required if and only for the area over the thresholds identified below:
 1. The area of the outdoor dining area is greater than 200 square feet; or
 2. The area of an outdoor dining area exceeds 25% of the combined total of the gross floor area of the associated eating establishment and the area of the outdoor dining area.
- I. When outdoor dining is proposed on the parking area for the establishment, the required parking can be provided as described in the San Fernando Municipal Code [section 106-284](#).

Sec. 106-659. – Design standards.

- A. A colors and materials sheet shall be included in the site plan application to provide the colors, materials of all furniture, barriers, lighting and landscaping that is to be in the outdoor dining area. Exact dimensions and specifications shall be included.
- B. Dining/seating area barriers (fences, gates, ropes, etc.) shall be visually appealing, and help to separate the dining/seating area from the sidewalk.
- C. Fabric inserts (natural or synthetic) of any size are not permitted to be used as a part of a barrier.
- D. The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited.
- E. Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines.
- F. Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.
- G. All furniture and fixtures must be of sufficiently sturdy construction so as not to blow over with normal winds.
- H. Furniture and fixtures must not be secured to trees, lampposts, street signs, hydrants, or any other public street infrastructure by any means, whether during restaurant operating hours or when the restaurant is closed.
- I. Outdoor dining furniture shall be made of high-quality, durable materials that provide an attractive design and are appropriate use for outdoor use. Folding chairs, lightweight, plastic, deteriorated, U.V. damages, splintered or similar furniture will not be approved or placed in the outdoor dining area. Sealed or painted metal or wood tables are recommended.
- J. All materials shall be well maintained without stains, rust, tears, or discoloration. Materials that show signs of significant wear/age shall be replaced.
- K. Umbrellas shall be constructed of a canvas-type, durable, and fade and fire-resistant material suitable for outdoor use. No plastic fabrics, plastic or vinyl-laminated fabrics, or any type of rigid materials are permitted.
- L. Umbrellas shall be installed and maintained so as to provide pedestrian clearance by maintaining 7 feet of clearance from the ground to the lowest edge of the umbrella.
 1. The 7-foot minimum height includes not only the umbrella frame and panels, but also any decorative borders such as fringes, tassels, or other such ornamentation.
 2. No part of an umbrella may exceed a height of 9 feet above the surface of the outdoor dining area to avoid an undue visual obstruction of other businesses.

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- M. Umbrellas shall be set back a minimum of 3 feet from the neighboring property measured from the outer most edge of the umbrella to the property line.
- N. Umbrellas must be free of advertisements or product names.
 - 1. Umbrellas must not contain signage for the restaurant or for any other entity in the form of wording, logos, drawings, pictorial or photographic representations, or any other similar identifying characteristics.
- O. All parts of any umbrella (Including the fabric and supporting ribs) must be contained entirely within the outdoor seating area.
- P. Umbrellas must blend appropriately with the surrounding built environment.
- Q. Umbrella fabric must be one solid color, and is not permitted to be a fluorescent or other strikingly bright or vivid color.
- R. Barriers made of walls, railings, fences, planter boxes, solid wood fences or concrete walls or a combination thereof are acceptable.
- S. Barriers shall be no taller than 4 feet in height, unless the barrier is preexisting and exceeds 4 feet in height or a barrier greater than 4 feet in height is required pursuant to another section of the Municipal Code or other codes. Railing and fencing must be constructed of metal, (aluminum, steel, iron, or similar) or wood and must be of a dark color (either painted or stained).
- T. To ensure their effectiveness as pedestrian control devices and their ability to be detected by persons with vision impairments, barriers must meet the following measurements:
 - 1. Planters may not exceed a height of 36 inches above the level of the sidewalk. Plants may not exceed a height of 108 inches (8 feet) above the level of the sidewalk.
 - 2. In the case of a rope or chain enclosure, the rope or chain must not exceed 27 inches above the sidewalk surface.
 - 3. All barriers must be detectable to visually impaired pedestrians who employ a cane for guidance. Therefore, the bottom of the barriers must be no greater than 27 inches above the sidewalk surface.
 - 4. Fences or other perimeter enclosures with a height of between 36 inches and 48 inches must be at least 50 percent open (see-through) in order to maintain visibility of street level activity. Any enclosure with a height over 48 inches must be at least 80 percent open (see-through).
 - 5. Any access opening within the barrier must measure no less than 44 inches in width.
- U. When abutting public property, a barrier may be in the form of open fencing, railing and /or landscape planters that must be a minimum of 3 feet, but not taller than 4 feet in height.
- V. If a barrier is moveable, it shall be affixed while the establishment is open for business. Rope or chain barriers are permitted. The rope or chain must have a minimum diameter of one inch. Vertical support posts must be constructed of metal or wood. A stanchion base shall not be domed, and shall not be more than one-half (1/2) of an inch above the surface of the floor.
- W. A stanchion or other vertical supporting member that has a base must not be a tripping hazard.
- X. No banners or signage shall be displayed on the barrier of an outdoor dining area or within the outdoor dining area other than the name of the establishment that may be placed on umbrellas or on the valance of an awning with an overhang not lower than 84 inches from the finished grade of the ground of the outdoor dining area.
- Y. Portable heaters, if provided, shall be located a minimum of 4 feet away from the exterior face of the building and from any combustible materials, including architectural projections, or in accordance with manufacturer recommendations, whichever is most restrictive.
- Z. Planters may be made out of wood, ceramics, stone, or high quality thick plastic planter boxes.
- AA. Planters shall contain live plant materials in healthy condition. Seasonal, thematic planter displays are encouraged. Stressed, dead, or dying landscape must be promptly replaced. Artificial plants; empty planters; or planters with only bare dirt, mulch, straw, woodchips or similar material are not permitted.
- BB. Planters shall have a self-contained watering reservoir system that prevents any leakage.

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- CC. Illuminated outdoor dining areas shall incorporate lighting which shall be installed to prevent glare onto, or direct illumination of any public space or property or use.
- DD. Lighting shall be mounted so that all wiring is concealed. Rope or string lights are allowed provided they are installed to the requirements of the Building Code and manufacturer's specifications. Spotlights and illumination for advertising are prohibited.

Sec. 106-660. – Operating standards.

- A. Outdoor dining shall be operated in a manner that meets all requirements of the Health Department of Los Angeles County and any other applicable regulations.
- B. Exclusive of the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas city-wide shall be limited to the hours between 7:00 a.m. and 11:00 p.m., daily.
 - 1. Within the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 12:00 a.m., daily.
 - 2. When the primary use requires a conditional use permit, the hours and days of operation of the outdoor dining area shall be identified in the approved conditional use permit.
- C. An outdoor dining area may provide either waiter/waitress service or self-service.
- D. The outdoor dining area shall be clean and free of litter at all times. Waste receptacles are encouraged.
- E. Dining equipment (including, but not limited to, tables, chairs, space heaters, barriers) may remain in place when not in use if located on private property; dining equipment, if stored, may not be stored in an area visible from the public right-of-way or from any plaza area.
- F. Live entertainment, television monitors, screens, dancing, pool tables, billiard tables, adult entertainment uses, and cover charges are prohibited in the outdoor dining area.
- G. Food trucks are permitted with an approved conditional use permit pursuant to Division 7 of Article V.
- H. Outdoor dining shall comply with the sound level limits of the associated eating establishment in accordance with San Fernando Municipal Code [Chapter 34 Article II](#).
- I. All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with San Fernando Municipal Code [Chapter 23](#).
- J. Outdoor cooking is permitted in an outdoor dining area in compliance with the LA County Health Department, CA Building Code and City of LA Fire Code.
- K. Establishments which propose to serve alcoholic beverages in the outdoor dining area shall comply with the standards established by the California Department of Alcoholic Beverage Control and shall update their approvals from said department to include the new outdoor dining area if necessary. The outdoor dining area shall be:
 - 1. Physically defined and clearly part of the establishment it serves as an accessory use to; and
 - 2. Supervised by a restaurant employee to ensure compliance with laws regarding the on-site consumption of alcoholic beverages.

Sec. 106-661. – Denial, Revocation, or Suspension of Permit

- A. Violations of the outdoor dining area standards may result in enforcement actions up to and including revocation of said permit and termination of use.
- B. A violation of this chapter is subject to the administrative citation provisions of subject to [SFMC Article III](#) of this code.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 19. – TEMPORARY STORAGE CONTAINERS

Sec. 106-758. – Purpose.

This section provides location, development, and operating standards for temporary storage containers in compliance with the development standards within the underlying zone district.

Sec. 106-759. – Approval by the director.

Temporary storage containers shall be allowed, subject to approval of a Zoning Clearance application as required in section 106-1023.

Sec. 106-760. – Applicability.

Temporary storage containers may be allowed if unusual circumstances exist that require the use of a temporary storage container, as determined by the Director. Unusual circumstances include, but are not limited to, construction, business relocation, natural disasters, and residential rehabilitation activities.

Sec. 106-761. – Development standards.

- A. A temporary storage container shall:
 - 1. Not be located in a parking area unless a zoning clearance is obtained;
 - 2. Not be located in a landscaped area; unless a zoning clearance is obtained;
 - 3. Be located on-site not more than 180 days during any consecutive 12-month period;
 - 4. Require the submittal of a zoning clearance with the Planning Division, in accordance with section 106-849 if proposed for more than 180 days during any consecutive 12-month period.
- B. Fences, walls, and/or landscaping, or other methods approved by the Director shall be required to properly screen the temporary storage container from a public street, right-of-way, or adjacent residential zoning districts.
- C. No signs, other than the operating company identification, shall be allowed on a temporary storage container.
- D. The use of a temporary storage container for seasonal storage shall be prohibited.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 21. – VEHICLE FUELING AND ELECTRIC VEHICLE (EV) CHARGING STATIONS

Sec. 106-763. – Purpose.

This section provides location, development, and operating standards for vehicle fueling and/or EV charging stations in compliance with section 106-766.

Sec. 106-764. – Permitted uses.

Vehicle fueling or EV charging stations shall be limited to selling vehicle fuels, other fuels and other supplying goods necessary for electric vehicles or zero emission vehicles, and supplying goods and services required in the operation and maintenance of motor and/or electric vehicles. These shall include the following.

- A. Automotive retail sales. The retail sale of batteries, motor fuels, tires, lubricants, and oils.

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- B. Repairs. Incidental minor repairs, including brake, lubrication, tire, and tune up service, shall be conducted entirely within an enclosed structure, in compliance with the standards in Division 6 of Article IV and where allowed by the zone, subject to the standards of the underlying zone.
- C. Convenience store. A new or existing vehicle fueling or EV charging station may include an onsite convenience store as an accessory use, where allowed by the zone.

Sec. 106-765. – Prohibited uses.

The following uses and services are prohibited at vehicle fueling or EV charging stations.

- A. Autobody and fender repair, painting, upholstery work, and dismantling.
- B. Tire recapping, machine work or welding.
- C. Overhauling, replacement, or repairing of differentials, engines, front suspension, and transmissions.

Sec. 106-766. – Operational standards.

All vehicle fueling or EV charging stations shall comply with the following operational standards.

- A. Location and display of accessories, batteries, and tires for sale shall be on or within three feet of the pump island or the main structure's exterior;
- B. No vehicle rental activities shall be conducted on the vehicle fueling or EV charging station site; and
- C. All outdoor/open storage of materials shall be limited to a maximum area of 150 square feet, and shall be enclosed by a 6-foot-high, solid decorative masonry wall, subject to the approval of the Director.
- D. All EV charging systems shall meet the requirements of the California Electrical Code, the California Building Code, the California Green Building Standards Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, accredited testing laboratories, and rules of the Public Utilities Commission regarding safety and reliability.

Sec. 106-767. – Development standards.

All vehicle fueling or EV charging stations shall comply with the following development standards.

- A. If a vehicle fueling or EV charging station adjoins a zone or overlay that allows residential uses, a 6-foot-high, solid decorative masonry wall, in compliance with Division 7 of Article III (Walls and Fences), shall be installed along the property line that adjoins the property that is zoned to allow residential.
- B. A 3-foot-wide planting strip shall be located on the station site along the entire length of the wall separating the vehicle fueling or EV charging station from adjacent property that allows residential uses and public street rights-of-way, except for driveway openings. All unpaved areas shall be landscaped in compliance with Division 4 of Article III (Landscaping Standards for Private Property).
- C. A planter area of not less than 100 square feet shall be provided at the corner of two intersecting streets, in compliance with Chapter Division 4 of Article III (Landscaping Standards for Private Property).
- D. Additional landscaping may be required by the Director to screen the vehicle fueling or EV charging station from adjacent residential properties.
- E. All exterior light sources, including canopy, flood, and perimeter, shall be energy efficient, stationary, and shielded or recessed within the roof canopy, to ensure that all light, including glare or reflections, is directed away from adjoining properties and public rights-of-way, in compliance with section 106.353 (Outdoor Lighting).

Sec. 106-768. – Site maintenance.

All vehicle fueling or EV charging stations shall comply with the following maintenance standards.

- A. Used or discarded automotive parts or equipment, or permanently disabled, junked, or wrecked vehicles, shall not be located outside of the main structure.

- B. A refuse storage area, completely enclosed with a masonry wall not less than five feet high, with a solid gated opening, and large enough to accommodate standard-sized commercial trash bins, shall be located to be accessible to refuse collection vehicles.
- C. Driveways and service areas shall be maintained and kept free of oil, grease, and other petroleum products, in addition to litter. These areas shall be periodically cleaned with equipment that dissolves spilled oil, grease, and other petroleum products without washing them into the drainage, gutter, and sewer system.
- D. Additional Conditions. Additional conditions (e.g., hours of operation, sign regulations, structure materials and design) may be imposed by the applicable review authority as deemed reasonable and necessary to protect the public health, safety, and general welfare of the community.

ARTICLE V. - ADMINISTRATION

DIVISION 3. - ZONE CLEARANCE

Sec. 106-823. - Purpose.

This section establishes procedures for conducting a Zone Clearance to verify that each new or expanded use or structure complies with all of the applicable requirements of this Code and with any applicable policies or standards of the General Plan and any operative plans.

(Ord. No. 1270, § 30.745, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1585, §§ 1, 2, 12-1-2008)

Sec. 106-824. - Applicability.

- A. *Establishment of a Permitted Use.* A Zone Clearance is required to confirm that the establishment of a new use is permitted as a matter of right and that no Conditional Use Permit or other entitlements are required prior to securing a business license certificate and commencing operations.
- B. *Other Activities.* A Zone Clearance shall be required for any other activity for which a Zone Clearance is specifically required elsewhere in this Code.
- C. *Streamlined Development.* A Zone Clearance is required for all streamlined development as defined in Section 65913.4 of the California Government Code and any other process the City deems should be a ministerial review but requires routing and review for compliance. The Zone Clearance for Streamlined Development shall be processed like a Site Plan Review but shall be reviewed and approved or denied ministerially (i.e., compliance with discretionary findings, discretionary conditions of approval, and review by the Planning and Preservation Commission are not required or permitted).
- D. *Exceptions.*
 - 1. No Zone Clearance shall be required for the continuation of previously approved or permitted uses, structures, or uses and structures that are not subject to any Building Code or Zoning Code regulations.
 - 2. A change in building use that complies with this Code shall require a Building Permit if the use is in a different Building Code occupancy group class, such as conversion of a retail building to public assembly or residential use.

Sec. 106-825. - Review authority.

If the Director determines that the proposed use or building is allowed as a matter of right by this Code, and conforms to all the applicable development and use standards, the Director shall issue a Zone Clearance.

Sec. 106-826. - Application.

- A. Application for a Zone Clearance shall be filed in a manner consistent with the requirements contained in Division 1 of this article.
- B. The Director may request that the Zone Clearance application be accompanied by a written narrative, operational statement, plans, and other related materials necessary to show that the proposed development, alteration, or use of the site complies with all applicable provisions of this Code. The Director may require attachments of other written or graphic information, including, but not limited to, statements, numeric data, site plans, floor plans, and building elevations and sections, as a record of the proposal's conformity with the applicable regulations of this Code.
- C. Applications for Streamlined Development shall be subject to the same material and document requirements as a Site Plan Review, as applicable.

Sec. 106-827. - Notice.

Public notice shall not be required.

Sec. 106-828—106-843. – Reserved.

ARTICLE V. - ADMINISTRATION

DIVISION 4. – ADMINISTRATIVE PLANNING REVIEW

Sec. 106-844. – Purpose.

The purpose of this chapter is to establish thresholds for level of review for planning applications that do not require a full Site Plan Review or Conditional Use Permit review. Applications applied for under this division shall be reviewed and approved administratively.

Sec. 106-845. – Findings and decisions.

The Review Authority shall only approve an application for a minor or major administrative planning review if it finds that the application is consistent with the purposes of this article and with the following:

- A. The applicable standards and requirements of this Code;
- B. The General Plan and any applicable Specific Plan, Community Plan, ordinances or policies the City has adopted;
- C. Any applicable design guidelines or standards the City has adopted;
- D. Any approved Tentative Map, Conditional Use Permit, Variance, or other planning or zoning approval that the project required.

Sec. 106-846. – Thresholds for review.

No change in the use or structure for which a permit or other approval has been issued is permitted unless the permit is modified as provided for in this Code. For the purpose of this section, when an applicant is proposing to amend, alter, expand buildings or uses, or otherwise revise a specific project or an existing developed site, staff will be required to determine the type of application (Site Plan Review or Conditional Use Permit) and level of review based on the following below:

- A. *Minor Administrative Planning Review.* The Director may approve minor changes to approved plans that are consistent with the original findings and conditions approved by the Review Authority and would not intensify any potentially detrimental effects of the project or create a new unanticipated impact that may or may not be significant. Minor projects typically **do not** require the review of other departments or agencies. Minor projects include, but are not limited to, the following:

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- a. *Residential Minor Administrative Planning Review:* Architectural or exterior material, treatments or color changes which **do not** change the basic form and theme of an existing building or conflict with the original architectural form and theme of an existing building; and which **do not** require the review of other departments (excepting Building & Safety) or agencies.
 - a. Any interior alterations that do not increase the number of rooms, bedrooms, or the gross floor area within a structure, or change or intensify the permitted use of that structure or the height of the building.
 - b. On-site changes to a previously approved site plan which **do not** change the basic form and/or function of an existing site; and, not requiring the review of other departments or agencies.
 - c. Landscape modifications which **do not** alter the general concept or reduce the effective amount of landscaping not requiring the review of other departments or agencies.
 - d. Structural additions or alterations to existing residential projects not requiring the review of other departments or agencies, and/or which **do not** propose additional units exceeding density requirements for respective districts, and **do not** require a change to entitlement type.
 - e. Parking lot configurations not changing the previously approved circulation of the parking lot.
 - b. *Non-Residential Minor Administrative Planning Review:*
 - a. Minor structural additions to non-residential projects not requiring the review of other departments or agencies.
 - b. Construction of fences, walls, and screens on non-residential property which **do not** include vehicular or emergency service pedestrian gates.
 - c. Any addition of solar covered parking structures less than or equal to 1,000 square feet not requiring the review of other departments or agencies.
 - d. On-site changes to a previously approved site plan which **do not** change the basic form and/or function of an existing site; and, not requiring the review of other departments or agencies.
 - e. Landscape modifications which **do not** alter the general concept or reduce the effective amount of landscaping not requiring the review of other departments or agencies.
 - f. Parking lot configurations not changing the previously approved circulation of the parking lot.
- B. *Major Administrative Planning Review.* Major administrative planning reviews typically require the review of a limited number of other departments or agencies. Major administrative planning reviews include, but are not limited to, the following:
 - a. *Residential Major Administrative Planning Review:*
 - a. Structural additions or alterations to existing residential projects requiring the review of a limited/abridged number of other departments or agencies, and which **do not** propose additional units exceeding density requirements for respective districts or require a change to entitlement type.
 - b. New construction or additions to residential buildings of less than 200 square feet.
 - c. Construction of a new residential building(s) within existing residential projects exceeding either 50 percent of the existing number of units or 50 additional units, whichever is less

and, which **do not** propose additional units exceeding density requirements for respective districts and **do not** require a change to entitlement type.

- b. *Non-Residential Major Administrative Planning Review:*
 - a. Structural additions to non-residential projects requiring the review of a limited/abridged number of other departments or agencies.
 - b. Structural additions to non-residential projects or the construction of a new building(s) or structure(s) on developed and previously entitled land or parcels.
 - c. Addition of a drive-through facility to an existing or previously approved building.
 - d. New construction or expansion of existing parking lots into areas not previously utilized for parking or on-site vehicular circulation that change the previously approved circulation of the parking lot.
 - e. Any change or modification to an existing Conditional Use Permit (or other application type requiring noticing), which does not require or warrant re-noticing.
- C. *Full Review.* Projects that do not fit the above criteria and projects that require a full entitlement review, as determined by the Director, shall be considered full Site Plan Reviews and/or full Conditional Use Permits. Examples of this include, but are not limited to, the following:
 - a. New use on vacant/undeveloped land.
 - b. Changes resulting in additional environmental impacts not previously assessed; or, which are not eligible for a CEQA Exemption.
 - c. Construction of a new building on undeveloped land or parcel.
 - d. Expansion of a building or use encompassing a land area not included in the previously approved entitlement.
 - e. Establishment of a new conditional use.
 - f. Expansion of a conditional use with no previously approved Conditional Use Permit on record.
 - g. Structural additions to non-residential projects that result in 20 percent or more of the existing square footage or 500 square feet, whichever is less.
 - h. Structural additions to existing residential projects that are 200 square feet or more or add another level to the existing residential structure.

ARTICLE V. - ADMINISTRATION

DIVISION 5. – TEMPORARY USE PERMIT AND SPECIAL EVENT PERMIT

Sec. 106-847. – Purpose.

The intent and purpose of this Division is to establish a process for reviewing proposed temporary uses and special events to ensure that basic health, safety, and community welfare standards are met, while approving suitable temporary uses and special events, with the minimum necessary conditions or limitations consistent with the temporary nature of the activity. A Temporary Use Permit and Special Event Permit allows for short-term activities that might not meet the normal development or use standards of the applicable zoning district but are considered acceptable due to their temporary nature.

Sec. 106-848. – Applicability.

- A. *Permit Requirement.* A Temporary Use Permit or Special Event Permit approved by the applicable review authority shall be required for all uses identified in this Division and shall be issued before the commencement of the activity.
- B. *Exempt Activities.* The following temporary uses are exempt from requiring a Temporary Use Permit or Special Event Permit and other city approval. Uses other than the following shall comply with this division.
 - 1. On-site contractor's construction yards, in conjunction with an approved construction project. The activity shall cease upon completion of the construction project, or the expiration of the companion building permit authorizing the construction project.
 - 2. Promotional activities related to the primary product lines of a retail business, and similar activities (e.g., book readings and signings at bookstores, opening receptions at art galleries).
 - 3. Emergency public health and safety activities.

Sec. 106-849. – Allowed Temporary uses and special events.

The following temporary uses and special events may be allowed, subject to a Temporary Use Permit or Special Event Permit by the applicable review authority. Uses other than the following shall comply with the use and development regulations and permit requirements that otherwise apply to the property, except uses that are exempt from the provisions of this Division in compliance with Sec. 106-848 (Applicability).

- A. *Temporary Use Permit:*

- 1. *Storage.* Enclosed temporary storage, unrelated to a construction project, or exceeding 180 days, but in no case exceeding a maximum of one (1) year. See Division 19 of Article IV (Temporary Storage Containers) for specific standards.
- 2. *Temporary entertainment and exhibit uses.* Indoor or outdoor temporary entertainment and exhibit uses related or not related to the primary use of the property and compatible with the zoning district of the site and surrounding land uses. These temporary uses may include, but are not limited to, art exhibits and installations, museums, live or motion picture theatres, and interactive or immersive attractions, and may be permitted for more than twelve (12) days but not more than six (6) consecutive months.
- 3. *Temporary outdoor sales.* Temporary outdoor sale of merchandise, in any commercial, industrial, or SP-5 zoning district, in compliance with the following provisions:
 - a. There shall be no more than four (4) sales in any calendar year.
 - b. Each sale shall be limited to three (3) consecutive days.
 - c. The merchandise displayed shall be that customarily sold on the site.
 - d. The site utilized for a permanently established business holding a valid business license certificate as required.
- 4. *Temporary real estate sales offices.* A temporary real estate sales office may be established within the area of an approved development project, solely for the first sales of homes. A permit for a temporary real estate office may be approved for a maximum of one (1) year.
- 5. *Temporary structures.* A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.
- 6. *Temporary work trailers.* A trailer or mobile home as a temporary work site for employees of a business may be allowed during construction or remodeling of a permanent commercial or manufacturing structure, when a valid building permit is in force. The permit for a temporary work trailer may be granted for up to one (1) year.
- 7. *Seasonal sales.* The annual sales of holiday related items such as Christmas Trees, pumpkin lots/patches and similar items may be permitted in accordance with the following standards:

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- a. Time Period. Seasonal sales, including Christmas Tree and pumpkin lots, associated with holidays are allowed up to a month preceding and one week following the holiday.
 - b. Goods, signs, and temporary structures. All items for sale, as well as signs and temporary structures, shall be removed within five days after the end of sales, and the appearance of the site shall be returned to its original state.
 - c. Parking. The Director may require a shake-off area or alternative design to ensure that dirt is not deposited onto public streets.
8. *Temporary use of unattended collection boxes.* A collection box is permitted as a temporary accessory to a principal permitted use with approval of site plan review by the community development Director pursuant to Division 6 of Article V of this chapter and subject to the following:
 - a. *Definition.* For the purpose of this section, "collection box" means an unattended canister, receptacle, or similar device, used for soliciting and collecting donations of salvageable goods and movable property, but not money or evidences of debt. This term does not include a recyclables container regulated by Chapter 70 of this Code.
 - b. *Prohibition.* No person, individual, firm, corporation, partnership, association, club, society, or other entity shall engage in any of the following without a permit in accordance with this section: (i) place, install, or maintain on any real property a collection box held out to the public for donations; (ii) extract any item from a collection box; or (iii) allow, aid, abet, or suffer any such action.
 - c. *Application.*
 - i. Any requirement to show particular information on the site plan may be waived as the Director deems appropriate.
 - ii. The application shall include:
 - A. The signed and notarized written consent to the application by the owner of the subject parcel of land;
 - B. Contact information for the person responsible for the ongoing maintenance of the collection box; and
 - C. Other information deemed appropriate by the Director.
 - iii. A permit may be issued only to a nonprofit entity that is eligible to solicit donations of salvageable personal property pursuant to Welfare and Institutions Code Section 148.3.
 - d. *Duration.*
 - i. Written approval of a collection box under this section shall be considered a temporary permit and shall be valid for a period not longer than 24 months as set forth in the permit, unless otherwise provided by this section. The permit shall terminate earlier than the expiration stated therein if: (1) the permit is revoked on the grounds of non-compliance with the permit or other law; or (2) the collection box is abandoned for 30 days after the mailing date of the city's written notification to the permit holder of the abandonment.
 - ii. The permit holder and the owner, tenant, and person or entity in control of the parcel of land on which the collection box is placed shall be jointly and severally liable for costs incurred in removing an unpermitted or abandoned collection box. The Director may require a cash bond or other guarantee of removal of the temporary use upon expiration of the permit.
 - e. *Zones.* Collection boxes are prohibited in the city's residential zones, except on properties with any of the following land uses approved by conditional use permit: churches, temples or other places of religious worship or similar places of assembly, schools, nursery schools, hospitals, sanitariums, large community care facilities, museums, and libraries. This division shall prevail over the restriction against temporary

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structures at places of religious worship. The Director may issue a temporary permit pursuant to this section for a period longer than 24 months if the applicant demonstrates that the collection box is customarily incidental to the principal use in accordance with the city zoning ordinance.

- f. *Location.* No collection box shall be placed:
 - i. Within 500 feet of another collection box or a salvage and recycling business, or within 30 feet of the property line of any adjacent residentially zoned parcel. The Director shall have discretion to waive or modify these distance restrictions if justified by the following: (i) the collection box is customarily incidental to the principal use; (ii) it will cause no significant adverse effect on adjacent property; and (iii) the public necessity, convenience, general welfare or good zoning practice.
 - ii. Within a yard setback.
 - iii. Within a required off-street parking space.
 - g. *Conditions of approval.* Approvals shall be limited to one collection box per property. The Director may impose conditions on a collection box permit to ensure compatibility with surrounding uses and to preserve the public health, safety, and welfare, including, without limitation, aesthetics and periodic review of compliance with this section.
 - h. *Maintenance.* The collection box shall have a firmly closing lid. The permit holder and the parcel owner shall be responsible to:
 - i. Maintain the premises in a clean, sanitary condition at all times, free from discarded items, garbage, and other waste.
 - ii. Regularly empty contents to ensure the collection box does not exceed its capacity.
 - iii. Remove any graffiti or material placed outside of the collection box within 24 hours.
 - i. *Size.* The collection box shall not exceed six cubic yards in volume or six feet in height.
9. *Other Temporary Uses.* The Director of Recreation & Community Services shall have the discretion to determine the required permit type for temporary and special uses not listed in this Division.

B. *Special Event Permit:*

- 1. *Carnivals, fairs, and festival events.* Carnivals, fairs, and festival events are subject to the following standards:
 - a. *Location.* Carnivals, fairs, and festival events are limited to areas within Commercial or Employment districts, or on property owned by a public school.
 - b. *Time limit.* When abutting or adjacent to a Residential District or a street that serves a Residential District the hours of operation shall be limited to 7 a.m. to 10 p.m.
 - c. *Lighting.* Lighting shall be hooded and directed away from residential uses.
- 2. *Special events and sales.* Other short term special events may be permitted in accordance with the following standards:
 - a. *Location.* Events are limited to non-residential districts.
 - b. *Number of events.* No more than six events at one site shall be allowed within any 12-month period. Events shall not last more than five days per event and there shall be a minimum of fourteen (14) days between events.
 - c. *Products.* The outdoor display area shall be directly related to a business occupying a primary structure on the same site.
 - d. *Existing parking.* The available parking shall not be reduced to less than ninety percent (90%) of the minimum number of spaces required by this Chapter.

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3. *Indoor events.* All event centers, as defined and permitted by this Chapter, shall comply with the following standards, in addition to those identified in section 106-853 and section 106-852 (Conditions of Approval).
 - a. Conformance with all applicable Building and Fire Code requirements for assembly uses including, but not limited to, egress, seismic retrofitting, and restrooms.
 - b. Provision of off-street parking in accordance with Division 3, Subdivision II (Off-Street Parking and Loading).
 - c. Conformance with the following public health, safety, and welfare standards:
 - i. When abutting residential uses or zoning, delivery and retrieval of event materials/props and set-up and take-down operations and activities shall occur only between the hours of 8:00 a.m. to 8:00 p.m. Monday through Friday and 9:00 a.m. to 8:00 p.m. Saturday and Sunday.
 - ii. Event staff shall monitor vehicle parking and retrieval to ensure there is no excessive noise before, during, or after events.
 - iii. Event staff shall instruct event attendees to remain respectful of nearby residential areas and signage shall be clearly and conspicuously posted and maintained in parking areas with the following wording: “Event Guests and Event Staff, please remain respectful of nearby residential and commercial neighbors and refrain from making loud noises, playing music at high volumes, and accelerating vehicle engines. Thank you for your cooperation.”
 - iv. Event staff shall utilize at least one (1) 3-yard plastic recycle bin, one (1) 3-yard plastic refuse bin, and one (1) green waste bin sized to Public Works Environmental Programs and Operation Division standard, which must be located and filled within the interior of the event center building. After each event, all bins must be located on the outside of the event center building for City trash pick-up operations.
 - v. All events and event-related activities shall occur within the interior of the event center building. No event-related activities or storage of event materials/props shall be permitted exterior of the event center building.
4. *Outdoor events.* The following outdoor events may be allowed:
 - a. Entertainment and assembly events. Outdoor entertainment and assembly events, including concerts, fairs, farmers’ markets, festivals, flea markets, food events, fund-raisers, live entertainment, parades, outdoor sporting events, public relations activities, rummage sales, secondhand sales, swap meets, and other similar events designed to attract large crowds, and which are held on private or public property, for up to 6 days per calendar year or as determined appropriate by the Director of Recreation and Community Services.
5. *Other special events.* The Director of Recreation and Community Services shall have the discretion to determine the required permit for temporary and special uses not listed in this Division.

(Ord. No. 1651, § 3, 2-16-2016)Sec. 106-850. – Review authority.

- A. *Director Review.* The Director shall be responsible for the review and approval of all permits for temporary uses not reviewed by the Recreation & Community Services Committee on Permits and Licenses.
- B. *Committee on Permits and Licenses.* The Recreation and Community Services Department oversees the Committee responsible for the review and approval of all permits for special events, unless reviewed by the Director.

Sec. 106-851. – Application filing and processing.

An application for a Temporary Use Permit or Special Event Permit shall be filed with the applicable authority and processed as follows.

- A. *Application Contents.* The application shall be made on forms made by the Community Development Department and shall be accompanied by the information identified in any applicable City handouts and permit applications.
- B. *Time for Filing.* A temporary use or special event permit application shall be filed as follows:
 - 1. *Temporary use permit.* A temporary use permit application shall be filed at least 14 days in advance of the proposed commencement of the use.
 - 2. *Special event permit.* A special event permit application shall be filed with the Recreation and Community Services Department at least 7 days in advance of a proposed minor event, and 14 days in advance of a proposed major event. The Director or Committee shall determine whether a proposed special event or temporary event is minor or major, based on the characteristics of, and activities associated with, the event, and the likely impacts on the surrounding community.
 - 3. *Additional permits required.* Temporary uses and special events may be subject to additional permits and other city approvals, licenses, and inspections required by applicable laws or regulations.

Sec. 106-852. – Conditions of approval.

The review authority may impose reasonable and necessary specific design, locational, and operational conditions in approving Temporary Use Permit or Special Event Permit as follows:

- A. The use or event is limited to a duration that is no more than the maximum allowed duration, as determined appropriate by the review authority.
- B. The site is physically adequate for the type, density, and intensity of use being proposed, including provision of services (e.g., sanitation and water), public access, and the absence of physical constraints.
- C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing land uses on-site and in the vicinity of the subject property.
- D. The temporary use or activity will be removed and the site restored as necessary to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by this Chapter.
- E. The use or event will comply with all applicable provision of local, State and Federal laws or regulations.
- F. Any other pertinent factors affecting the operation of the temporary use or special event will be addressed, including the following, to ensure the orderly and efficient operation of the proposed use or event, in compliance with the intent and purpose of this Division
 - 1. Conditions may require the provision of
 - a. Sanitary and medical facilities.
 - b. Security and safety measures.
 - c. Solid waste collection and disposal.
 - 2. Conditions may regulate:
 - a. Nuisance factors, including the prevention of glare or direct illumination of adjacent properties, dirt, dust, gasses, heat, noise, odors, smoke, or vibrations.
 - b. Operating hours and days, including limitation of the duration of the use or event to a shorter time period than that requested.
 - c. Temporary signs.

- d. Temporary structures and facilities, including height, placement, and size, and the location of equipment and open spaces, including buffer areas and other yards.

Sec. 106-853. – Development and operating standards.

- A. *General Standards.* Standards for floor areas, heights, landscaping areas, off-street parking, setbacks, and other structure and property development standards, which apply to the category of use or the zoning district of the subject parcel, shall be used as a guide for determining the appropriate development standards for temporary uses and special events. However, the review authority may authorize an adjustment from the specific requirements as deemed necessary and appropriate.
- B. *Standards for Specific Temporary Activities.* Specific temporary land use activities shall comply with the development standards identified in Article III (General Regulations), as applicable to the use, in addition to those identified in section 106-849 and section 106-852 (Conditions of approval).

Sec. 106-854. – Post-approval procedures.

The approval or denial of a Temporary Use Permit or Special Event Permit may be appealed in compliance with Division 2 of Article V The procedures of Sec.106-809 (Summary of Planning Permits and Actions) shall apply to the approval of the permit.

- A. *Condition of the Site Following a Temporary Use or Special Event.* Each site occupied by a temporary use or special event shall be cleaned of debris, litter or any other evidence of the temporary activity, on completion or removal of the activity, and shall thereafter be used in compliance with the provisions of this Chapter.
- B. *Revocation.* A Temporary Use or Special Event Permit may be revoked or modified, with only a 24-hour notice, in compliance with Division 2 of Article V (Hearing and Appeals).
- C. *Extension of the Permit.* The Director may extend the operational length of a temporary use or special event if the delay is beyond the control of, and was not the result of actions by, the permittee.
- D. *Expiration of Permit.* A Temporary Use Permit or Special Event Permit shall be considered to have expired when the approved use has ceased or been suspended.

NEW SECTION LIST

ARTICLE I. GENERAL PROVISIONS

DIVISION 1. – INTRODUCTORY PROVISIONS

Sec. 106-4. – Structure of the development code.

- A. *Organization of regulations.* This Code consists of six articles:
 - 1. Article I: General Provisions
 - 2. Article II: Base and Overlay Zones
 - 3. Article III: General Regulations
 - 4. Article IV: Standards for Specific Land Uses and Activities
 - 5. Article V: Administration
 - 6. Article VI: Definitions
- B. *Types of regulations.* This Code contains five types of regulations controlling the use and development of property:
 - 1. *Use regulations.* These regulations specify land uses permitted, conditionally permitted, or specifically prohibited in each zoning district, and include special requirements, if any, applicable to specific uses. Use regulations for base zoning districts and for overlay districts are in Article II of this Code. Certain regulations that are applicable in some or all districts, and performance standards which govern special uses, are in Article III.
 - 2. *Development standards.* These regulations control the height, bulk, locations, and appearance of structures. Development regulations for base zoning districts and for overlay districts are in Article II of this Code. Certain development regulations that are applicable to some or all districts are in Article III. These include regulations for specific uses, development and site regulations, performance standards, parking, and signage.
 - 3. *Administrative regulations.* These regulations contain detailed procedures for the administration of this Code, and include common procedures, processes, and standards for discretionary entitlement applications and other permits. Administrative regulations are in Article V.
 - 4. *Definitions.* Article VI provides definitions and articulates use classifications and terms and definitions used in this Code.

ARTICLE I. GENERAL PROVISIONS

DIVISION 1. – INTRODUCTORY PROVISIONS

Sec. 106-16. - Procedural requirements.

Failure to follow the procedural requirements contained in this chapter shall not invalidate City actions taken in absence of a clear showing of intent.

ARTICLE III.- GENERAL REGULATIONS

DIVISION 1. – GENERALLY

Sec. 106.190. – Access.

- A. *Access to streets.*
 - 1. Every structure shall be constructed upon, or moved to, a legally recorded parcel with a permanent means of access to a public street, in compliance with City standards.
 - 2. All structures shall be properly located to ensure safe and convenient access for servicing, fire protection, and parking.
 - 3. Parcels located on a private street, which were legally established before the effective date of this Title, are exempt from the required compliance with the latest adopted City standards for private streets.
- B. *Pedestrian access.* All multiple-family residential, non-residential, or mixed use developments shall provide a minimum of one pedestrian walkway of no less than four feet in width, from each adjoining street frontage connecting said street with either the main building entrance or common pedestrian corridor.
- C. *Access to Accessory Structures.* Accessory structures and other on-site architectural features shall be properly located to ensure that they do not obstruct access to main structures or accessory living quarters.

ARTICLE III. – GENERAL REGULATIONS

DIVISION 7. – WALLS AND FENCES

Sec. 106-374. – All zones.

The following standards shall apply to all walls and fences city-side.

- A. The height of a wall or fence located along an interior property line shall be measured from the higher natural or established grade of the two abutting properties.
- B. Jacuzzi, spa, swimming pools and other similar outdoor water features shall be fenced in compliance with the Uniform Building Code.
- C. Screening of outdoor uses and equipment shall be provided in compliance with Division 6 of this article or as specified in Article IV for specific land uses and activities.
- D. Temporary fencing may be approved as deemed necessary and appropriate by the Director.
- E. If a fence or wall obstructs the view of a property address from the street right-of-way, the address numbers shall be located on the fence so that they are clearly visible from the street right-of-way.
- F. Decorative lighting fixtures may exceed the maximum allowed height for walls and fences along a street-facing property line shall reflect light down and away from adjoining properties so that the light emitted does not create a public nuisance or offense, in compliance with other applicable SFMC provisions.

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- G. Lighting fixtures may be attached to the side of a fence along an interior property line, provided that they do not project above the top of the fence.
- H. Fences or walls shall not incorporate electrical currents, razor ribbon or wire, barbed wire, concertina ribbon, protruding fragments of broken glass or similar materials shall be permitted.
- I. Chain link is prohibited within any front or side yard area except as part of a temporary construction fence.
- J. The Director may administratively approve fences and walls that exceed the maximum heights identified in this section, in compliance with Division 9 of Article V (modifications, 20% or less).

ARTICLE V. - ADMINISTRATION**DIVISION 1. – GENERALLY****Sec. 106-808. – Purpose.**

The purpose of this article is to identify the bodies, officials, and administrators with designated responsibilities under various divisions of the Zoning Code. Subsequent divisions of Article V provide detailed information on procedures, applications, and permits, including Code text and zoning map amendments, and enforcement. When carrying out their assigned duties and responsibilities, all bodies, administrators, and officials shall interpret and apply the provisions of this Code to implement the policies and achieve the objectives of the General Plan.

Sec. 106-809. – Summary of planning permits and actions.

The following table shows, for ease of reference, a brief summary of the permits and actions that are administered under this Code. The table is not regulatory. For complete regulations, procedures, and requirements, see Divisions 2 through 14 of Article V – Administration. For purposes of this chapter, the following definitions shall apply:

- A. *Ministerial*. Review of plans to determine compliance with codified standards. An example of a ministerial action is the Building Division approving a building permit application.
- B. *Discretionary Quasi-Judicial*. Decisions made by administrative or executive officials or local boards and commissions that apply general rules or policies to specific circumstances. An example of a Discretionary Quasi-Judicial action is the Planning & Preservation Commission approving a Conditional Use Permit for a drive-thru facility.
- C. *Discretionary Legislative*. Decisions made by elected bodies and establish general rules or policies that have a wider impact. An example of a Discretionary Legislative action is the City Council approving a General Plan Amendment.

TABLE 106-831: PLANNING PERMITS AND ACTIONS			
Proposed Activity	Permit or Action Required	Type of Decision	Review Authority
Use-Only Proposals			
Establishment of a (P) Permitted Use	Zone Clearance	Ministerial	Director of Community Development
Establishment of a (C) Conditional Use	Conditional Use Permit	Discretionary Quasi-Judicial	Planning & Preservation Commission

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Establishment of a Temporary use	Temporary Use Permit	Discretionary Quasi-Judicial	Director of Community Development
Development Proposals			
Development of a (P) Permitted Use	Site Plan and Planning Review	Discretionary Quasi-Judicial	Director of Community Development
Request for relief from property development standards due to unique conditions in conjunction with a Site	Variance	Discretionary Quasi-Judicial	Planning & Preservation Commission
Request for minor accommodations to prescribed development standards	Modification	Discretionary Quasi-Judicial	Director of Community Development
Other Proposals or Actions			
Minor changes to approved plans, consistent with original findings and conditions	Minor Administrative Planning Review	Ministerial	Director of Community Development
Changes to a discretionary permit or changes to approved plans that would affect findings or conditions	Major Administrative Planning Review	Discretionary Quasi-Judicial	Director of Community Development
Violation of conditions or terms of permit	Revocation of Permit	Discretionary Quasi-Judicial	Planning & Preservation Commission
Modifications of or exceptions from regulations to ensure equal access to housing for individuals with disabilities	Reasonable Accommodation for Housing	Discretionary Quasi-Judicial	Director of Community Development
Proposals to change a regulation within this Code	Zoning Text Amendment	Discretionary Legislative	City Council
Proposal for development which complies to regulations of an existing district, but not the one currently applied to the site	Zoning Map Amendment	Discretionary Legislative	City Council
Change of the General Plan land use designation for a site	General Plan Amendment	Discretionary Legislative	City Council

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Request to qualify for vesting and processing benefits offered under SB 330	Preliminary Application Pursuant to Section 65951.1	Discretionary Quasi-Judicial	
Request to qualify for ministerial review under SB 35 (SB 423)	Preliminary Application Pursuant to Section 65951.1	Ministerial	
Large, multi-phase project which needs certainty regarding regulations over time in exchange for public benefits	Development Agreement	Discretionary Legislative	City Council

Sec. 106-810. - Application process and fees.**A. Applicant.**

1. The property owner(s) shall sign all applications.
2. If the application is made by someone other than the owner, written proof, satisfactory to the Director, of the right to act as the owner's agent or to use and possess the property as applied for, shall accompany the application.
3. Written proof of authorization must be signed and dated by the property owner and expressly state what the agent is authorized to do on behalf of the owner.

B. Forms and Materials.

1. *Application Forms.* The Director shall prepare and issue application forms and lists that specify the information that will be required from applicants for projects subject to the provisions of this Code.
2. *Supporting Materials.* The Director may require the submission of supporting materials as part of the application, including, but not limited to, operational statements, photographs, plans, drawings, renderings, models, material and color samples, and other items necessary to describe existing conditions on the project site and in the vicinity and the proposed project and to determine the level of environmental review pursuant to the California Environmental Quality Act.
3. *Availability of Materials.* All materials submitted becomes the property of the City, may be distributed to the public, and shall be made available for public inspection. At any time, upon reasonable request, and during normal business hours, any person may examine an application and materials submitted in support of or in opposition to an application in the Planning Division offices. Unless prohibited by law, copies of such materials shall be made available at a reasonable cost.

C. Application Fees.

1. *Payment of Application and Processing Fees.* No application shall be accepted as complete and processed without payment in full of the required application and review fee per the Master Fee Schedule.
2. *Multiple Applications.* The City's processing fees are in accordance with the adopted fee schedule. Cost savings may be incurred due to similar documents being prepared for a single project, such as CEQA review.

Sec. 106-811. - Application review.

Except as required by State law, each application filed with the Planning Division shall be initially processed as follows:

- A. *Completeness Review.* The Division shall review an application for completeness and accuracy before it is accepted as being complete and officially filed. The Division will consider an application complete when:
 - 1. All necessary application forms, documentation, exhibits, materials, maps, plans, reports, and other information specified in the application form, any applicable Division handout, or any additional information on standard checklists, forms, or documents required by the Director have been provided and accepted as adequate; and
 - 2. All necessary fees and deposits have been paid and accepted.
- B. *Notification of Applicant.* The applicant shall receive written notification, within 30 days of submittal, that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the written notification, must be provided.
- C. *Expiration of Application.* If a pending application is not deemed complete within 6 months after the first filing with the Division, the application shall expire and be deemed withdrawn, and any remaining deposit amount shall be refunded, subject to administrative processing fees.
- D. *Extension of Application.* The Director may grant one 6-month extension, upon written request of the applicant. After expiration of the application and extension, if granted, a new application, including fees, plans, exhibits and other materials, will be required to commence processing of a new project application on the same property.
- E. *Additional Information.* After the application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project, in compliance with the California Environmental Quality Act.
- F. *Referral of Application.* At the discretion of the Director, or where otherwise required by this Title, State, or Federal law, an application filed in compliance with this Title may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

ARTICLE V. - ADMINISTRATION**DIVISION 6. – SITE PLAN REVIEW****Sec. 106-855. – Purpose.**

The purpose of the site plan review procedure is to enable the Director to check development proposals for conformity with the sections of this chapter in a manner that is also consistent with the general plan, any applicable specific plans, and adopted design guidelines.

Sec. 106-856. – Applicability.

- A. *Development.* A Site Plan Review Permit shall be required for all projects that propose development, as defined in Article VI – Definitions of this Code, of property within the City of San Fernando in addition to:

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1. All new construction or exterior alteration of any existing building or structure which also requires a conditional use permit or a variance;
 2. All new construction or major remodel of any existing building or structure in the PD overlay, RPD zone, or SP-5 zone;
 3. All new construction or exterior alteration of any existing building or structure in a residential zone that involves 200 square feet or more of floor area or will extend the structure to a second floor;
 4. All new construction or exterior alteration of any existing building or structure in a commercial or industrial zone that results in a 20 percent or more of the existing square footage or 500 square feet, whichever is less.
 5. All new construction of any freestanding sign in all commercial and industrial zones, other than a monument sign or any electronic message center sign.
 6. All new construction or alteration of any wireless communication facility that is determined not to be exempt pursuant to section 106-771 of this Code. Generally speaking, these facilities are located on private property, including city owned property not located within the public right-of-way.
- B. *Exceptions.* No Site Plan Review Permit shall be required for the following:
1. To confirm that the establishment of a new use with no development is permitted as a matter of right.
 2. The continuation of previously approved or permitted uses, structures, or uses and structures, that are not subject to any Building Code or Zoning Ordinance regulations.
 3. Sign permit applications proposing new or revised signage that meet the standards of Division 9 of Article III - Signs
 4. Administrative Planning Review as outlined in Division 7 of this article.

Sec. 106-857. – Procedure.

- A. The applicant shall submit copies of the site plan to the Director. The number of copies required shall be as determined by the Director. The applicant shall be required to pay appropriate fees as determined by city council resolution for processing site plan review applications.
- B. The site plan shall be reviewed by the Director for conformity with sections of this chapter, the general plan, any applicable specific plans, adopted design guidelines, policies and ordinances of the City. The plans may be conditionally approved and signed by the Director which conditional approval stipulates that the development as shown, with any changes noted by the Director, conforms to the development regulations of the zone.
- C. Certain development regulations in the various zones are subject to commission review and approval. In these instances the site plan review application shall be submitted to the commission and the items in question shall be placed on the agenda. The commission may approve, disapprove or approve the proposed development with conditions on the site plan review application. The commission's findings shall be noted on the plans and recorded in the commission minutes.
- D. When a Site Plan Review is required, no building permit shall be issued until the site plan review application has been approved in accordance with this section, and no certificate of occupancy shall be issued unless the development complies with the approved site plan review and all conditions attached thereto.
- E. If the Director determines that there are unusual circumstances or special conditions related to an application, the Director may defer action and refer such application to the planning and preservation commission for final decision.
- F. The applicant may appeal the decision of the Director or the planning and preservation commission pursuant to section 106-817.

(Ord. No. 1270, § 30.745.1, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1585, §§ 1, 2, 12-1-2008)

Sec. 106-858. – Application.

Except as required by State law, each application filed with the Planning Division shall be initially processed as follows:

- A. *Completeness Review.* The Division shall review an application for completeness and accuracy before it is accepted as being complete and officially files. The Division will consider an application complete when:
 1. All necessary application forms, documentation, exhibits, materials, maps, plans, reports, and other information specified in the application form, any applicable Division handout, or any additional information required by the Director have been provided and accepted as adequate; and
 2. All necessary fees and deposits have been paid and accepted.
- B. *Notification of Applicant.* The applicant shall receive written notification, within 30 days of submittal, that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the written notification, must be provided.
- C. *Expiration of Application.* If a pending application is not deemed complete within 6 months after the first filing with the Division, the application shall expire and be deemed withdrawn, and any remaining deposit amount shall be refunded, subject to administrative processing fees.
- D. *Extension of Application.* The Director may grant one 6-month extension, upon written request of the applicant. After expiration of the application and extension, if granted, a new application, including fees, plans, exhibits and other materials, will be required to commence processing of a new project application on the same property.
- E. *Additional Information.* After the application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project, in compliance with the California Environmental Quality Act.
- F. *Referral of Application.* At the discretion of the Director, or where otherwise required by this Title, State, or Federal law, an application filed in compliance with this Title may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

Sec. 106-859. – Findings and Decisions.

A Site Plan Review may be approved, with or without conditions, only after first making specific findings as outlined below, and any additional findings required for the approval of specific land uses in Article IV.

- A. *Findings for Approval of Non-Housing Development Projects.* The Review Authority shall only approve a Site Plan Review Permit application for a non-housing related project if it finds that the application is consistent with the purposes of this article and with the following:
 1. The applicable standards and requirements of this Code;
 2. The General Plan and any applicable Specific Plan, Community Plan, ordinances or policies the City has adopted;
 3. Any applicable design guidelines/standards the City has adopted;
 4. Any approved Tentative Map, Conditional Use Permit, Variance, or other planning or zoning approval that the project required;
 5. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, streetlights, traffic control devices, and the width and pavement of adjoining street and alleys) will be available to serve the subject site.
 6. The proposed development will not be substantially adverse to the public health, safety, or general welfare of the community, nor be detrimental to surrounding properties or improvements.
- B. *Findings for Approval of Housing Development Projects.*

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1. The Project does not have a specific, adverse impact on public health or safety. A “specific adverse impact” means a significant, quantifiable, direct and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions in existence on the date the application was deemed complete.
 2. The Project is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and with all applicable development and objective design standards, as existed on the date the application was deemed complete.
 3. The Project is consistent with the General Plan and any applicable specific plan.
 4. The existing or proposed public facilities necessary to accommodate the Project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.
- C. *Findings for Denial or Reduced Density of Housing Development Projects.* Housing development projects consistent with the General Plan, Zoning Code, and objective design standards can only be denied if the findings in Gov. Code 65589.5(j)(1) can be made.
- D. *Findings for Denial or Reduced Density of Housing Development Projects with 20% Affordability.* Housing development projects with 20% affordable units and consistent with the General Plan, Zoning Code, and objective design standards can only be denied if the findings in Gov. Code 65589.5(d) can be made. Certain affordable housing projects shall be processed under the Zone Clearance, Streamlined Development process.

Sec. 106-860. – Conditions of approval.

In granting approval of a Site Plan Review Permit, the Review Authority may impose conditions that are reasonably related to the application and deemed necessary to achieve the purposes of this article, the General Plan, and any applicable operative plan or policy the City has adopted. The conditions shall ensure compliance with the applicable criteria and standards established by this Code or mitigation required pursuant to the California Environmental Quality Act (CEQA) review. Conditions may be related to the following objectives:

- A. The proposed design will not lead to an overburdening of existing or planned infrastructure capacities, including, but not limited to, capacities for water, runoff, storm water, wastewater, and solid waste systems;
- B. The proposed design will ensure that the proposal conforms in all significant respects with the General Plan and with any other applicable plans or policies and design guidelines adopted by the City Council;
- C. The proposed design will achieve the general purposes of this Code or the specific purpose of the zoning district in which the project is located;
- D. The proposed project shall mitigate any potential impacts identified as a result of the environmental review conducted in compliance with the California Environmental Quality Act.
- E. The proposed project shall provide the public facilities necessary to accommodate the Project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, street lights, traffic control devices, width and pavement of adjoining streets and alleys, etc.).

Sec. 106-861. – Post-approval procedures.

Procedures relating to appeals, notices, revocations and modifications, as identified in Article V (Administration) in addition to those identified in Article IV (Standards for Specific Land Uses and Activities), shall apply following the approval of a Site Plan Review.

Secs. 106-862—106-866. – Reserved.

ARTICLE V. - ADMINISTRATION

DIVISION 7. – CONDITIONAL USE PERMITS

Subdivision I. – In General

Sec. 106-875. - Post-approval procedures.

Conditional Use Permits granted pursuant to the provisions of this Chapter that are valid and in effect, shall run with the land and shall continue to be valid upon a change of ownership of the site or structure that was the subject of the use permit application. However, should the activity approved by the use permit be discontinued for a consecutive period of one year with two 6-month extensions as approved by the Director, the use permit shall be deemed to be expired and shall become null and void. An applicant may request an extension by filing a written application with the Director at least 30 days, but no more than six months prior, to the expiration of the approval. Upon expiration, further continuation of the activity on-site will require approval of a new Conditional Use Permit.

ARTICLE V. - ADMINISTRATION

DIVISION 10. - AMENDMENTS TO GENERAL PLAN TEXT, GENERAL PLAN LAND USE MAP, ZONING CODE TEXT, ZONING MAP, AND SPECIFIC PLAN AMENDMENTS

Sec. 106-1019. – Purpose.

The city council may amend this chapter whenever required by public necessity, convenience and general welfare.

RESOLUTION NO. 2025-01

**RESOLUTION OF THE PLANNING AND PRESERVATION COMMISSION OF
THE CITY OF SAN FERNANDO RECOMMENDING TO THE CITY COUNCIL OF
THE CITY OF SAN FERNANDO ADOPT AN ORDINANCE REPEALING AND
REPLACING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL
CODE**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the "City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, the City has identified a need to reorganize and amend its zoning code to improve its usability, clarity, and consistency while ensuring compliance with new state laws and implementing policies and programs identified in the City's Housing Element; and

WHEREAS, the City has identified a need to codify policies and procedures to improve public access to said policies and procedures; and

WHEREAS, the City has identified a need to set development standards to facilitate application review and processing; and

WHEREAS, the Planning and Preservation Commission, as part of its special meeting of January 27th, 2025, conducted a duly noticed public hearing on the proposed code reorganization and amendments, and all testimony was received and made part of the public record; and

WHEREAS, the City prepared a revised zoning code that includes new articles, divisions, and sections, as well as modifications to existing provisions to enhance the organization, functionality, and compliance of the zoning code as detailed in Exhibit "B" attached hereto.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SAN FERNANDO DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals.

The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Environmental Findings

This project has been determined to be exempt from the requirements of the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment. The text

amendments are administrative and regulatory in nature, focused on improving clarity, consistency, and compliance with existing State mandates and the 6th Cycle Housing Element, and do not involve any physical development or changes in land use. Therefore, there is no potential for the project to result in direct or indirect environmental impacts.

SECTION 3. Zoning Text Amendment Findings

Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

1. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plan.

The proposed code reorganization aligns with and supports the San Fernando General Plan by ensuring clarity, accessibility, and consistency in the implementation of zoning regulations. Specifically:

- **Consistency with Land Use Objectives:** The reorganization provides clear guidance for implementing land use policies outlined in the General Plan, ensuring that zoning designations align with the intended character and uses of various districts within the city.
- **Policy Alignment:** The amendment enhances the usability of the zoning code, making it easier for stakeholders, including residents, developers, and staff, to understand and comply with the city's development standards. This supports the General Plan's goals of promoting orderly growth, sustainable development, and efficient land use practices.
- **Program Implementation:** By improving the structure and organization of the zoning code, the proposed amendment facilitates the effective execution of General Plan programs, such as fostering economic development, housing opportunities, and infrastructure improvements.
- **Enhanced Transparency:** The amendment eliminates redundancies and clarifies ambiguities, fostering greater transparency and ensuring that the zoning code serves as a reliable tool for implementing the General Plan's vision and objectives.

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

The proposed code reorganization supports the public interest and enhances public welfare by improving the efficiency and effectiveness of zoning regulations as described below:

- **Clarity and Accessibility:** The reorganization simplifies the zoning code structure, making it easier for the public, property owners, and developers to understand and comply with city regulations, thus reducing potential disputes and enforcement challenges.
- **Promoting Public Safety:** By ensuring consistency and clarity in development standards, the amendment supports the city's ability to enforce regulations that protect public

health and safety, such as those related to building codes, setbacks, and environmental safeguards.

- **Streamlining Processes:** The amendment enhances the convenience of navigating the zoning code, thereby streamlining the permitting process and reducing delays for property owners and developers, all while maintaining regulatory standards.
- **Community Welfare:** A well-organized zoning code promotes orderly development, enhances property values, and ensures land uses that are compatible with community needs and expectations, contributing positively to the overall quality of life in San Fernando.

SECTION 4. Determination.

Based on the findings outlined in Section 3 above, the Planning and Preservation Commission of the City of San Fernando does hereby recommend that the City Council adopt an ordinance reorganizing and amending Chapter 106 of the San Fernando Municipal Code as set forth in Exhibit "A" and Exhibit "B".

SECTION 5. Record of Proceeding

The documents and other materials that constitute the record of the proceedings upon which the Planning and Preservation Commission's decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as materials that support the staff reports for the proposed project and are located in the Community Development Department of the City of San Fernando at 117 Macneil Street, San Fernando, CA 91340. The custodian of these documents is in the City Clerk of the City of San Fernando.

SECTION 6. Certification of the Resolution

The Secretary of the Planning and Preservation Commission of the City of San Fernando, California, shall certify the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED by the Planning and Preservation of the City of San Fernando at the special meeting held this 27th day of January 2025, by the following votes:

AYES: F. Sanchez, M. Lua, F. Diaz, F. Solorio, C. Martinez

NOES: None

ABSENT: None

ABSTAIN: None



CECILIA MARTINEZ,
CHAIRPERSON

ATTEST:



ERIKA RAMIREZ, SECRETARY TO THE
PLANNING AND PRESERVATION
COMMISSION

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Wendell Johnson, Public Works Director
Isabella Tapia, Interim Public Works Management Analyst

Date: April 7, 2025

Subject: A Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1734 (Attachment "A") titled, "An Ordinance of the City Council of the City of San Fernando, California Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way".

BACKGROUND:

1. On December 6, 2004, the City adopted the San Fernando Specific Corridor Plan, which aimed to transform Truman Street, San Fernando Road, and Maclay Avenue into attractive, livable, and economically vibrant districts
2. On May 30, 2008, the City issued its first encroachment permit to a business for outdoor dining, intended exclusively for restaurants along Maclay Avenue.
3. On June 15, 2020, the City Council ratified Executive Order No. 2020-06-12, which allowed for temporary outdoor dining area permits within public sidewalks in commercial zones throughout the City.
4. On June 24 2020, the Public Works Engineering Division issued the first Outdoor Services permit pursuant to the Executive Order No. 2020-06-12.

A Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

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5. On March 31, 2023, Los Angeles County declaration of a local public health emergency for COVID-19 ended, effectively ending staff's authority to issue Outdoor Dining Permits in the public right of way.
6. In the Fiscal Year (FY) 2023-2024 Adopted Budget, Community Development's objective #4 was to create an outdoor dining program to promote pedestrian friendly and community focused design, as well as supporting post-COVID business model and economic development. Due to staff vacancies, the objective was carried forward to the FY 2024-2025 Adopted Budget.
7. On October 30, 2024, the City's website was updated to include draft zoning code changes including outdoor dining. A draft outdoor dining ordinance and PowerPoint were shared via email with the San Fernando Mall Association and the San Fernando Chamber of Commerce. The draft ordinance and PowerPoint were also added to the City's website.
8. In December 2024, inserts were printed and mailed out with water bills to all residents notifying them of the zoning code updates underway and Department contact information.

ANALYSIS:

An outdoor dining program offers numerous benefits to both the community and local businesses by activating public spaces, enhancing the vibrancy of commercial districts, and supporting economic recovery and growth. It can create an inviting, flexible environment that attracts foot traffic, encourages longer visits, and increases revenue opportunities for restaurants and cafes. Additionally, outdoor dining contributes to public health and well-being by providing open-air options for socializing and dining, improving the overall atmosphere and livability of a city or neighborhood. Furthermore, outdoor dining helps create an attractive and inviting pedestrian environment that fosters a sense of place, encourages walkability, and promotes economic growth by drawing more visitors to commercial areas.

During the COVID-19 pandemic, outdoor dining was encouraged as a way to support restaurants while minimizing the risk of virus transmission. Indoor spaces posed a higher threat due to limited ventilation and close contact among patrons, prompting public health officials to recommend outdoor seating as a safer alternative. In response, many cities relaxed regulations, expanded sidewalk and street dining, and provided financial assistance to help businesses adapt. This approach not only allowed restaurants to remain open and retain employees but also provided communities with a sense of normalcy while maintaining social distancing guidelines.

Prior to COVID-19, the City permitted outdoor dining along Maclay Avenue as an element of the San Fernando Specific Corridor Plan (SP-4), which aimed to transform Truman Street, San Fernando Road, and Maclay Avenue into attractive, livable, and economically vibrant districts. As a result, the City began issuing Encroachment Permits to restaurants along Maclay Avenue

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that wished to offer outdoor seating. However, no formal design or development standards were implemented at the time.

The purpose of the proposed outdoor dining ordinance is to allow for this activity on a permanent basis for restaurants, bars, and other eating and drinking establishments while providing an application, review, and fee process to ensure a high quality dining experience that improves the pedestrian experience. Further, local businesses will have the potential to improve their economic viability by allowing outdoor dining and will further act as an economic catalyst for local businesses along the City's commercial corridors.

The proposed ordinance will:

- Allow outdoor dining on public sidewalk associated with a restaurant, café, specialty food establishment or other eating establishment, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars.
- Provide design standards for outdoor furniture and layout to not impede pedestrian access.
- Activate the streetscape, pedestrian oriented commercial areas, and foster a sense of community.
- Provide a high-quality environment for patrons while assuring an appropriate outdoor design.

The proposed ordinance applies to restaurants, bars, and other eating and drinking establishments that have sufficient public sidewalk space to sustain outdoor dining activity without impeding pedestrian and ADA access. The proposed ordinance provides development and design standards and operating regulations for outdoor dining with approval by the Public Works Engineering Division for dining on the public sidewalk.

An Encroachment Permit is required for use of the public sidewalk and an application consists of:

- Application form
- Site Plan with details of proposed furniture
- Colors and Materials Sheet
- Application fee
- Sewer Capital Facility Fees

Further, the applicant will be required, at its own cost and expense, to procure and maintain in force, policies of commercial general liability insurance (CGL) in an amount not less than \$1,000,000 per occurrence and will also add the City of San Fernando as Additionally Insured. One-time sewer capital fees also apply to outdoor dining areas at a rate of \$243 per seat for a full service restaurant, or \$162 per seat for a fast food restaurant. These fees are subject to change and are intended to cover sewage treatment costs. Since the City of San Fernando does not have its own wastewater treatment facility, it relies on the City of Los Angeles for wastewater treatment services. The relationship between the amount of the fee and the cost of the portion of the facility attributed to the development as described above is set forth in the Wastewater Rate Study dated June 28, 2004 prepared by the Public Works Director which was based on the

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September 14, 199 Wastewater Rate Study prepared by Black & Veatch Corporation, Consulting Engineers, and which is on file in the office of the City Engineer.

The Public Works Engineering Division will review application materials for consistency with ordinance regulations such as dining location and area, barrier dimensions and style, required parking, and operating hours. In addition, the application will be routed to the Planning Division to determine if parking requirements are applicable. Engineering will inspect the outdoor dining area prior to dining operations commencing.

Outdoor dining will be permitted with an approved Site Plan Review on private property in accordance to proposed zoning code section Article IV Division 13. The same development and operating standards will apply. The Site Plan Review will be processed and approved through the Community Development Planning Division.

Development and Operating Standards.

The proposed ordinance requires dining areas ensure building ingress/egress, and provide a clear pedestrian path, free of all obstructions for pedestrian traffic. Access openings will be placed in a location that will not create confusion for visually impaired pedestrians including their ability to detect barriers or planters.

The proposed ordinance sets hours of operation citywide, 7 days a week with dining in the Downtown Specific Plan Area (SP-5) allowed to operate from 7 AM to 12 AM and for the rest of the City, from 7 AM to 11 PM. Further, smoking, live entertainment, pool tables, and televisions are prohibited in outdoor dining areas.

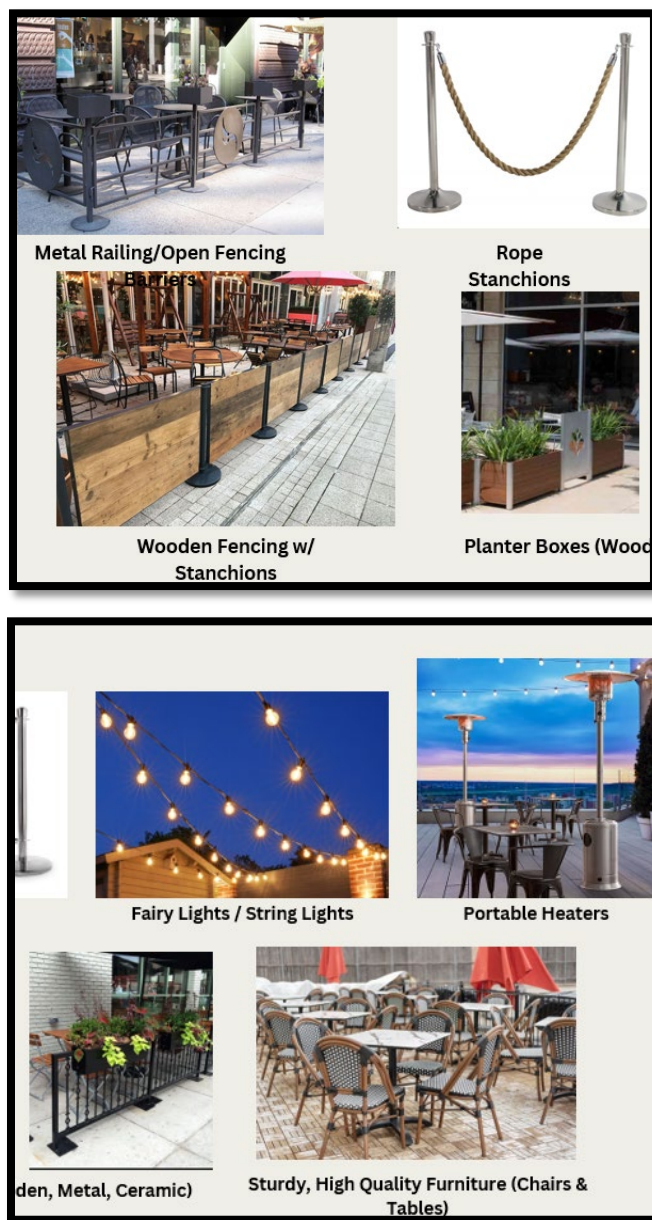
All restaurants providing outdoor dining shall post a “No Smoking” sign that follows the size and standards set by the Public Works Director. All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with Chapter 23 (Outdoor Smoking Regulations) of the San Fernando Municipal Code.

Design Examples and Prohibited Materials.

Barriers are not required unless selling alcohol. Design standards require barriers such as fences, gates, and ropes, be visually appealing while clearly separating the dining area from the rest of the sidewalk. Examples include open fencing or railing, planter boxes, and ropes and outdoor dining can also include umbrellas, lighting, and heating. Furniture must be sturdy and of good quality while added planter boxes can further visually improve the look of the outdoor dining area. These same standards are also applied to dining on private property. Outdoor dining examples are included on the next page:

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The ordinance prohibits the use of fabric inserts; wooden pallets as barriers; umbrellas with advertising; and fencing made of chain link, cyclone, and chicken wire.

Parking.

Additional parking is required for outdoor dining on public sidewalks when the dining area is greater than 200 square feet or the outdoor dining area exceeds 25% of the total dining area (interior and exterior). When an outdoor dining area is proposed on a parking area of a restaurant, the required parking for the establishment may be provided off site with an approved Off-Site Parking Plan. This plan would allow for shared parking within 500 feet of the establishment.

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Environmental Review:

The actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, 15303, 15304, and 15311. Section 15301 exempts from review minor alterations to existing public facilities, Section 15303 exempts from review the new construction of small structures, Section 15304 exempts from review minor alterations to land such as minor temporary uses of land having negligible or no permanent effects on the environment, and Section 15311 exempts from review placement of minor structures accessory to existing commercial facilities. The actions proposed herein would fall under each of these exemptions, as the actions proposed herein are minor alterations to roadways, are temporary, and are accessory to commercial uses. If this program becomes permanent, additional environmental review as appropriate will be considered. There are no features that distinguish this project from others in the exempt classes, and therefore there are no unusual circumstances that would cause these actions to fall outside of the exemptions.

BUDGET IMPACT:

The implementation of this ordinance is expected to generate additional revenue for the City. Businesses utilizing outdoor dining in the public right-of-way will be required to pay an annual encroachment permit fee of \$920, as established through the approved 2024/25 Annual Fee Schedule. This fee covers both the permit renewal and the required inspection by City staff.

Based on records of previously issued Outdoor Services permits, 22 businesses have received permits. Using this figure, the estimated annual revenue for the City would be approximately \$20,240.

CONCLUSION:

Staff recommends that the City Council conduct a Public Hearing; pending public testimony, approve introduction for first reading, in title only, and waive further reading of Ordinance No. 1734 titled, "An Ordinance of the City Council of the City of San Fernando, California Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way".

ATTACHMENTS:

- A. Ordinance No. 1734
- B. Outdoor Dining Permit Application

ORDINANCE NO. 1734

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING CHAPTER 74 (STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES) OF THE SAN FERNANDO CITY CODE TO ESTABLISH REGULATIONS FOR OUTDOOR DINING ON THE PUBLIC RIGHT OF WAY AND MAKING OTHER RELATED MODIFICATIONS

WHEREAS, pursuant to the City's police power, as granted broadly under Article XI, Section 7 of the California Constitution, the City Council of the City of San Fernando ("City Council") has the authority to enact and enforce ordinances and regulations for the public peace, morals and welfare of the City of San Fernando ("City") and its residents; and

WHEREAS, the authority to adopt and enforce local ordinances that regulate the public right-of-way is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, in June 15, 2020, the City Council ratified Executive Order 2020-06-03 allowing for temporary dining area permits within public sidewalks in commercial zones throughout the City; and

WHEREAS, in October 8, 2023, the State Legislature passed Assembly Bill 1217, which allows a local jurisdiction that has not adopted an ordinance that provides relief from parking restrictions for expanded outdoor dining areas shall reduce the number of required parking spaces for existing uses by the number of spaces that the local jurisdiction determines are needed to accommodate an expanded outdoor dining area; and

WHEREAS, the City seeks to promote outdoor dining to enhance the vibrancy of commercial areas, support local businesses, and provide additional dining options for the community while maintaining public safety and accessibility standards; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Municipal Code Amendment Findings. The City Council finds and determines that the amendments to Chapter 74 (Streets Sidewalks and Other Public Places) of the San Fernando Municipal Code are consistent with the General Plan, promote economic development, and serve the public health, safety, and welfare by enabling outdoor dining on the public right-of-way while ensuring adequate pedestrian access and compliance with applicable safety regulations.

SECTION 3. Sections 74-196 through 74-225 of Chapter 74 (Streets Sidewalks and Other Public Places) of the San Fernando Municipal Code are hereby repealed in their entirety and are superseded and replaced with the following new sections:

Sec 74-196. – Use of Sidewalk for Outdoor Dining

(a) This section establishes regulations for dining in the public right-of-way where such dining is accessory to a restaurant, café, specialty food establishment or other eating establishments, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars located on private property. It is the policy of the City that such public right-of-way dining should not unduly restrict or impede customary use of the public right-of-way by the general public, nor should right-of-way areas used for outdoor dining be designed in manner that detracts from the image and appearance of the surrounding area.

(b) No person shall place, construct, install, affix or otherwise maintain barriers, tables, chairs or any other furniture, equipment or personal property upon any public street, sidewalk or other portion of the public right-of-way for the purpose of providing outdoor dining services without first obtaining an encroachment permit pursuant to the procedures of this section.

(c) Encroachment permits for outdoor dining shall include the following general terms, conditions and other requirements:

- (1) A site plan drawn to scale that delineates the dimensions of the proposed outdoor dining area, furniture arrangement, path of travel, development standards and design standards described below; a colors and materials sheet of the proposed furniture and dimensions, fees, insurances, indemnification of the city from liability (in a form approved by the City Attorney), and any other plans, documents or information as required by the form provided by the Public Works Department.*
- (2) A building, electrical or mechanical permit may be required depending on the scope of the proposed outdoor dining area.*
- (3) Prior to occupancy of an outdoor dining area an inspection is required.*
- (4) An annual inspection of an outdoor dining area shall be required to ensure compliance with the limited use regulations for outdoor dining.*
- (5) Violations of the outdoor dining area standards may result in enforcement actions up to and including revocation of said permit and termination of use.*
- (6) A copy of the approved encroachment permits and/or building permit, as applicable for an outdoor dining area shall be kept on premises of the associated establishment at all times.*
- (7) Each permit issued shall be personal to the permittee and is not transferable, delegable, or assignable. Any attempted transfer, delegation, or assignment of the permit shall be void. In the event of a transfer of the business of the permittee, the transferee shall obtain a new permit prior to the operation of an outdoor dining area.*

(8) The permittee shall, at its own cost and expense, procure and maintain in force at all times policies of commercial general liability insurance (CGL) in an amount not less than \$1,000,000 per occurrence with the City of San Fernando additional insured; and Worker's Compensation and Employer's Liability in statutory amounts.

(d) Encroachment permits for outdoor dining shall include the following baseline development standards:

(1) Dining areas shall maintain building ingress and egress as defined by the Uniform Building Code and emergency access in accordance with California Fire Code. In addition, an unobstructed path of ingress and egress travel with a minimum 4-foot width that leads occupants directly from exit doors to the public right-of-way.

(2) All furniture associated with the outdoor dining areas shall not be permanently affixed to the sidewalk or public area in which it is proposed.

(3) Tables and chairs shall be placed only in the locations shown on the approved site plan.

(4) Barriers to delineate the outdoor dining area are recommended, but not required unless alcohol will be served in the outdoor dining area. The barrier must be moveable and designed as specified below.

(5) A clear path, free of all obstructions to the flow of pedestrian traffic, shall be provided in the public right-of-way and shall be maintained at all times. Obstructions include traffic signals or signs, light standards, parking meters, bus stops, trash receptacles, benches, trees, gates that open outward beyond the perimeter of the outdoor dining area, and similar objects.

- i. The clear path shall be a paved sidewalk that is at least 4 feet wide.*
- ii. The clear path may meander from side to side to avoid obstructions, but shall maintain a continuous, common surface at least 4 feet in width that provides a direct path of travel past the outdoor dining.*
- iii. The clear path shall be measured from the outermost point of the outdoor dining to the curb or to the nearest obstruction within the flow of pedestrian traffic, whichever is shorter.*
- iv. Recesses in the building façade shall not be used to satisfy the clear path requirement.*
- v. A minimum emergency service access gap of 4 feet with horizontal and vertical clearance shall be required for every 20 feet of linear street frontage.*

(6) Outdoor dining shall be designed and operated so that it may be used by people of all abilities by complying with all of the following:

- i. The surface of the outdoor dining area shall be level and have a running slope and a cross slope that do not exceed 2 percent (1 unit in 50 units' horizontal).*
- ii. The outdoor dining area shall not be located on a raised platform or in a sunken area.*
- iii. At least one wheelchair accessible seating space shall be provided for every 20 seats, or as required by the California Building Code, or the American Disabilities Act, whichever is greater.*
- iv. When multiple wheelchair accessible seating spaces are provided, they shall be distributed and integrated within the outdoor dining area.*
- v. Wheelchair accessible seating spaces shall have a minimum unobstructed maneuverability dimension of 30 inches in width by 48 inches in depth.*
- vi. Access to designated wheelchair seating spaces shall be provided through an accessible path with not less than 36 inches unobstructed width.*
- vii. The interior of the outdoor dining area shall consist solely of moveable furnishings, including moveable tables, chairs, and umbrellas.*

(e) Encroachment permits for outdoor dining shall require parking for the outdoor dining portion of an eating establishment under either of the following circumstances:

- (1) The area of the outdoor dining area is greater than 200 square feet; or*
- (2) The area of an outdoor dining area exceeds 25% of the combined total of the gross floor area of the associated eating establishment and the area of the outdoor dining area.*

(f) Encroachment permits for outdoor dining shall satisfy the following design-related requirements and standards:

- (1) A colors and materials sheet shall be included in the site plan application to provide the colors, materials of all furniture, barriers, lighting and landscaping that is to be in the outdoor dining area. Exact dimensions and specifications shall be included.*
- (2) Dining/seating area barriers (fences, gates, ropes, etc.) shall be visually appealing, and help to separate the dining/seating area from the sidewalk.*
- (3) Fabric inserts (natural or synthetic) of any size are not permitted to be used as a part of a barrier.*
- (4) The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited.*
- (5) Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines.*
- (6) Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.*
- (7) All furniture and fixtures must be of sufficiently sturdy construction as not to blow over with normal winds.*
- (8) Furniture and fixtures must not be secured to trees, lampposts, street signs, hydrants, or any other public street infrastructure by any means, whether during restaurant operating hours or when the restaurant is closed.*

- (9) *Outdoor dining furniture shall be made of high-quality, durable materials that provide an attractive design and are appropriate use for outdoor use. Folding chairs, lightweight, plastic, deteriorated, U.V. damages, splintered or similar furniture will not be approved or placed in the outdoor dining area. Sealed or painted metal or wood tables are recommended.*
- (10) *Upholstered chairs are permitted. Upholstery is not permitted to be of any fluorescent or other strikingly bright or vivid colors.*
- (11) *All materials shall be well maintained without stains, rust, tears, or discoloration. Materials that show signs of significant wear/age be replaced.*
- (12) *Awnings or umbrellas may be used in conjunction with outdoor dining, and umbrellas shall not be used as a permanent roof or shelter over the outdoor dining. Umbrellas should not be used during extreme wind.*
- (13) *Umbrellas shall be constructed of a canvas-type, durable, and fade and fire-resistant material suitable for outdoor use. No plastic fabrics, plastic or vinyl-laminated fabrics, or any type of rigid materials are permitted. Umbrellas must be free of advertisements or product names.*
- (14) *All parts of any umbrella (including the fabric and supporting ribs) must be contained entirely within the outdoor seating area.*
- (15) *Umbrellas shall be installed and maintained so as to provide pedestrian clearance by maintaining 7 feet of clearance from the ground to the lowest edge of the umbrella. The 7 foot minimum height includes not only the umbrella frame and panels, but also any decorative borders such as fringes, tassels or other such ornamentation. No part of an umbrella may exceed a height of 9 feet above the surface of the outdoor dining area to avoid an undue visual obstruction of other businesses.*
- (16) *A barrier may be in the form of open fencing, railing, landscape planters, rope or chain that must be a minimum of 3 feet, but not taller than 4 feet in height.*
- (17) *If a barrier is rope or chain, the rope or chain must have a minimum diameter of one inch. Vertical support posts must be constructed of metal or wood. A stanchion base shall not be domed, and shall not be more than one-half (1/2) of an inch above the surface of the floor.*
- (18) *Fabric inserts (natural or synthetic) of any size are not permitted to be used as part of a barrier. The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited. Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines. Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.*
- (19) *No banners or signage shall be displayed on the barrier of an outdoor dining area or within the outdoor dining area other than the name of the establishment that may be placed on umbrellas or on the valance of an awning with an overhang not lower than 84 inches from the finished grade of the ground of the outdoor dining area.*
- (20) *Signage within an outdoor dining area is not permitted except with a valid City permit. The only required sign is a "No Smoking" sign, which must comply with the dimensions and standards set by the Public Works Director. No additional signage is allowed solely due to the presence of an outdoor dining area.*

- (21) *Portable heaters, if provided, shall be located a minimum of 4 feet away from the exterior face of the building and from any combustible materials, including architectural projections, or in accordance with manufacturer recommendations, whichever is most restrictive.*
 - (22) *Planters may be made out of wood, ceramics, stone, metal or high quality thick plastic planter boxes.*
 - (23) *Planters shall contain live plant materials in healthy condition, subject to the approval of the Public Works department. Seasonal, thematic planter displays are encouraged. Stressed, dead, or dying landscape must be promptly replaced but not more than 72 hours. Artificial plants; empty planters; or planters with only bare dirt, mulch, straw, woodchips or similar material are not permitted. No thorny plants may be placed in planters.*
 - (24) *Planters shall have a self-contained watering reservoir system that prevents any leakage.*
 - (25) *Illuminated outdoor dining areas shall incorporate lighting which shall be installed to prevent glare onto, or direct illumination of, any public space or property or use.*
 - (26) *Lighting fixtures may be permanently affixed to the front of the associated eating establishment but shall not protrude into the pedestrian path. Lighting shall be mounted so that all wiring is concealed. Rope or string lights are allowed provided they are installed to the requirements of the Building Code and manufacturer's specifications. Spotlights and illumination for advertising are prohibited.*
- (g) *Encroachment permits for outdoor dining shall include the following operational conditions:*
- (1) *Outdoor dining shall be operated in a manner that meets all requirements of the Health Department of Los Angeles County and any other applicable regulations.*
 - (2) *Exclusive of the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 11:00 p.m., daily.*
 - (3) *Within the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 12:00 a.m., daily.*
 - (4) *An outdoor dining area may provide either waiter/waitress service or self-service.*
 - (5) *At the end of the business day, establishments shall clean (sweep and mop) the area in and around the outdoor dining area. The outdoor dining area shall be clean and free of litter at all times. Waste receptacles are encouraged.*
 - (6) *Dining equipment (including, but not limited to, tables, chairs, space heaters, barriers) must be stored in an area not visible from the public right-of-way or from any plaza area outside of business hours.*
 - (7) *Live entertainment, television monitors, screens, speakers, dancing, pool tables, billiard tables, adult entertainment uses, and cover charges are prohibited in the outdoor dining area.*

- (8) *Outdoor dining shall comply with the sound level limits of the associated eating establishment in accordance with Article II (Noise) of Chapter 34 (Environment) of the San Fernando Municipal Code.*
- (9) *All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with Chapter 23 (Outdoor Smoking Regulations) of the San Fernando Municipal Code.*
- (10) *Outdoor cooking is permitted in an outdoor dining area in compliance with Los Angeles County Health Department regulations, the San Fernando Building Code and the City of Los Angeles Fire Code as adopted by reference into the San Fernando Municipal Code.*
- (11) *Establishments that propose to serve alcoholic beverages in the outdoor dining area shall comply with all applicable regulations and restrictions established by the California Department of Alcoholic Beverage Control ("ABC"), all ABC license terms and conditions, all requirements and restrictions of land use entitlement conditions established by the Planning and Preservation Commission and, if applicable, the City Council. Such establishments shall update their approvals from the ABC to include the new outdoor dining area if necessary. The outdoor dining area shall be:*
 - i. *Physically defined and clearly part of the establishment it serves as an accessory use to; and*
 - ii. *Supervised by a restaurant employee to ensure compliance with laws regarding the on-site consumption of alcoholic beverages.*

(h) Subject to the procedural requirements of this subsection (h), below, the Director of Public Works or their designee may immediately deny a permit application, or revoke or suspend a permit, if the Director of Public Works finds that: (1) the provisions of this chapter have not been satisfied or violated; or (2) any necessary health permits has been suspended, revoked, or canceled; or (3) the operation of the outdoor dining constitutes a public nuisance, pursuant to Article V (Nuisances) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code; or (4) if the operation of the outdoor dining endangers, jeopardizes or otherwise constitute a menace to the public convenience, health, interest, safety, or the general welfare of persons residing or working in the vicinity of the proposed use; or (5) the primary use ceases to operate at the location.

- (1) *Notice of violation of any standards of operation shall be made verbally or in writing to the permittee by the Director of Public Works or designee, any department or division head or designee, the Police Department or the Los Angeles Fire Department. A verbal notice of violation shall be followed by a written notice to the permittee. A copy of the notice shall be given to the Director of Public Works. The permittee shall immediately cure the violation upon receipt of verbal or written notice. If the violation is not cured immediately, the Director of Public Works or designee may revoke or suspend the permit.*
- (2) *Notice of violation of the outdoor dining development or design standards shall be made in writing to the permittee by the Director of Public Works or designee, any department or division head or designee, the Police Department,*

or the Los Angeles Fire Department. A copy of the notice shall be given to the Director of Public Works. The permittee shall have 10 days to cure the violation. If the violation is not cured within 10 days after the issuance of the notice to the permittee, the Director may revoke or suspend the permit.

- (3) The Director of Public Works or designee may immediately deny a permit application, or revoke or suspend a permit, for any single violation of this chapter, and shall immediately revoke the permit of any permittee who has committed three violations of this chapter within a twelve-month period. Any permittee whose permit application has been denied, or whose permit has been revoked or suspended, may request in writing a hearing before the Director of Public Works. The Director of Public Works shall grant the request and hold an informal hearing, where the basis for the denial, revocation or suspension shall be explained to the permittee. The permit applicant or permittee shall have the opportunity at the hearing to present evidence of compliance with the provisions of this code. If, after the hearing, the Director of Public Works lets stand their decision to deny the permit application, or revoke or suspend the permit, the permit applicant or permittee may appeal the decision of the Director of Public Works to the City Manager, or designee, whose action shall be deemed final.*

(i) Upon permit expiration or termination (for any reason), the permittee shall promptly and diligently remove, at its own expense, all personal property, furnishings, and equipment from the public right-of-way. All outdoor dining barriers shall be removed and the sidewalk shall be returned to its original condition. Any personal property remaining within the road right-of-way or parking area shall be removed pursuant to the laws of the State of California.

(j) A violation of this chapter is subject to the administrative citation provisions of Article III (Administrative Penalties – Citations) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code.

Sec. 74-197. Temporary use of sidewalk or roadway.

Except as otherwise prescribed in the case of outdoor dining in the public right-of-way under Section 74.196 of this chapter, above, the city council or administrative officer or the administrative officer's designee is authorized to grant temporary use of any sidewalk or roadway for any purpose at such locations and under such conditions as it deems appropriate.

Sec. 74-198. Permit terms.

Any permit granted by the city council for any encroachment under any of the sections of this division may be upon such terms and conditions as the council may fix and determine. The violation of any such terms or conditions shall be grounds for immediate revocation of such permit.

Sec. 74-199. Painting or marking sidewalk.

It shall be unlawful for any person to write, paint, mark, deface, or draw upon any sidewalk or roadway without first having obtained a permit from the city council.

Sec. 74-200. Obstruction of public way declared nuisance.

Anything placed or permitted to remain upon any sidewalk or roadway, in violation of this division, is declared to be a public nuisance. In addition to other remedies provided by law, the city engineer is authorized and empowered to abate the nuisance by removing such obstruction.

SECTION 4. CEQA Compliance. The actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, 15303, 15304, and 15311. Section 15301 exempts from review minor alterations to existing public facilities, Section 15303 exempts from review the new construction of small structures, Section 15304 exempts from review minor alterations to land such as minor temporary uses of land having negligible or no permanent effects on the environment, and Section 15311 exempts from review placement of minor structures accessory to existing commercial facilities. The actions proposed herein would fall under each of these exemptions, as the actions proposed herein are minor alterations to roadways, are temporary, and are accessory to commercial uses. If this program becomes permanent, additional environmental review as appropriate will be considered. There are no features that distinguish this project from others in the exempt classes, and therefore there are no unusual circumstances that would cause these actions to fall outside of the exemptions.

SECTION 5. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 6. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 7. Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this ____ day of _____, ____.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1734 which was introduced on April 7, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the ____ day of _____, ____, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

OUTDOOR DINING ENCROACHMENT PERMIT APPLICATION

REQUIREMENTS

PURPOSE:

These regulations allow for a business to setup outdoor dining areas in the public right of way in an effort to ensure proper standards and regulations are being followed in all zones that allow commercial uses, including C-1 (limited commercial), C-2 (commercial), SC (service commercial), PD (precise development overlay), and all SP-5 districts except the General Neighborhood District (GN).

COMPLIANCE WITH THE LAW:

Businesses shall comply with all applicable laws, including:

- ☐ Americans with Disabilities Act ☐ City of Los Angeles Fire Department Codes
- ☐ California Alcoholic Beverage Control Regulations ☐ San Fernando Municipal Code
- ☐ City of Los Angeles Building & Safety Codes

PERMIT DESCRIPTION:

Applications shall be submitted to the Public Works Department and reviewed by the Public Works Department, Community Development Department, Police Department and Finance Department for compliance with the regulations and standards outlined in this form and in City of San Fernando Municipal Code Sec. 74- 196.

Per Sec. 74-196 of the Municipal Code, the City has the right to deny applications to businesses that are not in good standing, and to suspend outdoor dining use for City use.

An annual inspection of the outdoor dining area shall be required to ensure compliance with the limited use regulation for outdoor dining. An annual inspection fee shall be applied per Appendix 3 of the City's adopted fee schedule.

SUBMITTAL REQUIREMENTS:

A complete application package includes the following:

1. Completed Application (see page 2). Please Note: there is a permit fee of \$920.00.
2. Site and Floor Plans (see page 4).
3. Colors and Materials Sheet
4. Sewer Capital Facility Fees will be \$243 per outdoor seat for full service restaurant. \$162 per outdoor seat for a fast food restaurant*.

*these fees are subject to change.

5. Certificate of General Liability Insurance; must include the City of San Fernando as Additional Insured.

Questions and/or Completed Application package may be submitted to:

PUBLIC WORKS DEPARTMENT
117 Macneil Street, San Fernando, CA 91340 | (818) 898-1222 | PublicWorks@sfcity.org

**OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION**

<i>Permit Or Copy Must Be On Job Site At All Times</i>	
PERMIT NO.	DATE ISSUED
APPLICANT INFORMATION	
BUSINESS NAME	
APPLICANT ADDRESS	CITY
PHONE	EMAIL
BUSINESS LICENSE NO.	
PERMIT OVERVIEW/CONDITIONS OF APPROVAL <i>Please initial each of the following conditions.</i>	

**OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION**

1. LOCATION:

- _____ A. The outdoor service area must be located adjacent to the business, unless by written agreement with another property owner, and must not be located on any of the following: unpaved areas, on-street parking spaces, public parks, and right-of-way that cannot provide the minimum requirement of 4 -feet clear path of travel.
- _____ B. An outdoor service area shall not be located or operated in a manner that jeopardizes the safety of pedestrians or vehicles. The City Engineer or Director of Public Works may impose safety measures as necessary to protect the safety of pedestrians, customers, and vehicles in and around the proposed outdoor service area.
- _____ C. Use of any private property requires review by the Community Development Department.

2. NOISE:

- _____ A. The business owner must undertake appropriate measures to ensure that the level of noise associated with the outdoor service area does not disturb the right to quiet enjoyment of the neighboring properties and businesses.
- _____ B. No sound, apart from ambient noise from the utilization of the space, shall be permitted in the outside service area.
- _____ C. Amplified music is permitted to the extent it remains in compliance with the City of San Fernando's Noise Ordinance (SFMC Sec. 34-26 through 71).

3. MAINTENANCE:

- _____ A. The permittee and the property owner shall maintain the outdoor service area clear of litter, food scraps, service waste, packaging, soiled dishes, grease, and gum. At the close of business daily, the permittee and property owner shall remove all trash and clean the area in and around the outdoor service area.
- _____ B. The permittee and the property owner shall store and maintain all outdoor furniture inside whenever the outdoor service area is closed.
- _____ C. The City may temporarily suspend any permit to conduct any necessary repairs or maintenance on public facilities.

4. PARKING:

- _____ A. Use of a private parking lot to provide service will require approval from the Community Development Department to ensure adequate parking is provided to customers. Businesses must be able to demonstrate the ability to provide a minimum of 50% of their required parking spaces per City Standards.
- _____ B. Existing disabled (ADA) access parking stalls and path of travel shall not be impacted by outdoor service.

PERMIT OVERVIEW/CONDITIONS OF APPROVAL (CONTINUED) *Please initial each of the following conditions.*

6. SIGNAGE:

- _____ A. This permit does not confer any new rights for signage.

7. ALCOHOL CONSUMPTION

**OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION**

_____ A. Alcoholic beverage consumption in the outdoor dining area requires approval from the California Department of Alcoholic Beverage Control.

8. RETAIL

_____ A. Retail uses are currently allowed indoor operations and do not qualify for this permit.

9. NON- TRANSFERABLE

_____ A. This permit is non- transferable.

10. VIOLATION

_____ A. Any violation of the above conditions will result in the revocation of the outdoor service permit.

APPLICATION IS HEREBY MADE FOR THE FOLLOWING ENCROACHMENT PERMIT

<input type="checkbox"/> RESTURANT/ DINING WILL ALCHOL BE SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO ABC PERMIT NO. _____	<input type="checkbox"/> BARBER/ HAIR SALON	<input type="checkbox"/> GYM/ FITNESS	<input type="checkbox"/> PERSONAL CARE TYPE OF SERVICE:	<input type="checkbox"/> PLACE OF WORSHIP	<input type="checkbox"/> OTHER PLEASE DESCRIBE:
---	--	---------------------------------------	---	--	---

DESCRIPTION OF PROPOSED ENCROACHMENT AREA

LOCATION(S)

NO. OF DAYS	FROM	TO	NO. OF TABLES	NO. OF CHAIRS
-------------	------	----	---------------	---------------

MONDAY HOURS	TUESDAY HOURS	WEDNESDAY HOURS	THURSDAY HOURS	FRIDAY HOURS	SATURDAY HOURS	SUNDAY HOURS
-----------------	------------------	--------------------	-------------------	--------------	-------------------	-----------------

INSURANCE COMPANY (LIABILITY) <i>Must include City of San Fernando as Additional Insured</i>	POLICY NO.
--	------------

INSURANCE COMPANY (WORKMAN'S COMP)	POLICY NO.
------------------------------------	------------

**OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION**

IN CONSIDERATION FOR ISSUANCE OF THIS PERMIT, APPLICANT AGREES TO HOLD THE CITY HARMLESS FROM ANY CLAIMS OR JUDGEMENTS FOR DAMAGED OR OTHER RELIEF AGAINST THE CITY AS A RESULT OF ACTS OR OMISSIONS OF THE APPLICATION IN THE PERFORMANCE OF WORK RELATED TO THE ABOVE REFERENCED PERMITS WHETHER THE CONDITIONS GIVING RISE TO CLAIMS OR JUDGEMENT WAS CREATED IN WHOLE OR IN PART BY THE APPLICANT.

SPECIAL PROVISIONS

OWNER IS RESPONSIBLE FOR RENEWAL OF PERMITS. FAILURE TO DO SO MAY RESULT IN CITATION.

APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY

REVIEWED BY

☐ PUBLIC WORKS ☐ PLANNING ☐
BUILDING AND SAFETY

FINAL
CLEARANCE
DATE

PUBLIC WORKS ENGINEER

DATE

SITE PLAN *Draw a sketch of the area on which the proposed encroachment area will be located. Show the extent of the proposed outdoor dining area including the seating arraignment, width of right-of-way, width of the clear path of travel, length of furniture (i.e., tables, chairs, stanchions), a colors and material sheet of the proposed furniture, etc.*

NO. OF TABLES

NO. OF CHAIRS

OTHER EQUIPMENT & QUANTITIES

APPROXIMATE SQUARE FOOTAGE OF OUTDOOR
SERVICE AREA



CERIFICATION *I hereby certify that the above diagram is true and correct.*

APPLICANT SIGNATURE

DATE

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: April 7, 2025

Subject: Discussion and Consideration to Declare Sanctuary City Status

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss and consider declaring Sanctuary City status for the City of San Fernando; and
- b. Provide staff direction, as appropriate.

BACKGROUND:

1. Since January 1, 2000, the City Council has adopted a number of resolutions in support of the City's immigrant population and taking a stance on various federal immigration policies. Copies of these resolutions are publicly available upon request from the City Clerk's Office:
 - a. October 3, 2000, the City Council adopted Resolution No. 6750, urging Federal immigration reform in the national interest.
 - b. On July 21, 2003, the City Council adopted Resolution No. 6924 supporting the immigrant workers freedom ride "On the Road to Citizenship".
 - c. On May 1, 2006, the City Council adopted Resolution No. 7111 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.
 - d. On May 17, 2010, the City Council adopted Resolution No. 7378 opposing Arizona Immigration Law Senate Bill ("SB") 1070 and request the Federal Government for comprehensive immigration reform.
 - e. On July 2, 2018, the City Council adopted Resolution No. 7871 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.
 - f. On July 1, 2024, the City Council adopted Resolution No. 8320 affirming support for immigration reform.

Discussion and Consideration to Declare Sanctuary City Status

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2. 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 pending a presentation by the San Fernando Police Department regarding local immigration enforcement policies.
3. On January 21, 2025, Councilmember Patty Lopez agendized an item to discuss the City co-sponsoring a public forum on immigration enforcement. 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.
4. 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.
5. On February 18, 2025, Vice Mayor Mary Solorio agendized an item to discuss the potential for San Fernando to adopt a Sanctuary City status. The City Council directed staff to return to a future meeting with additional examples of Sanctuary City policies in other cities, a matrix identifying the City's current immigration policies and provisions implemented by other surrounding cities (e.g. cities of Los Angeles and Burbank), and information on federal funding received by San Fernando.
6. On March 17, 2025, staff provided information regarding hosting an immigration forum or resource fair at a City facility and City Council created an Ad Hoc Committee (Councilmembers Fajardo and Lopez) to work with staff to develop recommendations to City Council for hosting an immigration event in San Fernando.

ANALYSIS:

A sanctuary city refers to a designation adopted by some cities or local jurisdictions where local law enforcement and government agencies limit their cooperation with federal immigration authorities, particularly regarding the detention and deportation of undocumented immigrants. These policies vary by city but generally aim to foster trust between immigrant communities and local government, encourage crime reporting regardless of immigration status, and prioritize local resources for community policing rather than federal immigration enforcement. Sanctuary city policies do not prevent federal immigration authorities from operating in those areas but reduce local involvement in federal immigration actions.

Discussion and Consideration to Declare Sanctuary City Status

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Immigration has influenced San Fernando's culture, economy, and community dynamics over time with a significant number of residents having immigrant roots. 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.

State Immigration Laws.

While considering local immigration policies, it is important to understand California state law that applies to local immigration enforcement.

California Values Act (Senate Bill 54) - Effective January 1, 2018, SB 54 is a state law that restricts local law enforcement's ability to cooperate with federal immigration authorities, except in cases involving serious or violent crimes. As a California municipality, San Fernando is subject to SB 54, which specifically prohibits local law enforcement from using resources to investigate, question, detain, detect, or arrest individuals for immigration enforcement purposes. This includes:

- Inquiring into an individual's immigration status.
- Detaining an individual based on a federal immigration authority hold request.
- Providing information regarding a person's custody release date or responding to requests for notification by providing release dates or other information unless that information is available to the public.
- Providing personal information about an individual, including, but not limited to, home address or work address unless that information is available to the public.
- Making or intentionally participating in arrests based on civil immigration warrants.
- Participating in immigration enforcement activities, such as sweeps or acting as immigration agents.

Immigrant Worker Protection Act (Assembly Bill 450, 2017) – AB 450 prevents employers from sharing personal information about employees with federal authorities or allowing access to the workplace without first ensuring that authorities have secured the appropriate court documents.

Wage Theft Prevention Act (Assembly Bill 291, 2021) – AB 291 prohibits landlords from using a person's immigration status or perceived status against them in cases of disputes over rent, living conditions, or other relative matters. A tenant may seek enforcement under this provision through civil court action. The City's Housing Division may also be involved in this process by providing information to tenants/landlords and connecting them to LA County resources.

The City's compliance with existing state laws, including SB 54, does not violate any existing federal laws.

Discussion and Consideration to Declare Sanctuary City Status

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San Fernando Immigration Policies.

Police Department

The San Fernando Police Department's (SFPD) Policy No. 413 (Attachment "A") incorporates SB 54 guidelines and restrictions. Per SFPD policy, San Fernando Police Officers MAY NOT:

- Inquire into a person's immigration status.
- Detain individuals based on U.S. Immigration and Customs Enforcement (ICE) holds.
- Share personal or release date information (unless publicly available or the individual has certain criminal convictions) with another agency.
- Assist with civil immigration warrants or warrantless searches.
- Transfer individuals to immigration authorities without a judicial warrant.

SFPD does not currently participate in any joint federal task forces. Agencies in joint federal task force are required to submit an annual report to the Department of Justice detailing task force activities, including arrests related to immigration enforcement.

Other City Procedures

- San Fernando does not ask for or collect immigration status on any applications, including, but not limited to, applications to be a City Commissioner, city employment, planning/building/construction permits, or encroachment permits.
- San Fernando does not ask about immigration status to establish a water/sewer account or to obtain a business license certificate.
- San Fernando does not ask about immigration status for facility rental applications or to inquire about services at the Business and Community Resource Center.

Actions by Surrounding Cities

Other jurisdictions in California that have taken action to designate themselves as sanctuary cities/counties include Berkeley, Long Beach, Oakland, San Diego, San Francisco, and Santa Ana. Nationally, major cities that have acted include Chicago, Denver, New York City, Seattle, and Washington D.C. Below is a summary of recent ordinances/resolutions/policies adopted by other cities in the San Fernando Valley Council of Governments followed by a matrix highlighting the various provisions:

- *City of Los Angeles* - In November 2024, the LA City Council approved an ordinance officially designating LA as a sanctuary city (Attachment "B"). The ordinance prohibits city resources, including property or personnel, from being used for immigration enforcement.
- *County of Los Angeles* - In September 2020, the County Board of Supervisors approved a motion permanently banning warrantless transfers of individuals in custody of the LA County Sheriff's Department to immigration authorities (Attachment "C").

Discussion and Consideration to Declare Sanctuary City Status

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- *City of Burbank* – In February 2025, the Burbank City Council adopted a resolution strengthening and expanding the City’s commitment to a welcoming, safe, and inclusive community for all, regardless of immigration status (Attachment “D”). This resolution extended the requirements of SB 54 and existing Burbank Police Department Policy restricting the use of resources for, and limiting cooperation with, immigration enforcement to apply to all City personnel and resources through a Citywide policy.
- *City of Glendale* - In March 2017, the Glendale City Council adopted a resolution affirming a statement by the Chief of Police regarding the detention of individuals based on immigration status (Attachment “E”). This resolution affirmed that the Glendale Police Department does not have the authority nor the responsibility to incarcerate or detain individuals solely based on immigration status.
- *City of Pasadena* – In March 2017, the Pasadena City Council adopted a resolution enhancing safety, refuge and equal opportunity for all (Attachment “F”). This resolution affirmed that Pasadena will not enforce federal immigration laws, the City Manager will ensure that all City policies are consistent with the resolution, and the Pasadena Police Department does not investigate and prosecute violations of federal immigration laws, among other things.

Resolution/Policy Provisions	City of LA	County of LA	Burbank	Glendale	Pasadena	San Fernando
Adopted "Sanctuary City" status?	Yes	No	No	No	No	TBD
Adopted Immigrant Protections via Resolution/Policy?	Yes	Yes	Yes	Yes	Yes	Yes
PD may not inquire about immigration status.	✓	✓	✓	✓	✓	✓
PD may not detain based on federal immigration (ICE) hold request.	✓	✓	✓	✓	✓	✓
PD may not provide information re: custody release date unless publicly available.	✓	✓	✓	✓	✓	✓
PD may not assist with civil immigration warrant or warrantless searches.	✓	✓	✓	✓	✓	✓
PD may not participate in immigration enforcement activities.	✓	✓	✓	✓	✓	✓
Prohibits access to and use of City/County property to immigration authorities w/o judicial warrant or probable cause.	✓	✓	✓			✓
Prohibits all personnel from providing access to City data re: immigration status to ICE Agent w/o judicial warrant or order.	✓	✓			✓	✓
Prohibits all personnel from collecting immigration status, unless required by law.	✓		✓			✓

Discussion and Consideration to Declare Sanctuary City Status

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Compliance with Federal, State, and Local Laws

City officials and employees, including public safety employees, are required to take an oath to uphold the Constitution and the laws of the United States. Current state laws, along with Police Department policies and practices, align with the United States Constitution and federal immigration laws. However, implementing an ordinance or resolution that prohibits employees from following the law may create a conflict in legal obligations. Employees could be required to break the law and their sworn oath to maintain their employment with the City. This scenario could subject employees to potential legal suit as well as criminal prosecution.

BUDGET IMPACT:

The City Council directed staff to provide information on federal funding received by San Fernando. The City receives one-time and ongoing federal funding to support various programs, services, and capital improvement projects. Below is a table identifying current activities supported by federal funding:

Funding Source	Amount	Description
Community Development Block Grant (CDBG)	\$200,000	Annual allocation used to support economic development, small business support, and neighborhood beautification efforts. (annual)
National Endowment for the Arts (NEA)	\$50,000	Annual grant that supports the City's Mariachi Master Apprentice Program. (annual)
Urban Area Security Initiative (UASI)	\$141,466 (2023) \$223,062 (2024)	2023 – SFPD security cameras and parking lot security project. (one-time) 2024 – Applied for cybersecurity and building access control improvements. (one-time)
Substance Abuse and Mental Health Services Administration (SAMHSA)	\$757,583	Funding for mental health clinicians to support police officers, residents, and the City's unhoused population. (one-time)
Community Oriented Policing Services (COPS)	\$360,000 \$108,218	a) Funding for Community Outreach Officer (one-time) b) Mental wellness for SFPD personnel & families. (one-time)

Discussion and Consideration to Declare Sanctuary City Status

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Department of Justice (DOJ)	\$21,892	Bulletproof vest partnership. (one-time)
Highway Safety Improvement Program (HSIP)	\$1.5 million	Traffic light upgrades along Truman Ave. (one-time)
American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds	\$5.8 million	One-time funding for economic recovery from COVID-19 pandemic. (one-time)
Federal Emergency Management Agency (FEMA)	\$250,000	Applying for one-time grant funding to complete a required update to the City's Local Hazard Mitigation Plan (LHMP). (one-time)

CONCLUSION:

It is recommended that the City Council discuss and provide direction regarding Sanctuary City status for the City of San Fernando.

ATTACHMENTS:

- A. SFPD Policy No. 413
- B. City of Los Angeles Ordinance No. 188441
- C. County of Los Angeles Motion
- D. City of Burbank
- E. City of Glendale
- F. City of Pasadena Resolution

**Policy
413****San Fernando Police Department**

San Fernando PD Policy Manual

Immigration Violations

413.1 PURPOSE AND SCOPE

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

413.1.1 DEFINITIONS

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

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

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

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

413.2 POLICY

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

413.3 VICTIMS AND WITNESSES

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

413.4 IMMIGRATION INQUIRIES PROHIBITED

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

413.4.1 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

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

Immigration Violations

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

413.4.2 CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

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

413.5 DETENTIONS AND ARRESTS

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

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

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

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

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

413.5.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has arrested an individual for violation of 8 USC § 1326(a), or under the authority of a judicial warrant, the supervisor should determine whether it is appropriate to (a) transfer the person to federal authorities, or (b) transfer the person to jail.

Upon determination by the supervisor that a transfer referred to in subsections (a) and/or (b) above is appropriate, the supervisor shall notify and obtain approval of the applicable Division Commander before effecting such transfer.

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this Department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

Immigration Violations

413.7 INFORMATION SHARING

No employee of this Department will prohibit, or in any way restrict, any other employee from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials.
- (b) Maintaining such information in Department records.
- (c) Exchanging such information with any other federal, state or local government entity.

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

413.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

- (a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).
- (b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.
- (c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
- (d) The individual is a current registrant on the California Sex and Arson Registry.
- (e) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

413.7.2 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the San Fernando Police Department intends to comply with the request (Government Code § 7283.1).

If the San Fernando Police Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

Immigration Violations

413.7.3 ICE INTERVIEWS

Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the San Fernando Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

413.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Employees shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

- (a) Transfer is authorized by a judicial warrant or judicial probable cause determination.
- (b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
- (c) The individual is a current registrant on the California Sex and Arson Registry.
- (d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

413.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Detective Division supervisor shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Supervisor for required reporting to the DOJ (Government Code § 7284.6(c)(2)) (see the Records Division Policy).

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the supervisor assigned to oversee the handling of any related case. The supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

Immigration Violations

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
 2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). The certification shall be completed and not refused for the specified reasons in Penal Code § 679.10(k)(3).
 3. Form I-914 Supplement B declaration shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking). The declaration shall be completed and not refused for completion for the specified reasons in Penal Code § 679.11(j)(3).
 4. Forward the completed Form I-918 Supplement B certification or completed Form I-914 declaration B to the victim, family member, or authorized representative (as defined in Penal Code § 679.10 and Penal Code § 679.11) without requiring the victim to provide government-issued identification (Penal Code § 679.10; Penal Code § 679.11)
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.
1. If Form I-918 Supplement B is not certified, a written explanation of denial shall be provided to the victim or authorized representative. The written denial shall include specific details of any reasonable requests for cooperation and a detailed description of how the victim refused to cooperate (Penal Code § 679.10).
- (e) Inform the victim liaison of any requests and their status.

413.8.1 TIME FRAMES FOR COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 30 days of a request from the victim, victim's family, or authorized representative related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within seven days of the first business day following the day the request was received.

413.8.2 REPORTING TO LEGISLATURE

The Chief or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

Immigration Violations

413.8.3 POLICE REPORTS

Upon request, an officer or supervisor should provide a victim or authorized representative with a copy of the report filed by the victim within seven days of the request (Penal Code § 679.10).

413.9 TRAINING

The Training supervisor should ensure that all appropriate employees receive training on immigration issues.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration violation has been committed.
- (c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).

ORDINANCE NO. 188441

An ordinance adding Chapter 19 to Division 19 of the Los Angeles Administrative Code to prohibit City resources, including property and personnel, from being utilized for immigration enforcement or for cooperation with federal immigration agents.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Chapter 19 is added to Division 19 of the Los Angeles Administrative Code to read as follows:

CHAPTER 19**PROHIBITION OF THE USE OF CITY RESOURCES FOR
FEDERAL IMMIGRATION ENFORCEMENT****Sec. 19.190. Definitions.**

For purposes of this chapter, the following words and phrases are defined as follows:

“Citizenship or Immigration Status” shall mean all information or classification regarding citizenship of the United States or any other country, place of birth, the authority to reside in or otherwise be present in the United States, including visa status, and the time or manner of a person’s entry into the United States.

“Immigration Agent” means an individual engaged in Immigration Enforcement against natural persons, including agents employed by U.S. Immigration and Customs Enforcement or U.S. Customs and Border Protection, and all other individuals authorized to conduct Immigration Enforcement against natural persons under 8 U.S.C. §1357(g) or any other federal law.

“Immigration Enforcement” means any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law against natural persons, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a natural person’s presence in, entry, or reentry to, or employment in, the United States.

Sec. 19.191. Prohibition on the Use of City Resources.

Unless required by federal or state law, no City resources, including, but not limited to, City personnel and City property, shall be utilized to:

(a) Inquire into or collect information about an individual's Citizenship or Immigration Status, unless such information is necessary to provide a City service, including the provision of immigration and naturalization assistance, for election-related purposes or appointment to a City office or commission, or as required for purposes of City employment or the disbursement of City funds.

(b) Investigate, cite, arrest, hold, transfer, or detain any person for the purpose of Immigration Enforcement, except as authorized under California Government Code Section 7284.6(b)(1). Prior to conducting any probable cause arrest for a violation of 8 U.S.C. Section 1326(a) that may be subject to the enhancement specified in 8 U.S.C. Section 1326(b)(2), or prior to transferring a suspect to an Immigration Agent based on a probable cause arrest for a violation of 8 U.S.C. Section 1326(a) that may be subject to the enhancement specified in 8 U.S.C. Section 1326(b)(2), City personnel shall obtain approval from their respective department's designated immigrant affairs liaison.

(c) Respond to any administrative warrant or other request to detain, transfer, or notify any Immigration Agent about the status or release of any individual for the purpose of Immigration Enforcement.

(d) Provide any Immigration Agent access to any non-public areas of property owned or controlled by the City, including City jails, for the purpose of Immigration Enforcement.

(e) Make any person in City custody available to any Immigration Agent for an interview for the purpose of Immigration Enforcement.

(f) Participate in Immigration Enforcement in any operation, joint operation, or joint task force involving any Immigration Agent.

Sec. 19.192. Confidentiality and Protection of City Data.

Except as required by 8 U.S.C. § 1373 or other applicable federal or state law, no City personnel shall provide access to any City data or information that can be used to determine or trace a person's Citizenship or Immigration Status to any Immigration Agent. In furtherance of this restriction, as of the effective date of this ordinance, City personnel shall not provide City data or information that can be used to determine or trace a person's Citizenship or Immigration Status to any City contractor unless the contractor first agrees in writing to prohibit the contractor's employees and subcontractors from providing that data or information to any Immigration Agent, to the extent permitted by law. All City employees shall treat information that can be used to distinguish or trace a person's Citizenship or Immigration Status, either on its own or when combined with other information, as confidential information, to the extent permitted by law, and shall handle, maintain, and secure such information according to the standards for confidential information set forth in City policy.

Sec. 19.193. Judicial Warrants.

Nothing in this chapter shall prohibit or otherwise restrict the City from complying with a valid warrant for a criminal offense issued by a federal or state judge, or other order evidencing a judicial determination of probable cause.

Sec. 19.194. Adoption of Policy.

To the extent that some City departments are, by terms of the charter, exempt from the prohibitions in this chapter, they are strongly encouraged to adopt policies consonant with the provisions contained herein.

Sec. 19.195. Severability.

If any subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have adopted this chapter, and each and every subsection, sentence, clause, and phrase thereof not declared invalid or unconstitutional, without regard to whether any portion of the chapter would be subsequently declared invalid or unconstitutional.

Sec. 2. URGENCY CLAUSE. News organizations are reporting that the incoming federal administration, on January 20, 2025, intends to begin an immediate roll back of longstanding policies that currently focus the federal government's limited immigration enforcement resources on deportations of people deemed threats to public safety or national security. The same news reports indicate that the incoming administration will quickly reverse numerous humanitarian parole programs, which grant City residents lawful status and work authorization. These policy changes, and others, including the possible use of military assets, are being proposed, in part, to allow for a program of mass deportation, which will directly affect the public peace, health, and safety of all residents across the City. Therefore, the City Council finds and declares that this ordinance is required for the immediate protection of the public peace, health and safety. The policies set forth in this ordinance are rooted in a commitment to the principle that all of Los Angeles is safer when our City personnel maintain a relationship of trust, respect, and cooperation with City residents. The cooperation of immigrant communities to report crimes and assist in the investigation and prosecution of criminals is critical to the fair and effective enforcement of the law and the safety of all members of the community. When residents feel confident that they can come forward as a victim of or a witness to a crime, irrespective of immigration status, the City's ability to protect and serve all residents is enhanced. In the 45 years since adopting its initial immigration-related policies, Los Angeles has benefited greatly from the cooperation of witnesses and victims of crime in the City's immigrant communities. These positive outcomes will not continue if immigrant communities see City personnel as agents of federal immigration authorities because such fear reduces cooperation with the City and erodes the relationship between the City and its communities. While the City's policies

limit the City's cooperation with federal immigration enforcement, neither existing LAPD policies nor the current executive directives are codified into local municipal law. In addition, existing policies allow immigration agents access to City property to interview people in City custody and lack comprehensive restrictions on limiting direct and indirect data sharing with immigration agents. This allows for significant exposure of City residents and their data to immigration agencies, undermining the City's commitment to protecting all residents from City resources being utilized for immigration enforcement. The City Council adopts this ordinance to become effective upon publication pursuant to Los Angeles City Charter Section 253.

Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

HYDEE FELDSTEIN SOTO, City Attorney

By _____
MICHAEL J. DUNDAS
Senior Assistant City Attorney

Date November 26, 2024

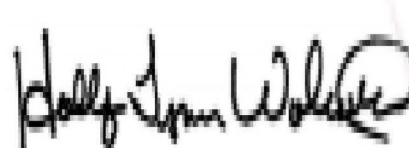
File No. 23-0243


M:\GENERAL COUNSEL DIVISION\ORDINANCES AND REPORTS\ORDINANCES - FINAL YELLOW\Revised - LAAC Chap 19, Div 19 - Prohibition of City Resources for Immigration Enforcement.docx

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles, **by a vote of not less than three-fourths** of all its members.

CITY CLERK

MAYOR





Ordinance Passed December 4, 2024

Approved 12/09/2024

Ordinance Published: 12/19/2024
Ordinance Effective Date: 12/19/2024

AGN. NO. _____

REVISED MOTION BY SUPERVISORS HILDA L. SOLIS AND
SHEILA KUEHL

September 1, 2020

Ending ICE Transfers Without a Judicial Warrant in LA County

Los Angeles County is home to about 3.6 million immigrants, accounting for 36 percent of the county’s population. The county’s immigrant residents—whether naturalized U.S. citizens, lawful permanent residents, or undocumented—are valued and integral members of our social and economic fabric. Most of the county’s immigrant noncitizen population—nearly 70 percent—has lived in the United States for more than a decade, which has resulted in them building strong roots for themselves, their families, and their communities. For instance, nearly 60 percent of all children born in the county have at least one immigrant parent. Accordingly, immigration has been one of the County of Los Angeles (“County”)’s top priorities. Indeed, in 2017, this Board of Supervisors (“Board”) reaffirmed the County’s bold commitment to immigrant residents and their families by unanimously passing a motion to make immigration a County priority, the highest designation possible, and has followed through with more than 55 motions to further uplift the wellbeing and protect the rights of immigrants and their families who have made the county their home.

MOTION

SOLIS	_____
RIDLEY-THOMAS	_____
KUEHL	_____
HAHN	_____
BARGER	_____

In response to COVID-19, aggressive steps have been taken nationwide to reduce jail populations and custodial arrests and to implement safety measures inside jails and prisons to prevent the spread of the virus and save lives. On March 31, 2020, this Board adopted a motion to direct the appropriate County departments to identify and implement measures to prevent the spread of the COVID-19 virus in County jails and to safeguard incarcerated individuals and staff, as well as their families and communities. As a result, the population in the County jails has been significantly reduced from more than 17,000 in early March 2020 to 13,033 as of August 18, 2020.

By contrast, U.S. Immigration and Customs Enforcement (“ICE”) has resisted and refused to significantly change its enforcement and detention practices in the face of the pandemic—imperiling the health and lives of county residents. ICE’s callous disregard for human lives has been decried even by medical doctors from the U.S. Department of Homeland Security and by federal courts across the country. (See, e.g., *Bravo Castillo v. Barr*, No. 20-cv-00605-TJH-AFM, 2020 WL 1502864, *11 (C.D. Cal. Mar. 27, 2020) “[T]he Government cannot act with a callous disregard for the safety of our fellow human beings.”; *Hernandez Roman v. Wolf*, No. 5:20-cv-768-TJH, 2020 WL 1952656, at *14-15 (C.D. Cal. April 23, 2020) [finding that ICE is “deliberately indifferent to the potential exposure of [detainees] to COVID-19” and has “acted with callous disregard for [their] safety”].) Courts have found ICE’s conduct to violate the substantive due process rights of its detainees in all five of its California detention facilities. In Los Angeles, the federal district court noted that the conditions of confinement at the Adelanto ICE detention facility are “inconsistent with contemporary standards of human decency.” (*Hernandez Roman v. Wolf*, No.

EDCV2000768TJHPVCX, 2020 WL 1952656, at *8 (C.D. Cal. Apr. 23, 2020).)

Recently, the court agreed to make individual bail determinations for detainees because of ICE's refusal to address risks related to COVID-19. (*See Hernandez Roman v. Wolf*, No. EDCV2000768TJHPVCX, 2020 WL 3481564, at *2 (C.D. Cal. June 17, 2020).)

COVID-19 is spreading through ICE detention facilities across the country at high rates. As of July 14, 2020, ICE's records showed that there were 3,183 positive cases among 13,562 people tested in its custody nationwide. ICE did not clarify whether the remaining tests were confirmed negative or still pending, meaning that a minimum of 23.5 percent of people tested positive through July 14, 2020. As of August 2020, five individuals in ICE custody have died of COVID-19, but this figure only tracks deaths in custody and not those who contract the virus in detention but then die after release or deportation. Importantly, new research suggests that ICE is severely underreporting the prevalence of COVID-19 in its detention facilities; the true infection rate among detainees may be 15 times greater than reported by ICE. Indeed, according to a federal court, evidence shows that ICE has "avoided widespread [COVID-19] testing of staff and detainees . . . not for lack of tests, but for fear that positive test results would require them to implement safety measures that they apparently felt were not worth the trouble." (*Zepeda Rivas v. Jennings*, No. 20-CV-02731-VC, 2020 WL 4554646, at *1 (N.D. Cal., Aug. 6, 2020).) Although ICE has received about 1,900 COVID-19 test kits for the Adelanto detention facility, it has refused to allow the vast majority of them to be used.

ICE's shocking disregard for the safety and constitutional rights of those it arrests and detains has been well-established even prior to COVID-19. For example, in

September 2019, the federal district court in Los Angeles held that the network of databases on which ICE based its detainers were too error-ridden and incomplete to be reliable sources of information for probable cause determinations. (*Gonzalez v. ICE*, 416 F. Supp. 3d 995 (C.D. Cal. 2019).) The court emphasized that ICE's sole dependence on unreliable databases caused "many U.S. citizens [to] become exposed to possible false arrest" and to be unconstitutionally detained. (*Id.* at 1018.)

In May 2019, the Sheriff's Civilian Oversight Commission ("COC") recommended that the Los Angeles County Sheriff's Department ("Department") should not permit ICE or its contractors to access any Departmental property, including jails, and should not honor ICE requests to cooperate in the transfer of any individual to ICE custody, unless required by federal or state law—that is, unless ICE presents a judicial warrant or judicial probable cause determination. The COC report also noted that the Department spent at least \$1,378,000 a year in employing custody assistants to carry out duties associated with facilitating ICE arrests. The use of these County resources undermines not only the County's investment of \$1.5 million a year in the Los Angeles Justice Fund ("LAJF"), a program designed to provide immigration lawyers to defend families against immigration detention and deportation, but also the County's commitment to protect immigrants, their families, and co-workers from immigration enforcement overreach. In fact, LAJF providers have had to defend County residents who only ended up in ICE detention and deportation proceedings after being transferred from the County jails.

Community and labor advocates have long asked that the Department stop its entanglement with immigration agents. This practice has destroyed community trust and undermined public safety. It has wasted County taxpayer resources that are all too

precious now during this unprecedented public health and economic crisis. It has contributed to thousands of family separations. Notably, these transfers to ICE have led to county residents being detained for prolonged, often indefinite periods in immigration detention while they fight their cases. As a significant number of detained immigrants are workers and often the primary breadwinners in their families, many have lost employment and the ability to provide for their families while detained. In turn, families' financial devastation has increasingly burdened the County's social safety net.

In April 2020, the current Los Angeles County Sheriff ("Sheriff") issued a moratorium on ICE transfers absent a judicial warrant, and the Department extended this moratorium on a monthly basis. On August 3, 2020, the Sheriff made the moratorium permanent under his administration. This policy, however, is not binding on future Sheriffs.

To further the County's ongoing response to the public health emergency, and in the interest of permanently safeguarding the health, safety, and constitutional rights of *all* Angelenos, the County should enshrine the current Sheriff's moratorium on transfers to immigration authorities absent a judicial warrant or judicial probable cause determination into County policy. This action would also extend the County's Sensitive Locations Policy that this Board adopted in 2017 to prohibit immigration authorities' access to County facilities, unless they present a judicial warrant.

WE, THEREFORE, MOVE that the Board of Supervisors:

1. Prohibit the use of any County resources, property, personnel, time, labor, or funds to be used to:

- (a) honor requests by immigration authorities or persons or entities contracted for immigration enforcement purposes to hold, detain, house, transfer, or otherwise facilitate the arrest of any person in Sheriff's Department custody, unless pursuant to a *judicial warrant* or *judicial probable cause determination*, or as otherwise required by federal or state law; or
 - (b) directly communicate with immigration authorities or persons or entities contracted for immigration enforcement purposes regarding an individual's release time, date, or place, or immigration status, or to otherwise participate in any immigration enforcement activities, unless pursuant to a *judicial warrant* or *judicial probable cause determination*, or as otherwise required by federal or state law.
- 2. Prohibit access to and use of County property—including Sheriff's Department jails, stations, courthouse lockups, and databases—to immigration authorities or persons or entities contracted for immigration enforcement purposes, unless pursuant to a *judicial warrant* or *judicial probable cause determination*, or as otherwise required by federal or state law.
- 3. Instruct the Chief Executive Officer, in consultation with the Office of the County Counsel, to prepare and issue a letter to impacted County departments advising them of this directive.
- 4. The County defines a "judicial probable cause determination" and "judicial warrant" as defined in Government Code section 7284.4, subdivisions (h) and (i).

5. The County defines “immigration authorities” as defined in Government Code section 7284.4, subdivision ~~section 7284.4~~ (c).
6. The County defines “immigration enforcement” as defined in Government Code section 7284.4, subdivision (f).

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HLS:el

RESOLUTION NO. 25-29,591

A RESOLUTION OF THE COUNCIL OF THE CITY OF
BURBANK STRENGTHENING AND EXPANDING THE
CITY'S COMMITMENT TO A WELCOMING, SAFE, AND
INCLUSIVE COMMUNITY FOR ALL, REGARDLESS OF
IMMIGRATION STATUS

THE COUNCIL OF THE CITY OF BURBANK FINDS THAT:

A. Burbank is a diverse community that values inclusivity, diversity, equity, and safety for all. The City is committed to serving the entire community and upholding the dignity of all persons, regardless of their national origin or immigration status;

B. The California Values Act (Senate Bill 54), approved on October 5, 2017, and effective January 1, 2018, restricts state and local law enforcement agency involvement in immigration enforcement activities and prohibits agency use of money or personnel to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes;

C. In 2018, the Burbank Police Department amended Department Policy 428 - Immigration Violations/Truth Act to align Department policy with the requirements of Senate Bill 54;

D. Enforcement of federal civil immigration law falls exclusively within the authority of the federal government. No City department, agency, or commission, including the Burbank Police Department, has any inherent authority or duty to investigate violations of federal civil immigration law or to assist in enforcement of such laws; and

E. It is imperative that the City fosters a welcoming and supportive environment for all, strengthens trust between City Officials, staff, and the community, and provides essential core functions, including safeguarding the safety and liberties of all members of the community;

F. Extending the application of Senate Bill 54 to all City staff will reinforce and expand the City's commitment to ensuring accessible services, allowing community members to utilize city services and programs, report crimes, and participate in community events without concern about City involvement in federal immigration enforcement actions.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. All Burbank Police Department employees, both sworn and non-sworn personnel, shall adhere to Burbank Police Department Policy 428 and the California Values Act - Senate Bill 54 relating to immigration enforcement. The City Manager, or designee, shall provide notice to the City Council if Policy 428 is modified or stricken.

2. Unless required by court order, or local, state, or federal law, no City employee, from any department, shall:

a. Inquire into or collect data related to an individual's citizenship or immigration status unless such information is required by law, including election-related purposes, appointments to City offices or commissions, or the disbursement of City funds;

b. Use City or department moneys, personnel, or other resources to assist in the investigation, interrogation, detention, detection, or arrest of persons for immigration enforcement purposes, except as authorized under the California Values Act - Senate Bill 54;

c. Respond to any administrative warrant or other request to detain, transfer, or notify any immigration agent about the status or custody release of any individual for immigration enforcement purposes; and

d. Allow access to any non-public areas of property owned or controlled by the City, to any immigration agent or non-City personnel for the purpose of immigration enforcement.

3. Except as required by 8 U.S.C. § 1373 or other applicable local, state or federal law, no City employee shall provide access to, or release, any City data or information related to the citizenship or immigration status of any individual. All City employees shall treat citizenship or immigration status information as confidential to the extent permitted by law, and shall handle, maintain, and secure such information according to the standards for confidential information set forth in City policy.

4. The City Manager, or designee, for purposes of transparency, shall implement policies and procedures requiring all City personnel to adhere to the requirements contained in this resolution. The City Manager, or designee, will administer the policy, monitor compliance, implement reporting procedures, and take measures as appropriate for noncompliance.

5. The City Manager, or designee, shall implement a public information and education program to inform individuals of their rights within the City of Burbank under local, state, and federal immigration laws and enforcement policies, and seek opportunities to partner with community-based organizations on this education program.

PASSED and ADOPTED this 11th day of February, 2025.

s/Nikki Perez
Nikki Perez
Mayor

Attest:

Approved as to Form
Office of the City Attorney

s/Kimberley Clark
Kimberley Clark, City Clerk

By: s/Ray Johal
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a vote of the Council of the City of Burbank at its regular meeting held on the 11th day of February, 2025, by the following vote:

AYES: Anthony, Mullins, Rizzotti, Takahashi, and Perez.

NOES: None.

ABSENT: None.

s/Kimberley Clark
Kimberley Clark, City Clerk

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF GLENDALE, CALIFORNIA
AFFIRMING THE STATEMENT OF THE CHIEF OF POLICE REGARDING THE DETENTION
OF INDIVIDUALS BASED ON IMMIGRATION STATUS**

WHEREAS, the City Council is greatly concerned about public safety in the City of Glendale; and

WHEREAS, Chief of Police Robert Castro recently issued the following statement regarding immigration and public safety:

"The Glendale Police Department does not have the authority nor the responsibility to incarcerate or detain individuals solely based on immigration status. Our fundamental duties are based on public safety – serving the community, while focusing efforts primarily on crime prevention and law enforcement. Our responsibility is to protect the lives of the community we are sworn to serve and honor the principles of democracy upon which this country was founded"; and

WHEREAS, the City Council desires to affirm the Chief of Police's statement and support the values expressed therein; and

WHEREAS, the Council desires to ensure the efficient use of limited resources to fight crime and address public safety issues impacting the City of Glendale.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDALE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All of the foregoing recitals set forth herein above are true and incorporated herein.

SECTION 2. The City Council affirms the statement of Chief of Police Robert Castro regarding the detention of individuals based on immigration status.

SECTION 3. The City Clerk shall certify to the passage of this Resolution.

Adopted this _____ day of _____, 2017.

By: _____
Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) SS

I, ARDASHES KASSAKHIAN, Clerk of the City of Glendale, certify that the foregoing Resolution No. _____ was adopted by the Council of the City of Glendale at a regular meeting held on the _____ day of _____, 2017, and that same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk

APPROVED AS TO FORM



Carmen O. Merino
General Counsel - Police

Date: 3/23/17

RESOLUTION NO. 9557**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA, CALIFORNIA
ENHANCING SAFETY, REFUGE AND EQUAL OPPORTUNITY FOR ALL**

WHEREAS, immigrants historically have been a part of Pasadena's rich history. Pasadena is one of the most diverse cities in the San Gabriel Valley, and we have welcomed everyone who seeks to realize their dreams and build their families here, regardless of national origin or immigration status. In this environment, Pasadena has consistently been a champion of inclusiveness and tolerance. Today, more than 31% of our residents are foreign-born. As in other Southern California cities, immigrants are a large part of the engine of our economy. More than that, immigrants have woven the social, cultural and civic fabric of Pasadena from our educational institutions to our artistic stages, from the halls of government to community activism, from our culinary scene to our fields of play. As a community, we have a long-standing commitment to immigrants in Pasadena. More recently, our City Council adopted City Council Resolution No. 9319 in 2013, which calls for humane and comprehensive immigration reform and specifies that local governments like Pasadena should not be required to enforce federal immigration law. Most recently, in November and December 2016, our City Council discussed concerns as to how the incoming federal administration's policies might affect Pasadena, and our City Council reiterated our commitment as expressed in City Council Resolution No. 9319. At that time, we reaffirmed that our City would not be involved in any federal immigration enforcement activities.

WHEREAS, recent events in our region and across our nation have prompted our community and this City Council to make clear our established vision that all Pasadena residents, regardless of immigration status, are connected to community resources, have access to critical government services, are engaged in civic life, and are informed about critical immigration law and policy. This City Council's most solemn responsibility is to keep all of our City's people safe, and to strongly support our Police Department's existing policies with respect to federal immigration laws. This support is rooted in the principle that all of Pasadena is safer when our Police Department maintains a relationship of trust, respect and cooperation with all City residents. When people feel confident that they can come forward as a victim of, or witness to a crime, irrespective of immigration status, our Police Department's ability to protect and serve all is enhanced.

WHEREAS, all residents of Pasadena must feel safe and supported when accessing the vast array of City facilities, programs, and services available to them. City employees shall maintain and protect sensitive information regarding the immigration status of our residents. Our Police Department shall not directly assist in investigating, detaining or arresting individuals for violations of federal immigration law. Our local resources should be focused on local issues.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Pasadena as follows:

Section 1. The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City of Pasadena will not enforce federal immigration laws and the City Manager will ensure that all City policies are consistent with this declaration.

Section 2. The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City Manager will ensure that the Pasadena Police Department maintains an immigration policy that is consistent with proposed Policy 428 and the provisions of this Resolution. Among other provisions, said policy reiterates that the Department does not investigate and prosecute violations of federal immigration laws.

Section 3. The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City Manager will ensure that the City's Manual of Personnel & Administrative Rules, Section 2, City-Wide Policies and Standards of Conduct, is consistent with this Resolution. As indicated, no City employee will use City funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the City, unless required by law.

Section 4. The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

All City Commissions shall conduct their business in compliance with the direction provided in this Resolution.

Section 5. The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City Manager will periodically report out the number of contacts with respect to immigration enforcement that the Pasadena Police Department has had with the United States Immigration and Customs Enforcement to the City Council Public Safety Committee.


Adopted at the regular meeting of the Pasadena City Council on the 27th day of March, 2017, by the following vote:

AYES: Councilmembers Gordo, Hampton, Kennedy, Madison, McAustin, Wilson, Vice Mayor Masuda, Mayor Tornek

NOES: None

ABSENT: None

ABSTAIN: None



Mark Jomsky
City Clerk

APPROVED AS TO FORM:



Michele Beal Bagneris
City Attorney



R-9557
Agenda Report

March 27, 2017

TO: Honorable Mayor and City Council
FROM: City Manager
SUBJECT: Consideration of City policy in regard to Immigration issues

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines, Section 15061(b)(3), as it will not have a potentially significant environmental effect and, therefore, falls under the "general rule" exemption;
2. Approve the City's Legislative Platform, Item 8 on the City Council Agenda, including the support for the reforming of federal immigration law, as detailed in the Platform and in the Background section of this report;
3. Consider what, if any, additional actions the Council may wish to take beyond those being implemented at the staff level, as described in this report and its attachments, in regard to federal immigration issues.

BACKGROUND:

The City of Pasadena is a thriving, diverse and welcoming community. The City strongly believes that immigrants strengthen the community economically and culturally, and welcomes their contributions to society. Recent actions at a national level on immigration matters and, specifically, calls for deportation of the undocumented, have sparked a debate over what position state and local governments should take on deportation and broader immigration issues. This report provides both the background on the City of Pasadena's attention to these issues to date, and context for any broader, or narrower, position which the City Council might wish to take as a matter of public policy.

THE CITY OF PASADENA LEGISLATIVE PLATFORM ON IMMIGRATION:

On October 28, 2013 the City Council adopted Resolution 9319 (Attachment "A"), which set forth the Council's position that Pasadena supports a humane and comprehensive immigration reform proposal with the following principles: provides an attainable and affordable pathway to full citizenship for the nearly 11 million undocumented immigrants in the United States; establishes family unity as a cornerstone of our immigration system; provides due process and labor protections; allows access to key essential services such as health care; and states that local governments should not be mandated to enforce federal immigration laws, particularly when resources necessary to enforce local laws are already stretched.

This position has been incorporated into the City's adopted Federal Legislative Platform each year since. Further, as part of this evening's Council agenda, the Legislative Policy Committee is recommending that the City Council amend this policy statement to include the additional support for federal legislation that would protect children who were brought to this country without immigration documents, as part of the Deferred Action for Childhood Arrivals (DACA) program. In addition, the Legislative Policy Committee is recommending opposing efforts to deny federal funding to Sanctuary Cities.

PASADENA POLICE POLICY ON IMMIGRATION:

In addition to the Council's policy statements, the Pasadena Police Department has long refrained from inquiring as to the immigration status of those persons with whom it has contact. The Pasadena Police administrative policy has embodied this practice since 1989. This practice reflects the relationship of trust between the Pasadena Police Department and the community it serves, as well as the reality that the safety of the entire community is put at risk if people are fearful of cooperating with local law enforcement for fear of deportation.

In light of the recent public attention to these issues, the Pasadena Police Department has been working to update its administrative policy, which has been informed by suggestions made by community members, including a Resolution suggested by community members entitled "Pasadena Police Department Immigration Status and Bias-Free Policing Policy," (Attachment "B"). This resulted in a draft policy, "Policy 428 Immigration Policy," (Attachment "C"). Notice was given to the Pasadena Police Officer's Association of the intent to adopt this draft Policy, and the Association had no objections. The intent of this draft Policy is to continue disengagement of the Pasadena

Police Department from deportation activity to the greatest extent permitted by law and adopts some of the language from the suggested Resolution. It differs from the suggested Resolution in a couple of areas: First, it is staff's position that the Police Department should not completely disengage from the U.S. Immigration and Customs Enforcement (ICE), or any law enforcement agency. For example, ICE is involved in matters of national security, including combating terrorism, human trafficking, drug trafficking, and money laundering, and the Police Department should continue working cooperatively with ICE in this type of law enforcement activity. Second, federal law does not allow any government entity to prohibit contact by individuals with ICE.

CITY OF PASADENA STANDARD OF CONDUCT REGARDING CONFIDENTIALITY:

The Trump administration's recent pronouncements regarding potential accelerated and expanded deportations of undocumented immigrants has stirred fear and concern in numerous communities, including Pasadena. On February 27th the Council heard considerable public testimony regarding the issue. Related to this, a number of community members have asked the City Council to adopt a Resolution (Attachment "D"), which would declare Pasadena to be a "Sanctuary City" and direct all "City departments, agencies, or commissions to review their confidentiality policies and identify any changes necessary to ensure that information collected from individuals is limited to that necessary to perform their duties and is not used or disclosed for any other purpose." It was further suggested that, "[i]t shall be the policy of all City departments, agencies, and commissions not to provide non-publicly available information about any individual to any entity or official, including but not limited to any state or federal government agency or official, unless necessary to perform department, agency, or commission duties or required by law." The intent of the Resolution provided by community members is to prevent the City from participating in any registry system that might facilitate deportations.

To address the community concerns regarding the need to prevent the reuse of personal information in a deportation or other adverse setting, a new citywide policy has been developed for incorporation into the City's Manual of Personnel Rules, Practices and Procedures, "Standards of Conduct Regarding Confidentiality" (Attachment "E"). This Policy would apply to all City employees. Notice has been given to all of the City's bargaining groups of the intent to finalize the Policy, and no questions were raised by any bargaining group. This Policy sets forth the City's commitment to the confidentiality of information gathered for municipal purposes and would explicitly limit collection or dissemination of information regarding a person's status. This policy, as developed by City staff, differs from that proposed by community advocates most significantly in that it does not declare the City of Pasadena to be a "Sanctuary City."

SANCTUARY DESIGNATION:

Currently, there is no legal definition or uniform approach as to what constitutes a "Sanctuary City." Neither those communities which embrace the definition, nor the elements of the federal government which might penalize a city for that designation have set forth a list of elements necessary to constitute a Sanctuary City. Historically, a "sanctuary" was a sacred place or place of worship. The notion of a sanctuary being a place in which the persecuted could seek refuge from civil authorities is found in the Biblical Book of Deuteronomy, in the laws of ancient Greece and Rome, and in medieval Church canon law. In the 1980's, the Sanctuary Movement was a religious and political movement to provide safe haven for Central American refugees fleeing civil wars. It responded to federal immigration policies that made obtaining asylum difficult for Central Americans. More recently, the term, Sanctuary City, has come to be a self-designation in conjunction with policies that limit or prevent collaboration with the federal government on immigration enforcement.

The purpose of the City's administrative policies is to set forth rules for the conduct of City business by City employees, consequently the self-designation as a "Sanctuary City" would not, in and of itself, affect administrative policy. Moreover, use of the term suggests a level of protection against Federal enforcement offered by the City that, in reality, does not exist. To the extent the City Council may wish to make a more definitive, public policy statement, staff would recommend that it be incorporated into the Legislative Policy Platform.

It should be noted that these public policy issues are being addressed at the state-level as well. Specifically Senate Bill 54 (SB54), is currently making its way through the legislature (Attachment "F"). This Bill, if passed and then approved by the Governor, would declare California to be a "Sanctuary State" and prohibit California law enforcement agencies from:

(1) Using agency or department moneys, facilities, property, equipment, or personnel to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, including, but not limited to, any of the following:

(A) Inquiring into or collecting information about an individual's immigration status, except as required to comply with Section 922(d)(5) of Title 18 of the United States Code.

(B) Detaining an individual on the basis of a hold request.

(C) Responding to requests for notification or transfer requests.

(D) Providing or responding to requests for non-publicly available personal information about an individual, including, but not limited to, information about the

person's release date, home address, or work address for immigration enforcement purposes.

(E) Making arrests based on civil immigration warrants.

(F) Giving federal immigration authorities access to interview individuals in agency or department custody for immigration enforcement purposes.

(G) Assisting federal immigration authorities in the activities described in Section 1357(a)(3) of Title 8 of the United States Code.

(H) Performing the functions of an immigration officer, whether pursuant to Section 1357(g) of Title 8 of the United States Code or any other law, regulation, or policy, whether formal or informal.

(2) Making agency or department databases, including databases maintained for the agency or department by private vendors, or the information therein other than information regarding an individual's citizenship or immigration status, available to anyone or any entity for the purpose of immigration enforcement. Any agreements in existence on the date that this chapter becomes operative that conflict with the terms of this paragraph are terminated on that date. A person or entity provided access to agency or department databases shall certify in writing that the database will not be used for the purposes prohibited by this section.

(3) Placing peace officers under the supervision of federal agencies or employing peace officers deputized as special federal officers or special federal deputies, except to the extent those peace officers remain subject to California law governing conduct of peace officers and the policies of the employing agency.

(4) Using federal immigration authorities as interpreters for law enforcement matters relating to individuals in agency or department custody.

The passage of SB54 would likely set up a court battle between the state of California and the Trump Administration, which, on January 25th, issued an Executive Order which seeks to withhold federal funds from jurisdictions that fail to comply with Federal law concerning immigration enforcement. To date, the City of San Francisco and the County of Santa Clara, along with the cities of Lawrence and Chelsea, MA, have filed suit against the Trump administration seeking to block any cut off of federal funds.

Annually, the City of Pasadena receives a significant amount of federal funding. The amount of federal funding that could actually be subject to elimination in the event of adverse action by the Trump Administration is currently undetermined. Nevertheless, in Fiscal Year 2016 the grand total amount of federal funding received by the City of Pasadena was just under \$35 million, broken down as follows:

Program Type	Amount of Federal Funds
Housing Programs (mostly Section 8)	\$17.8 million
Transportation related capital programs	\$6.8 million
Public Health Programs	\$3.5 million
Foothill Workforce Development Board	\$3 million
Nutrition Programs	\$1.7 million
Non-capital Transportation programs	\$1 million
Public Safety (Police & Fire)	\$768,000
Public Art	\$91,000
TOTAL	\$34.65 Million

It is worth noting that the President's proposed budget, if enacted, would significantly reduce this level of funding.

FISCAL IMPACT:

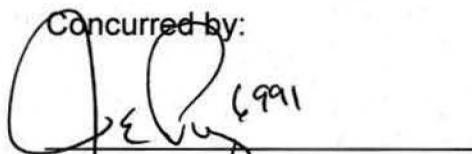
Various studies indicate that immigrants contribute hundreds of billions of dollars to the American economy. A 2014 conducted by USC estimated that undocumented immigrants contribute \$130 billion annually to California's economy and constitute 10% of the workforce. As outlined above, the City routinely received tens of millions of dollars annually from the Federal government to operate programs serving the communities most needy and benefiting the overall well-being of the City.

Respectfully submitted,



STEVE MERMELL
City Manager

Concurred by:



PHILLIP SANCHEZ
Chief of Police



JENNIFER CURTIS
Director of Human Resources

ATTACHMENTS

- A. City Council Resolution No. 9319 (A Resolution of the City Council of the City of Pasadena Supporting a Humane and Comprehensive Immigration Reform Proposal.
- B. (Proposed by the Advocates) Pasadena Police Department Immigration Status and Bias-Free Policing Policy.
- C. Pasadena Police Department Policy 428 – Immigration Policy (proposed)
- D. (Proposed by the Advocates) A Resolution of the City Council of the City of Pasadena, California to Welcome, Protect and Defend All Residents By Making Pasadena a Sanctuary City.
- E. City of Pasadena Manual of Personnel & Administrative Rules, Section 2, City-Wide Policies and Standards of Conduct, AA. Standard of Conduct Regarding Confidentiality.
- F. Senate Bill 54 (Sanctuary State)

ATTACHMENT A

RESOLUTION NO. 9319

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PASADENA SUPPORTING A HUMANE AND COMPREHENSIVE
IMMIGRATION REFORM PROPOSAL**

WHEREAS, the United States of America is a nation of values, founded on the principles that all men and women are created equal, and the promise of freedom for all; AND

WHEREAS, the current immigration system is broken, antiquated and not meeting the challenges of the 21st century. It separates families, creates long backlogs for families who are seeking reunification. Further, it neglects the hard work and the financial contributions immigrants make to our country; AND

WHEREAS, since 2008 more than 1.6 million immigrants have been deported, and one in every ten American children faces the threat of deportation of a parent; AND

WHEREAS, it is estimated that about 11 million undocumented immigrants are in the United States, and California has the largest population of immigrants, both legal and undocumented; AND

WHEREAS, the President of the United States implemented the Deferred Action for Childhood Arrivals (DACA) and the Migration Policy Institute estimates that 460,000 Californians qualify for DACA and the United States Citizenship and Immigration Services has reported that 152,855 Californians have applied for citizenship as of June 30, 2013. This is a step in the right direction, but it is not enough; AND

WHEREAS, one in 10 workers in California is an undocumented immigrant, and immigrants are a vibrant, productive, and vital part of the state's growing economy, holding jobs in areas such as food preparation, machine operations, construction, domestic and household services and general sales; AND

WHEREAS, the White House reports that a comprehensive immigration reform policy with a pathway to citizenship would, over 10 years, boost U.S. GDP by \$1.4 trillion, increase total income for all Americans by \$791 billion, generate \$184 billion in additional state and federal tax revenue from currently undocumented immigrants, and add about 2 million jobs to the U.S. economy; AND

WHEREAS, Los Angeles County is home to nearly 1 million undocumented immigrants and 20 percent of children in Los Angeles County have at least one undocumented parent; AND

WHEREAS, the San Gabriel Valley and the City of Pasadena are home to an ever growing, diverse population of immigrant families who work and contribute to the City and the region; AND

WHEREAS, according to the 2010 Census, the City of Pasadena was made up of 31% of foreign born persons; AND

WHEREAS, the City of Pasadena has adopted as part of the 2013 Federal Legislative Platform that we strongly believe that immigrants strengthen the community economically and culturally, and welcomes their contributions to society. With regard to federal legislation aimed at reforming federal immigration laws, the City urges Congress and the President to reaffirm that addressing unlawful immigration in a compassionate manner is the primary responsibility of the federal government, and that sufficient resources must be committed on the federal level for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that by adoption of this resolution, the City of Pasadena hereby supports a humane and comprehensive immigration reform proposal with the following principles: providing for an attainable and affordable pathway to full citizenship for the nearly 11 million undocumented immigrants in the United States; supporting family unity as a cornerstone of our immigration system; providing due process and labor protections; allowing access to key essential services such as health care; and removing mandates on local governments to enforce federal immigration laws, particularly when resources necessary to enforce local laws are already stretched.

Adopted by the following vote at the meeting of the City Council on the 28th day of October, 2013:

AYES: Councilmembers Gordo, Kennedy, Madison, McAustin, Tornek, Vice Mayor Robinson, Mayor Bogaard

NOES: None

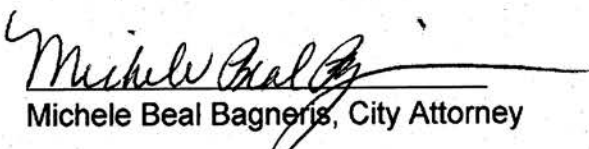
ABSTAIN: Councilmember Masuda

ABSENT: None



Mark Jomsky, City Clerk

Approved as to Form:



Michele Beal Bagnieris, City Attorney



Agenda Report

October 28, 2013

TO: Honorable Mayor and City Council
THROUGH: Legislative Policy Committee (September 25, 2013)
FROM: City Manager
SUBJECT: A RESOLUTION OF THE CITY COUNCIL SUPPORTING A HUMANE AND COMPREHENSIVE IMMIGRATION REFORM PROPOSAL

RECOMMENDATION:

It is recommended that the City Council adopt a resolution of the City Council of the City of Pasadena supporting a humane and comprehensive immigration reform proposal

RECOMMENDATION BY THE LEGISLATIVE POLICY COMMITTEE:

On September 25, 2013 the Legislative Policy Committee had a discussion on a resolution supporting a humane and comprehensive immigration reform proposal. The Committee supported forwarding this resolution to the City Council for their consideration with the intent that the resolution include language from the 2013 Federal Legislative Platform.

BACKGROUND:

The U.S. Senate approved comprehensive immigration reform legislation (S 744) in June that would provide a path to citizenship for undocumented immigrants, a streamlined legal immigration process, tougher interior enforcement, and increased border security. While the measure was approved in bipartisan fashion (69-31), it took approval of a floor amendment to the bill that added \$30 billion in border security initiatives to secure significant Republican support. The Senate bill does not include provisions that would mandate that local law enforcement agencies federal immigration law.

Shortly after Senate approval of its immigration bill, House Republican leadership announced its intention of considering immigration reform in a piecemeal approach

Resolution on Immigration Reform
October 28, 2013
Page 2 of 3

rather than in one comprehensive measure. A handful of bills dealing with matters such as creating a guest worker program, legalizing children brought into the U.S. at a young age and who are now in school ("DREAMers"), increasing enforcement, and bolstering employment verification systems have been approved on the committee level. However, none of them has been scheduled for floor action.

While there are House Republicans interested in immigration reform, there appears to be a significant faction in the GOP ranks who strongly oppose any path to citizenship for undocumented immigrants and who are also likely to balk at the Senate proposal to spend an additional \$30 billion on border security. House Republican leaders have promised to not bring any immigration bill to the House floor that does not have the support of the majority of the Republican caucus, and since they will probably be consumed by budget matters from now until the end of this year, chances that the House will take up immigration legislation during that time is slim.

Attached to this agenda are two examples of support for immigration reform from organization that advocate the needs of cities: The National League of Cities and the League of California Cities. Attachment A from the National League of Cities is a Legislative Issue Brief titled "Fix The Nation's Broken Immigration System" in which they call for the federal government to adopt a strong and consistent national immigration policy that balances national security needs with renewed effort to grow the nation's workforce, stimulate economy recovery, and remain competitive in the 21st century global market. Attachment B is a letter from the League of California Cities to Senator Feinstein asking for prompt action on this legislation in concert with the principles that include: do not to mandate local enforcement of federal immigration laws and assistance to local governments affected by new immigrants.

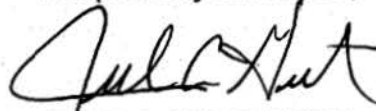
At the September 2013 regular meeting of the Legislative Policy Committee, Vice Mayor Robinson introduced Rita Medina, a representative from the Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA). Ms. Medina made a presentation on immigration reform and working towards a fair and humane path to citizenship that is included as Attachment C. As noted in the presentation, the Los Angeles County is home to nearly one million undocumented immigrants. An estimated 11% of the Los Angeles County workforce is undocumented and 20% of the children in Los Angeles county have at least on undocumented parent. According to our 2010 census date, Pasadena is made up of 31% of foreign born persons.

Resolution on Immigration Reform
October 28, 2013
Page 3 of 3

FISCAL IMPACT:

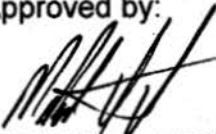
Support of this resolution will not have any fiscal impact to the City.

Respectfully submitted,



JULIE A. GUTIERREZ
Assistant City Manager

Approved by:



MICHAEL J. BECK
City Manager

NATIONAL LEAGUE of CITIES



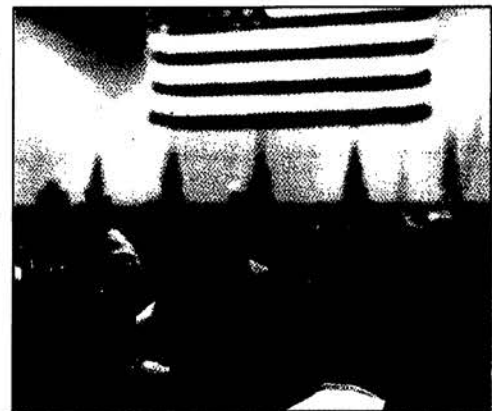
Legislative Issue Brief

Fix the Nation's Broken Immigration System

NLC calls on the federal government to adopt a strong and consistent national immigration policy that balances national security needs with renewed efforts to grow the nation's workforce, stimulate economy recovery, and remain competitive in the 21st century global marketplace.

America's immigration system is failing our cities and our economic future. Local governments are caught in the middle of the national debate with no control over the regulation of immigration but with the responsibility for integrating immigrants into our communities and providing the services necessary for stable neighborhoods. Municipal leaders join with civic and business leaders to highlight the economic necessity of comprehensive immigration reform.

It is time for Congress to acknowledge the economic vitality that immigration brings to this nation and adopt a reform policy that supports secure borders and a path to citizenship for the millions of immigrants currently contributing to our local and national economies. Comprehensive reform will provide cities and towns with the support needed to integrate immigrants into their communities and allow them to make both cultural and economic contributions to the nation.



Immigration Reform Facts and Figures

- Passing the DREAM Act would add \$329 billion to the U.S. economy, create 1.4 million new jobs by 2030 and result in an additional \$5.6 billion in state and federal household income tax revenue (*Partnership for a New American Economy, Center for American Progress*)
- Immigrant business owners contribute more than \$775 billion dollars in revenue to our annual Gross Domestic Product and employ 1 out of every 10 American workers at privately-owned companies across the country. (*Partnership for a New American Economy*)
- Despite accounting for just 12.9 percent of the U.S. population, immigrants started 28 percent of all new U.S. businesses in 2011. (*Partnership for a New American Economy*)
- In the 25 largest metropolitan areas combined, foreign-born workers are responsible for 20 percent of economic output and make up 20 percent of the population. (*Keystone Research Center*)

Request for Congress and the Administration

- Immigration has been a source of innovation and economic growth throughout the nation's history.
- The debate in states across the nation and in the courts demonstrates the urgent need for comprehensive immigration reform at the federal level.
- Congress' failure to act is harming communities. It is imperative that Washington act now to pass comprehensive immigration reform.



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

July 22, 2013

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, DC 20510

RE: Reform of Federal Immigration Laws

Dear Senator Feinstein:

As Congress moves forward with reform of our immigration laws, I am writing on behalf of the League of California Cities (League) to urge your support for prompt action on this legislation in concert with the principles laid out below. Like the National League of Cities and many others across our nation, the board of directors of the League believes it should be an urgent priority of Congress to enact comprehensive immigration reform. Every day city officials and staff are affected by the current dysfunction in our immigration system, and the need for action is critical. The League of California Cities supports the following federal Immigration Reform Principles with the highest priority attached to No. 2, with a particular focus on the urgency of eliminating illegal entry at the borders.

1. **Prompt Action Needed.** Congress should move quickly to enact comprehensive reform of the current immigration laws with support of the Administration to implement the immigration laws effectively.
2. **Consistent Federal Enforcement Required.** The federal government should enforce its current immigration laws consistently and vigorously to eliminate illegal entry at the borders, visa overstays, working without proper documentation, and employing undocumented workers.
3. **Increased Enforcement of Visa Laws Required.** The federal government must increase enforcement of visa overstays through the full implementation and staffing of the US-VISIT and SEVIS programs.
4. **Do Not Mandate Local Enforcement of Federal Immigration Laws.** Local personnel, such as police officers, fire inspectors, educators, health personnel and social service personnel, should not be conscripted into federal service because the federal government has not adequately funded and staffed its immigration enforcement agencies; and the federal government must not transfer the responsibility of enforcing U.S. immigration laws to local personnel by making undocumented status in the U.S. a criminal offense.
5. **Increase Worksite Enforcement; Modernize Verification System.** The federal government must strengthen its worksite enforcement capacity and dramatically increase enforcement efforts at places of employment, as well as providing employers with a universal, reliable, effective, secure, non-discriminatory, and non-counterfeitable employee verification system, using the most up-to-date technology that will minimize fraud.

6. **Provide Efficient Process for Securing Visas and Legal Permanent Residency.** The federal government must increase its capacity and infrastructure to enforce the laws and provide efficient means for foreign nationals to obtain legal authorization for temporary visas or legal permanent residency.
7. **Improve Process for Temporary Workers, and to Become Legal Resident or Citizen.** The federal government must provide an appropriate, legal means of immigration, as is determined to be necessary and effective for the United States, for foreign nationals that want to work here temporarily, become legal permanent residents, or gain citizenship.
8. **Provide Path to Legal Status and Citizenship With Strict Conditions.** The federal government should establish a process whereby undocumented immigrants currently living in the United States may earn legalized status through payment of appropriate fees and back taxes, background checks, absence of criminal or gang activity, consistent work history, and meeting English and civics requirements; and that the immigrants who have earned such legal status should also be able to apply for citizenship through additional processes, as appropriate and practical, as long as they do not move ahead of applicants with proper documentation waiting to adjust their status or those waiting on lists in their home countries.
9. **Assist Local Governments Affected by New Immigrants.** The federal government should provide local governments with financial and technical assistance to alleviate the local impact of new immigrants, including the costs of providing social services, health care, education, language services, and civic integration.

Thank you for your attention to the concerns of California cities on this important matter. Please let me know if you have any questions or need any additional information. You can also contact the League's Washington advocate, Eve O'Toole, at (202) 419-2505. We look forward to continuing to work with you on California's important local priority issues.

Sincerely,



Chris McKenzie
Executive Director

c. National League of Cities

Immigration Reform

Working towards a fair and humane path to Citizenship



Coalition for Humane Immigrant Rights of Los Angeles

CHIRLA

The Nation's Aspiring Americans

- Nationally, there are an estimated **11 million** undocumented immigrants in the United States who are working within and contributing to our economy
- In California there are an estimated **2.6 million** undocumented immigrants
- Immigrants are **34%** of the California's workforce
 - **9%** of the workforce in unauthorized
- Immigrants in California contribute **33%** to the State's Domestic GDP

NEW AMERICANS IN CALIFORNIA



27.2% of Californians are foreign born.

50.8% of Californians are Latino or Asian.

45.6% of immigrants in the state are eligible to vote.

28.9% of registered voters are New Americans.



California has 94,279 foreign students who contribute **\$2.8 billion** to the state economy.

32.1% of foreign-born adults have a bachelor's degree or higher.



Immigrants are **34.6%** of the state's workforce. **9.7%** of the workforce is unauthorized.

Asian-owned businesses in California have sales and receipts of **\$181.3 billion**.

Latino-owned businesses in California have sales and receipts of **\$80.3 billion**.

The purchasing power of California's Latino population and Asian population, respectively, is **\$265.2 billion** and **\$171.7 billion**.



90.4% of California's children with immigrant parents are U.S. citizens.

81% of children with immigrant parents are English proficient.

DID YOU KNOW? California would lose **\$301.6 billion** in economic activity if unauthorized immigrants were removed.

www.immigrationpolicy.org

Immigration Locally

- Los Angeles County is home to nearly **1 million** undocumented immigrants
- **11%** of the Los Angeles County workforce is undocumented
- **20%** of children in Los Angeles County have **at least one** undocumented parent
- According to the 2010 Census, the city of Pasadena was made up of **31% of foreign born persons**

Current State of Enforcement

- The U.S. spent nearly **18 billion dollars** on immigration enforcement last year
 - **More than all other federal law enforcement agencies combined**
- Since 2008 almost **2 million** people have been deported
- In one year, California deported nearly **90,000** people under the Secure Communities program

Our Communities Deserve a Chance

- Calling on Congress to pass a bi-partisan immigration reform bill that provides a **fair and humane path to citizenship**
- Creating immigration reform legislation without crafting a pathway to citizenship for undocumented immigrants creates a permanent second class status for these Aspiring Americans
- Undocumented immigrants are already contributing to the country but can contribute so much more with a legal status

The Economic Benefits of Immigration Reform *with a pathway to citizenship*

- According to the Congressional Budget Office (CBO), In the first 10 years of enacting immigration reform, immigrants will **reduce the national deficit by 150 billion dollars**
- Enacting reform would **increase federal revenues by \$459 billion over the 2014–2023 period**

The Real Estate Market:

- **Citizenship matters to homeownership.**
- Only **17%** of **undocumented Californians** own a home compared to **36%** of **non-naturalized, documented immigrants** and **64%** of **citizens**



Immigrants are Entrepreneurs

- There are **900,000** immigrants among small business owners in the United States, **18% of the total number of small business owners**
- The business ownership rate is higher for immigrants than the native-born, with **10.5% of the immigrant work force owning a business** compared with 9.3% of the native-born work force
- **Roughly one out of ten immigrant workers owns a business**

Citizenship Means...

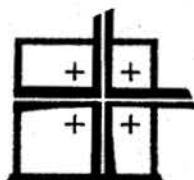
- Access to “good jobs” and higher wages
- The ability to use earned professional degrees
- Access to financial services to help jumpstart small businesses
- Access to educational benefits for DREAMers and beyond
- Better worker protection and fewer cases of wage theft and worker intimidation
- **Living without fear of deportation**

Pasadena: A Diverse Community ready to support reform

- Pasadena is a leading city in the State with a **Population of 137,122**
- Pasadena is an ethnically diverse community:
 - **33% Latino**
 - **13.4% African-American**
 - **12.7% Asian**
- The proportion of those speaking a language other than English at home is 44.9%
 - 16.6% of those do not speak English well
- 60% of Pasadena Unified School District student body is Latino



Source: http://www.ci.pasadena.ca.us/Pasadena_Facts_and_Statistics



ALL SAINTS CHURCH

13 OCT 25 03:28PM

October 25, 2013

Dear Members of the Pasadena City Council:

CITY CLERK

On behalf of the Vestry and members of All Saints Church, I would like express our whole-hearted support for the *Resolution of the City Council Supporting a Humane and Comprehensive Immigration Reform*, as recommended to you for consideration by the City's Legislative Policy Committee, and which is coming before you for a vote on Monday, October 28, 2013. At All Saints Church we have been actively engaged with other faith partners and advocacy organizations in calling on Congress to enact comprehensive, just, and humane immigration reform for many years. In 2008, the All Saints Church Vestry, our church's decision-making body, passed such a resolution for comprehensive immigration reform, and this document has since guided our efforts on this critical humanitarian and social issue. Our resolution is included here for your reference.

The impact of our broken immigration system is disproportionately felt regionally and locally—nearly 1 million undocumented immigrants reside in Los Angeles County. One in five children in Los Angeles County have at least one undocumented parent. As the proposed city resolution before you well indicates, Pasadena is a city with a significant immigrant population, with over a third of its residents being foreign-born. Immigrant families live, work, worship and play alongside the rest of us in this great city. Our city and faith communities are enriched by the presence of these families economically, socially, and culturally. However many of them still live as second-class citizens, as they lack full access to all aspects of our democratic, social, and economic institutions.

While the passing of comprehensive immigration reform is a federal decision, it would be a powerful statement of support and solidarity for the city of Pasadena to acknowledge the plight of the many immigrant families within its city boundaries, and would contribute to current national efforts to make reform a reality in this legislative term.

With Great Appreciation,


J. Edwin Bacon, Jr.
Rector, All Saints Church

10/28/2013
Item 17

132 NORTH EUCLID AVENUE, PASADENA, CALIFORNIA 91101-1796
tel 626.796.1172 - fax 626.796.4749 - www.allsaints-pas.org

We are, all of us, in some sense immigrants and sojourners, strangers in a strange land seeking a homeland. Some of us or members of our families have personally experienced hardships and, at times, unspeakable indignities, in coming to America. Others of us fortunate to have been born here have trekked into the desert wilderness to see for ourselves the migrant path of tears and triumph. We felt the sand beneath our feet. We saw the abandoned water bottles and children's backpacks amid the cactus thorns. We listened to their stories. We touched the cold steel of border walls. We prayed in the presence of border guards. Now, we are once again called by Christ to love our neighbors as ourselves. As a people of faith committed to dismantling oppressive systems and building structures and communities that reflect God's compassion and justice, we must do no less than make straight a highway in the desert for our sisters and brothers.

RESOLUTION ON COMPREHENSIVE IMMIGRATION REFORM

Adopted by the Vestry of All Saints Church, Pasadena, on October 7, 2008

Whereas, the Holy Scriptures make known to us that we are created "in the image of God" (Genesis 1:26-27) and that one of our great commandments from Jesus is to "Love your neighbor as yourself (Mark 12:28-31);"

Whereas, the Vision Statement of All Saints Church calls on us to "embody the inclusive love of God in Christ through Spirituality, Community and Peace & Justice;"

Whereas, All Saints Church is committed to dismantling oppressive systems and to building structures and communities that reflect God's compassion and justice;

Whereas, All Saints Church participated in the Sanctuary Movement during the 1980s in solidarity with Central American immigrant refugees fleeing their war-torn countries of origin;

Whereas, the current immigration system is broken and the crisis continues to worsen with increased enforcement-only actions such as workplace raids and border militarization;

Now, Therefore be it resolved that the Vestry of All Saints Church urges the President and Congress to adopt comprehensive immigration reforms that promote a more humane immigration system consistent with our faith and values and that include the following:

1. A clear and workable path to citizenship for immigrants already in the U.S.
2. Reforms in the family-based immigration system which promote family reunification and reduce the waiting times for separated families
3. Legal protections and due process rights for all persons and labor protections for all workers regardless of immigration status
4. Reforms to eliminate existing barriers to naturalization and reduce the backlog in the naturalization process; and

Now, Therefore be it resolved that the Vestry of All Saints Church calls on the Parish to:

1. Participate in educational events and forums, such as those developed by the All Saints Immigration Task Force, partner ministries, and community allies, to learn about the plight of immigrants, to listen to people's experiences of enforcement and its impact on their lives and families, to learn about the root causes of migration, and to discuss long-term solutions to the immigration crisis both in the U.S. and abroad; and
2. Join the parish Immigration Task Force and community-wide organizations in supporting vigils, fasts, marches and advocacy campaigns for comprehensive immigration reform, and provide pastoral support and assistance to immigrants with special needs, such as those who cannot support their families, are ineligible for government-funded services, seek protection from detention and deportation, or whose parents or spouse have been detained or deported due to their unlawful immigration status.

Background

As a church and as a nation we are confronted by a humanitarian crisis, where human anguish, oppression, inhospitality, and the deaths of thousands betray our highest ideals as people of faith and citizens of the United States.

At the heart of this crisis are immigration laws, which understandably seek to enhance border security in a time of transnational criminal enterprises and terrorism, but fail to offer a timely, workable and legal framework so that millions of hard working and honest immigrants residing in the U.S. may remain in the U.S. legally without fear of deportation, and others may enter legally to live, work, and contribute to the U.S. economy. Meanwhile, global economics and unfair trade policies continue to push people out of their homelands and pull them into another.

Absent comprehensive immigration reform, narrowly drawn immigration laws which seek to respond to fears but not to human hopes are self-defeating. History teaches and our faith proclaims that the human spirit will not forever be bound by walls, whether those of cold steel and razor wire, or those which hobble the human heart. Desperation born of abject poverty and injustice abroad dares to hope. Love seeks to reunite families separated by the need of a provider to earn their daily bread, or splintered by imprisonment and deportation for those who are caught.

It is a costly hope.

It is a costly love.

Since 1994, when the U.S. stepped up security more than 4,000 migrant men, women and children have died crossing the U.S-Mexico border. The Government Accountability Office—the watchdog agency of the United States Congress—has reported that by 2005, annual deaths had doubled to 472. By comparison, the number of people killed trying to cross the communist-era Berlin Wall between 1961 and 1989 was an estimated 263, of which 125 were confirmed by researchers. When people do get across, their journey is far from over as they encounter a world full of alienation and uncertainty. Lacking legal recourse or labor protections, many undocumented workers go to work each day fearing a workplace raid, and come home with the threat of ICE agents knocking on their door. This fear is magnified for LGBT immigrants, who face discrimination and lack of protection on multiple fronts.

As people of faith, we must choose a different path. We will choose to love at all costs. We will say no more to the deaths at the border, and no more to the fear of living in the shadows.

JUDY CHU, Ph.D.
27TH DISTRICT, CALIFORNIA

**COMMITTEE ON
THE JUDICIARY**

SUBCOMMITTEE ON
CRIME, TERRORISM, HOMELAND SECURITY
AND INVESTIGATIONS

SUBCOMMITTEE ON
COURTS, INTELLECTUAL PROPERTY
AND THE INTERNET

**COMMITTEE ON
SMALL BUSINESS**

RANKING MEMBER, SUBCOMMITTEE ON
ECONOMIC GROWTH, TAX AND CAPITAL ACCESS

SUBCOMMITTEE ON
CONTRACTING AND WORKFORCE



Congress of the United States
House of Representatives
Washington, DC 20515

WASHINGTON OFFICE:

1520 Longworth House Office Building
Washington, DC 20515
(202) 225-5464
(202) 225-5467 (Fax)

PASADENA DISTRICT OFFICE:

527 South Lake Avenue, Suite 106
Pasadena, CA 91101
(626) 304-0110

October 25, 2013

City of Pasadena
100 N. Garfield Ave.,
Pasadena, CA 91109

RE: Support for the City of Pasadena's Resolution on Immigration Reform

Dear Mayor and Councilmembers:

I write in support of the Resolution that is before the Pasadena City Council today, which recognizes the need and importance of comprehensive immigration reform. I strongly believe that all Americans who love this country deserve a common sense immigration process, one that includes a clear roadmap for people who aspire to be citizens.

As a member of the Judiciary Committee, which has jurisdiction over immigration reform, passing a comprehensive immigration bill that keeps families together and includes a clear roadmap to citizenship is one of my top priorities. This is why I joined four of my Democratic colleagues to introduce H.R. 15, the Border Security, Economic Opportunity, and Immigration Modernization Act. This bill combines the bipartisan bill that passed the Senate earlier this year with a border protection bill that passed unanimously in the House Homeland Security Committee. Over 180 Democratic members have signaled their support for comprehensive immigration reform by cosponsoring our bill.

This bill is by no means perfect. Like any compromise, we lost good provisions to the give and take of negotiations. But we cannot allow the perfect to be the enemy of the good. The non-partisan Congressional Budget Office (CBO) estimates that the Senate bill would reduce our deficits by \$850 billion, and improve Social Security's short- and long-term solvency. The economic benefits are coupled with the human impact of finally creating an immigration system that does not keep families apart or push bright minds away.

We waited three long decades to reform our immigration laws. The time to act is now. I urge the passage of the Resolution and commend the Pasadena City Council for its leadership in recognizing the importance of restoring one of our nation's founding principles – to leave our country better off not just for the next generation, but also for our newcomers.

Sincerely,

JUDY CHU, Ph.D.
Member of Congress, 27th District, California

October 28, 2013

**City of Pasadena, Mayor Bill Bogaard and City Council
Pasadena City Hall Council Chambers - Room 247
100 N. Garfield Ave.
Pasadena, CA 91109**

**Re: Comprehensive Immigration Reform Resolution
Position: SUPPORT**

Dear Mayor Bogaard and Pasadena City Council Members,

We the undersigned community organizations, representing a broad sector of the city of Pasadena are urging the City of Pasadena to voice its support of humane immigration reform. Each of us has been involved in the national efforts to urge Congress to overhaul our broken immigration system. It is in this spirit and because of the work we have done and the community members we serve that we urge the council to support a city resolution authored by Vice Mayor Jacque Robinson, urging Congress to enact Comprehensive Immigration Reform. The city will join other localities including our state on calling on the federal government to enact immigration reform this year.

Our current immigration system is broken, antiquated and does not meet the challenges of the 21st century. It separates families, creates long backlogs for families who are seeking reunification. Further, it neglects the hard work and financial contributions immigrants make to our country. Since 2008 close to 2 million immigrants have been deported, and one in every ten American children faces the threat of deportation of a parent. This system is tearing our families and communities apart.

While it is estimated that about 11 million undocumented immigrants are in the United States, California has the largest population of immigrants, both legal and undocumented. Los Angeles County alone is home to nearly 1 million undocumented immigrants and 20 percent of children in Los Angeles County have at least one undocumented parent.

The economic benefits of supporting a comprehensive solution with a pathway to citizenship are great. Citizens go on to become successful small business owners, providing jobs and revenue in their communities. Citizens also on average have higher rates of income than non-citizens and access to "good jobs." All of these things help our communities grow.

We urge you to support this resolution. The Resolution is simply a call to action to congress to act this year. It is a call for Congress to find a solution to this every growing issue, a call for congress to find a solution that will keep our communities and families safe from the devastation caused by deportation and a call for a solution that will allow undocumented immigrants in this country to come out of the shadows and begin down a proud pathway to citizenship.

Sincerely,

All Saints Episcopal Parish

All Saints Peace and Justice Committee

Pasadena en Espanol, Isabel Ramirez

Pasadena Latino Coalition

Pasadena Youth Center, Stella Murga

Pasadena Jewish Temple and Center

Greater Pasadena Jews for Justice

Rabbi Joshua Levine Grater

Pastor Ricardo Moreno

Pasadena Presbyterian Church

Pasadena Altadena Coalition of Transformative Leaders

Pasadena Latino Forum

RESOLUTION No.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA SUPPORTING A HUMANE AND COMPREHENSIVE IMMIGRATION REFORM PROPOSAL

WHEREAS, The United States of America is a nation of values, founded on the principles that all men and women are created equal, and promise of freedom for all; AND

WHEREAS, the current immigration system is broken, antiquated and not meeting the challenges of the 21st century. It separates families, creates long backlogs for families who are seeking reunification. Further, it neglects the hard work and financial contributions immigrants make to our country; and

WHEREAS, since 2008 more than 1.6 million immigrants have been deported, and one in every ten American children faces the threat of deportation of a parent; AND

WHEREAS, It is estimated that about 11 million undocumented immigrants are in the United States, and California has the largest population of immigrants, both legal and undocumented; AND

WHEREAS, The President of the United States implemented the Deferred Action for Childhood Arrivals (DACA) and The Migration Policy Institute estimates that 460,000 Californians qualify for DACA and the United States Citizenship and Immigration Services has reported that 152,855 Californians have applied as of June 30th 2013. This is a step in the right direction but, it is not enough; AND

WHEREAS, One in 10 workers in California is an undocumented immigrant, and immigrants are a vibrant, productive, and vital part of the state's growing economy, holding jobs in areas such as food preparation, machine operations, construction, domestic and household services and general sales; AND

WHEREAS, the White House reports that a comprehensive immigration reform with a pathway to citizenship would, over 10 years, boost U.S. GDP by \$1.4 trillion, increase total income for all Americans by \$791 billion, generate \$184 billion in additional state and federal tax revenue from currently undocumented immigrants, and add about 2 million jobs to the U.S. economy.

WHEREAS, Los Angeles County is home to nearly 1 million undocumented immigrants and 20 percent of children in Los Angeles County have at least one undocumented parent; AND

WHEREAS, the San Gabriel Valley and the city of Pasadena are home to an ever growing, diverse population of immigrant families who work and contribute to the city and the region; AND

WHEREAS, according to the 2010 Census, the city of Pasadena was made up of 31% of foreign born persons; AND

WHEREAS, the City of Pasadena has adopted as part of the 2013 Federal Legislative Platform that we strongly believes that immigrants strengthen the community economically and culturally, and welcomes their contributions to society. With regard to federal legislation aimed at reforming federal immigration laws, the City would urge Congress and the President to reaffirm that addressing unlawful immigration in a compassionate manner is the primary responsibility of the federal government, and that sufficient resources must be committed on the federal level for this purpose; AND

NOW, THEREFORE, BE IT RESOLVED, that by the adoption of this Resolution, the City of Pasadena hereby supports a humane and comprehensive immigration reform proposal with the following principles: provides an attainable and affordable pathway to full citizenship for the nearly 11 million undocumented immigrants in the United States; family unity as a cornerstone of our immigration system; provides due process and labor protections; allows access to key essential services such as health care; and local governments should not be mandated to enforce federal immigration laws, particularly when resources necessary to enforce local laws are already stretched.

Adopted by the following vote at the meeting of the City Council on September 30, 2012

AYES:


NOES:

ABSTAIN:

ABSENT:

Mark Jomsky, City Clerk

Approved as to Form:


Michele Beal Bagneris, City Attorney

ATTACHMENT B

(Proposed) Pasadena Police Department Immigration Status and Bias-Free Policing Policy

Purposes

The City of Pasadena ("the City") is home to people from all walks of life, of different races, religions, sexual orientations, and national and ethnic origins. The Department values and celebrates this diversity, which makes our community strong and vibrant.

A relationship of trust between the Pasadena Police Department ("the Department") and the City's residents, regardless of race, religion, sexual orientation, national origin, ethnicity, or immigration status, is essential for accomplishing core Department functions, including protecting the safety and civil and human rights of all residents.

The enforcement of federal immigration law falls exclusively within the authority of the federal government. The Department will not engage in law enforcement activities based solely on someone's immigration status. The Department does not work together with federal immigration authorities, including the Department of Homeland Security's immigration enforcement agency Immigration and Customs Enforcement ("ICE") on deportation efforts. That is not the job of the Pasadena Police Department.

The Department's commitment to equal enforcement of the law and equal service to the public regardless of immigration status increases the Department's effectiveness in protecting and serving the entire Pasadena community. All individuals, regardless of immigration status, should feel secure that contacting law enforcement will not make them vulnerable to harassment, arrest, or deportation.

Voluntary assistance in the enforcement of federal civil immigration law would drain already-limited Department resources; detract from the Department's core mission to create safe communities; and make it difficult to maintain trust between the Department and the City's residents, thereby threatening the safety and well-being of City residents.

Assistance in the enforcement of immigration law could also lead to profiling based on race, ethnicity, and national origin in violation of the United States and California Constitutions and state and federal anti-discrimination laws.

The City of Pasadena recognizes the United States Supreme Court's

pronouncement in *Arizona v. United States v. Arizona*, 132 S. Ct. 2492 (2012), that removal is a civil matter and that state officers generally may not arrest immigrants based solely on possible removability. Moreover, there is a growing public policy in the State of California to disentangle ICE deportation programs from local law enforcement agencies and to increase the transparency and accountability of immigration enforcement in the state.

Policy

1. The Department is committed to equal enforcement of the law and equal service to the public regardless of race, nationality, ethnicity, or immigration status.
2. The Department is committed to bias-free policing.
3. The immigration status of individuals is not a matter for police action.
4. The Department shall investigate criminal activity without regard to an individual's actual or perceived immigration status.
5. The enforcement of civil and criminal federal immigration laws falls exclusively within the authority of the federal government.
6. The Department shall not initiate police action with the objective of discovering an individual's immigration status.
7. The Department shall not attempt to determine the immigration status of crime victims, witnesses, suspects, or arrestees unless necessary to perform Department duties or required by law.
8. The Department shall not conduct or participate in efforts to enforce federal immigration law. The Department shall not undertake joint efforts or investigations with federal, state or local law enforcement agencies, to investigate, detain or arrest individuals for violations of federal immigration law. The Department shall terminate as soon as possible any contracts or memoranda of understanding with federal immigration authorities, including ICE, and shall not enter into any new such contracts or memoranda of understanding. To the maximum extent permitted by law, the Department shall not have contact with federal immigration authorities. The Department shall work with other federal, state, and local law enforcement agencies to attempt to obtain agreements, memoranda of understandings, or other arrangements that minimize residents exposure to federal immigration enforcement.

9. The Department shall not investigate, detain, arrest, or book an individual for violations of federal criminal immigration law, including Title 8, Sections 1304, 1325 or 1326 of the United States Immigration Code.
10. The Department shall not permit any collateral arrests for immigration enforcement purposes in connection with Department operations.

Procedure

1. Protection of Sensitive Information.

- A. No Department officer, employee or agent shall request citizenship or immigration status information about any individual unless necessary to perform Department duties or required by law.
- B. Where citizenship or immigration status information is collected, Department officers, employees or agents may use and disseminate the information only to the extent necessary to accomplish the Department duties for which the information was requested or maintained, or where required by law.
- C. This section shall not prevent the Department from responding to a request for assistance from residents to obtain a benefit under federal immigration law, such as 8 U.S.C. § 1101(a)(15)(U), 8 U.S.C. § 1101(a)(15)(T)

2. Immigration Enforcement.

- A. In connection with the Department's commitment to bias-free policing, no Department monies, facilities, property, equipment or personnel shall be used for immigration enforcement, including but not limited to:
 - I. Identifying, investigating, arresting, detaining or assisting in the identification, investigation, arrest or detention of any person on the basis of a suspected violation of immigration law;
 - ii. Responding to any civil immigration warrant or request, for immigration purposes, to detain or notify federal authorities about the release of any individual;

- iii. Making individuals in Department custody available to federal immigration authorities for interviews for immigration purposes; and
 - iv. Providing federal authorities with non-publicly available information about any individual for immigration purposes, including by providing access to Department databases, except where required by state or federal law.
- B. Nothing in this section shall prevent the City from responding to a lawfully-issued judicial criminal warrant, or court order issued by a federal or state judge.

3. Training and Oversight.

- A. The Department shall develop training protocols to implement this policy.
- B. The Department shall document in writing all contacts with federal immigration authorities. This includes all phone calls, all emails, all requests to use money, facilities, property, equipment, personnel, or databases, or to receive non-publicly available information about any individual. The documenting shall include the time and date of contact, the identities of the Department officer and immigration officials, and the specific purpose and outcome of the contact. This written record shall be considered a public record pursuant to the California Public Records Act ("CPRA") that is exempt from any exception to the CPRA to the maximum extent permitted by law.
- C. The City's Internal Auditor shall conduct regular and periodic audits of all contacts with federal immigration authorities and report his/her findings in writing to the City Manager and the City Council's Public Safety Committee.
- D. The Department shall create a new bias category of "immigration bias." The Department shall investigate and resolve complaints of immigration bias consistent with its biased policing protocols. The Department shall include its findings of "immigration bias" complaints in its reports to the City Council's Public Safety Committee.

Construction

This policy is to be construed in accordance with 8 U.S.C. § 1373(a) which provides "Notwithstanding any other provision of Federal, State, or local law, a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, [ICE] information regarding the citizenship or immigration status, lawful or unlawful, of any individual."

ATTACHMENT C

Policy

428

Immigration Policy

428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Pasadena Police Department when contacting persons who are or may be residing in the United States while undocumented and to reaffirm equal enforcement of the law and equal service to the public regardless of immigration status.

428.2 POLICY

It is the expectation that Pasadena Police Department members will enforce the law equally and will not engage in law enforcement activities based solely on someone's immigration status. Members of the Pasadena Police Department shall not contact, stop, detain, investigate or arrest persons exclusively on their immigration status, with the narrow exception of investigations involving national security concerns such as terrorism or transnational criminal activity (e.g. human, drug or weapon trafficking). The Pasadena Police Department will continue to enforce all applicable local and state laws; however, people living in, working, or visiting our community will not be subject to scrutiny by the Pasadena Police Department solely based on their immigration status. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status or national origin.

428.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status or national origin, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or California Constitutions. All individuals, regardless of immigration status, should feel secure that contacting the Pasadena Police Department will not make them vulnerable to harassment, arrest or deportation.

428.4 CIVIL VS. CRIMINAL FEDERAL OFFENSES

An individual non-US citizen who enters into the United States without the proper visa or immigration documents has committed a federal misdemeanor (8 USC § 1325(a)). Generally, an individual who initially made a legal entry into the United States but remained beyond the time approved in their documents has committed a federal civil offense. The investigation and prosecution of violations of civil and criminal federal immigration law falls within the authority of the federal government.

Despite the fact that an individual's immigration status may reveal itself during an investigation, it is not the Pasadena Police Department's duty to determine the immigration status of crime victims, witnesses, suspects or arrestees. Unless required by law, or the narrow exception of investigations involving national security concerns such as terrorism or transnational criminal activity (e.g.

human, drug or weapon trafficking), the Department shall not investigate, detain, arrest or book any individual solely for federal criminal or civil immigration law even when undocumented status has been revealed.

428.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Except as may be required by law, it is not the practice of the Pasadena Police Department to notify Immigration and Customs Enforcement ("ICE") when booking arrestees.

No individual who is otherwise ready to be released should continue to be detained solely for the purpose of making notification to immigration authorities except to the extent required by law.

428.6 ICE REQUESTS FOR ASSISTANCE

Requests by ICE, or other federal agency, for assistance from the Department should be directed to a supervisor. The Department may provide to ICE or other federal agency the same, available, ancillary support services, such as traffic control or peacekeeping efforts, to protect the general public as the Department would provide based upon an incident dispatch made on complaint or request of any member of the public or inter-agency assist. To the maximum extent permitted by law, the Department shall not directly assist ICE in investigating, detaining or arresting individuals solely for violations of federal immigration law. The Department shall cooperate with ICE to the extent required by law and in efforts to investigate and to apprehend individuals in the United States that present national security concerns involving terrorism or transnational criminal activity such as human, drug or weapon trafficking.

428.7 INFORMATION SHARING

Federal law explicitly precludes the Pasadena Police Department from prohibiting, or in any way restricting, any individual (including any member of the Department) from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- a) Sending information to, or requesting or receiving such information from ICE;
- b) Maintaining such information in department records;
- c) Exchanging such information with any other federal, state or local government entity.

428.7.1 IMMIGRATION HOLDS

Individuals should not be held in custody in the Pasadena City jail solely for a civil immigration hold under 8 USC § 287.7 unless pursuant to court order.

428.7.2 NOTICE TO INDIVIDUALS

Individuals shall be given a copy of documentation received from Immigration and Customs Enforcement (ICE) regarding a hold, notification or transfer request along with information as to whether the Pasadena Police Department intends to comply with the request (Government Code § 7283.1).

If the Pasadena Police Department is required to provide ICE with notification that an undocumented person is being, or will be, released on a certain date, the same notification shall be

provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

428.7.3 ICE INTERVIEWS

Before any interview between ICE personnel and an individual in custody for federal civil immigration violations, the Pasadena Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

428.8 U VISA AND T VISA PROTECTION FOR CERTAIN VICTIMS AND WITNESSES WHO ARE UNDOCUMENTED

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). In order for a U visa to be issued, a law enforcement certification should be completed by the Lieutenant assigned to Crimes Against Persons with review by the Criminal Investigations Division Commander, and approval by the Chief of Police.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(U)). In order for a T visa to be issued, a law enforcement declaration should be completed by the Lieutenant assigned to Crimes Against Persons with review by the Criminal Investigations Division Commander, and approval by the Chief of Police.

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Lieutenant assigned to Crimes Against Persons. This Lieutenant shall:

- a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
 2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (Human Trafficking).
- d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.
- e) Inform the victim liaison of any requests and their status.

3/1/2017

428.8.1 TIME FRAMES FOR U VISA AND T VISA APPLICATION COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and submit the T visa application to the Lieutenant assigned to Crimes Against Persons within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed for a U visa or T visa application to the Lieutenant assigned to Crimes Against Persons pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim's family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

428.8.2 REPORTING TO LEGISLATURE

The Custodian of Records or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

428.9 TRAINING

The Training Sergeant and the Jail Administrator shall ensure that all appropriate members receive immigration training.

ATTACHMENT D

Pasadena City Resolution

RESOLUTION NO. XXXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PASADENA, CALIFORNIA TO WELCOME, PROTECT AND DEFEND ALL
RESIDENTS BY MAKING PASADENA A SANCTUARY CITY

WHEREAS, Pasadena is home to people from all walks of life, of different races, religions, sexual orientations, and national and ethnic origins. The City values and celebrates this diversity, which makes our community and our economy strong and vibrant;

WHEREAS, a relationship of trust between the City and all residents, regardless of race, religion, sexual orientation, national origin, ethnicity, or immigration status, is essential for accomplishing core City functions, including protecting the safety and civil and human rights of all residents;

WHEREAS, this trust is threatened when the City is entangled with federal immigration enforcement programs, with the result that immigrant community members fear approaching police when they are victims of, and witnesses to, crimes; seeking basic services; and attending school, to the detriment of the public safety and well-being of all City residents.

WHEREAS, the enforcement of federal civil immigration law falls exclusively within the authority of the federal government. No City department, agency, or commission, including the Pasadena Police Department, has any inherent authority or duty to investigate violations of federal civil immigration law or to assist in enforcement of such laws;

WHEREAS, the creation of a national registry based on religion or national origin would violate the City's core values of religious freedom and tolerance and would sow fear and concern among the City's residents of Muslim faith or Muslim-majority countries;

WHEREAS, voluntary assistance in the enforcement of federal civil immigration law or implementation of a national registry based on race, religion, sexual orientation, national origin, or ethnicity by City departments, agencies, and commissions would drain already-limited City resources, blur lines of accountability between our local and federal government, imperil effective policing, deter access to basic services, and threaten the safety and well-being of City residents.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASADENA AS
FOLLOWS:

Section 1: The City Council of the City of Pasadena, California, hereby finds, determines and declares as follows:

Pasadena City Resolution

Protection of Residents' Personal Information. In order to ensure that eligible individuals are not deterred from seeking services or engaging with City departments, agencies, or commissions, all City departments, agencies, or commissions shall review their confidentiality policies and identify any changes necessary to ensure that information collected from individuals is limited to that necessary to perform their duties and is not used or disclosed for any other purpose. It shall be the policy of all City departments, agencies, and commissions not to provide non-publicly available information about any individual to any entity or official, including but not limited to any state or federal government agency or official, unless necessary to perform department, agency, or commission duties or required by law.

Section 2: The City Council of the City of Pasadena, California, hereby finds, determines and declares as follows:

Restriction on Use of City Law Enforcement Resources. The City shall adopt a policy affirming its commitment to bias-free policing and disallowing the use of any Pasadena Police Department monies, facilities, property, equipment or personnel for the following:

- A. Immigration enforcement, including but not limited to:
 - (1) Identifying, investigating, arresting, detaining or assisting in the identification, investigation, arrest or detention of any person on the basis of a suspected violation of immigration law;
 - (2) Responding to any civil immigration warrant or request to detain, transfer or notify federal authorities about the release of any individual for immigration purposes;
 - (3) Making individuals in City custody available to federal immigration authorities for interviews for immigration purposes; and
 - (4) Providing non-publicly available personal information about any individual, including, but not limited to, information about the person's release date, home address, or work address, for immigration purposes, including by providing access to City databases, except where required by law.
- B. Enforcement of any federal program requiring the registration of individuals on the basis of religious affiliation, or national or ethnic origin.
- C. Notwithstanding the above, and consistent with Sections 1373 and 1644 of Title 8 of the United States Code, nothing in this Section requires, prohibits or restricts any government entity or official from sending to, or receiving from, federal immigration authorities, information regarding the citizenship or immigration status, lawful or unlawful, of any individual, or from maintaining or exchanging information regarding the immigration status, lawful or unlawful, of any individual, with any other federal, state, or local government entity. This Section does not alter any existing confidentiality policies of the City.

Section 3: The City Council of the City of Pasadena, California, hereby finds, determines and declares as follows:

Pasadena City Resolution

Training and Oversight. To ensure meaningful implementation, the City will:

- A. Develop a plan for dissemination of the policies described in Sections 1-2 above and appropriate training to ensure all relevant officers, employees and agents of the City understand their responsibilities.
- B. Appoint a commission composed of directly impacted individuals from the community and their advocates, which will:
 - (1) advise the City on implementation of Sections 1-2 above;
 - (2) monitor the City's activities on the matters described in Sections 1-2 above; and
 - (3) provide input on an accountability mechanism for resolving complaints of any violation of the policies described in Sections 1-2.

Section 4: The City Council of the City of Pasadena, California, hereby finds, determines and declares as follows:

Defense of Sanctuary Designation. The City will resist any improper effort by the federal government to withhold or withdraw federal funding as a result of the City's policies to protect and defend its residents, including immigrants and members of religious minorities.

ATTACHMENT E

CITY OF PASADENA MANUAL OF PERSONNEL & ADMINISTRATIVE RULES**SECTION 2 | CITY-WIDE POLICIES AND STANDARDS OF CONDUCT****AA. STANDARD OF CONDUCT REGARDING CONFIDENTIALITY**

Effective Date: March 6, 2017	Supersedes: n/a
City Manager Approval:	

1. During the course of employment, employees encounter people from all walks of life, of different races, religions, sexual orientations, and national and ethnic origins and immigration status. The City values and celebrates this diversity. As a result, the City expects that all employees will treat its residents, customers, and all other people with whom employees conduct business and interact with dignity, respect, and professionalism.

The City believes that affording our residents, customers, and all other people with whom employees conduct business and interact with this level of courtesy and respect is essential to delivering efficient public services, ensures opportunities for our youth, and ensures a high quality of life for our residents.

This also promotes trust and cooperation between the City and its residents, customers, and employees who are encouraged to seek City services, programs, or employment with the confidence that the City prioritizes the provision of the excellent services and programs to all of its residents without fear of it resulting in adverse action because of race, religion, sexual orientation, national and ethnic origin or immigration status.

2. To meet this above stated requirement:
 - a. Employees must acknowledge that the City's priority is to provide excellent services and programs to its residents and customers.
 - b. No city employee shall collect personal information from individuals beyond information necessary to perform their public duties and shall not disclose personal information for any other purpose unless required by federal or state statute, regulation or court decision. For the purposes of this section, personal information means religion, sexual orientation, national and ethnic origin and immigration status.
 - c. No City employee will use City funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the City unless such assistance is required by federal or state statute, regulation, or court decision. This includes:
 - i. Assisting or cooperating, in one's official capacity, with United States Immigration and Customs Enforcement ("ICE") investigation, detention, or arrest procedures, public or clandestine, relating to alleged violations of the civil provisions of the federal immigration law;

CITY OF PASADENA MANUAL OF PERSONNEL & ADMINISTRATIVE RULES

SECTION 2 | CITY-WIDE POLICIES AND STANDARDS OF CONDUCT

- ii. Assisting or cooperating, in one's official capacity, with any investigation, surveillance or gathering of information conducted by foreign governments, except for cooperation related to an alleged violation of City and county, state or federal criminal laws.
- iii. Requesting information about, or disseminating information regarding, the citizenship status of any individual, or conditioning the provision of services or benefits by the City upon immigration status, except as required by Federal or State statute or regulation, City ordinance or public assistance criteria, or court decision.
- iv. Including on any application, questionnaire or interview form used in relation to benefits, services, or opportunities provided by the City, any question regarding citizenship status other than those required by federal or state statute, regulation or court decision.
- d. Employees are prohibited from inquiring into, maintaining, or disclosing sensitive information about residents except to the extent necessary to provide the City service in question or with the consent of the individual or as required by law. Sensitive information includes information of a personal nature or about private attributes, such as status as a victim of domestic violence or sexual assault, status as a crime witness, sexual orientation, immigration status, disability status, or status as a recipient of public assistance.

ATTACHMENT F

AMENDED IN SENATE MARCH 6, 2017
AMENDED IN SENATE MARCH 1, 2017
AMENDED IN SENATE JANUARY 24, 2017

SENATE BILL

No. 54

Introduced by Senator De León
(Principal coauthors: Senators Atkins, Pan, and Wiener)
(Principal coauthors: Assembly Members Bonta, Chiu, Cooper, Gomez,
Levine, and Reyes)

December 5, 2016

An act to add Chapter 17.25 (commencing with Section 7284) to Division 7 of Title 1 of the Government Code, to repeal Section 11369 of the Health and Safety Code, and to add Sections 3058.10 and 3058.11 to the Penal Code, relating to law enforcement, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 54, as amended, De León. Law enforcement: sharing data.

Existing law provides that when there is reason to believe that a person arrested for a violation of specified controlled substance provisions may not be a citizen of the United States, the arresting agency shall notify the appropriate agency of the United States having charge of deportation matters.

This bill would repeal those provisions.

Existing law provides that whenever an individual who is a victim of or witness to a hate crime, or who otherwise can give evidence in a hate crime investigation, is not charged with or convicted of committing any crime under state law, a peace officer may not detain the individual

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exclusively for any actual or suspected immigration violation or report or turn the individual over to federal immigration authorities.

This bill would, among other things, prohibit state and local law enforcement ~~agencies and agencies, including~~ school police and security ~~departments~~ departments, from using resources to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, as specified. The bill would require, within 3 months after the effective date of the bill, the Attorney General, in consultation with the appropriate stakeholders, to publish model policies limiting assistance with immigration enforcement to the fullest extent possible for use by those entities for those purposes. The bill would require all public schools, health facilities operated by the state or a political subdivision of the state, ~~courthouses, and shelters and courthouses~~ to implement the model policy, or an equivalent policy. The bill would state that all other organizations and entities that provide services related to physical or mental health and wellness, education, or access to justice, including the University of California, are encouraged to adopt the model policy. The bill would require a law enforcement agency that chooses to participate in a joint law enforcement task force, as defined, to submit a report every 6 months to the Department of ~~Justice~~ Justice, as specified. The bill would require the Attorney General, within 14 months after the effective date of the bill, and twice a year thereafter, to report on the types and frequency of joint law enforcement task forces, and other information, as specified, and to post those reports on the Attorney General's Internet Web site. The bill would require the Board of Parole Hearings or the Department of Corrections and Rehabilitation, as applicable, to notify the Federal Bureau of Investigation of the scheduled release on parole or postrelease community supervision, or rerelease following a period of confinement pursuant to a parole revocation without a new commitment, of all persons confined to state prison serving a term for the conviction of a violent felony, and would authorize the sheriff to notify the Federal Bureau of Investigation of the scheduled release of a person confined to county jail for a misdemeanor offense who has a prior conviction for a violent felony, as specified.

~~The~~

This bill would state findings and declarations of the Legislature relating to these provisions.

By imposing additional duties on public schools, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

The people of the State of California do enact as follows:

1 SECTION 1. Chapter 17.25 (commencing with Section 7284)
2 is added to Division 7 of Title 1 of the Government Code, to read:

3
4 CHAPTER 17.25. COOPERATION WITH FEDERAL IMMIGRATION
5 AUTHORITIES

6
7 7284. This chapter shall be known, and may be cited, as the
8 California Values Act.

9 7284.2. The Legislature finds and declares the following:

10 (a) Immigrants are valuable and essential members of the
11 California community. Almost one in three Californians is foreign
12 born and one in two children in California has at least one
13 immigrant parent.

14 (b) A relationship of trust between California's immigrant
15 community and state and local agencies is central to the public
16 safety of the people of California.

17 (c) This trust is threatened when state and local agencies are
18 entangled with federal immigration enforcement, with the result
19 that immigrant community members fear approaching police when
20 they are victims of, and witnesses to, crimes, seeking basic health
21 services, or attending school, to the detriment of public safety and
22 the well-being of all Californians.

23 (d) Entangling state and local agencies with federal immigration
24 enforcement programs diverts already limited resources and blurs
25 the lines of accountability between local, state, and federal
26 governments.

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1 (e) State and local participation in federal immigration
2 enforcement programs also raises constitutional concerns, including
3 the prospect that California residents could be detained in violation
4 of the Fourth Amendment to the United States Constitution,
5 targeted on the basis of race or ethnicity in violation of the Equal
6 Protection Clause, or denied access to education based on
7 immigration status.

8 (f) This act seeks to ensure effective policing, to protect the
9 safety, well-being, and constitutional rights of the people of
10 California, and to direct the state's limited resources to matters of
11 greatest concern to state and local governments.

12 7284.4. For purposes of this chapter, the following terms have
13 the following meanings:

14 (a) "California law enforcement agency" means a state or local
15 law enforcement agency, including school police or security
16 departments.

17 (b) "Civil immigration warrant" means any warrant for a
18 violation of federal civil immigration law, and includes civil
19 immigration warrants entered in the National Crime Information
20 Center database.

21 (c) "Federal immigration authority" means any officer,
22 employee, or person otherwise paid by or acting as an agent of
23 United States Immigration and Customs Enforcement or United
24 States Customs and Border Protection, or any division thereof, or
25 any other officer, employee, or person otherwise paid by or acting
26 as an agent of the United States Department of Homeland Security
27 who is charged with immigration enforcement.

28 (d) "Health facility" includes health facilities as defined in
29 Section 1250 of the Health and Safety Code, clinics as defined in
30 Sections 1200 and 1200.1 of the Health and Safety Code, and
31 substance abuse treatment facilities.

32 (e) "Hold request," "notification request," "transfer request,"
33 and "local law enforcement agency" have the same meaning as
34 provided in Section 7283. Hold, notification, and transfer requests
35 include requests issued by United States Immigration and Customs
36 Enforcement or United States Customs and Border Protection as
37 well as any other federal immigration authorities.

38 (f) "Immigration enforcement" includes any and all efforts to
39 investigate, enforce, or assist in the investigation or enforcement
40 of any federal civil immigration law, and also includes any and all

1 efforts to investigate, enforce, or assist in the investigation or
2 enforcement of any federal criminal immigration law that penalizes
3 a person's presence in, entry, or reentry to, or employment in, the
4 United States, including, but not limited to, violations of Section
5 1253, 1324c, 1325, or 1326 of Title 8 of the United States Code.

6 (g) "Joint law enforcement task force" means a California law
7 enforcement agency collaborating, engaging, or partnering with a
8 federal law enforcement agency in investigating, interrogating,
9 detaining, detecting, or arresting persons for violations of federal
10 or state crimes.

11 (h) "Judicial warrant" means a warrant based on probable cause
12 and issued by a federal judge or a federal magistrate judge that
13 authorizes federal immigration authorities to take into custody the
14 person who is the subject of the warrant.

15 (i) "Public schools" means all public elementary and secondary
16 schools under the jurisdiction of local governing boards or a charter
17 school board, the California State University, and the California
18 Community Colleges.

19 (j) "School police and security departments" includes police
20 and security departments of the California State University, the
21 California Community Colleges, charter schools, county offices
22 of education, schools, and school districts.

23 7284.6. (a) California law enforcement agencies shall not do
24 any of the following:

25 (1) Use agency or department moneys, facilities, property,
26 equipment, or personnel to investigate, interrogate, detain, detect,
27 or arrest persons for immigration enforcement purposes, including,
28 but not limited to, any of the following:

29 (A) Inquiring into or collecting information about an individual's
30 immigration status, except as required to comply with Section
31 922(d)(5) of Title 18 of the United States Code.

32 (B) Detaining an individual on the basis of a hold request.

33 (C) Responding to requests for notification or transfer requests.

34 (D) Providing or responding to requests for nonpublicly
35 available personal information about an individual, including, but
36 not limited to, information about the person's release date, home
37 address, or work address for immigration enforcement purposes.

38 (E) Making arrests based on civil immigration warrants.

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1 (F) Giving federal immigration authorities access to interview
2 individuals in agency or department custody for immigration
3 enforcement purposes.

4 (G) Assisting federal immigration authorities in the activities
5 described in Section 1357(a)(3) of Title 8 of the United States
6 Code.

7 (H) Performing the functions of an immigration officer, whether
8 pursuant to Section 1357(g) of Title 8 of the United States Code
9 or any other law, regulation, or policy, whether formal or informal.

10 (2) Make agency or department databases, including databases
11 maintained for the agency or department by private vendors, or
12 the information therein other than information regarding an
13 individual's citizenship or immigration status, available to anyone
14 or any entity for the purpose of immigration enforcement. Any
15 agreements in existence on the date that this chapter becomes
16 operative that conflict with the terms of this paragraph are
17 terminated on that date. A person or entity provided access to
18 agency or department databases shall certify in writing that the
19 database will not be used for the purposes prohibited by this
20 section.

21 (3) Place peace officers under the supervision of federal agencies
22 or employ peace officers deputized as special federal officers or
23 special federal deputies except to the extent those peace officers
24 remain subject to California law governing conduct of peace
25 officers and the policies of the employing agency.

26 (4) Use federal immigration authorities as interpreters for law
27 enforcement matters relating to individuals in agency or department
28 custody.

29 (b) Nothing in this section shall prevent any California law
30 enforcement agency from doing any of the following:

31 (1) Responding to a request from federal immigration authorities
32 for information about a specific person's criminal history, including
33 previous criminal arrests, convictions, and similar criminal history
34 information accessed through the California Law Enforcement
35 Telecommunications System (CLETS), where otherwise permitted
36 by state law.

37 (2) Participating in a joint law enforcement task force, so long
38 as the purpose of the joint law enforcement task force is not
39 immigration enforcement, as defined in subdivision (f) of Section
40 7284.4.

1 (c) If a California law enforcement agency chooses to participate
2 in a joint law enforcement task force, it shall submit a report every
3 six months to the Department of Justice, as specified by the
4 Attorney General. ~~Sensitive information, as determined by the~~
5 ~~Attorney General, The reporting agency or the Attorney General~~
6 ~~may determine a report, in whole or in part, is not a public record~~
7 ~~for purposes of the California Public Records Act pursuant to~~
8 ~~subdivision (f) of Section 6254 of the Government Code. to prevent~~
9 ~~the disclosure of sensitive information, including, but not limited~~
10 ~~to, an ongoing operation or a confidential informant.~~

11 (d) The Attorney General, within 14 months after the effective
12 date of the act that added this section, and twice a year thereafter,
13 shall report on the types and frequency of joint law enforcement
14 task forces. The report shall include, for the reporting period,
15 assessments on compliance with paragraph (2) of subdivision (b),
16 a list of all California law enforcement agencies that participate
17 in joint law enforcement task forces, a list of joint law enforcement
18 task forces operating in the state and their purposes, the number
19 of arrests made associated with joint law enforcement task forces
20 for the violation of federal or state crimes, and the number of arrests
21 made associated with joint law enforcement task forces for the
22 purpose of immigration enforcement by all task force participants,
23 including federal law enforcement agencies. The Attorney General
24 shall post the reports required by this subdivision on the Attorney
25 General's Internet Web site.

26 (e) Notwithstanding any other law, in no event shall a California
27 law enforcement agency transfer an individual to federal
28 immigration authorities for purposes of immigration enforcement
29 or detain an individual at the request of federal immigration
30 authorities for purposes of immigration enforcement absent a
31 judicial warrant. This subdivision does not limit the scope of
32 subdivision (a).

33 (f) This section does not prohibit or restrict any government
34 entity or official from sending to, or receiving from, federal
35 immigration authorities, information regarding the citizenship or
36 immigration status, lawful or unlawful, of an individual pursuant
37 to Sections 1373 and 1644 of Title 8 of the United States Code.

38 7284.8. The Attorney General, within three months after the
39 effective date of the act that added this section, in consultation
40 with the appropriate stakeholders, shall publish model policies

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1 limiting assistance with immigration enforcement to the fullest
2 extent possible consistent with federal and state law at public
3 schools, health facilities operated by the state or a political
4 subdivision of the state, courthouses, Division of Labor Standards
5 Enforcement facilities, and shelters, and ensuring that they remain
6 safe and accessible to all California residents, regardless of
7 immigration status. All public schools, health facilities operated
8 by the state or a political subdivision of the state, and courthouses
9 shall implement the model policy, or an equivalent policy. All
10 other organizations and entities that provide services related to
11 physical or mental health and wellness, education, or access to
12 justice, including the University of California, are encouraged to
13 adopt the model policy.

14 7284.10. The provisions of this act are severable. If any
15 provision of this act or its application is held invalid, that invalidity
16 shall not affect other provisions or applications that can be given
17 effect without the invalid provision or application.

18 SEC. 2. Section 11369 of the Health and Safety Code is
19 repealed.

20 SEC. 3. Section 3058.10 is added to the Penal Code, to read:

21 3058.10. (a) The Board of Parole Hearings, with respect to
22 inmates sentenced pursuant to subdivision (b) of Section 1168, or
23 the Department of Corrections and Rehabilitation, with respect to
24 inmates sentenced pursuant to Section 1170, shall notify the Federal
25 Bureau of Investigation of the scheduled release on parole or
26 postrelease community supervision, or rerelease following a period
27 of confinement pursuant to a parole revocation without a new
28 commitment, of all persons confined to state prison serving a term
29 for the conviction of a violent felony listed in subdivision (c) of
30 Section 667.5.

31 (b) The notification shall be made at least 60 days prior to the
32 scheduled release date or as soon as practicable if notification
33 cannot be provided at least 60 days prior to release. The only
34 nonpublicly available personal information that the notification
35 may include is the name of the person who is scheduled to be
36 released and the scheduled date of release.

37 SEC. 4. Section 3058.11 is added to the Penal Code, to read:

38 3058.11. (a) Whenever any person confined to county jail is
39 serving a term for the conviction of a misdemeanor offense and
40 has a prior conviction for a violent felony listed in subdivision (c)

1 of Section 667.5 or has a prior felony conviction in another
2 jurisdiction for an offense that has all the elements of a violent
3 felony described in subdivision (c) of Section 667.5, the sheriff
4 may notify the Federal Bureau of Investigation of the scheduled
5 release of that person, provided that no local law or policy prohibits
6 the sharing of that information with either the Federal Bureau of
7 Investigation or federal immigration authorities.

8 (b) The notification may be made up to 60 days prior to the
9 scheduled release date. The only nonpublicly available personal
10 information that the notification may include is the name of the
11 person who is scheduled to be released and the scheduled date of
12 release.

13 SEC. 5. If the Commission on State Mandates determines that
14 this act contains costs mandated by the state, reimbursement to
15 local agencies and school districts for those costs shall be made
16 pursuant to Part 7 (commencing with Section 17500) of Division
17 4 of Title 2 of the Government Code.

18 SEC. 6. This act is an urgency statute necessary for the
19 immediate preservation of the public peace, health, or safety within
20 the meaning of Article IV of the California Constitution and shall
21 go into immediate effect. The facts constituting the necessity are:

22 Because changes in federal immigration enforcement policies
23 require a statewide standard that clarifies the appropriate level of
24 cooperation between federal immigration enforcement agents and
25 state and local governments as soon as possible, it is necessary for
26 this measure to take effect immediately.

CORRESPONDENCE

Reese, Latasha

Subject: FW: A Sanctuary Solution?
Attachments: 22242C65A65BDC18ED3559A2B8FD384D.pep-letter-to-mayor-lee.pdf; ATT00001.txt

-----Original Message-----

From: Erika Foy [mailto:foyfamily@sbcglobal.net]

Sent: Tuesday, March 21, 2017 7:40 AM

To: Madison, Steve; Gordo, Victor; Wilson, Andy; Kennedy, John; Hampton, Tyron; Sanchez, Phillip; Jomsky, Mark

Subject: A Sanctuary Solution?

Good morning. I am assuming you have seen Diane Feinstein's letter to the Mayor of San Francisco? I know you are all preparing for next Monday and I think this letter is extremely important and her suggestions should not be ignored. My hope is you make the move she suggests to prevent awful crimes against kids, families and communities. Thank you,
Erika Foy

https://www.feinstein.senate.gov/public/_cache/files/2/4/24497368-260a-4a24-a5f1-4b47c9c00e5c/22242C65A65BDC18ED3559A2B8FD384D.pep-letter-to-mayor-lee.pdf

03/27/2017

Item 12

DIANNE FEINSTEIN
CALIFORNIA



SELECT COMMITTEE ON INTELLIGENCE - VICE CHAIRMAN
COMMITTEE ON APPROPRIATIONS
COMMITTEE ON THE JUDICIARY
COMMITTEE ON RULES AND ADMINISTRATION

United States Senate

WASHINGTON, DC 20510-0504

<http://feinstein.senate.gov>

July 7, 2015

The Honorable Ed Lee
Mayor
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Mayor Lee:

I write today to express my deep concern about the release of convicted felon Juan Francisco Lopez-Sanchez, an action that led to last week's tragic death of Kathryn Steinle in San Francisco. I urge you to take immediate action to prevent such a tragedy from happening again by joining DHS's Priority Enforcement Program that facilitates the removal of dangerous criminal aliens.

Mr. Sanchez has been convicted of 10 crimes, four of which were drug felonies including heroin possession and narcotics manufacturing. He was also convicted three times for illegal reentry after deportation from the United States.

Rather than allowing ICE to remove Mr. Sanchez from the country, my understanding is that the San Francisco Sheriff's Department requested that Mr. Sanchez be transferred from federal custody to Sheriff's Department's custody on a 20-year-old arrest warrant. Then, less than three weeks after that transfer, Mr. Sanchez was released from custody without regard to the Immigration and Customs Enforcement detainer request and without notifying ICE that he was being released.

The tragic death of Ms. Steinle could have been avoided if the Sheriff's Department had notified ICE prior to the release of Mr. Sanchez, which would have allowed ICE to remove him from the country.

A solution to this problem would be San Francisco's participation in ICE's "Priority Enforcement Program," known as PEP. Attached is a DHS memorandum "Secure Communities" that outlines the Priority Enforcement Program, created as part of President Obama's November 20, 2014, executive actions on immigration.

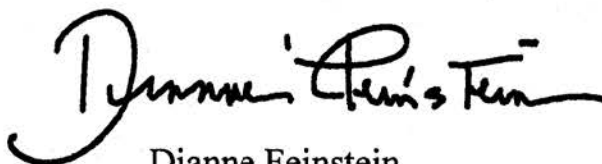
As detailed in the enclosed ICE document, PEP "enables DHS to work with state and local law enforcement to take custody of individuals who pose a danger to public safety before those individuals are released into our communities... PEP focuses on convicted criminals and others who pose a danger to public safety."

By agreeing to participate in the Priority Enforcement Program, San Francisco would provide notice to ICE before releasing aliens with long criminal records, such as Mr. Sanchez, upon request from ICE. The types of crimes that would result in an alien being a top priority for removal under PEP are outlined in the attached DHS memorandum titled "Policies for the Apprehension, Detention and Removal of Undocumented Immigrants."

Recently, the Los Angeles County Board of Supervisors adopted a resolution requesting that the L.A. County Sheriff "continue cooperating with the U.S. Department of Homeland Security in implementing the President's Priority Enforcement Program." I strongly encourage San Francisco to participate in this program.

We need to do all we can to ensure dangerous criminals are not released into our communities. Thank you for your time and attention to this important matter.

Sincerely,



Dianne Feinstein
United States Senator

cc: The Honorable Jeh Johnson
Secretary, Department of Homeland Security

Enclosed:

1. Summary of Convictions for Mr. Sanchez.
2. ICE Brochure on Priority Enforcement Program
3. "Secure Communities" Memorandum, November 20, 2014.
4. "Policies for the Apprehension, Detention and Removal of Undocumented Immigrants," Memorandum, November 20, 2014.

DF/erh

Jomsky, Mark

From: Dale <dlg@dgronemeier.com>
Sent: Sunday, March 26, 2017 5:34 AM
To: Jomsky, Mark
Cc: Tornek, Terry; 'James Macpherson'; 'Skip Elbie Hickambottom'; lmateo@dgronemeier.com; 'Pablo Alvarado'; 'Ed Washatka'; 'Peter Dreier'
Subject: Correspondence re Agenda Items #8 and #12, City Council Meeting March 27, 2017
Attachments: 100%DisentanglementFromICEBestLocalPolicingPolicy.pdf;
RedHerringLosingFederalFunds.pdf

City Clerk Mark Jomsky:

The attached 2 articles by Lizbeth Mateo, Skip Hickambottom, and me are submitted as additional correspondence for Agenda Items #8 and #12 (immigrant protection issues) for the City Council Meeting on March 23, 2017.

Dale Gronemeier

Guest Opinion | The Strongest Local Policing Policy is Total Disentanglement from ICE

Opinion Piece By Lizbeth Mateo, Skip Hickambottom, and Dale Gronemeier

Published : Tuesday, March 21, 2017 | 1:01 PM

Share 3

Three progressive Pasadena organizations advocate an ordinance completely uncoupling the Pasadena Police Department (PPD) from the federal Immigration and Customs Enforcement agency (ICE). The PPD's relationship to ICE will be considered by the City Council on March 27. Some critics of the proposal to completely end all contacts between



ICE and the PPD argue that it would undermine local law enforcement. The three organizations advocating 100% disentanglement from ICE – NDLO (the National Day Laborers Organizing Network), CLUE (Clergy and Laity United for Economic Justice), and POP! (Progressives Organizing for Progress) – argue the opposite and contend that a 100% non-cooperation policy would strengthen rather than weaken local policing.

There is a thoughtful way to determine whether policing in Pasadena would be more effective with or without some PPD contacts with ICE. In this Op-Ed, we first analyze the harm from PPD contacts with ICE. We then discuss the arguable benefits from contacts with ICE. We conclude by comparing the asserted needs for PPD contacts with ICE in comparison to the harms from those contacts.

The harm from PPD contacts with ICE – vulnerable residents non cooperation with local police when they believe the police are in bed with ICE

The extended immigrant community's non-cooperation with local police is the inevitable consequence of contacts with ICE. Knowing that the PPD has relationships with ICE is lethal to the cooperation the PPD needs from the extended immigrant community in order to properly investigate and prosecute crime. The "extended immigrant community" does not just mean the approximate 11 million

undocumented immigrants in the U.S. It also means many millions more residents who are documented non-citizen immigrants whose green cards, visa cards, or other documentation giving them legal status can be revoked. But the extended immigrant community does not end there; it includes many more millions of citizens whose family members, spouses, friends, employers, and neighbors may be reluctant to cooperate with local police for fear that their contacts will expose non-citizen immigrants to deportation. For Pasadena, the extended immigrant community includes the majority of its Northwest Pasadena Latino community, but it extends to some extent throughout the entirety of Pasadena.

The empirical data on non-cooperation with local police because of perceived relationship between them and ICE presents a stark picture. Theodore "Insecure Communities: Latino Perceptions of Police Involvement in Immigration Enforcement" is a 2013 University of Illinois study that extensively surveyed LA County and 3 other counties when they become aware of police involvement in immigration enforcement. Among its conclusions were the following:

70% of undocumented immigrants were less likely to contact the police if they are victims of a crime; 44% of Latinos were less likely to contact police if they were victims of a crime because they fear that police officers will use this interaction as an opportunity to inquire into the immigration status of them or the persons they know; 45% of Latinos were less likely to cooperate with crime investigations or report crime for the same reason.

LAPD Police Chief Charlie Beck was quoted extensively about this phenomenon of non-cooperation in Steve Lopez' January 29 LA Times article "Police Chief Beck won't budge on immigration." Chief Beck indicated that the problem is bigger than refusal to step up as witnesses. "A lot of people think, well, he's talking about witnesses to crime, which I am. But I'm also talking about victims of crimes." Chief Beck explained: "When you create a shadow population that fears any interaction with the law, then you create a whole class of victims, because they become prey for human predators who extort them or abuse them because they know they won't contact the police." (We don't intend to gloss over the disparity between Chief Beck's words and what many of his officers do, but that disparity warrants a whole other article.)

Chief Beck is not alone. The threat to policing from requiring local police to enforce federal immigration law is well-recognized by many progressive police chiefs. The professional organization of police chiefs, the International Association of Chiefs of Police, issued a policy statement on December 1, 2004, opposing any compulsory cooperation with ICE, saying "Many leaders in the law enforcement community have serious concerns about the chilling effect any measure of this nature

would have on legal and illegal aliens reporting criminal activity or assisting police in criminal investigations. This lack of cooperation could diminish the ability of law enforcement agencies to police effectively their communities and protect the public they serve." (The IACP recognized that there are police chiefs who disagree with this view).

In a January 30 LA Times article "Police wary of new duty", LAPD Detective Brent Hopkins illustrated the non-cooperation problem he faces. He was trying to interview witnesses to an incident in which a motorist knocked down a construction worker. He introduced himself to a group of Latino workers. They walked away, with one of them saying "Trump is coming." Hopkins was quoted as saying "It is my job to investigate crimes. And if I can't do that, I can't get justice for people because all of a sudden, I'm losing my witnesses or my victims because they're afraid that talking to me is going to lead to them getting deported."

While it may seem counter-intuitive, there is ample evidence that local policing is harmed by knowledge that local police have contacts with ICE. Any exceptions for the PPD to have contacts with ICE thus carry a heavy burden to demonstrate that the benefit of such contacts outweigh the damage to cooperation with local police that inevitably results from knowledge of those contacts.

The "really bad guy" exception – an exception without a demonstrable need and mission creep

To his credit, Pasadena PD Chief Phillip Sanchez – like LAPD Chief Beck and Detective Hopkins – recognizes that his police have trouble getting cooperation from many Northwest residents for a variety of reasons, and fear that his police are cooperating with ICE is one of them. To his further credit, Chief Sanchez' police have drastically curtailed contacts with ICE since the last PPD-ICE joint operation 1 1/2 years ago. In a December 2016, Pasadena Progressive Discussion Group forum Chief Sanchez assured the forum that it was not Pasadena PD policy to work with ICE. However, he referred to working with ICE on certain cases concerning dangerous bad guys and said "Surely, no one would disagree with that."

We do disagree with Chief Sanchez because there is no demonstrable need for ICE/PPD cooperation in going after "really bad guys." It is important to understand that "bad guy" does not mean what many people might assume. Some of those deemed "bad guys" are people who have served their time and have changed their lives. They are members of our communities, churches, and families. This "bad guy" exception has led, even under the previous administration, to the deportations of hundreds of thousands of people with minor infractions, including traffic violations, or who had no criminal record. People who commit serious crimes should be held accountable, and the US criminal system exists to ensure that they do. But the actions of a few should not be used to scapegoat or instill fear in an entire community.

But even if a “really bad guy” is undocumented, ICE does not need the Pasadena PD to detain and deport him. If the PPD has evidence that a “really bad guy” has committed a crime, the PPD has no need to involve ICE to prosecute him. Even though the PPD has apparently believed it had a continuing contractual relationship with ICE (through a series of MOUs that have not been signed by the required higher City authorities), it has chosen not to have any contacts with ICE for 1 ½ years. When the benefit of the PPD voluntarily working with ICE is so infrequent that there have been no ICE-PPD contacts for 1 ½ years, such infrequency indicates that the need for such contacts is insubstantial. But even with such insubstantial need for contacts, the damage to cooperation with local policing has been substantial from (1) the knowledge that there was a joint ICE-PPD operation 1 ½ years ago, (2) the knowledge that the PPD voluntarily entered into an MOU with ICE a week after Trump was elected that purported to obligate the PPD to dedicate officers to ICE investigations and joint operations “to the maximum extent feasible, and (3) the knowledge that Chief Sanchez was acting ultra vires because he ignored the requirement to get the City Manager’s signature? The balance between insubstantial need and substantial damages clearly weighs against the “really bad guy” exception.

In addition, there is the problem of mission creep. Reports on ICE sweeps after supposedly “really bad guys” repeatedly refer to “collateral” detainees – i.e., undocumented immigrants who are not “really bad guys” who get swept up in such ICE sweeps. Last year, ICE detained Xochitl Hernandez while doing a ride along with LAPD. ICE made unsubstantiated claims, based solely on racially biased speculations and where she lived, that Xochitl had gang affiliations. However, LAPD later confirmed Xochitl had no gang-related conviction or charges, and she was released after several months. Just last month, ICE came knocking on the door of the Ortiz family, claiming to be the “police” looking for a suspect. The man ICE claimed to be looking for did not live in the Ortiz’s house, but that did not stop ICE from taking Carlos Ortiz into custody. Carlos is a loving father and grandfather, a long time resident of Pasadena, and has no criminal convictions. Pasadena’s Mayor, City Council Members, City Manager and Police Chief need to think through whether they want to have to justify the next ICE sweep in town when the stories of the “collateral” damage of ICE hauling away hard-working parents, neighbors, friends, and workers flood into City Council meetings.

The “standby” exception – another exception without a demonstrable need

Another exception we’ve heard is that PPD officers should be on-site for ICE raids so that ICE agents would not have to call the police in the event there is trouble. The most recent permutation of this exception that we heard from a City Council Member was that PPD officers should be close in the event of trouble but far enough away that they wouldn’t be seen – implicitly recognizing the harm from any public PPD-ICE interaction but wanting to have it both ways.

The idea that ICE agents are not big boys who can take care of themselves would be laughable if the stakes were not so high in this matter. The simple answer to the “standby” exception is that ICE can take care of itself; if they have to have an extra ICE agent with a cell phone to call the PPD, let Trump’s ICE bear that cost, not the taxpayers of Pasadena.

The “Customs” exception – ICE is ICE, and another exception without a demonstrable need

A third exception argued against a 100% ban on voluntary contacts with ICE is that ICE’s customs activities should be exempted. ICE’s jurisdiction is, of course, immigration and customs enforcement. This exemption recognizes that the problem with ICE arises from its immigration enforcement and seeks to preserve contacts for its customs enforcement. This exemption fails to recognize the damage from any ICE contacts, and its need is even more insubstantial than any need to cooperate with ICE’s immigration enforcement.

ICE is ICE to the public – whether it is enforcing the immigration laws or the customs laws. The extended immigrant community is not going to differentiate between PPD contacts with ICE for immigration purposes vs. contacts with ICE for customs purposes. So the damage of non-cooperation with local law enforcement from ICE contacts will be substantially the same irrespective of what section of ICE is involved.

The need for contacts with ICE for customs enforcement appears to be even more insubstantial than any arguable need for immigration enforcement. Pasadena is not Long Beach nor San Pedro with a lot of customs issues at its ports. The most recent PPD-ICE cooperation was apparently for immigration enforcement. We doubt there have been any substantial customs enforcement contacts by the PPD with ICE, but, if there are, the burden of demonstrating such a need is on the proponents to such an exemption. We doubt that there have been any such contacts for a long time – reflecting that the infrequency of customs enforcement indicates an insubstantial need.

The loss of federal funds red herring

Some argue that there is a need to continue contacts with ICE because failure to do so will cause Pasadena to lose federal funds. Rebutting that red herring warranted the full op-ed on the subject by us that Pasadena Now just published. It demonstrates that the law generally does not require municipalities to enforce federal immigration law and that Trump’s fantasy that he can cut-off federal funds for state and local governments who choose not to participate in immigration enforcement is clearly fantasy. Somewhere between very little and none of Pasadena’s federal funds could be at risk by passing an ordinance prohibiting ICE contacts to the maximum extent permitted by law.

Balancing the non-cooperation downside from PPD-ICE contact and the absence of any meaningful benefit indicates that an ordinance barring all PPD-ICE contacts would strengthen local policing

NDLON, CLUE, and POP! have submitted to the Pasadena City Council a proposed "Pasadena Police Department Immigration Status and Bias-Free Policing Policy" that seeks to protect Pasadena's most vulnerable residents – its undocumented and documented immigrants. Prohibiting PPD contacts with ICE to the maximum extent permitted by law is a cornerstone of that proposed immigrant-protection policy. It is warranted because the exceptions that have been articulated to a 100% ban on voluntary cooperation with ICE have insubstantial benefits. It is also the strongest policing policy for the Pasadena PD because it is the policy that most strongly counters non-cooperation with local policing by the extended immigrant community.

Lizbeth Mateo is an organizer for POP!; Skip Hickambottom and Dale Gronemeier are local civil rights attorneys. Portions of this article have previously been published in the LA Progressive that can be accessed at <https://www.laprogressive.com/victor-gordo/>;

Thanks to LA Progressive for permission to re-use in this article some verbatim language that has been previously published in that journal.

Guest Opinion | Pasadena Losing Federal Funds? A Red Herring on Pasadena Becoming a Sanctuary City

Opinion piece by LIZBETH MATEO, SKIP HICKAMBOTTOM and DALE L. GRONEMEIER

Published : Thursday, March 16, 2017 | 9:44 AM

Share 12

Becoming a sanctuary city and ending the Pasadena Police Department's relationship to Immigration and Customs Enforcement (ICE) will be considered by the Pasadena City Council on March 27.

At the City Council meeting, three progressive Pasadena organizations – NDLON (the National Day Laborers Organizing Network), CLUE (Clergy and

Laity United for Economic Justice), and POP! (Progressives Organizing for Progress) – will advocate a Pasadena policing policy that would take the City completely out of cooperating with the federal Immigration and Customs Enforcement agency ("ICE") and other measures that would make Pasadena truly a sanctuary City.



Some critics of the proposal to completely end all contacts between ICE and the Pasadena PD contend that it would risk the City's continuing to receive federal funds. With the City already facing a structural budget deficit and its budget including about \$35 million in federal funds, there can be no dispute that it would be a significant blow to Pasadena if the Trump administration could retaliate to Pasadena becoming a true sanctuary city by cutting off all federal funds.

But even more clearly than the wrecking of Trump's Muslim travel bans by the law, the Trump administration attempt to cut off all federal funding would be derailed by current law. The actual risk of a retaliatory cut-off of federal funds is somewhere between non-existent to 1% of the \$35 million Pasadena receives in federal funds. The possibility of a \$35 million cut-off of federal funds is overblown fear-mongering.

The law – Immigration enforcement is a federal responsibility

Sanctuary policies are consistent with federal law. In 1996, Congress enacted 8 U.S. § 1373(a), which prohibits local and state governments and agencies from enacting laws or policies that limit communication with the Department of Homeland Security (DHS) about information regarding the “immigration citizenship status” of individuals. However, § 1373(a) does not impose an affirmative obligation on local or state governments to collect information regarding the immigration status of certain individuals, nor does it require these agencies to take any steps upon obtaining such information. In fact, doing so would violate the U. S. Constitution.

Requiring local or state governments to enforce federal immigration law would violate the Tenth Amendment of the United States Constitution. The Tenth Amendment prohibits federal government from coercing state and local governments to use their resources to enforce federal laws or regulations. Deportation is governed by federal immigration law and handled by the federal government. A number of cases have established that the federal government cannot compel cities to enforce federal laws. In *Printz v. United States*, in an opinion written by Justice Scalia, the U.S. Supreme Court held that local law enforcement officials did not have to carry out handgun background-checks on behalf of the federal government. Any attempts by the Trump administration to force local governments to carry out deportations on behalf of ICE would amount to “commandeering”, which is a violation of the Tenth Amendment and, ironically, it would violate the principles of federalism that conservatives have used to advocate for more states’ rights.

Moreover, policies that prevent police officers from inquiring about the immigration status of suspects or arrestees have been upheld by the Courts. In 2009, in *Sturgeon v. Bretton*, a California Court of Appeal dismissed a challenge to LAPD’s Special Order 40 when it found no conflict between federal immigration laws and LAPD’s policy directing its officers to not initiate police action with the sole objective of discovering a person’s immigration status.

In sum, sanctuary policies are an exercise of basic state and local powers, and absent a Court order, PPD is under no obligation to inquire about the immigration status of those they suspect to be undocumented, to hold them for ICE, or to share this information with ICE.

The law – Federal fund cut-offs require a close connection between their purpose and the City’s conduct

Can the Federal Government withhold funding from Sanctuary Cities?

Yes, but only to a limited extent. Last month, the Trump administration issued an executive order directing the identification of federal money it might try to withhold to punish sanctuary cities.

However, the President’s power to withhold federal funds from the states is severely limited without

the help of Congress. It is Congress, not the President, who has the ultimate power under the U.S. Constitution's Spending Clause to allocate money to states or private entities and require them, as a condition to receiving those funds, to engage in certain activity or to refrain from certain activity. However, even that power has limitations.

Ironically, the conservative majority of the Supreme Court that struck down part of Obamacare established one of the strong precedents that would severely limit or prohibit the ability of the Trump administration to retaliate against sanctuary cities. In the 2012 NFIB v. Sebelius decision striking down part of Obamacare, the Supreme Court said that Congress couldn't withhold all of a state's Medicaid funding if the state didn't vote to expand its Medicaid program because doing so would amount to a "gun to the head" of states. The Supreme Court thus made it clear that Congress cannot exert a power akin to undue influence. It limited the federal government's ability to coerce states to adopt certain policies by threatening a loss of funding.

For the Trump administration to avoid being hauled into court once again and have its actions declared unconstitutional, it can only withhold funds if the money is directly tied to the behavior to which it objects. Because sanctuary cities by definition have no programs enforcing federal immigration law, it is problematic whether any federal funds could be cut off. At best, the Trump administration might be able to withhold funding from sanctuary cities for policing grants because of a cities' failure to follow policing practices related to specific immigration enforcement but not unrelated grants the City already receives for things like Section 8 Housing subsidies, transportation, public health, workforce development, nutrition, public arts, and fire department grants. Moreover, Trump's executive order has an exemption protecting grants deemed necessary for law enforcement purposes, so even cutting off any law enforcement grants is problematic.

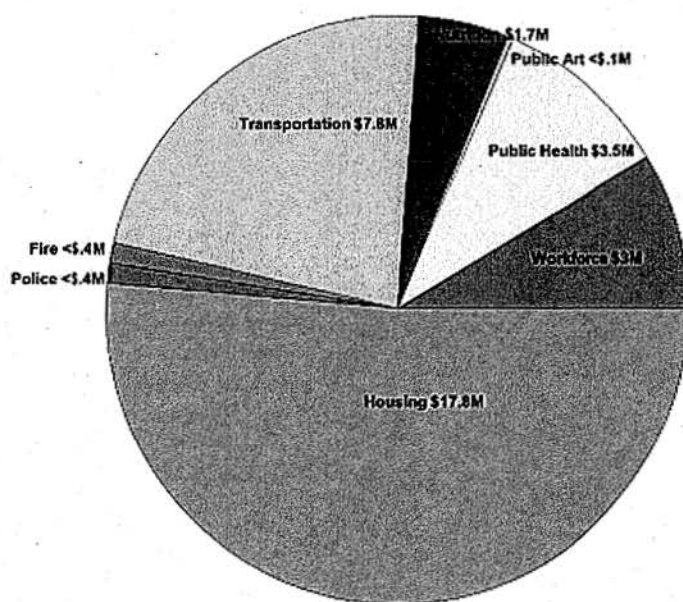
Thus, the Trump administration cannot punish sanctuary cities by cutting off unrelated funds like housing and transportation, and probably can't even cut off funding to sanctuary city police departments.

Pasadena's federal funds – 0%-1% could arguably be related to immigration enforcement

Pasadena could arguably lose between nothing and 1% of the money granted by the Federal government. In 2016, Pasadena received about \$35 million in federal grants, with the bulk going to housing and transportation. Only \$379,000 went to the police department. As the graph, the rest of those federal grants were for things such as Section 8 Housing subsidies (\$17.8 million), Transportation (\$7.8 million), public health (\$3.5 million), workforce development (\$3 million), nutrition (\$1.7 million), public arts (\$91,000), and the fire department (\$379,000). The Trump

administration cannot strip Pasadena of federal funds allocated to things like public health and workforce development, which are completely unrelated to policing and immigration enforcement. Thus, if the Trump administration had been able to withhold any federal funding as punishment for declaring Pasadena a sanctuary city based on 2016 figures, at most it could have withheld the 1% allocated to the police department. But the bulk of the federal money going to the Pasadena PD in 2016 was the one-time grant of \$250,000 for body-camera purchase and

implementation. That money has already been spent, and the City is awaiting the \$250,000 reimbursement. Since the body-camera money was a one-time grant, the next budget for the PD presumably will represent only about 3/10ths of 1% of the City's federal funds. And even those less substantial police funds are unlikely to be cut-off in retaliation for Pasadena becoming a sanctuary city.



Pasadena as a Sanctuary City

Many progressive cities have declared themselves "sanctuary cities." California is one of four states considering declaring itself a "sanctuary state", even though it already places some limits on the use of state resources to enforce federal immigration law. The term "sanctuary city" has no precise legal meaning, but it is generally used to refer to localities that limit or prohibit the use of funds or resources to enforce federal immigration laws. Some of these localities have enacted policies that prohibit or limit their police or employees from turning over residents or information on them to the U.S. Immigration and Customs Enforcement ("ICE"). The most recent locality in California to take this step is Santa Ana, the second largest city in Orange County. Other cities are considering moving in that direction.

Pasadena is not yet a sanctuary city. Pasadena adopted a resolution in October 2013, supporting the principle that "local governments should not be mandated to enforce federal immigration laws, particularly when resources necessary to enforce local laws are already stretched." While Police Chief Sanchez reports that Pasadena has not carried out a coordinated operation with ICE since 2015,

Pasadena does not prohibit police contacts with ICE. The Pasadena PD entered into an agreement with ICE shortly after Trump's election that, if enforceable, would obligate it to dedicate its officers to support any ICE investigation or joint operation. To his credit, City Manager Steve Mermell declined to sign the ICE agreement. The sanctuary city policing policy proposed by NDLO, CLUE, and POP! would make it clear that Pasadena is not going to be in bed with ICE. The Pasadena City Council formally declaring that Pasadena is a sanctuary city would be an important symbolic statement, and a no-contacts-with-ICE policing policy would be a meaningful policy supporting Pasadena meaningfully being a sanctuary city.

Lizbeth Mateo is a recent law school graduate who is an organizer for POP! Skip Hickambottom and Dale Gronemeier are local civil rights attorneys.

Jomsky, Mark

From: Erica Clark <ericalouria@gmail.com>
Sent: Saturday, March 25, 2017 5:11 PM
To: Jomsky, Mark
Cc: Anita Fromholz
Subject: Request from Pasadena: City of Learning community-wide consortium for consideration by City Council at 3.27.17 meeting, re agenda item on immigration and travel ban matters
Attachments: PCoL member list by organization .docx

March 24, 2017

TO: The Hon. Terry Tornek, Mayor, City of Pasadena

Members, Pasadena City Council

FROM: The *Pasadena: City of Learning* community-wide consortium

RE: Statement of opposition to the March 17, 2017 revised Presidential Executive Order on immigration

The *Pasadena: City of Learning* community-wide consortium respectfully urges the City of Pasadena, through the City Council, to publicly oppose the March 17, 2017 revised Presidential Executive Order, "Protecting the Nation from Foreign Terrorist Entry Into the United States." As described below, the Order would have numerous deleterious effects on the civic, cultural, and educational life of the City.

Pasadena: City of Learning (PCoL) represents educational, civic, and cultural institutions throughout the community (please see attached list). For nearly 15 years, PCoL has engaged with topics of key relevance to the city – such as early education, violence prevention, job creation, and public health issues, among many others. In addition to promoting greater awareness of the issues at hand, these discussions have fostered myriad collaborations and partnerships between City of Learning participants: networking at its most constructive. Today, PCoL has grown to include representatives of many established organizations throughout the city – our universities and colleges, healthcare organizations, media outlets, scientific institutions, libraries, foundations, senior centers, arts organizations, and more. Former Mayor Bill Bogaard has publicly endorsed the consortium as a reflection of one of Pasadena's key values: lifelong learning in every sphere.

On March 13, 2017, a special meeting of PCoL was convened to discuss the initial Executive Order of March 6, 2017 and its effects in the City of Pasadena. Presentations by representatives of Congresswoman Judy Chu's office, the City of Pasadena, Pasadena City College, and Fuller Theological Seminary were followed by discussion among the more than 40 attendees. Throughout, this group of Pasadena's educational, cultural, and civic leadership expressed deep concerns about the implications of this order on our community. Following are just four of the results that the Executive Order will produce:

- A decline in international applications of students and faculty to the City's many educational institutions, and increased difficulty in retaining current international students and faculty – limiting the diversity for which these institutions have long strived. The Administration's actions have already had an impact on our country's educational diversity – a recent survey of 250 colleges and universities revealed that 39% of these institutions have reported a drop in applications from international students. A decline in international students will also result in a significant reduction in tuition revenues, impacting institutional budgets overall.
- A foreseeable threat to healthcare services in Pasadena, many of which rely on a significant proportion of foreign-born doctors and staff at all levels. A decrease in medical personnel due to the Executive Order will result in a decline in the standards for which our healthcare organizations are known. Fewer patients will be able to be served – potentially placing many of our community's citizens in peril.
- A threat to the city's leadership in the sciences and technology. Already there has been a chilling effect on scientists' and scholars' willingness and ability to travel here or abroad for conferences and research.
- A direct impact on tourism to Pasadena that could negatively affect the City's hotels, restaurants, and renowned cultural destinations.

Throughout its history, Pasadena has been a beacon for talented people from around the world, embracing new and diverse perspectives, and new approaches to problems of all kinds as the surest means to create knowledge and improve society. By welcoming immigrants who have fostered progress in science, business, the arts, technology, and more, those who live and/or work in Pasadena have made inestimable contributions to this country, and to the American ideal.

The Executive Order could have long-lasting chilling and destructive effects on all of these achievements, and would impact Pasadena's economic, civic, cultural, and educational stature at all levels.

For all of these reasons, the members of *Pasadena: City of Learning* voice their opposition to the Executive Order of March 17, 2017. We appeal to the Pasadena City Council to publicly state its opposition as well, and if necessary, encourage the Council to consult the many existing resources that can provide specific, constructive services to those who may be most directly affected by the Order.

Thank you.

Pasadena: City of Learning Member Organizations 2017
A Noise Within American Red Cross Armory Center for the Arts Art Center College of Design
California Alliance for Arts Education Caltech
Carnegie Observatories
Collaborate PASadena
City of Pasadena Council for the Young Child
Fuller Theological Seminary Huntington Hospital Huntington Library & Gardens JPL Kidspace Museum Norton Simon Museum
Pacific Oaks College
Pasadena Area Liberal Arts Center
Pasadena Chamber of Commerce
Pasadena City College
Pasadena Educational Foundation Pasadena Human Services Department Pasadena Museum of History Pasadena Public Health Department Pasadena Public Library Pasadena Senior Center Pasadena Symphony and POPS Pasadena Unified School District
Planned Parenthood Pasadena & SGV
Polytechnic School
SCPR - KPCC

Jomsky, Mark

Subject: Sanctuary City

From: John R Porter Jr. [<mailto:porter.john46@gmail.com>]

Sent: Monday, March 27, 2017 1:45 PM

To: Morales, Margo

Subject: Re: Sanctuary City

Hi Margo,

Thank you, again, for your follow-through regarding whether or not Pasadena should become a Sanctuary City. Our thoughts on this have evolved, especially after listening to the Mayor of Los Angeles on KPCC several days ago.

Emotionally, we feel like reacting impulsively and advocating that Pasadena go ahead and become a 'Sanctuary City' due to what's happening in Washington DC and the White House. However, we think it's wiser to take a more thoughtful, strategic approach e.g., by following the LA City model of having very specific legal processes and protocols in place by all of city departments to protect the individual civil and due process rights of all citizens, including undocumented immigrants.

According to a recent Rewire article, "The devil is in the details. City sanctuary resolutions are just simple statements. What cities need is a local, law-binding [resolution] with accountability measures in place. Such measures, the article said, should hold police responsible if they go against "sanctuary city" policies and help to shield city agencies hoping to better protect vulnerable, undocumented community members."

With this in mind, we encourage the City Council to review the policies and procedures of both LA City and New York City (which is said to be the most proactive of all the cities, while still obeying Federal law) as benchmarking sites and then get into a discussion of what's right for Pasadena.

Thank you!

John Porter and Cynthia Betances

1207 N Mar Vista Ave Pasadena, CA

03/27/2017

Item 12

Page 616 of 651

Jomsky, Mark

Subject: FW: Please Do not support Pasadena becoming a Sanctuary City

From: Susann Perry

Sent: Monday, March 27, 2017 1:33 PM

To: Stone, Rhonda

Subject: Please Do not support Pasadena becoming a Sanctuary City

I'm a Pasadena Voter and Resident. I do not support Sanctuary Cities.

Best Regards,

Susann Perry

mailing address:

PO Box 50628, Pasadena, CA 91115

Freedom Cities Action Guide

PEOPLE POWER

ACLU Resistance Training Action Guide

Intro

What is the ACLU's "Freedom Cities" campaign

What are the main components of the ACLU's plan to win on immigration

ACLU's 9 "Model" State and Local Law Enforcement Policies and Rules.

How People Power activists can help the ACLU make their community a "Freedom City"

At your March 11 action event

At your next organizing meeting

Intro

When President Trump first introduced his unconstitutional Muslim ban, the ACLU took him to court and won. He has now introduced a new version of the ban. Together we will beat him again. We will beat him in the courts and in the court of public opinion. We will beat him on the Muslim ban, and on countless other aspects of his unconstitutional and un-American agenda.

In November 1919, when thousands of people were -- unconstitutionally and without warrant -- rounded up and deported by the U.S. Attorney General, he used the cover of irrational fear to ignore our Constitution and take away the basic freedoms afforded to all people, much like President Trump does today.

That same year, a small group of Americans came together to take a stand and say with one voice "No." These courageous activists founded the ACLU.

For nearly 100 years, the ACLU has worked in our courts and legislatures to defend and preserve the rights and liberties guaranteed by the Constitution and laws of the United States. Now, in response to the unprecedented threat of President Trump's attack on our basic freedoms, the ACLU is recruiting grassroots activists like you to organize actions in your community in support of our civil liberties.

"People have known us for, 'See you in court,'" ACLU political director Faiz Shakir says. "I hope now they'll also know us for, 'See you in the streets.'"

Trump's Muslim ban may be leading the news, but the Trump administration agenda is much more far reaching than banning refugees and those traveling here from Muslim nations. Here within our borders, immigrants -- and even American citizens who are mistaken for immigrants -- are under attack by federal authorities carrying out the Trump agenda.

This People Power Action guide will outline some of the major threats that members of our communities are facing as a result of the Trump agenda, and a way you can be part of the solution by engaging in grassroots action in support of a massive new ACLU initiative called "Freedom Cities."

03/27/2017

Item 12

Distributed by Jennifer Nelson

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What is the ACLU's Freedom Cities campaign

President Trump is seeking to recruit, and where that fails, compel local law enforcement agencies to help his administration pursue its mass deportation agenda.

In response to this effort and many other Trump administration plans that fly in the face of our Constitution and norms, the ACLU is launching an ambitious campaign called "Freedom Cities." Immigration will be the first battle we wage, but many others are coming. On immigration, just like activists organized locally to demand the release of people detained at our airports by federal authorities, People Power activists we will organize in our communities to ensure that our local law enforcement officials defend – not threaten – our friends, families, and neighbors. People Power will be a powerful grassroots force supporting the ACLU's efforts to propose, support, and win local laws that make it more difficult for President Trump to pursue his dangerous agenda. And make no mistake about it, America's cities, counties and towns are places we can and will win.

As part of this local grassroots strategy, the ACLU has identified areas in which municipal opposition to, or lack of cooperation with, the Trump administration will impede objectionable policies the president is pursuing.

ACLU's "Freedom Cities" plan brings local grassroots activists together and provides a blueprint for local-level campaigns -- in cities and counties -- to defend our communities and block the worst abuses of the Trump administration. These are campaigns that will generate victories in the short term even as we work towards comprehensive protections nationwide in the long term.

"Freedom Cities" is a hugely ambitious campaign. Some of the policies that we will demand may sound legally complex but that's because the ACLU has come up with a plan to fight the Trump administration lawfully and systematically, not just by defending each individual as they are detained, harassed, or deported.

We're counting on grassroots volunteers like you to help local elected officials to adopt the ACLU's model state and local law enforcement policies and rules that will effectively counter or block cooperation with Trump's anti-immigrant and anti-refugee agenda.

What are the main components of the ACLU's plan to win on immigration?

The ACLU has challenged the President's travel ban on refugees and Muslims in the courts and has been deeply critical of other aspects of his immigration agenda, especially the Trump administration's heavy-handed immigration enforcement in America's towns and cities.

National and state ACLU staff attorneys and lobbyists are already fighting back against the Trump administration's attempts to compel or cajole local jurisdictions into directly supporting new federal immigration directives that endanger Muslims, immigrants, refugees and other members of our communities who might be *perceived* to be in one of those categories.

Now here is where you come in. In addition to litigation and fights on Capitol Hill, the ACLU has expanded its efforts to roll back the Trump administration's worst abuses by enlisting local grassroots activists like you. Local activists are needed to organize in support of the ACLU's efforts to convince local officials to resist complying with the Trump administration agenda.

In addition to public demonstrations of support like protesting, we need to go on offense in a way that is strategic and has lasting effect. To achieve this, the ACLU has outlined nine "model" state and local law enforcement policies and rules which -- if adopted -- in "Freedom Cities" throughout the nation, will protect our families and our neighbors' families from some of the worst abuses of the Trump administration.

This is a strategy that will generate short-term wins even as we embark on the longer term objective of nationwide protection for our communities. The ACLU's plan to promote and win real protections for the most vulnerable in our communities includes securing the adoption and enforcement of the following local policies and rules:

ACLU's 9 "model" state and local law enforcement policies and rules.

Defend our friends, families and neighbors from Trump's mass deportation agenda:

#1) *The Judicial Warrant Rule:* [County/City/State] officials shall require a judicial warrant prior to detaining an individual or in any manner prolonging the detention of an individual at the request of U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP).

#2) *No Facilitation Rule:* [County/City/State] officials shall not arrest, detain, or transport an individual solely on the basis of an immigration detainer or other administrative document issued by ICE or CBP, without a judicial warrant.

#3) *Defined Access/Interview Rule:* Unless acting pursuant to a court order or a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law, no [County/City/State] official shall permit ICE or CBP agents access to [County/City/State] facilities or any person in [County/City/State] custody for investigative interviews or other investigative purposes.

#4) *Clear Identification Rule:* To the extent ICE or CBP has been granted access to [County/City/State] facilities, individuals with whom ICE or CBP engages will be notified that they are speaking with ICE or CBP, and ICE or CBP agents shall be required to wear duty jackets and make their badges visible at all times while in [County/City/State] facilities.

Protect our friends, families and neighbors' privacy from the Trump administration:

#5) *Don't Ask Rule:* [County/City/State] officials shall not inquire into the immigration or citizenship status of an individual, except where the inquiry relates to a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law, or where required by state or federal law to verify eligibility for a benefit, service, or license conditioned on verification of certain status.

#6) *Privacy Protection Rule:* No [County/City/State] official shall voluntarily release personally identifiable data or information to ICE or CBP regarding an inmate's custody status, release date or home address, or information that may be used to ascertain an individual's religion, ethnicity or race, unless for a law enforcement purpose unrelated to the enforcement of a civil immigration law.

#7) *Discriminatory Surveillance Prohibition Rule:* No [County/City/State] agency or official shall authorize or engage in the human or technological surveillance of a person or group based solely or primarily upon a person or group's actual or perceived religion, ethnicity, race, or immigration status.

Help our friends, families and neighbors get redress when abuses and mistakes occur:

#8) *Redress Rule:* Any person who alleges a violation of this policy may file a written complaint for investigation with [oversight entity].

Help ensure our friends, families, and neighbors are protected from discrimination:

#9) *Fair and Impartial Policing Rule:* No [County/City/State] official shall interrogate, arrest, detain or take other law enforcement action against an individual based upon that individual's perceived race, national origin, religion, language, or immigration status, unless such personal characteristics have been included in timely, relevant, credible information from a reliable source, linking a specific individual to a particular criminal event/activity.

Final Note: The Trump Administration has asserted, falsely, that if localities do not help advance Trump's mass deportation agenda, they are violating federal law. The following rule, which is the only applicable federal law in this

area, would help ensure your city, county or town establishes its clear intent not to violate federal law. While not a necessary addition, this rule may be a useful complement to the above policies.

1373 Rule: Under 8 U.S.C. § 1373 and 8 U.S.C. § 1644, federal law prohibits [County/City/State] officials from imposing limits on maintaining, exchanging, sending, or receiving information regarding citizenship and immigration status with any Federal, State, or local government entity. Nothing in [County/City/State] policies is intended to violate 8 U.S.C. § 1373 and 8 U.S.C. § 1644.

How People Power activists can help the ACLU make their community a “Freedom City”

The “Freedom Cities” campaign is a complex and powerful strategy. It requires fighting on multiple fronts with multiple tactics, but it can be scaled and sequenced to accommodate action by groups that are big or small and whether your target is city or county government.

At the heart of this strategy, People Power volunteers will put pressure on elected officials and local law enforcement officials through targeted grassroots action to urge adoption of the “Freedom Cities” nine “model” state and local law enforcement policies.

As a volunteer organizer you don’t have to understand all the ins and outs of the legal language to advocate for these policies and rules. What you need to know and advocate for is that these are the policies and rules for law enforcement that the ACLU has determined our cities, towns and counties need to protect Muslims, immigrants and refugees from some of the worst abuses of the Trump administration.

Your city or county may already have adopted some of these policies, but only in rare instances has a community adopted all nine. If your community has done so, contact us and we will enlist you to help nearby communities.

Every local campaign will get started in the same way – by using your March 11 Action Events to organize meetings with local law enforcement officials – but each campaign will evolve to meet local needs.

At your March 11 action event

(Download the March 11 Agenda for hosts)

Plan a meeting with local law enforcement officials

Plan a meeting with the chief law enforcement officer in your community within the next two weeks.

Typically this is either your county sheriff or your police chief. If you’re in a big city, your best option to obtain a meeting may be approaching your local precinct commanding officer.

To set up a meeting, call your the local office of your top law enforcement officer and say that you are a member of the community who would like to schedule a meeting for a group of local residents. They will ask you how many and if it’s under 10 say the number in your group. If it’s over 10 ask how many people they can accommodate in their conference room and go from there.

If the administrative scheduler asks, the topic you want to discuss at this meeting is "Adoption of the ACLU's model state and local law enforcement policies and rules to effectively counter or block cooperation with Trump's anti-immigrant and anti-refugee agenda."

It may be the case that you can't meet with the top law enforcement officer. In these instances ask to meet with the highest level staffer available to meet. Ask for the soonest possible appointment and then invite members of your group. Realize that not everyone will be able to attend and the most important thing is for some of you to attend this meeting and soon is better than later. A meeting at lunch time if available would be preferable, but you may just have to accept whatever time is offered.

Here's what attending this meeting will entail. The day of the meeting, gather 20 minutes before your meeting time at a location near the office where the meeting will take place (this could be the building's lobby). This ensures that you can show up all together and on time. Appoint a chief spokesperson who will be responsible for making a forceful ask during your meeting.

At the meeting, everyone should offer a brief personal introduction (name, neighborhood, profession if they wish). Then the spokesperson will present the ACLU's nine model policies and rules for local law enforcement and ask where the law enforcement official stands on each one.

The goal of the meeting is to get the law enforcement official to tell you for each of the nine rules/policies if it is currently in place in your jurisdiction. Get a yes or no answer. If the answer is no, ask whether the sheriff, police chief or local precinct commander would support it (again, yes or no).

Be polite and cordial, but persistent. Your local official may be evasive. Ask as many times as you have to to get a clear yes or no, and don't hesitate to call out evasiveness if you see it.

Don't get into arguments about the substance of the rules – it's not your responsibility to explain or defend the nitty gritty details of these policies. Your law enforcement officials can always contact us at info@peoplepower.org if they want to talk to a policy or legal expert. It's your job to make it clear that these policies are what the community wants, and that you will work to ensure they're adopted.

Thank the official or officials who met with you and let them know that you will be reporting their replies back to the ACLU.

After the meeting, make sure someone in your group is responsible for filling out the report back form on your meeting.

You can access that form

at: https://docs.google.com/forms/d/e/1FAIpQLSfj3sSBR2LMtsouzU0EejtaiGovxSGeernpiGTakTY_IF1xew/viewform

Assign roles and plan next steps

- Assign a person or group of people to schedule a meeting with local law enforcement officials in the next two weeks.
- Assign a person or group of people to ensure that everyone attending the March 11 meeting is invited to the local law enforcement meeting once scheduled.
- As a group, decide on a time and place for your group's next organizing meeting. It's better if you can schedule your law enforcement meeting before your next organizing meeting so plan this one for two or more weeks out.
- Assign a representative of the group to post the next organizing meeting at map.peoplepower.org
- Assign a representative to scan and upload attendance sheets

Sneak Peek: Your next People Power action meeting

Your next organizing meeting

Your resistance training was only the beginning. We're counting on you to hold another organizing meeting so you can get to work in your community. Ideally this meeting will be after your meeting with local law enforcement officials -- so think about scheduling it two or more weeks out. At this gathering, you'll go over the results of your meeting with law enforcement officials if you were able to obtain one. If you were not able to meet, call your local county sheriff's office and inquire about which of the ACLU's nine model rules and policies for local law enforcement are already in place.

In this meeting determine your targeting based on your research into what policies are in place or supported by local law enforcement. Make a list of local elected officials you can pressure to adopt the "Freedom Cities" policies and rules that are not already in place in your city or county.

Key pressure points may include:

- County Sheriff
- Mayor
- City Council Members
- Police Chief
- Other local elected officials (e.g. County Executive)

In this meeting you'll also choose what tactics your group wants to pursue to urge adoption of the "Freedom Cities" rules and policies. Find below suggested key tactics, though your group may have even more ideas. Big groups may want to start with working groups taking on multiple tactics. Smaller groups may want to choose just one.

- Making calls and/or sending letters to elected officials' offices
- Meeting with elected officials in person
- Holding town hall meetings with invitations to elected officials
- Organizing protests and rallies at offices of elected officials, at ICE field offices
- Gathering and presenting petition signatures
- Attending/testifying at city council or county board meeting
- Writing letters to the editor of your local newspaper
- Showing active solidarity with Muslims, immigrants and refugees at Mosques citizenship ceremonies, through volunteering at "Know Your Rights" trainings or refugee resettlement offices
- Posting "We Welcome Immigrants and Refugees" signs on your windows and doors

Our events map at map.peoplepower.org is the hub of our Freedom Cities campaign. Whenever you organize a campaign tactic, you should post it there so that other activists in your community can find out about it and attend.

If you post your event a few days in advance and if it's consistent with our guidelines, we will try to help you recruit people to attend by calling and texting nearby People Power activists. New people are signing up for People Power every day, so this is a great way to get new people involved in your campaign.

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Pasadena City Resolution

RESOLUTION No. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA, CALIFORNIA ENHANCING SAFETY, REFUGE AND EQUAL OPPORTUNITY FOR ALL

Immigrants historically have been a part of Pasadena's rich history. Pasadena is one of the most diverse cities in the San Gabriel Valley, and we have welcomed everyone who seeks to realize their dreams and build their families here, regardless of national origin or immigration status. In this environment, Pasadena has consistently been a champion of inclusiveness and tolerance. Today, more than 31% of our residents are foreign-born. As in other Southern California cities, immigrants are a large part of the engine of our economy. More than that, immigrants have woven the social, cultural and civic fabric of Pasadena from our educational institutions to our artistic stages, from the halls of government to community activism, from our culinary scene to our fields of play. As a community, we have a long-standing commitment to immigrants in Pasadena. More recently, our Council adopted Council Resolution No. 9319 in 2013, which calls for humane and comprehensive immigration reform and specifies that local governments like Pasadena should not be required to enforce federal immigration law. Most recently, in November and December 2016, our Council discussed concerns as to how the incoming federal administration's policies might affect Pasadena, and our Council reiterated our commitment as expressed in Council Resolution No. 9319. At that time, we reaffirmed that our City would not be involved in any federal immigration enforcement activities.

Recent events in our region and across our nation have prompted our community and this Council to make clear our established vision that all Pasadena residents, regardless of immigration status, are connected to community resources, have access to critical government services, are engaged in civic life, and are informed about critical immigration law and policy. This Council's most solemn responsibility is to keep all of our City's people safe, and to strongly support our Police Department's existing policies with respect to federal immigration laws. This support is rooted in the principle that all of Pasadena is safer when our Police Department maintains a relationship of trust, respect and cooperation with all City residents. When people feel confident that they can come forward as a victim of, or witness to a crime, irrespective of immigration status, our Police Department's ability to protect and serve all is enhanced.

All residents of Pasadena must feel safe and supported when accessing the vast array of City facilities, programs, and services available to them. City employees shall maintain and protect sensitive information regarding the immigration status of our residents. ~~No~~ City employee will use City funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration

As
Indicated

status of individuals in the City unless such assistance is required by federal or state statute, regulation, or court decision. Our police department shall not directly assist in investigating, detaining or arresting individuals for violations of federal immigration law. Our local resources should be focused on local issues.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASADENA AS FOLLOWS:

Section 1: The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City of Pasadena will not enforce federal immigration laws and the City Manager will ensure that all City policies are consistent with this declaration.

Section 2: The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City Manager will ensure that the Pasadena Police Department maintains an immigration policy that is consistent with proposed Policy 428 and the provisions of this resolution. Among other provisions, said policy reiterates that the Department does not investigate and prosecute violations of federal immigration laws.

Section 3: The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

The City Manager will ensure that the City's Manual of Personnel & Administrative Rules, Section 2, City-Wide Policies and Standards of Conduct, is consistent with this resolution.

Section 4: The City Council of the City of Pasadena, California, hereby finds, determines, and declares as follows:

All City Commissions shall conduct their business in compliance with the direction provided in this resolution.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julio Salcedo, Director of Recreation and Community Services
Juan Salas, Recreation and Community Services Supervisor

Date: April 7, 2025

Subject: Discussion and Consideration to Accept the Donation of a Recognition Plaque for former Park Directors Julian Leon and Jess Margarito, and Authorize Installation of the Plaque at Las Palmas Park

RECOMMENDATION:

It is recommended that City Council:

- a. Discuss the donation of a recognition plaque for former Park Directors Julian Leon and Jess Margarito;

AND

- b. Accept the donation of a commemorative plaque from a local group of San Fernando residents (Attachment "A");
- c. Authorize Public Works to install the plaque;
- d. Review and approve any necessary edits or modifications to the plaque text, ensuring the final version aligns with the City's values and standards; and
- e. Authorize the group of San Fernando residents spearheading this project to host an unveiling ceremony for the public.

OR

- f. Provide direction to staff, as applicable.

BACKGROUND:

1. On September 25, 2024, Manny Granillo approached Recreation and Community Services (RCS) staff about developing and displaying a plaque at Las Palmas Park commemorating former staff members, Julian Leon and Jess Margarito, for their contributions as Department Directors for the City of San Fernando.

Discussion and Consideration to Accept the Donation of a Recognition Plaque for former Park Directors Julian Leon and Jess Margarito, and Authorize Installation of the Plaque at Las Palmas Park

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2. On November 8, 2024, a group of San Fernando residents met with RCS staff regarding the location and size of the plaque. The residents were all former neighborhood program participants whose lives were heavily influenced by the leadership of Julian Leon and Jess Margarito.
3. On February 3, 2025, RCS staff received a proof of the plaque (Attachment "A").
4. On March 13, 2025, the Parks, Wellness, and Recreation (PWR) Commission held its regular monthly meeting, during which the Commission received a presentation regarding the proposed plaque donation and heard public comments in support of the request. Following discussion, the PWR Commission voted to recommend that the City Council approve the donation, installation, and public unveiling of the plaque honoring Julian Leon and Jess Margarito. The City Council is also requested to review and approve the proposed text and images to ensure alignment with the City's values.

ANALYSIS:

A commemorative community plaque serves as a lasting tribute or recognition of an important event, individual, organization, or cultural heritage within a community. Its purpose can vary depending on the context, but generally, commemorative plaques preserve history, celebrate achievements, enhance community identity, honor and remember.

The proposed plaque, funded by a group of San Fernando residents, is intended to honor former Recreation Directors, Julian Leon (1956-1969) and Jess Margarito (1969-1979) for their leadership, commitment to sportsmanship, and an understanding of the neighborhood. According to the community proponents of this plaque, Mr. Leon and Mr. Margarito "provided a safe park environment and a willingness to teach." This effort has been led by community members Manny Granillo, Mark Marquez, Alfred Calzadillas, and Richard Villa, who organized fundraising efforts to cover the cost of the plaque.

The plaque is proposed to be installed in the front lobby of Las Palmas Park. The residents have requested that the City's Public Works Department handle the installation at no cost to them, while they will assume all expenses associated with the unveiling ceremony, which is tentatively scheduled for late June 2025.

Public Works staff has reviewed the proposal for installation of the plaque and determined that the project is feasible, requiring minimal site preparation before installation. Staff will need to identify structural beams on the designated wall to ensure the plaque is securely mounted.

The proposed plaque was reviewed by PWR Commission on March 13, 2025, and the Commission voted to approve this item, thereby recommending that the City Council approve this request. If approved, the plaque will take approximately eight (8) weeks to produce.

Discussion and Consideration to Accept the Donation of a Recognition Plaque for former Park Directors Julian Leon and Jess Margarito, and Authorize Installation of the Plaque at Las Palmas Park

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In considering the proposal to install a plaque honoring two (2) individuals, it is essential to thoroughly evaluate their historical actions and the implications of such recognition. Recent research has revealed that one (1) of the individuals, Jess Margarito, was terminated from employment by the City in 1994 and ultimately plead guilty to charges of misappropriating public funds. Mr. Margarito was sentenced to three years' probation and 200 hours of community service for signing timesheets for work that was never done, as reported in The San Fernando Valley Sun article of January 13, 2021 (Attachment "B").

Therefore, it is recommended that City Council provide direction on approving acceptance of donations.

BUDGET IMPACT:

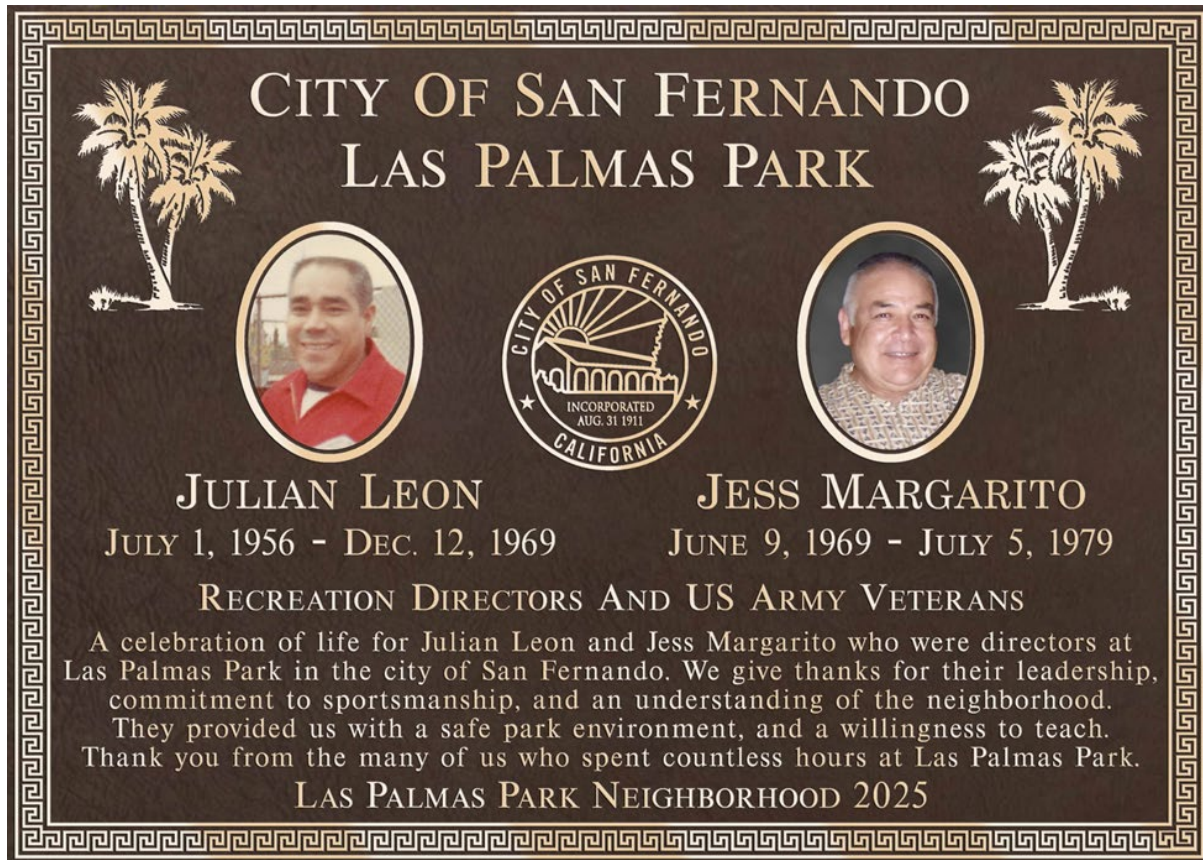
The plaque will be funded and purchased by the local resident group. The installation will be provided by the Public Works Department, with nominal estimated staff time and material costs.

CONCLUSION:

It is recommended that the City Council discuss the proposed plaque and provide direction, as appropriate.

ATTACHMENTS:

- A. Plaque Proof
- B. San Fernando Valley Sun Article





NEWS, NEWS

"An Eagle Warrior Has Fallen"

**by By Mike Terry and Diana Martinez, SFV Sun/El Sol
January 13, 2021**



Jess Margarito

Jess Margarito, a lifelong resident of the City of San Fernando who was the first Chicano elected to the city council and who also served as mayor, has died from complications of the COVID-19 virus. He was 73.

Margarito passed away on Jan. 8, 2021. He began battling the virus in mid-December, and at one point was placed into a medically-induced coma at the UCLA Medical Center, according to daughter Analisa Margarito Flores, the second of Margarito's three children. She has an older sister, Yolanda Margarito Montoya, and a younger brother, Jesse, Jr.

Margarito's wife of 50 years, Cecilia, also became ill from the virus and spent several days in an intensive care unit but is recovering, Flores said.

"This [illness] came suddenly," Flores said. "He still worked 6-7 days a week (as a director at the Immigration Services of Santa Rosa in San Fernando). He [exercised and] worked out. He had already gone to urgent care once; he thought it was the flu. He [eventually was] on treatment for COVID, but nobody thought this would take him down."

After working for years as a community activist, Margarito was elected to the local council in 1984 and was named mayor by fellow council members in 1986 — the first year the council had a Latino majority. He was hailed by friends as "a trailblazer" in local politics as well as someone "with a big heart."

"To me he was one of our early leaders before we had any political representation here in the City of San Fernando," said Ruben Rodriguez, executive director of Pueblo Y Salud, a nonprofit organization with an office in San Fernando that offers health services, drug/alcohol prevention programs, and is involved in local politics.

"I would say he was ahead of his time, a natural leader, a trailblazer. He was able to inspire people, to get them involved in having Latino representation in the City of San Fernando."

Lifelong friend Richard Villa, like Margarito, also grew up in San Fernando. "We have a history. We worked together, played ball together, double-dated together, got in trouble together...he was best man at my wedding, I was best man at his wedding," he said.

"There aren't enough words to describe Jess Margarito. To me, he was special, he was unique, he was one-of-a-kind. He had a big heart. He was my *pistolero* — a guy who's always with you and has your back."

Inspired by Latino Political Movements

Margarito, who graduated from San Fernando High School (and also played quarterback on the football team), spent two years in the US Army before being discharged in 1968.

San Fernando was a very different city at that time.

"Back in the 1950s and 1960s, San Fernando was divided; it was like the Hatfields and McCoys," Villa said. "The railroad tracks was the dividing line; Latinos lived on one side and the other side was all the white people. We grew up in it. We lived it."

Rodriguez agreed. "Most of the council at that time lived in what we called the Huntington Estates. Huntington is a street here, near Glenoaks. We called it the 'Estates' because that's where the big houses were.

It's where all the local business people were who kinda ran the city."

But Magarito was undergoing his political awakening after returning from the Army. While a student at LA Valley College he formed a branch of MEChA (Movimiento Estudiantil Chicano de Aztlan). He also marched with Cesar Chavez during the grape picker's strike in Delano, CA, that lasted from 1965-1970.

Margarito also became involved with the progressive La Raza Unida (The Race United) Party that first began in Texas in 1970 and spread west to other states including California during the height of the Chicano movement. With a small, committed core group, Margarito helped to establish a San Fernando Valley branch of the party that ran out of a small office that became an active meeting spot and the base for organizing and campaigning for candidates in key state senate and assembly races.

Throwing his own hat into the political ring, Margarito made his first attempt to run for a local city council seat in San Fernando in 1972, but did not win. In 1974, La Raza Unida filed a federal court case against the City of San Fernando charging that at-large elections prevented Chicano/ Mexican American candidates from being elected.

The case was eventually decided against La Raza Unida in 1980 although, since this time, at-large-elections viewed as discriminatory on local elections as the "oldest trick in the book" have been banned by Congress in all federal elections and discarded in most states. They persist however in the City of San Fernando.

Margarito stayed close to home, working as a volunteer at jobs he viewed that allowed him to bridge the places he worked with the community. For more than 10 years at Las Palmas Park, he first worked as a part-time recreation aide before becoming a full-time senior leader there. He worked for the US Census Bureau. He also worked as an information programming specialist for Valley Cable TV and helped obtain a franchise for the City of San Fernando.

In 1984 he decided to try to run again for the city council. With the support of Rodriguez and Villa, who helped run his campaign and led voter registration drives, Margarito was able to break through and get elected. His victory for the first time gave representation to residents who didn't feel they had a voice, opening the door for others besides its white residents to run and changing the face of local politics in his hometown.

"A lot of people helped. We had people knocking on doors of those capable of voting," Villa recalled. "We brought people out of their caves, so to speak. And we had a good turnout."

"It became real that a Latino could run and win in the City of San Fernando," Rodriguez said. "That changed everything; others came about afterward and continued to get elected. But [Margarito] opened up that road. He made it real. A lot of young people [today] may not know about him. But he was definitely a trailblazer."

Flores naturally grew up in an environment of activism and political education because of her father.

"I was a MEChA president at San Fernando High and I worked for Cesar Chavez," she said. "I was helping with voter registration when I was 4-5 years old. [Her father] always had us with him [at his side]."

Investigated by Police

Margarito served on the council for eight years until he resigned in 1990, taking a position to become director of the city's Recreation and Community Services Department. But he was fired from that position in 1994, following a three-year investigation by the San Fernando Police Department, and was accused of signing documents verifying work by three convicted criminals that was never performed between April 1992 and December 1993.

In a plea agreement, Margarito was given three years probation and was required to perform 200 hours of community service. Ironically, working community service would have likely to have been what Margarito would normally do anyway and never viewed as "punishment."

Flores and others believed her father had been "targeted" by political enemies but — as she described — "he never held a grudge" even though "the City tried to get him on everything."

"I think the case cost \$1 million," she said. "Even the three people (accused of not doing the work) said, 'he was just a nice guy and signed off the papers because he thought we would actually do the work.' That's the kind stuff my dad did."

Kept on Working

While some would view his fall from grace with the small city as a scandal big enough to make him recoil, Margarito continued to seek out work that he believed could benefit the community.

In the Valley, he remained a respected "original activist" and a "go-to" guy that others still sought for a good discussion about the early days of organizing that was the foundation for the many Latino political leaders who have successfully been elected today.

Local organizations knew that they could count on his personal generosity to dig into his own pockets to purchase fundraising tickets or give a needed donation. He focused his passion by working with undocumented immigrants, staying right in the heart of his community, which turned into a position at the agency — Immigration Services of Santa Rosa on Maclay.

His niece, Stephanie Escoto, works in the San Fernando office with Margarito. She said her uncle always had a big “hello” and “good morning” for staff and visitors. And he was a huge fan of the Dodgers, Lakers and Rams sports teams.

“He was super excited when [the Dodgers and Lakers] won their championships in 2020,” Escoto said. “He put their team flags up in the office.”

When asked what she would remember most about her father, Flores briefly broke into tears.

“He was my best friend,” Flores said. “We’d go to breakfast together, have lunch. He had so much love for his family. He loved to take us all out to eat, and eat well....Our home, every holiday, we would have strangers in our home because he would pick up somebody who needed a Thanksgiving or Christmas meal. He would open his garage for people to live in who just came into the country — who we knew or didn’t know.

“His family had been extremely poor; his brothers had either been in gangs or were just hard construction workers. But he worked for the community or did these political things with no example. He always told us you could never be too generous or too forgiving. He was just a different soul,” she said.

Rodriguez offered a final tribute.

“In Aztec history we have what they called the Eagle Warriors,” he said, reflecting on the strength of those warriors in ancient Mexico who were in constant battle. “And now another Eagle Warrior has fallen.”

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AGENDA REPORT

To: Vice Mayor Mary Solorio and Councilmembers

From: Mayor Mary Mendoza

Date: April 7, 2025

Subject: Consideration to Appoint a Parks, Wellness and Recreation Commissioner

RECOMMENDATION:

I have requested to place on the agenda (Attachment "A") for the City Council to approve Flor Sanchez (Exhibit "A" to Attachment "A") be appointed as my representative to the Parks, Wellness and Recreation Commission.

BACKGROUND/ANALYSIS:

1. Pursuant to the City's Code (Attachment "B"), each Councilmember may appoint one (1) Commissioner to each Commission (i.e., Planning and Preservation Commission; Parks, Wellness, and Recreation Commission; Transportation and Public Safety Commission; and Education Commission), with such appointment to be ratified by the full City Council. For appointment consideration, interested residents must submit an application to the nominating City Councilmember, at which time the proposed appointment considered by the City Council to approve and ratify.
2. On March 19, 2025, Mayor Mendoza removed appointed representative Fredy Ortega, as authorized under the San Fernando Municipal Code Section 2-403(a) and (b), Removal of Commission Members; Vacancies (Attachment "C"). This immediately created an unscheduled Commissioner vacancy effective, March 20, 2025.
3. On March 20, 2025, the City Clerk posted an Unscheduled Vacancy Notice (Attachment "D"), pursuant to Government Code Section 54974 that states: *"Final appointment to the board commission or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office."*
4. On March 20, 2025, Flor Sanchez submitted an application (Exhibit "A" to Attachment "A") seeking consideration as my representative to be appointed to the Parks, Wellness and Recreation Commission to fill the unscheduled vacancy.

Consideration to Appoint a Parks, Wellness and Recreation Commissioner

Page 2 of 2

BUDGET IMPACT:

The City pays each Commissioner \$100 for attendance at up to one (1) Commission meeting per month. A total of \$1,200 per Commissioner is appropriated in each responsible Department's budget. Sufficient funds are included in the Fiscal Year 2024-2025 adopted Budget.

CONCLUSION:

I recommend that Flor Sanchez be appointed as my representative to the Parks, Wellness and Recreation Commission to fill the Commissioner unscheduled vacancy.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration
Exhibit "A": Commissioner Application
- B. City Code Pertaining to Each Commission
- C. City Code Pertaining to Removal of Commission Members
- D. Unscheduled Vacancy Notice

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Mary Mendoza

TITLE

Mayor

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

CONSIDERATION TO APPOINT A PARKS, WELLNESS & RECREATION COMMISSIONER

PRIORITIES

Is this included in the current FY priorities?

☒ Yes ☐ No

BUDGET

Is this a budgeted item?

☒ Yes ☐ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.

☐ Yes ☒ No \$

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

I am requesting this item to appoint Flor Sanchez as my Parks, Wellness and Recreation Commissioner, replacing my former commissioner, Fredy Ortega. Flor has gained valuable experience as a member of the Planning and Preservation Commission, where she has shown a strong commitment to understanding the City of San Fernando and its governance.

She has recently expressed a deep interest in the Parks, Wellness and Recreation Commission and is committed to enhancing recreational spaces and promoting wellness initiatives throughout the city. Her passion for public spaces is evident in her personal connection to the City's parks, where she frequently walks her two dogs.

Flor's dedication to community engagement and her enthusiasm for improving San Fernando's recreational and wellness programs makes her a strong candidate for this position. I respectfully request the Council's support in approving her appointment to the Parks, Wellness and Recreation Commission.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

I recommend that Flor Sanchez be appointed as my representative to the Parks, Wellness and Recreation Commission.

APPLICATION TO SERVE ON A CITY COMMISSION

CLEAR FORM

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION


NAME Flor Sanchez		PHONE NO.
RESIDENCE ADDRESS	CITY & STATE San Fernando, CA	ZIP CODE 91340
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i>		
EMPLOYER	POSITION Senior Accountant	
BUSINESS ADDRESS	CITY & STATE New York	ZIP CODE 10018
BUSINESS PHONE		
ARE YOU RELATED TO THE NOMINATING COUNCILMEMBER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, HOW ARE YOU RELATED? _____		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name, nature of the business, and business license number</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- I am over the age of 18 years old and am a resident of the City of San Fernando, California.
- As a City Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code, if applicable.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE 	DATE 03/20/2025
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APPLICATION TO SERVE ON A CITY COMMISSION

COMMISSION APPLICATION CHOICE(S) *Please indicate which Commission you are interested in*

- ☐ EDUCATION COMMISSION
- ☒ PARKS, WELLNESS, AND RECREATION COMMISSION
- ☐ PLANNING AND PRESERVATION COMMISSION
- ☐ TRANSPORTATION AND PUBLIC SAFETY COMMISSION
- ☐ OTHER BOARD, COMMISSION OR COMMITTEE _____

Please provide your background and related experience information below:

See attached



Bio
Flor Sanchez

Flor Sanchez has proudly called San Fernando home since 2010. She and her young family—her husband and two daughters—moved to the city with many dreams as they purchased their first home. They were excited to begin raising their daughters in a house, fulfilling a part of the American dream that so many aspire to.

She holds a Bachelor of Science in Financial Planning from California State University, Northridge (CSUN). Flor has built a diverse career that includes significant community service contributions during her tenure at three of the top entertainment companies. She collaborated with organizations such as Children’s Hospital Los Angeles and TreePeople, reflecting her commitment to giving back.

As the co-founder of Smart Money Financial Services, Flor is passionate about empowering her community by improving financial literacy and promoting generational wealth within underserved populations.

For over 13 years, Flor was deeply involved in Girl Scouts, volunteering her time and leadership to help young girls, including her daughters, grow into confident and capable individuals. Earlier this year, Flor organized a neighborhood event where she invited the Chief of Police to speak with residents about issues impacting their side of town. This initiative showcased her dedication to fostering dialogue and solutions within her community.

With her expertise in financial planning and management, Flor brings valuable skills to her role, aiming to contribute a solid foundation of fiscal responsibility and innovative solutions to the city’s initiatives.

Now empty nesters with both daughters off to college, Flor and her husband find themselves with more time to focus on the community they love. Flor is eager to deepen her involvement in San Fernando, contributing her skills and passion to make a meaningful impact.

In her free time, Flor enjoys photography, exploring new software and coding languages, traveling to discover new perspectives, and spending quality time with her husband.

City Code Pertaining to All Commissions

PARKS, WELLNESS AND RECREATION COMMISSION

Sec. 54-56. Created.

There is created and established a recreation and community services commission in and for the city, which shall be known as the "parks, wellness and recreation commission." All references in this Code to the "recreation and community services" commission shall be to the parks, wellness and recreation commission.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-57. Composition and appointment of members.

The parks, wellness and recreation commission shall consist of five members, each with full participation and voting rights. Each member shall be appointed by a different appointing councilperson, with such appointment to be ratified by the city council. Such members of the parks, wellness and recreation commission shall be registered voters and city residents.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-58. Officers.

The members shall organize the parks, wellness and recreation commission and shall select a chair and vice-chair. In the absence of the chair and vice-chair, any other member shall call the commission to order, whereupon a chair shall be elected from the members present to preside for that meeting.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-59. Compensation of members.

The council shall fix the amount of compensation, if any, to be paid to the members of the parks, wellness and recreation commission.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-60. Meetings generally.

Members of the parks, wellness and recreation commission shall meet at such time and place as may be fixed by resolution.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-61. Quorum.

Three members of the parks, wellness and recreation commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

City Code Pertaining to All Commissions

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-62. Absence from meetings.

(a) Absence from three consecutive regular meetings of the parks, wellness and recreation commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.

(b) Absence from three regular meetings of the commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-63. Powers and duties generally.

The powers and duties of the parks, wellness and recreation commission shall be:

(1) Initiating studies, investigations and surveys and making recommendations to the city council relative to the creation, operation, maintenance, management and control of the community recreation programs of parks, playgrounds and indoor and outdoor recreational activities.

(2) Subject to the prior approval of the city council, adopting by resolution, rules and regulations not inconsistent with this code and city ordinances, for the maintenance, improvement, use and operation of the parks, playgrounds, bathing facilities, recreation centers and other similar facilities of the city. A complete file of such rules and regulations shall be maintained in both the city clerk's office and that of the director of recreation and community services, with resolutions in the customary form and numbered numerically.

(3) Participate in the development of a master plan for all parks and playgrounds owned and operated by the city and, upon approval of the plans by the city council, working consistently toward the achievement of the plan and for the improvement of the plan as originally approved.

(4) Initiating studies, investigations and surveys and making recommendations to the city council relative to health, wellness and fitness, including such activities and programs created and/or maintained for the same by the director of recreation and community services.

(5) Upon request of the city council, making other investigations, reports and recommendations upon subjects or other matters referred to it by the city council.

(Ord. No. 1586, § 4, 3-16-2009)

City Code Pertaining to All Commissions

Sec. 54-64. Powers and duties concerning city-owned historic resources.

The following sites and improvements are declared by the city council to be historic resources. The parks, wellness, and recreation commission shall have responsibility for programming the maintenance, improvement, use and operation of these city-owned historic resources, subject to approval by the city council:

(1) The Lopez Adobe site including the Lopez Adobe and the Lopez-Villegas House at the southwesterly corner of the intersection of South Maclay Avenue and Pico Street.

(2) Such other historic resources as the council shall from time to time select and add to this section by amendment.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-65. Rules and regulations.

Subject to the approval of the city council, the parks, wellness and recreation commission may make and alter such rules and regulations for its organization and procedures as are consistent with this article and other sections of this Code and city ordinances and with state laws.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-66. Reports and records.

The parks, wellness and recreation commission shall keep an accurate record of all its proceedings and transactions and shall render annually, on a calendar basis, a full report of the commission's transactions and recommendations to the council.

(Ord. No. 1586, § 4, 3-16-2009)

Sec. 54-67. Incurring financial liability.

Neither the parks, wellness and recreation commission nor any person connected with the commission shall incur any financial liability in the name of the city.

Sec. 2-403. Removal of commission members; vacancies.

- (a) All commissioners serve at the pleasure of the city council and any commissioner may be removed, with or without cause, either by a majority of the entire membership of the city council or by the councilmember who individually appointed such commissioner.
- (b) If vacancies in any commission occur, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The city council member who nominated the vacating commission member shall nominate a replacement commissioner, subject to ratification by a majority of the city council.

(Ord. No. 1648, § 3, 12-7-2015)

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
MARY MENDOZA

VICE MAYOR
MARY SOLORIO

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LOPEZ

UNSCHEDULED VACANCY NOTICE

City of San Fernando Parks, Wellness and Recreation Commission

The San Fernando City Council is now accepting applications for appointment to the San Fernando Parks, Wellness and Recreation Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment through December 2025 and shall continue in the position until replaced by the appointing City Councilmember or until the member resigns.

Applicants must be at least 18 years old and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Parks, Wellness and Recreation Services, and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The Parks, Wellness and Recreation Commission consists of five (5) Commission members. During the Commission's annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one (1) year or until successors are chosen.

Monthly Meetings are held on the second Thursday, beginning at 6:30 p.m. in the City Hall Council Chambers, at 117 Macneil Street, San Fernando, California 91340.

Applications will be accepted from March 20, 2025, until the vacancy is filled. For additional information, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at cityclerk@sfcity.org.

Dated this 20th day of March, 2025
City of San Fernando, California

Julia Fritz, CMC
City Clerk

cc: Mayor Mary Mendoza
Julio Salcedo, Director of Recreation and Community Services

CITY CLERK
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1204

WWW.SFCITY.ORG