

MAYOR MARY MENDOZA
VICE MAYOR MARY SOLORIO
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER VICTORIA GARCIA
COUNCILMEMBER PATTY LOPEZ



CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, APRIL 21, 2025

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

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

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

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

A) **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:**

One (1) Matter

SAN FERNANDO CITY COUNCIL

Special and Regular Meeting Notice and Agenda – April 21, 2025

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- B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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.

CALL TO ORDER - REGULAR MEETING

6:00 P.M. (OPEN SESSION)

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

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PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR APRIL STUDENTS OF THE MONTH FOR PERSEVERANCE
 - Xander Garcia (Vaughn Next Century Learning - G3)
 - Bridgett Carcache (PUC Nueva Esperanza Charter Academy)
- B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION TO THE MISSION CONTINUATION HIGH SCHOOL ACADEMIC DECATHLON TEAM
- C. PRESENTATION AND UPDATE FROM REPUBLIC SERVICES ON SOLID WASTE SERVICES
- D. PRESENTATION FROM MEXICAN AMERICAN BAR ASSOCIATION REGARDING PROPOSED IMMIGRATION INFORMATION EVENT
- E. PRESENTATION OF A CERTIFICATE OF APPRECIATION RECOGNIZING CELIA RIVAS FOR BUSINESS EXCELLENCE AND COMMUNITY COMMITMENT IN THE CITY OF SAN FERNANDO
- F. ANNUAL RECOGNITION
 - APRIL 22, 2025 – EARTH DAY
 - APRIL 24, 2025 – COMMEMORATING THE VICTIMS OF THE ARMENIAN GENOCIDE AND DECLARING APRIL 24, 2025 AS ARMENIAN GENOCIDE REMEBRANCE DAY
 - APRIL 25, 2025 – ARBOR DAY
- G. INTRODUCTION OF NEW EMPLOYEES

DECORUM AND ORDER

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

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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. June 30, 2008 – CC Special Meeting
- b. February 11, 2025 – CC Special & Regular Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-042 approving the Warrant Register.

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

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

4) CONSIDERATION TO APPROVE CO-SPONSORSHIP OF AN IMMIGRATION INFORMATION EVENT WITH THE MEXICAN AMERICAN BAR ASSOCIATION

Recommend that the City Council:

- a. Approve Co-Sponsorship of an Immigration Information Event with the Mexican American Bar Association;
 - b. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724;
 - c. Waive fees for use of City facilities for the co-sponsored event, with City Manager approval.
-

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5) CONSIDERATION TO RECEIVE AND FILE THE GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR CALENDAR YEAR 2024

Recommend that the City Council receive and file the General Plan Housing Element Annual Progress Report for Calendar Year 2024

6) CONSIDERATION TO ADOPT RESOLUTIONS APPROVING THE JOB SPECIFICATION FOR POLICE CORPORAL, AMENDING THE SALARY PLAN FOR FISCAL YEAR 2024-2025, AND AMENDING THE JOB SPECIFICATION FOR POLICE SERGEANT

Recommend that the City Council:

- a. Adopt Resolution No. 8374 approving the job specification for Police Corporal;
- b. Adopt Resolution No. 8375 amending the Fiscal Year 2024-2025 Salary Plan to reflect the proper salary range for the Police Corporal classification;
- c. Adopt Resolution No. 8376 approving the job specification for Police Sergeant; and
- d. Authorize the City Manager, or designee, to make non-substantive corrections and execute all related documents.

PUBLIC HEARINGS

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

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, either:
 1. Adopt Resolution 8365 titled, "A Resolution of the City Council of the City of San Fernando, California, Approving an Appeal Filed by the Applicant, Midland Contractors, Inc., overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two

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Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD);

OR

2. Adopt Resolution 8373 denying the Appeal and upholding the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and of issuing a Certificate of Use for the Development Site Plan Review No. 2024-001, and of issuing a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

8) A PUBLIC HEARING TO CONSIDER ADOPTION AND SECOND READING OF ORDINANCE NO. 1733 APPROVING AMENDMENTS TO THE SAN FERNANDO MUNICIPAL CODE ADOPTING BY REFERENCE THE 2023 EDITION CITY OF LOS ANGELES BUILDING AND FIRE CODES

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, conduct a second reading to adopt Ordinance No. 1733, in title only, (Attachment "A"), "An Ordinance of the City of San Fernando, California, amending Articles I, II, III, IV, V, IX, and X of Chapter 18 of the San Fernando Municipal Code adopting by reference Division II of Chapter 1 of the 2022 Edition of the California Building Code, which is codified in Part 2 of Title 24 of The California Code of Regulations; the 2023 Edition of the City of Los Angeles Building Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Electrical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Mechanical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Plumbing Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Residential Code, as in effect December 23, 2022; and the 2023 Edition of the City Of Los Angeles Green Building Code, as in effect December 23, 2022, which are codified in Articles 1, 1.5, 3, 4, 5 and 9 of Chapter IX of The City of Los Angeles Municipal Code, including appendices, amendments, additions, and deletions thereto; amending Article II of Chapter 38 of the San Fernando Municipal Code, adopting by reference the City of Los Angeles Fire Code, as in effect October 4, 2023, which is codified in Article 7 of Chapter V of The City of Los Angeles Municipal Code, including appendices, amendments, additions and deletions thereto."

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ADMINISTRATIVE REPORTS

9) DISCUSSION AND CONSIDERATION OF CITY POLICIES REGARDING PROTECTION AND COLLECTION OF PERSONAL DATA, FACILITY USE, REQUIREMENTS FOR CITY COMMISSIONERS AND OTHER RELATED TOPICS INCLUDING CONSIDERATION TO ADOPT A PROPOSED RESOLUTION

This item was agendized by Councilmember Joel Fajardo.

10) DISCUSSION AND CONSIDERATION TO APPROVE AN ORDINANCE ESTABLISHING A “SAFE SAN FERNANDO” SANCTUARY CITY POLICY

This item was agendized by Vice Mayor Mary Solorio.

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 May 5, 2025.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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

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PRESENTATIONS - ANNUAL RECOGNITIONS

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Proclamation **EARTH DAY** *April 22, 2025*

WHEREAS, the global community faces challenges such as health issues, food and water shortages, and economic struggles;

WHEREAS, global climate change and other environmental phenomena remind us of the extraordinary importance of maintaining a clean and healthy environment;

WHEREAS, all people, regardless of race, gender, income, or geography, have a right to a healthy, sustainable environment with economic growth and opportunity;

WHEREAS, we are all caretakers of our planet and have an obligation to combat climate change and environmental degradation to preserve the earth's beauty and resources;

WHEREAS, the City of San Fernando seeks improve the environment by conserving water, planting more trees, improving the walkability of our streets, and preserving and expanding our electrical vehicle charging stations;

WHEREAS, it is necessary to broaden and diversify this global movement to achieve maximum success; and

WHEREAS, this year marks the 55th anniversary of the Earth Day movement let it be known that the city of San Fernando encourages all businesses, institutions, and individuals to celebrate the Earth and commit to caring for the planet and its resources.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM APRIL 22, 2025 as EARTH DAY in the City of San Fernando, and encourages people in San Fernando to combat climate change and environmental degradation, support green economy initiatives, and to encourage others to undertake similar actions.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Encarnacion Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

April 21, 2025

THE CITY OF
SAN FERNANDO

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Proclamation

DAY OF REMEMBRANCE OF THE ARMENIAN GENOCIDE APRIL 24, 2025

WHEREAS, on this day in 1915, the Ottoman Empire began its systematic genocide of Armenian people, a minority group that had long been treated as second-class citizens;

WHEREAS, the Armenian Genocide began with the forced deportation and murder of hundreds of Armenian intellectuals and community leaders and ended eight years later with the deaths of 1.5 million men, women and children;

WHEREAS, it was the first genocide of the 20th Century; and

WHEREAS, as we remember the victims and survivors of the Armenian Genocide, we also honor the strength and resilience of the Armenian people. Forced to build new lives in all corners of the globe, Armenians bravely forged ahead in the face of unimaginable tragedy. Thousands made their homes in California, and we are greater for their contributions.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM APRIL 24, 2025 as a "DAY OF REMEMBRANCE OF THE ARMENIAN GENOCIDE" in the City of San Fernando, and in doing so we urge every resident to recommit to making certain that the Armenian Genocide is never forgotten, and that they always speak out against hatred and atrocities anywhere they occur.



April 21, 2025

Mary Mendoza
MARY MENDOZA

MAYOR

Maria Enc Solorio
MARY SOLORIO

VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

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Proclamation **ARBOR DAY** *April 25, 2025*

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM APRIL 25, 2025 as ARBOR DAY in the City of San Fernando, and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and to plant trees to gladden the heart and promote the well-being of this and future generations.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Encarnacion Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

April 21, 2025

THE CITY OF
SAN FERNANDO

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Regular Meeting San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
SPECIAL MINUTES**

**JUNE 30, 2008 – 7:30 P.M.
SPECIAL 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 7:48 p.m.

Present:

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

Staff: City Administrator José E. Pulido and Deputy City Clerk Laura
Valdivia

PLEDGE OF ALLEGIANCE

Mayor Martinez

INVOCATION

Joe Sierra

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

Crystal Calderon
Joe Sierre

Motion by Mayor Martinez, seconded by Councilmember Veres to add the following item to the agenda and approve sound amplifier permit for SFETTC and waive associated fees. The motion carried, unanimously.

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SPECIAL MEETING MINUTES - June 30, 2008 – 7:30 p.m.

Page 2

Motion by Mayor Pro Tem Ruelas, seconded by Councilmember Hernandez to reinstate the Halloween and Easter Egg Hunt event and include information in the monthly Administrator's newsletter. The motion carried, unanimously.

PUBLIC HEARING

- 1) ADOPTION OF THE CITY'S FISCAL YEAR (FY) 2008-2009 BUDGET
Recommend that the City Council:

Mayor Martinez opened the public hearing.

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

Motion by Mayor Martinez, seconded by Councilmember Hernandez to continue the public hearing to either July 7, 2008 or July 14, 2008 and directed staff to bring back a revised draft budget reflecting reductions in certain Department's expenditures as follows:

Administration

Part-time Assistance <1,300>

Overtime <1,500>

City Clerk

Part-time Assistance <11,250>

Overtime <2,000>

Elections

Overtime <5,000>

Finance

Overtime <1,500>

Community Development

Part-time wages <11,089>

Part-time CSO <5,016>

Overtime <2,000>

The motion carried, unanimously.

Mayor Martinez closed the public hearing.

- 2) RESOLUTION ADOPTING REVISIONS TO THE FEE AND CHARGE STRUCTURES FOR FINANCE, POLICE, PUBLIC WORKS AND RECREATION AND COMMUNITY SERVICES DEPARTMENTS

Mayor Martinez opened the public hearing.

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

SAN FERNANDO CITY COUNCIL

SPECIAL MEETING MINUTES - June 30, 2008 – 7:30 p.m.

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Motion by Mayor Martinez, seconded by Councilmember Hernandez to adopt a Resolution Establishing Fees and Charges to Defray Costs for General Financial Services; General Police Services including Parking Penalties and Moving Violations; Public Works and Engineering General Services and Equipment Usage; and Recreation and Community Service Indoor and Outdoor Facility Rental and Usage. The motion carried by the following vote:

ROLL CALL

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

Mayor Martinez closed the public hearing.

NEW BUSINESS

3) RESOLUTIONS AMENDING THE SALARY PLAN AND THE TABLE OF ORGANIZATION FOR FISCAL YEAR (FY) 2008-2009

Motion by Mayor Martinez, seconded by Councilmember Hernandez to approve the amended Salary Plan and the Table of Organization for FY 2008-2009 by adopting the Resolutions. The motion carried by the following vote:

ROLL CALL

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

4) ADOPTION OF THE FISCAL YEAR (FY) 2008-2009 REDEVELOPMENT AGENCY BUDGET AND LOAN AND REIMBURSEMENT DOCUMENTS

Motion by Councilmember Hernandez, seconded by Mayor Martinez to adopt a Resolution approving the FY 2008-2009 Redevelopment Agency (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.

GENERAL COUNCIL COMMENTS

None

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES - June 30, 2008 – 7:30 p.m.
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STAFF COMMUNICATION

None

ADJOURNMENT (10:27 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 30, 2008 7:30 p.m. 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 21, 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
ADJOURNED REGULAR AND SPECIAL MEETING – 6:00 P.M.
TUESDAY, FEBRUARY 11, 2025**

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

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

Mayor Mary Mendoza called the regular meeting to order at 6:00 p.m.

Present: Council: Mayor Mary Mendoza, Vice Mayor Mary Solorio, and Councilmembers Joel Fajardo (arrived at 6:03 p.m.), Victoria Garcia, and Patty Lopez

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

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS

None

SAN FERNANDO CITY COUNCIL

MINUTES – Adjourned Regular and Special Meeting February 11, 2025

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ADMINISTRATIVE REPORTS

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

Motion by Councilmember Garcia, seconded by Councilmember Lopez to adopt Ordinance No. 1728 that was introduced for first reading at the City Council meeting of January 21, 2025, in title only, and waive all further reading, “An Ordinance of the City Council of the City Of San Fernando, California amending Chapter 106 (Zoning) of the San Fernando Municipal Code to establish the Mixed Use Overlay Zone”; and adopt Ordinance No. 1730 that was introduced for first reading at the City Council meeting of January 21, 2025, in title only, and waive all further reading, “An Ordinance of the City Council of the City Of San Fernando, California amending the Official City Zoning Map of the City of San Fernando to add the Mixed Use Overlay to certain properties in the C-1 and C-2 Zone Districts”; and adopting a California Environmental Quality Act Mitigated Negative Declaration Addendum. The motion carried, unanimously.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz had no updates to report.

Director of Recreation and Community Services Salcedo commented on upcoming community events.

Director of Public Works Johnson commented on a new California law AB 413 that increases visibility at intersections.

Director of Finance Melton had no updates to report.

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

Police Chief Valdez had no updates to report.

City Manager Kimball had no updates to report.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia mentioned she attended the Pioneer Park Grand Opening and Ribbon Cutting event, the League of California Cities New Mayors and Councilmembers Academy and commented on parking and crosswalk issues at San Fernando Middle School.

Councilmember Fajardo had no updates to report.

SAN FERNANDO CITY COUNCIL

MINUTES – Adjourned Regular and Special Meeting February 11, 2025

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Councilmember Lopez expressed thanks to the Police Department regarding recent public safety efforts at Rudy Ortega Park.

Vice Mayor Solorio commented on Pioneer Park’s Grand Opening and Ribbon Cutting event and mentioned she attended a Water Education for Latino Leaders event.

Mayor Mendoza mentioned she attended the Pioneer Park Grand Opening and Ribbon Cutting event.

The City Council recessed to Closed Session at 6:43 p.m.

RECESS TO CLOSED SESSION

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

Designated City Negotiators: City Manager Nick Kimball
Employees and Employee Bargaining Units:
San Fernando Management Group (SEIU, Local 721)
San Fernando Public Employees’ Association (SEIU, Local 721)
San Fernando Police Officers Association
San Fernando 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 54957 – INFORMAL PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER CITY MANAGER EMPLOYMENT CONTRACT**

Title: City Manager

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 (7:18 p.m.)

Mayor Mendoza adjourned the meeting to the regular meeting on February 18, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the February 11, 2025, Adjourned 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 21, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-042 (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. 25-042, including:
Exhibit A: Payment Demands/Voucher List

ATTACHMENT "A"

RESOLUTION NO. 25-042

**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. 25-042**

**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 21st 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. 25-042, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st day of 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

EXHIBIT "A"

RES. NO. 25-042

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04/17/2025 10:00:07AM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
239955	4/21/2025	894847 99 CLEANERS	D144411		DRY CLEANING SERVICES 004-2380	129.00	
					Total :	129.00	
239956	4/21/2025	891587 ABLE MAILING INC.	40534	13205	MAILING AND FULFILLMENT SERVICES 070-382-0000-4300	193.49	
			40535	13205	072-360-0000-4300	193.49	
					WATER ENVELOPE STORAGE-MAR 20;		
					072-360-0000-4300	15.00	
					070-382-0000-4300	15.00	
					Total :	416.98	
239957	4/21/2025	894869 ACORN TECHNOLOGY SERVICES	12295	13307	INFORMATION TECHNOLOGY MANAGE 001-135-0000-4270	17,154.16	
					Total :	17,154.16	
239958	4/21/2025	893777 ADLERHORST INTERNATIONAL LLC	122947		RGSTR-K9 AGITATOR TRAINING 001-225-0000-4360	350.00	
					Total :	350.00	
239959	4/21/2025	895013 ALARCON, JAMES	62-2272-11		WATER ACCT REFUND-422 HARDING 070-2010	44.86	
					Total :	44.86	
239960	4/21/2025	100143 ALONSO, SERGIO	MARCH 2025	13388	MMAP INSTRUCTOR SERGIO ALONSO 108-424-3659-4260	1,050.00	
					Total :	1,050.00	
239961	4/21/2025	887270 AMERICAN TRANSPORTATION SYSTEM	143616	13308	MOTORCOACH TRANSPORTATION FOI 004-2383	2,032.80	
					Total :	2,032.80	
239962	4/21/2025	100165 AMERICAN WATER WORKS, INC.	37457		VEHICLE MAINT-PW8007 041-320-0312-4400	926.69	
					Total :	926.69	
239963	4/21/2025	100184 ANDERSON TROPHY CO.	726052		TROPHIES FOR YOUTH AND ADULT SP		
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239963	4/21/2025	100184 ANDERSON TROPHY CO.	(Continued)			
			726112	13224	017-420-1328-4300	2,170.61
					TROPHIES FOR YOUTH AND ADULT SP	
				13224	017-420-1328-4300	6.46
					Total :	2,177.07
239964	4/21/2025	895010 APARICIO, CLAUDIA	37-3410-02		WATER ACCT REFUND-1048 GRIFFITH	
					070-2010	112.28
					Total :	112.28
239965	4/21/2025	100025 APWA	12217218133		RGSTR-3 DAY COURSE (MODEL 3)	
					001-310-0000-4360	520.29
					Total :	520.29
239966	4/21/2025	888707 ASCAP	500623477		ANNUAL MUSIC LICENSE	
					004-2385	445.92
					Total :	445.92
239967	4/21/2025	892412 AT&T MOBILITY	287340014777x0404202		HR MANAGER CELL PHONE PLAN	
					001-133-0000-4220	50.62
					Total :	50.62
239968	4/21/2025	889942 ATHENS SERVICES	19085478		STREET SWEEPING SERVICES-APRIL :	
				13275	011-311-0000-4260	15,895.40
				13275	001-343-0000-4260	1,548.00
					Total :	17,443.40
239969	4/21/2025	891209 AUTONATION SSC	422461		FORD GENUINE PARTS FOR FLEET	
				13299	070-384-0000-4400	3,406.47
			422865		FORD GENUINE PARTS FOR FLEET	
				13299	070-384-0000-4400	3,322.43
					Total :	6,728.90
239970	4/21/2025	895015 AYERS, WILBUR	62-2362-02		WATER ACCT REFUND-501 HARDING	
					070-2010	107.05
					Total :	107.05
239971	4/21/2025	894842 BATTERY POWER INC	450305		VEHICLE MAINT-PD2521	

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239971	4/21/2025	894842 BATTERY POWER INC	(Continued)		041-320-0225-4400	330.53
					Total :	330.53
239972	4/21/2025	892426 BEARCOM	5874781		MAINTENANCE AGREEMENT FOR RAD	
				13309	001-135-0000-4260	9,991.39
				13309	043-390-0000-4260	1,332.18
				13309	070-381-0000-4260	532.87
				13309	072-360-0000-4260	932.53
				13309	070-384-0000-4260	532.89
					Total :	13,321.86
239973	4/21/2025	888800 BUSINESS CARD	032725		2025 ANNUAL CONF ON 10/19-10/22 IN	
					001-1230	725.00
			032725-1		MONITOR CABLE	
					001-115-0000-4300	24.24
			032825		LODGING-2025 MISAC ANNUAL CONFE	
					001-1230	235.75
			040825-1		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			040825-2		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			040825-3		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			31325		WIRELESS LAVALIER MICROPHONES	
					001-105-0000-4300	44.09
			32425		CHATGPT PLUS MONTHLY SUBSCRIPT	
					001-105-0000-4380	20.00
			32725		DPH CONCESSION PERMIT-LP PARK	
					017-420-1330-4260	134.93
			32825		EMAIL MARKETING SUBSCRIPTION	
					001-105-0000-4260	1,374.70
					001-420-0000-4260	600.00
			33125		FINANCE CHARGES	
					001-190-0000-4435	43.71
			40225		MONTHLY EMAIL- APRIL 2025	
					001-135-0000-4260	2,242.09

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239973	4/21/2025	888800 BUSINESS CARD	(Continued)			
			40425		RGSTR-WATCHBOOK ROADWORK TR	
					072-360-0000-4360	420.00
			40725		2024-2025 GFOA CERTIFICATE OF DIS	
					001-130-0000-4380	445.00
			40825		DINNER FOR CITY COUNCIL MTG-04/0	
					001-101-0000-4300	154.35
			40825		ONLINE TRAINING-SUBSTANDARD HOI	
					001-150-0000-4360	65.00
					Total :	6,828.86
239974	4/21/2025	888800 BUSINESS CARD	030725		LODGING-SLI TRAINING ON 03/02-03/0	
					001-225-0000-4360	635.19
			031025		LODGING-2025 CAPE TRAINING SEMIN	
					001-222-0000-4360	727.16
			032525		POCKETMOON LGHT SET	
					110-225-3628-4300	499.00
			032725-2		DELL BATTERY	
					028-155-0000-4300	61.73
			032825-1		SUPPLIES-JAMBOREE EVENT	
					001-424-0000-4300	27.99
			032825-2		OFFICE SUPPLIES	
					001-115-0000-4300	93.70
			032825-3		SUPPLIES-JAMBOREE EVENT	
					001-424-0000-4300	516.44
			040425-1		TABLE & GUM SCRAPPERS-REC PARK	
					001-130-0000-4380	104.82
			040425-2		DIGITAL PRESENTATION CLICKER	
					001-115-0000-4260	44.19
			040725		GENERATOR	
					110-225-3628-4300	823.10
			040725-1		ERP PROJ PLANNING SUPPLIES	
					001-135-0000-4300	94.05
			040725-2		EARTH DAY EVENT GIVE AWAYS	
					001-423-0000-4300	38.22
			040925		REFUND RELATED TO GENERATOR PL	
					110-225-3628-4300	-116.35

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239974	4/21/2025	888800 BUSINESS CARD	(Continued) 040925-1		SPECIAL PROG SUPPLIES 017-420-1337-4300	43.03
			040925-2		SPECIAL PROG SUPPLIES 017-420-1337-4300	14.31
			040925-3		SPECIAL PROG SUPPLIES 017-420-1337-4300	14.31
			041025		SPECIAL PROG & MISC SUPPLIES 017-420-1337-4300	176.60
					001-420-0000-4300	26.67
					001-423-0000-4300	477.03
			041425		ITEM RETURNED 001-115-0000-4260	-44.19
			32625		HARD DRIVES & MEMORY STICKS 001-222-0000-4300	198.40
			33125		SUPPLIES-JAMBOREE EVENT 001-424-0000-4300	68.64
					Total :	4,524.04
239975	4/21/2025	887810 CALGROVE RENTALS, INC.	198174-1	13230	RENTAL OF EQUIPMENT 001-311-0000-4300	864.99
					Total :	864.99
239976	4/21/2025	892465 CANON SOLUTIONS AMERICA, INC.	6011221487	13211	FY 2024-2025 CANON MAINTENANCE & 001-135-0000-4260	2,078.88
			6011444140	13211	FY 2024-2025 CANON MAINTENANCE & 001-135-0000-4260	67.17
			6011469324	13211	FY 2024-2025 CANON MAINTENANCE & 001-135-0000-4260	395.28
					Total :	2,541.33
239977	4/21/2025	894600 CARGILL, INCORPORATED	2910750316	13240	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,112.67
			2910806203	13240	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,269.49
			2910817249	13240	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,069.89

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239977	4/21/2025	894600 894600 CARGILL, INCORPORATED	(Continued)			Total : 18,452.05
239978	4/21/2025	100472 CCAC	200004720		MMC SERIES 200 CLASS 001-115-0000-4360	500.00
					Total :	500.00
239979	4/21/2025	889307 CDPH	189104 MW 2025		2025 ANNUAL REGISTRATION FEE-SM/ 001-222-0000-4260	25.00
					Total :	25.00
239980	4/21/2025	103948 CDW GOVERNMENT, INC.	AD1Y11M	13398	MICROSOFT SURFACE PRO 9 CORE I7 070-381-0000-4290	2,685.21
			AD37F6F	13398	MICROSOFT SURFACE PRO 9 CORE I7 070-381-0000-4290	185.53
			AD3HQ6P	13407	SURFACE COMPUTER FOR DEPUTY C 001-115-0000-4260	2,262.77
					Total :	5,133.51
239981	4/21/2025	894010 CHARTER COMMUNICATIONS	0283057040525		LP CABLE & INTERNET SRV 04/05-05/04 001-420-0000-4260	291.97
			187701601040125		PW OPS CABLE SRV-04/05-05/04 043-390-0000-4260	202.01
			187701701040125		CITY HALL CABLE SRV - 04/05-05/04 001-190-0000-4220	141.55
			187701901031425		PD CABLE SRV-03/10-04/09 001-222-0000-4260	237.87
			187702001030725		PD 5G INTERNET SRVS-03/10-04/09 010-225-3698-4500	2,600.00
			187702401040725		REC PARK CABLE & INTERNET 001-420-0000-4260	272.02
					Total :	3,745.42
239982	4/21/2025	895014 CISNEROS, DAISY	62-2262-18		WATER ACCT REFUND-418 HARDING 070-2010	82.78
					Total :	82.78
239983	4/21/2025	100713 CITY OF GLENDALE	3375		WATER MASTER-ULARA (OCT'24-DEC'24) 070-381-0000-4270	5,616.89

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239983	4/21/2025	100713 100713 CITY OF GLENDALE	(Continued)			Total : 5,616.89
239984	4/21/2025	100731 CITY OF LOS ANGELES	WP250000103	13286	WASTE WATER OPERATIONS & MAINT 072-360-0629-4260	173,222.00
			WP250000104	13287	CAPITAL PORTION OF ASSSC 072-365-0629-4600	60,138.00
					Total :	233,360.00
239985	4/21/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF250000011		FIRE SERVICES-MAY 2025 001-500-0000-4260	278,951.50
					Total :	278,951.50
239986	4/21/2025	103029 CITY OF SAN FERNANDO	7246-7328		REIMB TO WORKER'S COMP TRUSTEE 006-1038	31,416.48
					Total :	31,416.48
239987	4/21/2025	890893 CITY OF SAN FERNANDO	APRIL 2025		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	15,419.76
					Total :	15,419.76
239988	4/21/2025	894077 CIVICPLUS, LLC	331605		ANNUAL MUNICODE FULL SRVS CODE 001-115-0000-4260	642.25
					Total :	642.25
239989	4/21/2025	894788 COMMUNITY BRIDGE HOUSING CORP	5813	13202	TEMPORARY HOUSING SERVICES-JAN 028-155-0000-4270	1,000.00
			5814	13202	TEMPORARY HOUSING SERVICES-FEE 028-155-0000-4270	1,000.00
			5815	13202	TEMPORARY HOUSING SERVICES-MAI 028-155-0000-4270	1,000.00
					Total :	3,000.00
239990	4/21/2025	893824 COMPLETE OFFICE	4224375-0		BREAK ROOM SUPPLIES 001-222-0000-4300	122.74
					Total :	122.74
239991	4/21/2025	892687 CORE & MAIN LP	W047147	13256	WATER SERVICE & FIRE HYDRANT SU 070-385-0700-4600	2,422.23

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239991	4/21/2025	892687 892687 CORE & MAIN LP	(Continued)			Total : 2,422.23
239992	4/21/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25011303322	13344	CITYWIDE CURB PAINTING/STRIPING 121-311-3689-4600	885.97
			RE-PW-25021003978	13344	CITYWIDE CURB PAINTING/STRIPING 121-311-3689-4600	2,681.22
					Total :	3,567.19
239993	4/21/2025	893904 CRICKET CONSULTING	1643	13225	SCADA PROGRAMMING, EQUIP., INSTA 070-384-0000-4260	602.44
					Total :	602.44
239994	4/21/2025	889794 CUELLAR, JULIE	APRIL 2025		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
239995	4/21/2025	892888 CWE	F24596	12523	REGIONALPARK INFILTRATION PROJE 070-381-0000-4270	8,231.50
					Total :	8,231.50
239996	4/21/2025	887121 DELL MARKETING L.P.	10805842896	13412	TO REPLACE PO NO. 13405 HR LAPTO 001-135-0000-4260	1,250.89
					Total :	1,250.89
239997	4/21/2025	100930 DEPARTMENT OF CONSERVATION	JAN-MAR 2025		STRONG MOTION INSTR.& SEISMIC H/ 001-2040	368.94
					Total :	368.94
239998	4/21/2025	100880 DMV RENEWAL	EX4S07		VEHICLE RGSTR-PK4377 041-320-0390-4400	54.00
					Total :	54.00
239999	4/21/2025	101152 DUARTE, JULIE	TRAVEL		PER DIEM-GSMO 2025 ANNUAL CONFE 001-105-0000-4370	145.00
					Total :	145.00
240000	4/21/2025	887380 DUENAS, MARIA CONCEPCION	133	13390	MMAF PROJ ASSISTANT MARIA DUEN/ 109-424-3618-4260	405.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240000	4/21/2025	887380 887380 DUENAS, MARIA CONCEPCION	(Continued)		Total :	405.00
240001	4/21/2025	894082 ELIAS, LILIA LETICIA	APRIL 2025		SENIOR DANCE CLEAN UP SERVICE- C	208.00
			MARCH 2025		004-2380	208.00
					SENIOR DANCE CLEAN UP SERVICE- C	208.00
					004-2380	208.00
					Total :	416.00
240002	4/21/2025	891650 ENTERPRISE FLEET	FBN5211077		LEASE OF TEN VEHICLES FOR 3 DIVIS	
				13278	041-420-0000-4500	814.99
				13278	041-311-0000-4500	8,606.81
				13278	041-152-0000-4500	1,520.80
					Total :	10,942.60
240003	4/21/2025	893052 ENVIROTEK	C-3710		GRAFFITI REMOVER	
					001-312-0000-4300	1,156.82
					Total :	1,156.82
240004	4/21/2025	103851 EVERSOF, INC.	R2559247		WATER SOFTNER RENTAL-WELL 2A	
					070-384-0000-4260	126.26
					Total :	126.26
240005	4/21/2025	893800 FAJARDO, JOANNE	MARCH 2025		SENIOR ZUMBA AND CHAIR ZUMBA IN	
				13282	017-420-1322-4260	443.00
					Total :	443.00
240006	4/21/2025	101144 FANTASY FLOWERS & BALLOONS	032525		PLANT-SENIOR CLUB	
					004-2380	59.11
					Total :	59.11
240007	4/21/2025	893983 FRITZ, JULIA	TRAVEL		PER DIEM-CCAC MASTER MUNI CLERK	
					001-115-0000-4370	180.00
					Total :	180.00
240008	4/21/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598-		PAC 50 TO SHERIFFS	
			209-150-5251-040172-		001-222-0000-4220	541.21
					MWD METER (P.W.)	
					070-384-0000-4220	57.34

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240008	4/21/2025	892198 FRONTIER COMMUNICATIONS	(Continued)			
			209-151-4939-102990-		MUSIC CHANNEL	
					001-190-0000-4220	53.45
			209-151-4941-102990-		POLICE PAGING	
					001-222-0000-4220	53.45
			209-188-4361-031792		RCS PHONE LINES	
					001-420-0000-4220	143.28
			209-188-4362-031792		PD PHONE LINES	
					001-222-0000-4220	1,391.77
			209-188-4363-031892		VARIOUS CITY PHONE LINES	
					001-190-0000-4220	105.99
					070-384-0000-4220	416.07
					001-420-0000-4220	266.41
			818-361-0901-051499-		SEWER FLOW MONI (P. W.)	
					072-360-0000-4220	90.49
			818-361-3958-091407-		CNG STATION	
					074-320-0000-4220	72.30
			818-361-6728-080105-		ENGINEERING FAX LINE	
					001-310-0000-4220	46.16
			818-361-7825-120512-		RUDY ORTEGA PARK IRR SYTM	
					001-420-0000-4220	76.63
			818-365-0026-071223-		PD NON EMERGENCY PHONE LINE	
					001-222-0000-4220	459.83
			818-365-5097-120298-		POLICE NARCOTICS VAULT	
					001-222-0000-4220	45.64
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE	
					001-190-0000-4220	32.01
			818-837-2296-031315-		VARIOUS CITY HALL LINES	
					001-190-0000-4220	387.27
			818-838-1841-112596-		ENGINEERING FAX MODEM	
					001-310-0000-4220	46.98
			818-838-4969-021803-		POLICE DEPT ALARM PANEL	
					001-222-0000-4220	155.87
			818-898-7385-033105-		LAS PALMAS PARK FAX LINE	
					001-420-0000-4220	35.79
					Total :	4,477.94

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240009	4/21/2025	894351 GARCIA, VICTORIA	TRAVEL		PER DIEM-CALIFORNIA CONTRACT CIT 001-101-0114-4370	60.00
					Total :	60.00
240010	4/21/2025	894054 GLORY DAYS SERVICES INC	33956		MCB PICTURE PACKAGES 017-420-1330-4300	821.01
					Total :	821.01
240011	4/21/2025	894841 GONZALEZ, MICAELA	REIMB.		MISC ITEMS-SENIOR ACTIVITIES 004-2346	109.90
					001-420-0000-4390	6.58
					Total :	116.48
240012	4/21/2025	894743 GR LANDSCAPING CORP	INV00040	13248	LANDSCAPE MAINT. AT VARIOUS WELL 070-384-0000-4260	2,200.00
					Total :	2,200.00
240013	4/21/2025	101376 GRAINGER, INC.	9444931886	13302	BUILDING SUPPLIES, ELECTRICAL & W 043-390-0000-4300	406.57
			9450886800	13302	BUILDING SUPPLIES, ELECTRICAL & W 043-390-0000-4300	467.04
					Total :	873.61
240014	4/21/2025	893344 GRAND ELECTRICAL SUPPLY	2011205		PARTS FOR PLANT 2 070-384-0000-4300	18.96
					Total :	18.96
240015	4/21/2025	894407 GRAYBAR FINANCIAL SERVICES	18056030		MAR-VOIP MONTHLY LEASE PAYMENT 001-190-0000-4220	944.53
					001-222-0000-4220	944.54
					001-420-0000-4220	404.80
					070-384-0000-4220	404.80
			18211600		APRIL-VOIP MONTHLY LEASE PAYMEN 001-190-0000-4220	1,041.06
					001-222-0000-4220	1,041.05
					001-420-0000-4220	446.17
					070-384-0000-4220	446.17

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240015	4/21/2025	894407 894407 GRAYBAR FINANCIAL SERVICES	(Continued)			Total : 5,673.12
240016	4/21/2025	894855 GUERRERO, RIGOBERTO	REIMB.		WORK BOOTS PER SEC. 8.01 OF MOU 001-152-0000-4325	133.58
					Total :	133.58
240017	4/21/2025	101434 GUZMAN, JESUS ALBERTO	MARCH 2025	13413	MARIACHI MASTER APPRENTICE PRO 108-424-3659-4260	1,000.00
					Total :	1,000.00
240018	4/21/2025	890594 HEALTH AND HUMAN RESOURCE	E0343049		EAP-MAY 2025 001-133-0000-4260	302.90
					Total :	302.90
240019	4/21/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	MARCH 2025	13391	MMAP INSTRUCTOR MARIO HERNAND 108-424-3659-4260	720.00
					Total :	720.00
240020	4/21/2025	888309 HI 2 LO VOLTAGE WIRING CO, INC	21359		MONITORING SRVS 04/01/25-06/30/25 001-222-0000-4260	75.00
					Total :	75.00
240021	4/21/2025	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN042432	13243	CONTRACT SERVICES - SALES & TRA 001-130-0000-4270	1,824.01
					Total :	1,824.01
240022	4/21/2025	894893 HOME AGAIN LOS ANGELES	HALASF MOTEL_4	13377	HOMELSSNESS PREVENTION PROGR 121-155-3689-4260	11,505.00
					Total :	11,505.00
240023	4/21/2025	894713 I. RAMIREZ CORPORATION	PW-102-25	13315	VARIOUS ASPHALT AND SIDEWALK RE 070-385-0000-4600	9,700.00
					Total :	9,700.00
240024	4/21/2025	894775 IBARRA, SERGIO	REIMB.		LEADERSHIP ACADEMY REFRESHMEN 001-190-0000-4267	215.99
			REIMB.		LEADERSHIP ACADEMY REFRESHMEN 001-190-0000-4267	25.67

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240024	4/21/2025	894775 IBARRA, SERGIO	(Continued) REIMB.		LEADERSHIP ACADEMY REFRESHMEN 001-190-0000-4267	260.68
					Total :	502.34
240025	4/21/2025	101583 ICMA	1240038		MEMBERSHIP RENEWAL-FY2025-2026 001-1230	200.00
			912714		MEMBERSHIP RENEWAL-FY2025-2026 001-1230	200.00
					Total :	400.00
240026	4/21/2025	892682 IPS GROUP, INC.	INV106876	13345	SMART PARKING METER-JAN 2025 029-335-0000-4600	752.51
					Total :	752.51
240027	4/21/2025	891777 IRRIGATION EXPRESS	15309004-00	13258	IRRIGATION SUPPLIES FOR REPAIRS & 043-390-0000-4300	47.92
					Total :	47.92
240028	4/21/2025	892060 JCL TRAFFIC SERVICES	128139	13417	SF VALLEY MILE TRAFFIC MANAGEME 001-424-0000-4260	22,150.00
					Total :	22,150.00
240029	4/21/2025	894823 KARINA SWEEPING LLC	0038	13330	MAR'25-SWEEPING SERVICES- PARKIN 029-335-0000-4260	7,440.00
					Total :	7,440.00
240030	4/21/2025	101768 KIMBALL-MIDWEST	103170724		PARTS BIN 041-320-0000-4310	127.50
					Total :	127.50
240031	4/21/2025	102007 L.A. COUNTY SHERIFFS DEPT.	252282BL	13316	PRE-PACKAGED, PREPARED INMATE M 001-225-0000-4350	374.04
					Total :	374.04
240032	4/21/2025	101971 L.A. MUNICIPAL SERVICES	004-750-1000 494-750-1000		ELECTRIC - 13003 BORDEN 070-384-0000-4210 WATER - 12900 DRONFIELD	26,952.19
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240032	4/21/2025	101971 L.A. MUNICIPAL SERVICES	(Continued)		070-384-0000-4210	721.72
			594-750-1000		ELECTRIC - 12900 DRONFIELD	
			657-750-1000		070-384-0000-4210	4,460.24
			694-750-1000		ELECTRIC - 14060 SAYRE	1,893.68
			757-750-1000		070-384-0000-4210	40,655.42
			993-750-1000		ELECTRIC & WATER - 13180 DRONFIEL 070-384-0000-4210	9.91
					WATER - 14060 SAYRE	
					070-384-0000-4210	1,035.94
					Total :	75,729.10
240033	4/21/2025	889332 LA DAILY NEWS	900233735		ANNUAL SUBSCRIPTION 001-225-0000-4350	679.58
					Total :	679.58
240034	4/21/2025	894379 LAPPL/PROFESSIONAL DEVELOPMENT	55988250		RGSTR-BLUE LINE LEADERSHIP TRAIN 001-224-0000-4360	525.00
					Total :	525.00
240035	4/21/2025	893218 LAZARO, ERNESTO	MARCH 2025	13392	MMAP INSTRUCTOR ERNESTO LAZAR 108-424-3659-4260	540.00
					Total :	540.00
240036	4/21/2025	894319 LENCHITAS TORTILLERIA	040725		TAMALES- SENIOR DANCE 04/26/25 004-2380	255.00
					Total :	255.00
240037	4/21/2025	891080 LOPEZ, PATTY	TRAVEL		PER DIEM-CALIFORNIA CONTRACT CIT 001-101-0112-4370	60.00
					Total :	60.00
240038	4/21/2025	892477 LOWES	9747-73497 9747-96731		MISC ITEMS 041-320-0000-4310 CAPS FOR SEWER VENT PIPES-LP PAI	114.25
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240038	4/21/2025	892477 LOWES	(Continued)			
			9754-79418		043-390-0000-4300 RETURN-DAMAGED CABINET	12.35
			9754-79484		070-384-0000-4330 SAFETY CABINET	-1,152.11
					070-384-0000-4330	1,174.16
					Total :	148.65
240039	4/21/2025	888468 MAJOR METROPOLITAN SECURITY	1118006		ALARM MONITORING AT ALL CITY FACI	
			1118007	13303	043-390-0000-4330	25.00
			1118008	13303	043-390-0000-4330	25.00
			1118009	13303	043-390-0000-4330	25.00
			1118010	13303	043-390-0000-4330	25.00
			1118011	13303	043-390-0000-4330	25.00
			1118012	13303	043-390-0000-4330	25.00
			1118013	13303	043-390-0000-4330	25.00
			1118015	13303	043-390-0000-4330	25.00
			1118016	13303	043-390-0000-4330	15.00
			1118017	13303	043-390-0000-4330	25.00
			1118018	13303	070-384-0000-4260	25.00
			1118019	13303	070-384-0000-4260	25.00
			1118020	13303	070-384-0000-4260	25.00
			111814	13303	070-384-0000-4260	25.00
					ALARM MONITORING AT ALL CITY FACI	

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240039	4/21/2025	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
				13303	043-390-0000-4330	25.00
					Total :	365.00
240040	4/21/2025	895017 MATA, ALYSSA L.	152521d		PHOTO SRVS-SF VALLY MILE EVENT	
					004-2385	250.00
					Total :	250.00
240041	4/21/2025	894235 MAVERICK DATA SYSTEMS	397		ANNUAL SUBSCRIPTION	
					001-222-0000-4260	1,000.00
					Total :	1,000.00
240042	4/21/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINES	
					007-440-0441-4220	39.85
					Total :	39.85
240043	4/21/2025	893200 MCKESSON MEDICAL-SURGICAL	23524157		NEDICAL SUPPLIES	
					001-225-0000-4350	116.54
					Total :	116.54
240044	4/21/2025	102160 MCMASTER CARR SUPPLY CO	41939409		WATER WELL SITES MAINT	
					070-384-0000-4320	1,828.49
					Total :	1,828.49
240045	4/21/2025	895019 MEDREVIEW INC	21-159886		COPY OF MEDICAL RECORDS	
					006-190-0000-4800	230.00
					Total :	230.00
240046	4/21/2025	893442 MENDOZA, MARY	TRAVEL		PER DIEM-LEAGUE OF CA CITIES 2025	
					001-101-0107-4370	80.00
					Total :	80.00
240047	4/21/2025	102148 METROPOLITAN WATER DISTRICT	11780		FEB'25-MWD MONTHLY CAPACITY CH#	
			11810		070-384-0000-4430	5,741.67
					MAR'25-MWD MONTHLY CAPACITY CH#	
					070-384-0000-4430	5,741.67
					Total :	11,483.34

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240048	4/21/2025	102226 MISSION LINEN SUPPLY	523520090		LAUNDRY SERVICES FOR PD	
				13252	001-225-0000-4350	413.95
			523562966		LAUNDRY SERVICES FOR PD	
				13252	001-225-0000-4350	413.95
			523604760		LAUNDRY SERVICES FOR PD	
				13252	001-225-0000-4350	414.03
					Total :	1,241.93
240049	4/21/2025	893343 MOHR, NICOLE	APRIL 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	100.00
240050	4/21/2025	894785 MONTANEZ, MIGUEL	APRIL 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	100.00
240051	4/21/2025	894150 MORA-ZAMORA, ERENDIRA	APRIL 2025		MUSIC ENTERTAINMENT FOR SENIOR	
				13207	004-2380	1,200.00
					Total :	1,200.00
240052	4/21/2025	895012 MUNOZ, CRISTINA	60-1446-02		WATER REFUND-809 DE HAVEN	
					070-2010	36.03
					Total :	36.03
240053	4/21/2025	102325 NAPA AUTO PARTS	192497		BATTERIES-PW3464	
					072-360-0000-4400	416.31
			192950		FLEX HEAD WRENCH SET	
					041-320-0000-4340	105.12
			192951		BATTERY CLAMP - WA4125	
					070-382-0000-4400	6.47
					Total :	527.90
240054	4/21/2025	893247 NATIONAL READY MIXED	935692		CONCRETE FOR VARIOUS SIDEWALK,	
				13272	001-311-0000-4300	1,355.36
					Total :	1,355.36
240055	4/21/2025	102324 NEGRETE, CONNIE	REIMB.		WORK BOOTS PER SEC. 8.01 OF MOU	
					001-152-0000-4325	284.69

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240055	4/21/2025	102324 102324 NEGRETE, CONNIE	(Continued)		Total :	284.69
240056	4/21/2025	893405 NEW HORIZON	3015119		LP PHONE SERVICE-APR 2025	
					001-420-0000-4220	310.27
					Total :	310.27
240057	4/21/2025	894100 ODP BUSINESS SOLUTIONS , LLC	410932859001		OFFICE SUPPLIES	
					001-222-0000-4300	311.38
			412116831001		OFFICE SUPPLIES	
					001-133-0000-4300	65.11
			412878328001		OFFICE SUPPLIES	
					001-222-0000-4300	50.48
			412881560001		OFFICE SUPPLIES	
					001-222-0000-4300	35.38
			412881568001		OFFICE SUPPLIES	
					001-222-0000-4300	78.06
			413971917001		OFFICE SUPPLIES	
					070-381-0000-4290	62.48
			414971872001		OFFICE SUPPLIES	
					043-390-0000-4300	138.64
					070-383-0000-4300	138.65
			414975734001		OFFICE SUPPLIES	
					070-383-0000-4300	29.42
					043-390-0000-4300	29.41
			415565150002		OFFICE SUPPLIES	
					001-222-0000-4300	50.85
			415565232001		OFFICE SUPPLIES	
					001-222-0000-4300	64.85
			415581516001		OFFICE SUPPLIES	
					001-222-0000-4300	79.21
			415679844001		OFFICE SUPPLIES	
					070-383-0000-4300	43.10
			415679844002		OFFICE SUPPLIES	
					070-383-0000-4300	60.58
			415680496001		OFFICE SUPPLIES	
					070-383-0000-4300	64.13
			415914676001		OFFICE SUPPLIES	

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240057	4/21/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			416704453001		001-222-0000-4300 OFFICE SUPPLIES	226.30
			416944658001		001-115-0000-4300 BREAK ROOM SUPPLIES	55.84
			416945116001		001-130-0000-4300 BREAK ROOM SUPPLIES	48.32
					001-130-0000-4300	114.66
					Total :	1,746.85
240058	4/21/2025	102472 ORANGE COUNTY SHERIFF'S DEPT.	NONPO		RGSTR-TRAFFIC COLLISION BASIC TR	
					001-225-0000-4360	175.00
					Total :	175.00
240059	4/21/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-219490	13387	VEH. SERVICE, MAINT. & REPAIR PART	
			4605-219679	13387	041-1215 VEH. SERVICE, MAINT. & REPAIR PART	200.57
			4605-221285	13387	041-320-0224-4400 VEH. SERVICE, MAINT. & REPAIR PART	16.16
			4605-221287	13387	072-360-0000-4400 VEH. SERVICE, MAINT. & REPAIR PART	134.43
				13387	041-320-0320-4400	92.54
					Total :	443.70
240060	4/21/2025	102534 PACIFIC FLOOR COMPANY INC.	7679	13331	RECREATION PARK GYM FLOOR RECC	
					043-390-0000-4260	3,456.00
					Total :	3,456.00
240061	4/21/2025	892958 PADILLA'S AUTO CENTER	32725		VEHICLE MAINT-PK6820	
					041-320-0390-4400	200.00
					Total :	200.00
240062	4/21/2025	892360 PARKING COMPANY OF AMERICA	INVM0019579	13320	PUBLIC TRANSPORTATION SERVICES	
					008-313-0000-4260	48,224.98
					Total :	48,224.98
240063	4/21/2025	894991 PAYMENTUS GROUP INC	INV-15-161795		ONLINE PYMNTS TRANS FEES-MAR'25	

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240063	4/21/2025	894991 PAYMENTUS GROUP INC	(Continued)			
					070-382-0000-4435	566.43
					072-360-0000-4435	566.43
					Total :	1,132.86
240064	4/21/2025	890324 PEREZ MONTELONGO, JUAN	032025	13233	YOUTH BASKETBALL REFEREE SERVI	
					017-420-1328-4260	229.50
					Total :	229.50
240065	4/21/2025	895002 PORTA-STOR	448229		MCB STORAGE BIN RENTAL-MAR 2025	
					017-420-1330-4260	82.00
					Total :	82.00
240066	4/21/2025	102688 PROFESSIONAL PRINTING CENTERS	23231	13274	PRE-PRINTED FORMS	
			23258	13274	001-423-0000-4270 PRE-PRINTED FORMS	617.40
				13274	070-382-0000-4300	118.52
				13274	072-360-0000-4300	118.52
					Total :	854.44
240067	4/21/2025	890004 PTS	2140793		PD PAY PHONE SRV-MAR 2025	
					001-190-0000-4220	79.20
					Total :	79.20
240068	4/21/2025	894993 PUBLIC AGENCY	3749		ANNUAL MEMBERSHIP	
					001-133-0000-4370	450.00
					Total :	450.00
240069	4/21/2025	893553 QUADIENT LEASING USA, INC	Q1801140	13246	POSTAGE MACHINE QUARTERLY LEAS	
					001-190-0000-4280	2,664.86
					Total :	2,664.86
240070	4/21/2025	894306 QUENCH USA, INC.	INV08730129		DRINKING WATER	
					001-222-0000-4300	114.87
					Total :	114.87
240071	4/21/2025	102855 RIO HONDO COLLEGE	S25-76-ZSFN		BASIC DISPATCH COURSE	
					001-225-0000-4360	372.00

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240071	4/21/2025	102855 102855 RIO HONDO COLLEGE	(Continued)		Total :	372.00
240072	4/21/2025	102858 RIVERSIDE COUNTY SHERIFF	BCTC0085343		RGSTR-BACKGROUND INVESTIGATION	330.00
			BCTC008823		001-226-0000-4360	330.00
					001-226-0000-4360	330.00
					Total :	660.00
240073	4/21/2025	894952 ROBERT D. NIEHAUS, INC.	K-381	13403	WATER & SEWER UTILITY RATE STUDY	11,660.00
					070-381-0000-4270	11,660.00
					Total :	11,660.00
240074	4/21/2025	894763 RODRIGUEZ, ANDREW	REIMB.		WORK BOOTS PER SEC. 8.01 OF MOU	300.00
					001-152-0000-4325	300.00
					Total :	300.00
240075	4/21/2025	102929 ROYAL PAPER CORPORATION	5471660	13335	CLEANING SUPPLIES FOR PARK FACIL	229.64
				13335	001-420-0000-4300	229.63
				13335	001-422-0000-4300	49.49
				13335	001-423-0000-4300	229.63
				13335	001-424-0000-4300	229.63
					Total :	738.39
240076	4/21/2025	103057 SAN FERNANDO VALLEY SUN	18981		AD; ANNUAL TRANSACTION TAX TOWN	939.02
			18986		001-190-0000-4267	939.02
			18986		PUBLIC NOTICE-BUILDING CODE UPD	120.00
			18987		001-115-0000-4230	120.00
					VARIOUS LEGAL PUBLICATIONS	355.00
					001-115-0000-4320	355.00
					Total :	1,414.02
240077	4/21/2025	895011 SANDOVAL, ALEJANDRO	50-2467-03		WATER ACCT REFUND-1167 HARDING	16.94
					070-2010	16.94
					Total :	16.94
240078	4/21/2025	102967 SCOTT FAZEKAS & ASSOCIATES INC	23065		PLANCHECK SERVICES	75.00
					001-2698	75.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240078	4/21/2025	102967 102967 SCOTT FAZEKAS & ASSOCIATES INC	(Continued)		Total :	75.00
240079	4/21/2025	103184 SMART & FINAL	0059		CALLES VERDES EVENT	58.55
			0144		001-310-0000-4300	127.89
			0334		ENP COFFEE SUPPLIES	68.52
					001-422-0000-4300	68.52
					CALLES VERDES EVENT	68.52
					001-310-0000-4300	68.52
					Total :	254.96
240080	4/21/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS	11,872.12
					027-344-0000-4210	3,735.20
					029-335-0000-4210	17,534.09
					070-384-0000-4210	837.63
					074-320-0000-4210	6,268.56
					043-390-0000-4210	6,268.56
			70013617526		ELECTRIC-METER FOR MALL-MACLAY	85.49
			700360580265		030-341-0000-4210	5,976.58
			700363532503		ELECTRIC-910 FIRST	5,328.95
					043-390-0000-4210	931.22
			70077150347		ELECTRIC-190 PARK	931.22
			700826276457		027-344-0000-4210	6.64
					ELECTRIC - 799 JESSIE	6.64
					043-390-0000-4210	6.64
					Total :	52,576.48
240081	4/21/2025	894311 SPECTRUMVOIP	571174		CITYWIDE LONG DISTANCE VOIP-MAY	251.77
					001-190-0000-4270	251.77
					Total :	251.77
240082	4/21/2025	103251 STANLEY PEST CONTROL	1888712	13374	PEST EXTERMINATION FOR CITY FACI	62.00
			1888713	13374	043-390-0000-4330	55.00
			1889016		PEST EXTERMINATION FOR CITY FACI	55.00
					043-390-0000-4330	55.00
					PEST EXTERMINATION FOR CITY FACI	55.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240082	4/21/2025	103251 STANLEY PEST CONTROL	(Continued)	13374	043-390-0000-4330	95.00
					Total :	212.00
240083	4/21/2025	894275 STAPLES, INC.	6027340817		BREAK ROOM SUPPLIES	
			6028002636		001-190-0000-4300	64.99
			6028002637		OFFICE SUPPLIES	
					001-133-0000-4300	15.26
					OFFICE SUPPLIES	
					001-133-0000-4300	32.38
					Total :	112.63
240084	4/21/2025	894649 STERLING ADMINISTRATION	850229		FSA FUNDING CONTRIBUTION	
					004-2365	1,092.08
					Total :	1,092.08
240085	4/21/2025	893955 TALLEY, BRIDGET LAINE	MARCH 2025		CHAIR YOGA INSTRUCTOR	
					017-420-1321-4260	231.00
					Total :	231.00
240086	4/21/2025	101528 THE HOME DEPOT CRC	1756273		CABINET	
			2612454		070-384-0000-4330	705.60
			4421898		SHOP BAY LIGHTS	
			5521461		041-320-0000-4310	88.16
			6745732		STORAGE SHELVING-WELL 3	
			7020059		070-384-0000-4320	832.37
			7513736		SAFETY SUPPLIES-VEHICLE-0172	
			7543641		070-383-0000-4310	124.17
			7767232		HOOKS-STORAGE SHELVING	
					070-384-0000-4320	88.18
					MISC SUPPLIES	
					041-320-0000-4300	392.29
					NITRILE SAFETY GLOVES	
					041-320-0000-4300	65.05
					REPL EMERGENCY EXIT SIGNS	
					043-390-0000-4300	100.25
					DEPT MAINT-LOWER RESRV'R PRIVAC	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240086	4/21/2025	101528 THE HOME DEPOT CRC	(Continued)		070-384-0000-4320	363.78
			7780630		DEPT MAINT-LOWER RESRV'R PRIVAC	
			8520827		070-384-0000-4320	57.75
					PARTS FOR SAMPLE STATION	
					070-384-0000-4320	170.08
					Total :	2,987.68
240087	4/21/2025	894052 THE LANGUAGE PROS, INC.	1943	13383	LANGUAGE SERVICES	
			1944	13383	001-101-0000-4270	300.00
			1946	13383	LANGUAGE SERVICES	
				13383	001-101-0000-4270	225.54
				13383	LANGUAGE SERVICES	
					001-101-0000-4270	1,406.01
					Total :	1,931.55
240088	4/21/2025	890833 THOMSON REUTERS	851703552	13260	DETECTIVE INVESTIGATIVE SOFTWARE	
					001-135-0000-4260	304.21
					Total :	304.21
240089	4/21/2025	893504 TOWN HALL STREAMS, LLC	16434		STREAMING SERVICES-APRIL 2025	
					001-115-0000-4260	175.00
					Total :	175.00
240090	4/21/2025	103413 TRANS UNION LLC	03503334		CREDIT CHECK SERVICES	
					001-222-0000-4260	90.00
					Total :	90.00
240091	4/21/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187		ACCT 15122187-POSTAGE REIMB.	
					001-190-0000-4280	1,500.00
					Total :	1,500.00
240092	4/21/2025	103463 U.S. POSTMASTER	APRIL 2025		POSTAGE-MARCH UTILITY BILLS	
					070-382-0000-4300	719.58
					072-360-0000-4300	719.59
					Total :	1,439.17
240093	4/21/2025	103445 UNDERGROUND SERVICE ALERT	24-253352		CA STATE FEE REGULATORY COSTS	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240093	4/21/2025	103445 UNDERGROUND SERVICE ALERT	(Continued)			
					070-381-0000-4260	10.32
					072-360-0000-4260	10.32
					001-370-0000-4310	10.32
			320250702		(48) SNF101 NEW TICKET CHARGES	
					070-381-0000-4260	92.14
					072-360-0000-4260	92.13
					001-370-0000-4310	92.13
					Total :	307.36
240094	4/21/2025	894888 US BANCORP SERVICE CENTER INC	020325-1		LODGING-LEAGUE OF CA ACADEMY	
					001-101-0114-4370	223.54
			020325-2		LODGING-LEAGUE OF CA ACADEMY	
					001-101-0112-4370	771.43
			031425		BUSINESS CARDS	
					001-222-0000-4300	44.40
					001-150-0000-4300	44.40
					001-310-0000-4300	44.39
			032425-1		MEMBERSHIP DUES & CONF RGSTR	
					001-101-0113-4370	900.00
			032425-2		LIFETIME MEMBERSHIP	
					001-101-0114-4380	1,000.00
			040325		RGSTR-2025 CITY LEADERS SUMMIT	
					001-101-0107-4370	650.00
			22725		TICKETS-RECOGNITION DINNER	
					001-101-0107-4370	82.00
					001-101-0113-4370	82.00
					001-101-0103-4370	82.00
					001-101-0114-4370	82.00
					001-101-0112-4370	82.00
			22825		RACE REGISTRATION	
					001-101-0107-4370	18.75
			30425		RGSTR-ANNUAL CONF	
					001-101-0107-4370	200.00
			30425		LUNCHEON REGISTRATION	
					001-101-0114-4370	150.00
			30525		CERTIFICATE JACKETS	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240094	4/21/2025	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			30525		001-101-0000-4300	731.41
					BUSINESS CARDS	
			31025		001-101-0000-4300	101.96
					LODGING-WELL ANNUAL CONF	
					001-101-0107-4370	251.51
			31025		RGSTR-ANNUAL MUNICIPAL SEMINAR	
					001-101-0114-4370	950.00
			31325		CUSTOM DATE STAMP	
					001-105-0000-4300	84.40
			31425		RGSTR-2025 SPRING FORWARD FORU	
					001-105-0000-4370	115.00
			31725		RGSTR-ANNUAL MUNICIPAL SEMINAR	
					001-101-0112-4370	950.00
			32025		MEMBERSHIP DUES & CONF RGSTR	
					001-101-0107-4370	900.00
			32425		WORKSHOP REGISTRATION	
					001-105-0000-4370	130.00
					001-107-0000-4370	65.00
			32425		CITY FLAG REPLICA	
					001-190-0000-4267	375.00
			32425		RGSTR-ANTI HUMAN TRAFFICING SEM	
					001-101-0114-4370	51.50
			40225		RGSTR-88 CIITIES SUMMIT ON 05/08/21	
					001-107-0000-4370	149.00
			40325		MEMBERSHIP DUES & CONF RGSTR	
					001-101-0112-4370	900.00
			40425		AIRFARE-LEAGUE OF CA CITIES LEADI	
					001-101-0107-4370	195.88
			40825		BUSINESS CARDS	
					001-107-0000-4300	48.73
					001-310-0000-4300	48.73
			40825		LIFETIME MEMBERSHIP DUES	
					001-101-0114-4370	700.00
					Total :	11,205.03
240095	4/21/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_01/01-03/31/25		SEWER FLOW MONITORING & WASTE	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240095	4/21/2025	893740 UTILITY SYSTEMS SCIENCE &	(Continued)			
			COSF_03/09-04/08/25	13325	072-360-0000-4260	1,200.00
				13324	CLOUD BASED FLOW MONITORING - S	
			COSF_03/1-03/31/25	13325	072-360-0000-4260	770.00
					SEWER FLOW MONITORING & WASTE	
					072-360-0000-4260	540.00
					Total :	2,510.00
240096	4/21/2025	103534 VALLEY LOCKSMITH	0719		LOCKSMITH SERVICES FOR ALL FACIL	
			0720	13306	043-390-0000-4330	237.50
				13306	LOCKSMITH SERVICES FOR ALL FACIL	
					043-390-0000-4330	175.00
					Total :	412.50
240097	4/21/2025	100101 VERIZON WIRELESS-LA	6109125863		VARIOUS CELL PHONE PLANS	
					001-101-0112-4220	42.06
					001-105-0000-4220	50.02
					001-222-0000-4220	156.04
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.22
					070-384-0000-4220	562.83
					072-360-0000-4220	102.96
					070-384-0000-4220	244.71
			6109431721		PD CELL PHONE PLANS	
					001-222-0000-4220	650.49
			6109443753		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	37.01
					Total :	2,360.44
240098	4/21/2025	895018 VILLA, MARLON	162521d		PHOTO SRVS-SF VALLY MILE EVENT	
					004-2385	250.00
					Total :	250.00
240099	4/21/2025	103673 WESTERN WATER WORKS SUPPLY CO.	1264570-01		WATER SERVICE, FIRE HYDRANT MATI	
				13269	070-383-0000-4310	620.71

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240099	4/21/2025	103673 103673 WESTERN WATER WORKS SUPPLY CO.	(Continued)			Total : 620.71
240100	4/21/2025	890970 WEX BANK	103811858		FUEL FOR FLEET	
					041-320-0152-4402	57.00
					041-320-0221-4402	589.26
					041-320-0222-4402	164.49
					041-320-0224-4402	1,191.39
					041-320-0225-4402	5,217.21
					041-320-0228-4402	585.97
					041-320-0311-4402	2,134.86
					041-320-0312-4402	293.81
					041-320-0320-4402	335.52
					041-320-0370-4402	1,293.52
					041-320-0390-4402	2,093.22
					041-320-0420-4402	86.10
					070-381-0000-4402	65.75
					070-382-0000-4402	499.40
					070-383-0000-4402	270.94
					070-384-0000-4402	412.41
					072-360-0000-4402	630.49
					Total :	15,921.34
240101	4/21/2025	891531 WILLDAN ENGINEERING	00339754		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	113.50
			00339974		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	5,418.00
				13379	024-311-0000-4600	1,082.00
				13379	024-371-0510-4600	512.00
			00340247A		ON-CALL ENGINEERING SERVICES	
				13379	012-311-0562-4600	6,614.00
			00340398		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	580.00
			00340459		NPDES CONSULTING SERVICES	
				13318	023-311-0000-4270	4,901.75
			004-20522A		TRAFFIC SIGNAL MODIFICATIONS - 9 L	
				13228	010-311-0562-4600	16,445.21
			004-20730A		TRAFFIC SIGNAL MODIFICATIONS - 9 L	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240101	4/21/2025	891531 WILLDAN ENGINEERING	(Continued)			
			004-20829A	13228	010-311-0562-4600	35,165.31
				13228	TRAFFIC SIGNAL MODIFICATIONS - 9 L	
			00421592		010-311-0562-4600	31,719.55
				13379	ON-CALL ENGINEERING SERVICES	
					010-311-0567-4600	2,162.00
					Total :	104,713.32
240102	4/21/2025	892390 WILMINGTON TRUST	115494-007		COP 2016 INTEREST PYMNT	
					012-310-0000-4410	36,218.75
					012-310-0000-4420	105,000.00
					012-1041	-55.34
			115494-007		AUTHORITY & TRUSTEE FEE	
					012-190-0000-4265	2,813.50
					Total :	143,976.91
148 Vouchers for bank code : bank3						Bank total : 1,295,350.39
148 Vouchers in this report						Total vouchers : 1,295,350.39

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239844	3/27/2025	103648 CITY OF SAN FERNANDO	PR 3/28/25		REIMB FOR PAYROLL W/E 3/28/25	
					001-1003	593,849.35
					007-1003	2,331.95
					017-1003	605.84
					027-1003	2,445.46
					028-1003	1,143.22
					029-1003	3,993.78
					030-1003	3,234.01
					041-1003	7,029.72
					043-1003	25,529.67
					070-1003	50,704.14
					072-1003	21,125.73
					074-1003	1,118.53
					094-1003	1,143.25
					110-1003	12,492.99
					Total :	726,747.64
1 Vouchers for bank code :		bank3				Bank total : 726,747.64
1 Vouchers in this report						Total vouchers : 726,747.64

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239942	3/28/2025	100153 AMERICAN ARBITRATION ASSOC.	14127493		LEGAL SERVICES 001-112-0000-4270	16,500.00
			14127496		LEGAL SERVICES 001-112-0000-4270	858.00
			14154562		LEGAL SERVICES 001-112-0000-4270	1,926.74
			14168360		LEGAL SERVICES 001-112-0000-4270	18,250.00
Total :						37,534.74
1 Vouchers for bank code : bank3						Bank total : 37,534.74
1 Vouchers in this report						Total vouchers : 37,534.74

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239943	3/28/2025	892426 BEARCOM	5865626R		MAINTENANCE AGREEMENT FOR RAD	
				13309	110-220-3684-4500	43,438.78
			5866717R		MAINTENANCE AGREEMENT FOR RAD	
				13309	110-220-3684-4500	89,664.35
Total :						133,103.13
1 Vouchers for bank code : bank3						Bank total : 133,103.13
1 Vouchers in this report						Total vouchers : 133,103.13

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239944	4/1/2025	893115 P.E.R.S. CITY RETIREMENT	100000017825297		EMPL CONTRIB VARIANCE-03/08-03/21	
					018-222-0000-4124	281.46
					018-224-0000-4124	211.09
					018-225-0000-4124	3,025.69
					Total :	3,518.24
					Bank total :	3,518.24
					Total vouchers :	3,518.24

1 Vouchers for bank code : bank3

1 Vouchers in this report

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239945	4/7/2025	102519 P.E.R.S.	APRIL 2025		HEALTH INS BENEFITS-APRIL 2025 001-1160	205,731.25
Total :						205,731.25
1 Vouchers for bank code :		bank3				Bank total : 205,731.25
1 Vouchers in this report						Total vouchers : 205,731.25

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239946	4/9/2025	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	1,092.08
					Total :	5,510.40
		1 Vouchers for bank code :	bank3		Bank total :	5,510.40
		1 Vouchers in this report			Total vouchers :	5,510.40

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239947	4/10/2025	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - APRIL 2025 001-1160	2,332.93 2,332.93
239948	4/10/2025	103648 CITY OF SAN FERNANDO	PR 4/11/25		REIMB FOR PAYROLL W/E 4/4/25 001-1003 007-1003 017-1003 027-1003 028-1003 029-1003 041-1003 043-1003 070-1003 072-1003 074-1003 094-1003 110-1003	589,350.92 2,331.95 400.47 2,388.85 1,118.22 4,029.43 6,998.84 24,002.58 50,512.72 20,763.54 1,118.52 1,118.25 11,035.92 715,170.21
239949	4/10/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - APRIL 2025 001-1160	111.60 111.60
239950	4/10/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - APRIL 2025 001-1160	12,369.46 12,369.46
239951	4/10/2025	103054 SAN FERNANDO POLICE	DEMAND		SFPOA STD/LTD INS BENEFITS - APRIL 001-1160	2,400.00 2,400.00
239952	4/10/2025	887627 STANDARD INSURANCE	DEMAND		LIFE/AD&D INS BENEFITS - APRIL 2025 001-1160	2,941.82 2,941.82

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6		Vouchers for bank code : bank3				Bank total : 735,326.02
6		Vouchers in this report				Total vouchers : 735,326.02

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239953	4/11/2025	892006 CALIFORNIA CONTRACT CITIES	REPL-237007		REPL STL DTD CK-ANNUAL MMBRSH 001-190-0000-4380	3,920.12
					Total :	3,920.12
239954	4/11/2025	103631 WELL	2024-56		REIMB-WELL MEMORIAL EDU FUND 001-101-0104-4370	3,000.00
					Total :	3,000.00
		2 Vouchers for bank code :	bank3		Bank total :	6,920.12
		2 Vouchers in this report			Total vouchers :	6,920.12

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: April 21, 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. **Attachment “F” provides a summary of 2025 Legislative Advocacy & Funding Request Letters.**

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.

To date, the following actions have been completed:

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- 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 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

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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

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professional services agreement with Rincon Consultants Inc. to complete the CARP and General Plan updates.

- **General Plan Update:** The final CARP will support updating the City's General Plan, specifically the Circulation (transition to Mobility) and Open Space/Conservation/Park-Recreation elements. All activities are to be completed by January 31, 2026.

Community Engagement: Community engagement activities are planned throughout 2024-2025. The first Planning 101 workshop was held on September 28, 2024, from 10 a.m. to 2 p.m. at Recreation Park. The second activity was a Community Meeting on November 16, 2024, at Las Palmas Park from 9 a.m. to 10:30 a.m. The Walkshop scheduled for December 7, 2024, was rescheduled to February 22, 2025, from 10 a.m. – 1 p.m. It was a well attended event with 20 residents. They took a walk throughout the city using tools that measured heat, noise and air pollution.

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

- Planning 101 Series, Workshop #2 – May 17, 2025
- Community Meeting #2 – Thursday, March 20, 2025 at Las Palmas Park from 6pm to 7:30pm
- Advisory Group Meeting #2 – April 2 or 3, 2025
- Community meeting #3 – Thursday, May 1, 2025 (Evening) or Saturday, May 3, 2025 (Morning)
- Walk-shop #3 – May 17, 2025
- Advisory Group Meeting #3 – May 29, 2025
- Planning 101 Series Workshop #3 – July 26, 2025
- (Optional) Walk-shop #4 – TBD
- Advisory Group Meeting #4 - TBD

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

Tentative Completion Date: January 31, 2026

Staff Project Lead: Ron Garcia

Title: Zoning Code Reorganization

Description: The City's Housing Element includes programs and policies aimed at amending the Zoning Code to comply with State Housing Law. The scope of work includes various zoning code amendments, establishing processing policies and monitoring programs as well as reformatting the current zoning code to be more user friendly for staff and the public.

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.

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The zoning code updates pertaining to landscape standards and outdoor dining on private property will be incorporated into this update.

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

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

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

Tentative Completion Date: 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

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capacity for housing on underutilized or vacant infill sites, streamline the review process and comply with the latest state housing laws.

- Review and update the City's development process for housing developments to ensure potential barriers that may hinder housing construction are removed and a smoother and more efficient approval process for housing projects.

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

On November 7, 2024, a call for professional service was issued to the planning consultants on the City's on-call as needed. The proposals were due on December 5, 2024. Two (2) proposals were received. Staff reviewed proposals and interviews were conducted on January 16, 2025, with each of the firms. City Council approved a professional services agreement with Rincon Consultants at the March 3, 2025 Regular City Council meeting. A kick off meeting was held on Friday, March 7, 2025.

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.

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

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

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

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

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approve Resolution No. 2025-01, recommending the City Council adopt an ordinance repealing and replacing Chapter 106 (Zoning) of the San Fernando Municipal Code.

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

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

Tentative Completion Date: May 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.

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Tentative Completion Date: June 2026

Staff Project Lead: Patsy Orozco

Title: Calles Verdes Project

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

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

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

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measures to reduce project scope. Staff will present recommendations to the City Council in May 2025

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco / Willdan

Title: 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.

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Tentative Completion Date: On-going

Staff Project Lead: Patsy Orozco / Willdan

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

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

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:

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

Status:. Installation of the remaining vehicle detection loops at the various project intersections has been completed. The final traffic signal pole and wheelchair ramp on Hubbard Avenue and First Street have been installed. The City's contractor is currently working on the installation of the striping and signage.

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: The traffic signal controllers and cabinets are currently being tested at Los Angeles County Department of Public Works Traffic Signal Lab for quality assurance. The City has secured

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approval from the California Public Utilities Commission (CPUC) to proceed with implementing the proposed timing at the intersections adjacent to the railroad for the project. The City's consultant has begun inputting the updated timing sheets into the traffic signal controllers for these intersections.

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 and wayfinding signs has been completed by LACPWD. Phase II will commence in FY 2025-2026.

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

Tentative Completion Date: Phase I is complete.

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.

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Staff Project Lead: Manuel Fabian / Willdan

Title: Pacoima Wash Bikeway Project

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

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

Next City Council Action: Notice of Completion, scheduled for 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

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meeting with the consultant on August 5, 2024, followed by needs assessment interviews with key City departments—Community Development, Police, and Finance—between August 26 and September 23, 2024.

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

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

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. On March 26, a meeting with the Assistant to the City Manager occurred to update the City Manager's office on the project. On April 3, the Consultants presented to the Transportation and Safety Commission.

Upcoming events include a meeting with the Parking Ad Hoc Council members, and a presentation to the Planning and Preservation 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

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

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

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

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

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

Tentative Completion Date: June 2025

Staff Project Lead: Rodrigo Mora

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

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will be impacted by proposed construction. Complete project specifications and construction quantities, and advertise project for construction.

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

Tentative Completion Date: To be determined.

Staff Project Lead: Manuel Fabian / Willdan

Title: Las Palmas HVAC Project

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

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

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generators demonstrate preparedness and reliability, reinforcing public trust and establishing the cooling center as a vital part of the local emergency response plan.

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

Status: Two (2) generators have been received and placed on their respective concrete pads. The design for connecting generators to the switching mechanism and to the building is currently in plan check. The project continues to be in the plan check stage. Engineering is working with Community Development to finalize the process.

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

Tentative Completion Date: June 30, 2025.

Staff Project Lead: Rodrigo Mora

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.

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- Ensure that designs clearly display reduced speed limits, crossing alerts, and other school zone-specific warnings.
- Coordinate with state and federal guidelines to ensure all new signage is compliant with regulatory standards.

Permitting and Approvals:

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

Procurement and Installation:

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

Post-Installation Evaluation:

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

Next City Council Action: To Be Determined

Tentative Completion Date: To Be Determined

Staff Project Lead: Rodrigo Mora

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:

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

Procurement and Contracting:

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

Construction and Renovation:

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

Post-Construction and Evaluation:

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

Next City Council Action: To Be Determined

Tentative Completion Date: June 30, 2025

Staff Project Lead: Rodrigo Mora

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 were due April 8, 2025 at 2:00pm. The City received two proposals for design services. The Director of Public Works and the City Engineer is currently working on choosing the best consultant for the project.

Next City Council Action: May 5, 2025 is the date for the presentation of the consultant selection.

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

Staff Project Lead: Isabella Tapia

Title: City Owned Right-of-Way Beautification

Description: Improving city-owned rights-of-way (ROWs) for beautification is a multi-faceted effort that enhances the visual appeal, functionality, and environmental quality of public spaces such as streets, medians, sidewalks, bikeways and easements.

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

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

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

Staff Project Lead: Rodrigo Mora

Title: Sidewalk Condition Assessment

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

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.

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Tentative Completion Date: December 2025

Staff Project Lead: Patsy Orozco

Title: Project Labor Agreement

Description: A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement establishing the terms and conditions of employment for a specific construction project. In general, PLAs are often used on large-scale construction projects to support labor relations, establish uniform work conditions, and potentially mitigate labor disputes.

To evaluate if a Project Labor Agreement is suitable for an organization, staff is researching the following information to be presented to City Council for consideration:

Understand the Project: Assess the nature, scope, and requirements of the construction project in question. Consider factors like project size, complexity, timeline, and potential labor issues.

Evaluate Pros and Cons: Identify the potential benefits and drawbacks of implementing a PLA.

Conduct Cost-Benefit Analysis: Evaluate the financial implications of entering into a PLA.

Legal Considerations: Assess the legal implications of implementing a PLA in the project jurisdiction. Ensure compliance with local, state, and federal labor laws, as well as any regulatory requirements related to PLAs.

Next City Council Action: Scheduled to be presented to the City Council to be determined.

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

Staff Project Lead: Richard Padilla / Wendell Johnson

Title: City Fleet Replacement and Heavy Equipment Program

Description: The City Fleet Replacement and Heavy Equipment Program is designed to effectively manage, maintain, and optimize the city's fleet of vehicles and heavy equipment. This program ensures that all city-owned assets, including cars, trucks, specialized vehicles, and heavy machinery, are safe, reliable, cost-effective, and ready to support city operations. The program 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

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the process of Identify the need, clearly define the requirements for the heavy equipment based on the specific maintenance tasks, to ensure that the proper piece of equipment is procured that meets the needs of the department. This involves understanding the type, size, and specifications of the equipment required. Staff is currently working with PD to right size the City's fleet of public safety vehicles for short and long term planning.

This identification of the need will be followed by staff conducting a needs assessment which will evaluate the current vehicle and equipment inventory and determine if there are gaps that the new purchase will fill. This assessment will consider the equipment's usage frequency, the scale of maintenance work, and potential future needs among other factors. Once the needs assessment is completed, staff will be conducting research on suppliers and what are the equipment options. Staff will investigate potential suppliers and compare different equipment models. Consider factors such as reliability, warranty, after-sales support, and compatibility with existing equipment will all be considered.

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

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

Tentative Completion Date: Ongoing program.

Staff Project Lead: Wendell Johnson

Title: Overhead Mass Arm Street Name Sign Replacement Project

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

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

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:

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

Installation & Implementation:

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

Maintenance & Monitoring:

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

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

Tentative Completion Date: To be Determined

Staff Project Lead: Manuel Fabian

Title: Repair of Public Parking Lots

Description: The Repair of Public Parking Lots Project involves a pavement treatment to create a more acceptable travel surface to the road at a significant reduction in price. A total of 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

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Staff Project Lead: Manuel Fabian

Title: Residential Water Service Shut Off Policy

Description: On July 15, 2024, the City Council approved the Discontinuation of Residential Water Services for Non-Payment Policy as required by Senate Bill 998 (SB 998) and Senate Bill 3 (SB 3) which will take effect January 1, 2025. On March 11, 2025 staff began to deliver 7-day shut off notices to delinquent accounts exceeding 90 day due dates. In an effort to help the customers get familiar with the new process, staff will not shut off water to impacted consumers until April 7, 2025. This will give customers ample time to come to City hall to sign up for payment arrangements plans and or clear their balances. City Council also moved to direct staff to return at a future meeting with guidance and recommendations regarding the City's ability to collect delinquent sums on the tax roll similar to the manner in which delinquent trash sums are also collected.

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

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

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policy and to provide an update on outstanding delinquencies during consideration of the Water and Sewer Fee Study and the Prop 218 process, to occur within approximately one (1) year.

Tentative Completion Date: Follow up to be provided in concert with the Water and Sewer Fee Study and Prop 218 Process, anticipated to occur by January 2026 or sooner. On January 21, 2025, the City Council approved a contract with Robert D Niehaus, Inc. for the Water and Sewer Rate Study.

Staff Project Lead: Victor Meza

Title: Recreation Park Rehabilitation

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

Status: In planning stage.

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

Tentative Completion Date: TBD

Staff Project Lead: Manuel Fabian

Title: IPS Smart Meter Installation

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

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

The City received confirmation for the Meter installation to take place the third week of March. Two weeks prior to the installation, a staff member from Public Works passed out a notice to all businesses in the San Fernando Mall.

The installation of the Smart Meters took place between March 17 and March 19. 91 meters were successfully installed with assistance from an IPS technician, Public Works personnel, and Community Service Officers (CSOs). This marked the completion of phase two of the project.

Responsibility for parking meter maintenance transitioned from the Water Department to the Police Department's Parking Enforcement Division. Water personnel trained Parking Enforcement officers (CSOs) in basic meter troubleshooting, while Public Works coordinated

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additional training with IPS technicians on the company's data management and enforcement software. Going forward, the Public Works department will be responsible for the contract administration and financial tracking of the meters. The Police Department will be in charge of the ordering of supplies, enforcement, collections, and maintenance.

Additionally, approximately 16 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.

Upcoming actions include the beginning of the project's third phase. Phase 3 will consist of the removal of non-compliant daylighting meters, the completion of the Civic Center and the San Fernando Mall, as well as the population of the poles on Celis.

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

Tentative Completion Date: Phase 2 was completed on March 19, 2025. Phase 3 will tentatively begin the week of April 14, 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 21, 2025.

Next City Council Action: First reading of the ordinance is on April 21, 2025.

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

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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.
- 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.

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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, 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.

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

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

Staff Project Lead: CJ Chiasson

Title: Law Enforcement Technology Improvements

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

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

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

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Staff Project Lead: Sylvia Ortega

Title: Police Officer Staffing Update

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

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

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

A draft job specification for the Police Corporal position has been provided to the San Fernando Police Officers' Association and is currently being reviewed.

Next City Council Action: The Police Corporal Review and approval of the Police Corporal job description, date to be determined.

Tentative Completion Date: Ongoing

Staff Project Lead: CJ Chiasson

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

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to raise awareness of mental health resources. The Department has worked with Hope the Mission to solidify partnership protocols. Training on protocols will begin the week of February 3, 2025.

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

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

Tentative Completion Date: September 29, 2025

Staff Project Lead: Jen Spatig

Title: UASI EOC 2023

Description: The San Fernando Police Department is enhancing its Emergency Operations Center through the 2023 Urban Area Security Initiative (UASI) Grant, a federal program under the Department of Homeland Security aimed at strengthening local communities against potential threats. Grant-funded activities are restricted to UASI National Priorities, including the protection of soft targets and crowded places. These improvements include information technology upgrades and equipment procurement to best serve the community during emergencies.

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

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

Tentative Completion Date: October 1, 2025

Staff Project Lead: CJ Chiasson

Recreation & Community Services.

No updates provided.

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Finance.

Title: Enterprise Resource Planning Software (Finance System)

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

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

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

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

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

Staff Project Lead: Erica Melton

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
- F. **Legislative Advocacy Updates**

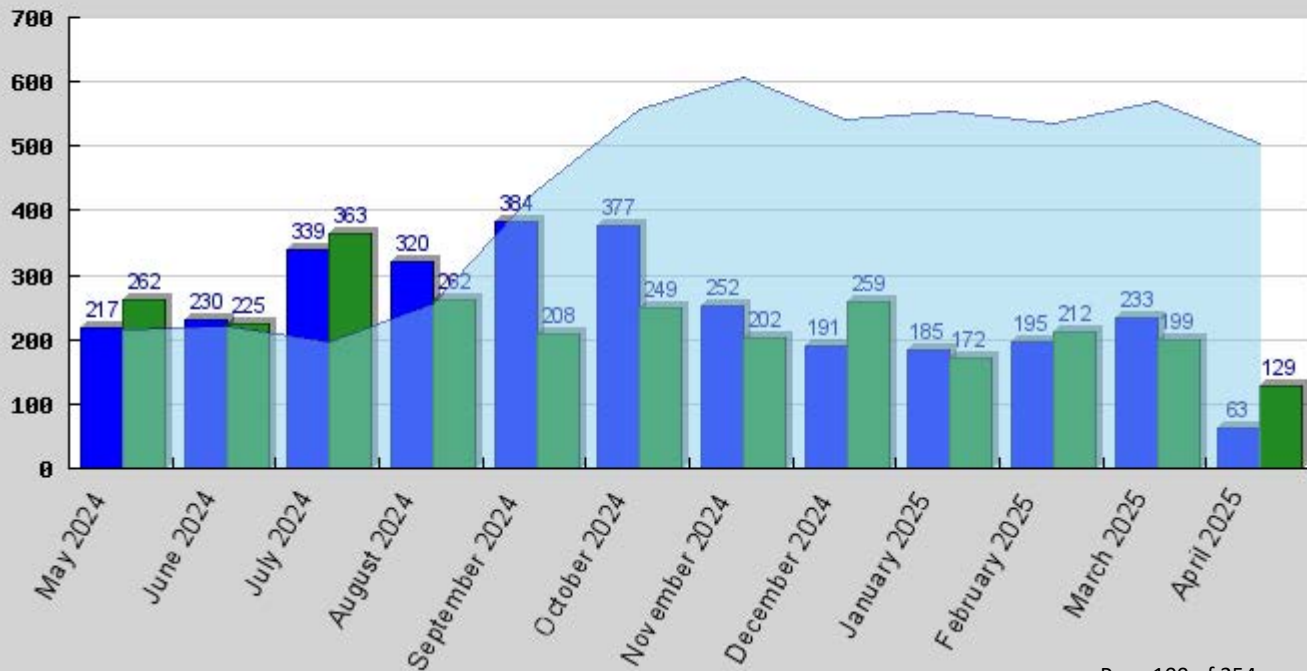
One Year Analysis of Opened Requests
Ending April 2025

	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	Total
Community Development													
Building Code Violation	10	12	13	15	16	23	25	4	4	3	7	0	132
Homelessness Outreach	14	8	21	12	17	37	8	9	13	6	12	4	161
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	24	20	34	27	33	60	33	13	17	9	19	4	293
Police													
Abandoned Vehicle	3	3	6	13	10	9	7	3	1	3	2	3	63
Total - Police	3	3	6	13	10	9	7	3	1	3	2	3	63
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	0	3	0	0	0	2	0	0	0	5
City Trees	5	3	9	8	14	12	6	19	9	3	0	0	88
Graffiti and Sign Posting on P	60	52	82	95	93	70	39	27	40	33	70	15	676
Graffiti on Private Property	42	56	54	49	61	89	55	49	32	43	61	13	604
Illegal Dumping and Litter	60	55	99	90	98	86	71	47	54	62	38	13	773
Park Maintenance	0	2	2	1	15	3	2	2	0	4	5	3	39
Sidewalk Repair	8	7	11	6	18	23	4	4	0	5	4	1	91
Storm Drain and Flooding	2	0	0	4	0	3	0	1	2	2	0	0	14
Street Lighting	7	15	15	12	18	9	24	12	18	22	10	4	166
Street Repair	4	9	8	6	11	5	6	7	1	4	9	2	72
Street Signage	2	4	17	7	2	4	3	2	4	0	9	1	55
Traffic Signal	0	4	2	2	8	4	2	5	5	5	6	4	47
Total - Public Works	190	207	299	280	341	308	212	175	167	183	212	56	2630
All Topics													
Total All Topics	217	230	339	320	384	377	252	191	185	195	233	63	2986

Open Vs. Closed Requests by Month

For Date Period 05/01/2024 through 04/30/2025

■ Opened
 ■ Closed
 ■ Requests Open at End of Month



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

Completion Date: Completed in September 2024

Title: Records Retention Policy Update

Completion Date: January 2025

Staff Project Lead: Julia Fritz

Community Development Department.

Title: Animal Control Contract Management

Completion Date: Completed in June 2024

Title: CDBG Neighborhood Cleanup Program

Completion Date: June 2025

Title: New Position – Planning Manager

Completion Date: March 2025.

Staff Project Lead: Erika Ramirez

Title: Mixed Use and Specific Plan Overlay Districts

Completion Date: March 11, 2025

Staff Project Lead: Erika Ramirez

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

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

Staff Project Lead: Will Pettener

Title: Homeless Action Plan Implementation and Management

Completion Date: Complete.

Staff Project Lead: Kenya Marquez

Finance.

Title: American Rescue Plan Act (ARPA) Allocations

Tentative Completion Date: All funds must fully expended by December 31, 2026.

Staff Project Lead: Erica Melton

Title: Online Bill Payment System (Paymentus)

Completion Date: February 2025

Staff Project Lead: Art Ziyalov

Police Department.

Title: Narcotics Incinerator

Completion Date: Completed in September 2024.

Title: Law Enforcement Technology Improvements

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

Title: Police Department Overtime

Completion Date: February 2025

Staff Project Lead: Sylvia Ortega

Public Works Department.

Title: Civic Center Beautification (Painting) Project

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

Completion Date: October 31, 2024.

Title: Street Resurfacing Project – Phase 3

Completion Date: October 2024 (Construction) Completed November 2024

Title: Curb Painting, Street Striping, and Street Markings

Completion Date: Spring 2025.

Staff Project Lead: Manuel Fabian

Title: Pioneer Park Playground Renovation Project

Completion Date: Project completed on January 23, 2025.

Staff Project Lead: Patsy Orozco

Title: Urban Forest Management Plan

Completion Date: March 17, 2025

Staff Project Lead: Will Pettener

Recreation & Community Services.

Title: Afterschool Teen Program

Completion Date: Program launched on Monday, October 7, 2024.

Title: Park Opportunity Plan

Completion Date: Completed October 7, 2024

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

ATTACHMENT "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
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			
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

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

1937(a)	12/2/2024	6/12/2025	Black & White Towing, Inc.	First Amendment for Vehicle Towing and Secure Storage Services	Per Fee Schedule	-	CC	PD	Not Applicable		
2336	1/21/2025	6/25/2025	Robert D. Niehaus Inc.	Water and Sewer Rate Utility Study	\$59,440.00	-	CC	PW	RFP		
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			
2274	7/2/2024	6/30/2025	Juan Perez Montelongo (JP818Sports)	Basketball Referee and Scorekeeping Services	\$12,500.00	-	Admin	RCS		N	1/29/2025: Per Maribel P. okay to expire
2275	7/2/2024	6/30/2025	Juan L. Mora	Baseball Instruction, Consultant and Umpire Services	\$24,000.00	-	Admin	RCS		N	1/29/2025: Per Maribel P. okay to expire

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

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

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

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			
2348	3/25/2025	9/25/2025	Kelly Associates Management Group	City Council Team Building Services	\$6,500, plus add'l services approved by City	-	Admin	CMO			
2308	10/21/2024	9/29/2025	Hope the Mission dba Hope of the Valley Rescue Mission	Mental Health Clinician Services	\$512,165.00	NA	CC	PD			
2291	9/16/2024	9/30/2025	State of California - Office of Traffic Safety (OTS)	Selective Traffic Enforcement Program (STEP)	\$74,000.00	-	CC	PD	Grant		
2292	9/16/2024	9/30/2025	State of California - Office of Traffic Safety (OTS)	Traffic Records Improvement Project (TRIP) (TR25042)	\$44,400.00	-	CC	PD			
2321	11/18/2024	9/30/2025	California Arts Council	Standard Agreement for Master Mariachi Apprentice Program (MMAP)	\$16,203.00	-	CC	RCS	Not Applicable		Replace signature following CAC signing
2209	10/4/2023	10/4/2025	Symbium	Master Licensing Agreement for automatic solar processing	\$0.00	Auto Renewal annually	Admin	CD			Approved by Director, routed to Clerk to index
2302	10/9/2024	10/9/2025	I Ramirez Corp	On-Call Street and Sidewalk Repair Services for Water Division	\$4,800 no more than \$24,999/yr	(2) 1-yr extensions	Admin	PW			
2299	10/21/2024	10/21/2025	North Valley Caring Services	Provide Comprehensive Homeless Services	\$175,000.00		CC	CD			
2300	10/21/2024	10/21/2025	Home Again LA	Provide Comprehensive Homesless Services	\$157,200.00	-	CC	CD			
2307	10/21/2024	10/21/2025	Fernandeño Tataviam Band of Mission Indians	Access and Use of Cindy Montañez Natural Park	\$0.00	1-yr per CC Review	CC	RCS			
2298	9/25/2024	10/25/2025	J&B Landscaping	FY 2024-2025 Neighborhood Clean-Up! Program	\$25,000.00	(2) one-yr extensions	Admin	CD			

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

2133	2/6/2023	-	San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC)	Letter Agreement to Consent to Alterations of property located at 732 Mott St. for the installation and operation of Solar Energy Generation	-	-	CC	ADM			Added to Contract Folder No. 1898
2133(a)	2/6/2023	-	Tenant: San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC) Provider: Collective Energy Development, LLC	Disclaimer Agreement agreeing System (Solar Energy Generation) and all components are the personal property of Provider	\$10.00	-	CC	ADM			Added to Contract Folder No. 1898
2143	3/22/2023	-	Rina Cano, Owner	Repealed & replaced with Contract No. 2159 Settlement Agreement and General Release - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW			MANDATORY 50 YR RETENTION (YEAR 2073)
2159	5/22/2023	-	Rina Cano, Owner	Replacement & Substitution of Settlement Agreement and General Release of Contract No. 2143 - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW			MANDATORY 50 YR RETENTION (YEAR 2073)
2174	6/20/2023	-	North Valley Caring Services	Transfer Agreement and Waiver and Release - Vehicle Donation	-	-	CC	CD			Filed w Contract No. 2148
2200	9/18/2023	-	.Gov Domain Registration c/o Verisign, Inc.	.GOV Domain Name for City of San Fernando (Mailed letter)	-	-	Admin	FIN/IT			
2282	8/5/2024	-	Kroger Opioids Implementation Administrator	New National Opioid Settlement	\$75,000.00	-	CC	CA			
2316	11/18/2024	30 days from NTP	R.C. Becker Inc.	Bus Shelter Construction Project, Job No. 7609	\$382,541.73	-	CC	PW	Notice Inviting Bids		
2264	7/1/2024	418 days from NTP	Brightly Software Inc.	Citywide Facility Condition Assessment Consulting Services (Sourcewell Contract Reference No. 090320-SDI)	\$27,222.00	-	CC	PW			Commence w/in 3 calendar days of NTP, and completed w/in 418 days from NTP
2350	4/7/2025	5-yr term Auto-renew indefinitely	County of Los Angeles - Department of Public Health	Public Health Services (Contract No. PH-005655)	\$0.00	auto renew indefinitely	CC	CMO	NA		
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			

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

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		
2351	4/8/2025	Final Approval by City	CFA Corp (Applicant) and Kimley-Horn (Consultant)	Preparation of Environmental Review Documents at 603 San Fernando Road	\$0.00	-	Admin	CD	NA		
2001	10/18/2021	indefinite	California Community Economic Development Association (CCEDA)	Implement local micro and small business grant program, and technical assistance to support the City's economic development	\$25,000.00			RCS			LOCATE ELECTRONIC COPY
2151	5/1/2023	indefinite	Shuster Advisory Group, LLC	Consultant Services for OPEB Trust	\$24,000/FY	-	CC	FIN			
2034	12/25/2008	Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM			
2182	7/20/2023	N/A	Sandra Finch, an individual, ("Claimant") for and on behalf of herself and the Calderon/Shaug Families	Release Liability Agreement regarding: Grace Shaug Calderon is the original owner/lender of various personal items that were loaned for an indefinite period of time to the Lopez Adobe Historical Site and Preservation Commission (the "Historical Commission") for display at the Lopez Adobe site.	\$0.00	N/A	Admin/ Parks Wellness Commission	RCS			
1991	8/2/2021	Project Completion	Los Angeles County Flood Control District	San Fernando Regional Park Infiltration Project (Grant)	\$1,029,764.00	-	CC	PW			
2098	8/10/2022	Project Completion	Department of Transportation (Caltrans)	Program Supplement No. F014 to Administering Agency-State Agreement for Federal-Aid Project no. 07-5202F15 (Project No. ATPL-5202(020) - Pacoima Wash Access Road from Fourth St to Eighth St	\$2,486,000.00	-	Admin	PW			Replace signature page when Caltrans signs

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

2199	9/22/2023	Project Completion	State of California Department of Transportation	Funds Transfer Agreement - Budget Act of 2022 (the Act) from the State General Fund to Caltrans, to be allocated to San Fernando for the Pacoima Wash Pedestrian Bridge	\$7,500,000.00		CC	ADM			
2218	12/5/2023	Project Completion	Climate Resolve, Fernandefio-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project	-		Admin	ADM/C D			
2177	7/17/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM			
2177(a)	8/3/2023	Through expenditure of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	\$5,000,000.00	-	CC	ADM			
2317	11/18/2024	Through expenditure of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	\$750,000.00	-	CC	PW	Grant		Replace signature following LACFCD signing
2212	11/15/2023	Until Project Completion	4Leaf, Inc.	Development of Standard Operating Procedures (SOPS)	\$9,900.00	-	Admin	CD		Y	
2212(a)	8/30/2024	Until Project Completion	4Leaf, Inc.	First Amendment Development of Standard Operating Procedures (SOPS) (Increasing compensation	\$17,160.00	-	Admin	CD		Y	
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			

ADM_City Council Enhancement Project and Priority Updates (4-21-2025) ATT D

As of 01/23/2024

2234	3/20/2024	Until Terminated	The Los Angeles Homeless Services Authority (LAHSA)	Greater Los Angeles Homeless Management Information System (LA HMIS) Continuums of Care (CoC)	\$0.00	-	Admin	CD			
2269	7/15/2024	Until Terminated	County of Los Angeles	MOU & Funding Agreement to Participate in Taskforce for Regional Autotheft Prevention (TRAP)	-	-	CC	PD			
2270	7/19/2024	Until Terminated	US Bank	Establish P-Card Program (NASPO Value Point State of California Participating Addendum 7-20-99-42 Local Agency Subsidiary Agmt)	\$0.00	-	Admin	FIN			
1906(b)	9/16/2024	Until Terminated	Nick Kimball, City Manager	Second Amendment to Employment Agreement - City Manager	\$251,767.00	-	CC	ATTY			
2335	1/6/2025	Until Terminated	Los Angeles County Regional Park and Open Space District (RPOSD)	Grant Agreement for Measure A Annual Allocation		-	CC	RCS	Grant		
2303	2/26/2021	Upon Completion of Project	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Letter of Agreement for Federal Projects Programmed Through the LACMTA Call for Projects (San Fernando Pacoima Wash Bike Path ID# F1505, LOA.P00F1505)	\$1,513,000.00	-	Admin	PW			Filed as Administrative Contract, Added a Contract Number and moved to correct folder

Housing Programs Report



87

Individuals engaged



25

Social Service Referrals



3

Shelter referrals made



1

Family received security deposit assistance



2

Shelter placements



1

Family entered HALA 90-day shelter program



30

Meals distributed



4

Families assisted with housing navigation



10

Individuals received hygiene items



1

Family referred to outside agency for shelter



18

Individuals received clothing



4

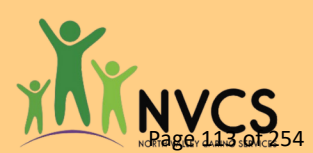
Families entered motel program



5

Individuals received transportation

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



NVCS By-Name List

February 2025

No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received								
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits
1	AB	905 Truman St.	Waiting	2/4/25	Waiting	Waiting	21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
2	EO	901 San Fernando Rd.	Referral not Submitted	Not Submitted	Waiting	Waiting	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
3	JP	968 Maclay	Client Declined Shelter	Declined	Declined	Declined	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
4	PEL	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
5	MM	14701 Rinaldi	Tiny Homes Sun Valley	01/10/25	1/14/25	Housed	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
6	CF	111 N Macneil St.	Waiting	1/31/25	Waiting	Waiting	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
7	RC	900 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
8	FD	111 N Macneil	Client Declined Shelter	Declined	Declined	Declined	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
9	CA	505 S Huntington St.	Client Declined Shelter	Declined	Declined	Declined	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
10	RPDL	1242 Pico St.	Client Declined Shelter	Declined	Declined	Declined	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
11	VR	1212 Pico St.	Client Working with other agency	Not Submitted	Not submitted	Waiting	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
12	EH	1212 Pico St.	Client Working with other agency	Not Submitted	Not submitted	Waiting	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
13	HP	314 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
14	VGv	1100 Pico St.	Client Declined Shelter	Declined	Declined	Declined	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
15	SM	1033 Truman St.	Community Bridge	2/10/25	2/10/25	Housed	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
16	CJ	910 First St.	Client Declined Shelter	Declined	Declined	Declined	26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
17	JT	224 N Maclay	Client Declined Shelter	Declined	Declined	Declined	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
18	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
19	DR	455 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
20	AG	757 S Workmen St.	Client Declined Shelter	Declined	Declined	Declined	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
21	JD	504 Maclay	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
22	RBL	1021 Truman	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
23	JDBS	1014 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
24	ER	121 S Brand Bl.	DMH Referral	DMH Referral	Waiting	Waiting	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
25	MP	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
26	AF	900 San Fernando Rd.	Referral not Submitted	Not Submitted	Not Submitted	Waiting	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
27	GR	1015 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
28	JM	111 N Macneil St.	Community Bridge	2/5/25	2/5/25	Housed	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
29	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
30	RF	1041 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
31	IM	1101 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
32	RG	2025 Fourth St.					6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
33	TL	2040 B Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
34	JD	2040 C Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
35	CR	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
36	DB	907 Truman St.	Client Declined Shelter	Declined	Declined	Declined	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
37	JD	661 Truman St.	Client Declined Shelter	Declined	Declined	Declined	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
38	GT	2040 Glenoaks Blvd	Pending with other Agency	Not Submitted	Not Submitted	Waiting	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
39	AL	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
40	JD	1033 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
41	KD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
42	WD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
43	CD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
44	JKT	910 First St.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
45	JD	901 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
46	JD	1041 Truman	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
47	JD	1701 Hubbard	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
48	GR	208 Park Av	Client Declined Shelter	Declined	Declined	Declined	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
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



To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Will Pettener, Assistant to the City Manager

Date: April 21, 2025

Subject: Summary of 2025 Legislative Advocacy & Funding Request Letters

Legislative Activity

Below are legislative advocacy letters submitted in accordance with the City's Legislative Advocacy Policy and Platform (January 1, 2025 – Present):

1. **Oppose SB 79 (Weiner)** re: Transit-Oriented Development (4/2)
2. **Oppose 306 (Schultz)** re: Freeze on State Code Updates for Residential Units (4/2)
3. **Oppose SB 634 (Pérez)** re: Homelessness – Civil and Criminal Penalties (4/9)

Additionally, the City has submitted letters of support for funding requests and initiatives for the following community-based organizations and legislators (January 1, 2025 – Present):

1. **Habitat LA** – Commemorative Letter for the Los Angeles Builders Ball (2/5)
2. **Assemblymember Celeste Rodriguez** – 2025 Appropriation Requests (3/17)
3. **Climate Smart Communities Initiative (CSCI)** – Support of Joint Grant Application with Climate Resolve (3/17)
4. **Senator Caroline Menjivar** – 2025 Appropriation Requests (3/28)

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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
Will Pettener, Assistant to the City Manager

Date: April 21, 2025

Subject: Consideration to Approve Co-Sponsorship of an Immigration Information Event with the Mexican American Bar Association

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve Co-Sponsorship of an Immigration Information Event with the Mexican American Bar Association;
- 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. Waive fees for use of City facilities for the co-sponsored event, with City Manager approval.

BACKGROUND:

1. On January 21, 2025, Councilmember Patty Lopez agendized an item to discuss the City co-sponsoring a public forum on immigration enforcement organized by Councilmember Patty Lopez. The City Council deferred the request to be considered as part of the February 3, 2025 City Council meeting discussion to be included with the Police Department's public safety presentation.
2. 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.

Consideration to Approve Co-Sponsorship of an Immigration Information Event with the Mexican American Bar Association

Page 2 of 3

3. On February 18, 2025, Councilmember Victoria Garcia pulled the “Status Updates for Enhancements, Projects” (“Project Priorities”) staff report for discussion. The City Council requested that staff include an update regarding the immigration forum on the recurring Project Priorities agenda item and directed staff to revisit the topic at the next City Council meeting to provide direction to staff on the next steps for hosting a city-sponsored immigration forum. This included hosting the event independently or partnering with organizations to assist in facilitating the forum.
4. On March 3, 2025, the City Council continued this item to the March 17, 2025 City Council meeting.
5. On March 17, 2025, the City Council directed staff to collaborate with a specialized immigration agency to organize an Immigration Informational Event and formed an Immigration Event Ad Hoc Committee to initiate planning and search for potential partners.
6. On April 2, 2025, the Immigration Event Ad Hoc Committee held its first meeting, where Councilmembers Fajardo and López provided direction to staff to reach out to potential vendors, including the Mexican American Bar Association (MABA), to seek event proposals.

ANALYSIS:

An immigration information event is typically held to educate, inform, and engage the public or specific communities on immigration-related issues, resources, and policies. These events provide accurate information on local, state, and federal immigration laws, clarify legal rights and responsibilities, and connect attendees with legal aid organizations, advocacy groups, and guidance on processes such as applying for visas or green cards. Immigration information events also create space for open dialogue between community members, legal experts, and government representatives, helping address concerns and dispel misinformation. In addition, they empower individuals with tools to navigate the immigration system and encourage civic engagement.

Many local government agencies have recently hosted immigration events to promote access to reliable information, legal resources, and support services. For instance, the cities of Bell Gardens, Fullerton, Los Angeles, Monterey Park and El Monte. These efforts reflect a commitment to inclusivity, community well-being, and public trust by connecting residents—regardless of immigration status—to nonprofit partners, legal aid, and government programs. Co-sponsoring such events allows agencies to tailor outreach to their unique populations, address local concerns, and foster collaboration with trusted organizations—ultimately building a more informed, connected, and resilient community.

Consideration to Approve Co-Sponsorship of an Immigration Information Event with the Mexican American Bar Association

Page 3 of 3

At the request of the Immigration Event Ad Hoc Committee (Fajardo, Lopez), staff reached out to MABA due to their extensive experience with both current and historical immigration law, as well as their track record in organizing community immigration information events. These events provide opportunities for volunteer immigration attorneys to address a wide range of immigration-related issues and respond to specific legal inquiries.

The Mexican American Bar Association (MABA)

Since its founding in the 1950s, MABA has been dedicated to empowering the Latino community through legal support, education, and advocacy. With deep roots in Los Angeles County and a long history of serving immigrant and Latino populations, MABA brings trusted expertise, cultural understanding, and a strong network of Latino/a legal professionals committed to community service.

The City is currently in the planning stages of organizing an Immigration Information Event in collaboration with MABA. The event is tentatively scheduled to take place on Wednesday, May 15, 2025, beginning at 5:30 p.m., and will be held at one of the City's Community Centers.

This Immigration Information Event is intended to provide valuable legal resources and information to members of the community regarding immigration-related matters. As the City continues to coordinate logistics and confirm details with MABA and other potential partners, please note that all information, including the date, time, and location, is subject to change. Additional updates and finalized details will be shared as they become available.

BUDGET IMPACT:

There is no budget impact associated with co-sponsoring the Immigration Information Event. 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 Immigration Information Event, use of the City seal, authorize 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: Erika Ramirez, Director of Community Development
Ron Garcia, Planning Manager

Date: April 21, 2025

Subject: Consideration to Receive and File the General Plan Housing Element Annual Progress Report for Calendar Year 2024

RECOMMENDATION:

It is recommended that the City Council receive and file the General Plan Housing Element Annual Progress Report for Calendar Year 2024 (Attachment "A").

BACKGROUND:

1. Since 1969, the State has required all cities and counties in California to adopt a Housing Element to adequately plan to accommodate each jurisdiction's fair share of housing needs in California. The Housing Element is a chapter of the General Plan that serves as each jurisdiction's blueprint for how it plans to grow and develop during a particular "planning cycle."
2. On June 6, 2022, the City Council adopted the 2021-2029 (6th Cycle) Housing Element that established the City's strategy for achieving the mandated Regional Housing Needs Assessment (RHNA) allocation for the 2021-2029 6th planning cycle.
3. On August 9, 2022, HCD certified the City's 2021-2029 Housing Element as being in full compliance with State housing law.
4. On April 14, 2024, the third annual report of the current cycle was received and filed by the City Council for the 2023 calendar year.
5. On April 14, 2025, the fourth annual report of the current cycle was presented to the Planning and Preservation Commission.

Consideration to Receive and File the General Plan Housing Element Annual Progress Report for Calendar Year 2024

Page 2 of 6

ANALYSIS:

California Government Code Section 65400 mandates that each City and County planning agency prepare an annual report on the status and progress in implementation of their Housing Element. The Housing Element Annual Progress Report (APR) is submitted to the Department of Housing and Community Development (HCD) by April 1st of each year for the prior calendar year. The primary purpose of the Housing Element APR is to provide a tabulation of the City's progress towards the eight-year Regional Housing Needs Assessment (RHNA) allocation.

HCD provides a standard template that cities complete to fulfill statutory requirements for reporting on housing information - including housing production and affordability, implementation of Housing Element programs, and local efforts to remove governmental constraints to the development of housing.

The 2024 Housing Element APR (Attachment "A") shows the number of new housing units and at which affordability levels were developed during the reporting year. The method for determining affordability included conducting research on available rental units in San Fernando and adjacent areas, calculating average rent prices based on square footage and bedroom count and applying the Housing Affordability Calculator provided by HCD¹. The housing units are tracked by calculating the number of development applications submitted, project entitlements approved, building permits issued and building permits that received Certificate of Occupancy approval. The APR also includes status updates on the City's progress in meeting the objectives for each of the numerous programs noted in the Housing Element.

In 2024, the City completed 17 planning entitlements applications for new housing units, issued 56 building permits, and issued 48 Certificate of Occupancy permits for new housing units. Tables 1-3 below shows a breakdown of the units and their affordability levels.

Status of Housing units are broken down into the three (3) types described below.

1) Entitlement Issued – This is commonly known as receiving planning approval, which means a proposed development project has completed the planning review or entitlement process. The entitlement process is the legal process in which development applications are processed through the Planning Division to ensure the proposed development complies with zoning regulations, land use plans, the California Environmental Quality Act (CEQA), and other applicable State and local laws and regulations. This is step one in the development process.

¹ Available rental units and rent prices were obtained from <https://www.zillow.com/> and <https://www.redfin.com/> HCD Housing Affordability Calculator <https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/affordability-calculator.xlsm>

Consideration to Receive and File the General Plan Housing Element Annual Progress Report for Calendar Year 2024

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2) Building Permits Issued - The issuance of building permits sets the construction phase of a project into motion. Once a development project is “entitled”; meaning has gone through the process described above, construction plans are submitted to the Building Division for review of the plans to ensure the proposed construction complies with building, electrical, mechanical, plumbing, ADA, solar and other such codes, laws and regulations. This plan review process is commonly known as Plan Check. Once the construction plans are approved, permits can be issued to allow the construction work to begin.

3) Certificate of Occupancy Issued - A Certificate of Occupancy is issued by the Building Official when a building has completed being fully constructed, inspected and deemed safe to be occupied.

Summary of Planning Entitlements, Building Permits, and Certificate of Occupancy 2024.

Table 1:

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	6
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		11
Total Units		17

Table 2:

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	29
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		27
Total Units		56

Consideration to Receive and File the General Plan Housing Element Annual Progress Report for Calendar Year 2024

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Table 3:

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	27
Moderate	Deed Restricted	0
	Non-Deed Restricted	10
Above Moderate		11
Total Units		48

Reporting progress toward achieving the state’s RHNA allocation for San Fernando is a key component of the Housing Element APR submitted to HCD. The RHNA establishes exactly how many new homes, and at what affordability levels, a jurisdiction is required to plan for within an eight-year planning cycle to address regional and State housing needs. Through the RHNA allocation, each jurisdiction is assigned its “fair share” of housing projection at specified affordability levels. The 2024 APR for San Fernando, and all jurisdictions within the Southern California Association of Governments (SCAG) region (inclusive of the counties of Los Angeles, Orange, Imperial, San Bernardino, Ventura, and Riverside), falls within the 6th RHNA cycle extending from 2021 through calendar year 2029.

As presented in Table 2 above, 56 net new housing units were issued building permits in 2024. These units count toward the City’s 1,795 total allocation for the 6th planning cycle.

Table 4: Regional Housing Needs Allocation (RHNA) Progress: 2021-2029.

Income Level	2022-2029 RHNA Allocation	Building Permits Issued per Year									Total Units to Date	Remaining RHNA Target
		2021	2022	2023	2024	2025	2026	2027	2028	2029		
Extremely Low	230	-	-	-	-	-	-	-	-	-	-	-
Very Low	231	-	3	3	-	-	-	-	-	-	6	455
Low	273	25	22	27	29	-	-	-	-	-	103	170
Moderate	284	-	13	15	-	-	-	-	-	-	28	256
Above Moderate	777	5	11	4	27	-	-	-	-	-	47	730
Total	1,795	40	49	49	56	-	-	-	-	-	184	1,611

Consideration to Receive and File the General Plan Housing Element Annual Progress Report for Calendar Year 2024

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In addition, to processing housing developments, the City is also required to make progress in all goals, policies and programs set forth in the certified Housing Element. Thus far, completed programs include:

- On February 6, 2023, the City Council adopted Ordinance No. 1714 to allow urban lot splits and two-unit development projects in single-family residential (R-1) to comply with Senate Bill (SB) 9.
- A Housing Coordinator was hired in 2022 to re-establish the mufti-family residential rental program and oversee other housing programs.
- Staff actively tracks housing developments to encourage lot consolidation of smaller parcels to accommodate viable projects of at least 35 dwelling units per acre or higher.
- Staff continues to provide Lead Based Paint Awareness brochures to prospective building permit applicants in compliance with applicable lead based paint abatement procedures.
- Staff provides Section 8 awareness on the City website, City Hall, and other public locations. The City continues to work with LA County Community Development Commission through a cooperative agreement.
- Staff continues to provide property owners and renters Fair Housing information on the City website, and City Hall.
- Staff continues to distribute bilingual Homeownership program resources flyers to expand homeownership.
- On February 11, 2025, the City Council adopted Ordinance No. 1728 and Ordinance No. 1730 to implement a Mixed-Use Overlay (MUO) to allow for mixed use development and accommodate the City's 2021-1029 RHNA.
- Programs such as Density Bonus Ordinance to comply with amendments to the State Density bonus Law, Objective Design Standards for community-focused designs, removal of Governmental Constraints to streamline the approval process, are anticipated to be completed by June 2026 under the scope of work approved by the grant Memorandum of Understanding (MOU) with Southern California Association of Governments (SCAG).

The Housing Element annual reports describe the progress of the City's ongoing efforts to implement and assess identified goals, policies and objectives in the Housing Element. Demonstration of ongoing compliance with State-required reporting ensures that the City maintains eligibility and competitiveness for ongoing grant funding opportunities that may help to implement these goals and policies.

Consideration to Receive and File the General Plan Housing Element Annual Progress Report for Calendar Year 2024

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Environmental Review.

The proposed General Plan Housing Element Annual Progress Report for Calendar Year 2024 is not considered a project as prescribed by the California Environmental Quality Act (CEQA); therefore, no further CEQA action is required.

BUDGET IMPACT:

There is no fiscal impact associated with preparation and submittal of the Housing Element Annual Progress Report.

CONCLUSION:

Staff recommends that the City Council receive and file the Housing Element Annual Progress Report for Calendar Year 2024.

ATTACHMENT:

A. Housing Element Annual Progress Report for Calendar Year 2024

Jurisdiction	San Fernando	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A

Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Based Application
1					2	3	4	5							6	7	8	9	10
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below								2	0	0	28	0	18	37	85	58	12		
	2515015009	833 N BRAND BLVD		PL2400012	5+	R	1/2/2024	2					10		12		12	NONE	Yes
	2518021005	750 N HUNTINGTON ST		PL2304502	ADU	R	1/2/2024				1				1	1		NONE	No
	2515014001	777 N BRAND BLVD		PL2304516	ADU	R	1/2/2024				1				1	1		NONE	No
					ADU	R					1				1	1		SB 9 (2021) - Duplex in SF Zone	No
	2516-009-005	1614 SEVENTH ST		PL2400014			1/2/2024												
	2515004010	607 GRISWOLD AVE		PL2400018	ADU	R	1/3/2024				1				1	1		No	No
	2521-033-001	1103 N BRAND BLVD		PL2400053	ADU	R	1/6/2024				1				1	1		No	No
	2515-026-009	1049 GRISWOLD AVE		PL2400165	ADU	R	1/16/2024				1				1	1		No	No
	2521015021	1315 PICO ST		PL2400340	ADU	R	1/29/2024							1	1	1		No	No
	2515-002-014	1017 DE FOE ST		PL2400579	ADU	R	2/13/2024				1				1	1		No	No
	2519020021	116 JESSIE ST		PL2400678	2 to 4	R	2/20/2024							2	2	2		No	No
	2522011005	627 S BRAND BLVD		PL2400668	ADU	R	2/20/2024							1	1	1		No	No
	2518-028-017	653 HAGAR ST		PL2400696	ADU	R	2/21/2024				1				1	1		No	No
	2519-009-019	439 MACNEIL ST		PL2400756	ADU	R	2/26/2024							1	1	1		No	No
	2518006018	425 ALEXANDER ST		PL2400847	ADU	R	3/2/2024							1	1	1		No	No
	2516021008	1317 MOUNTAIN VIEW ST		PL2400944	ADU	R	3/8/2024							1	1	1		NONE	No
					2 to 4	R					1			2	3	3		SB 9 (2021) - Duplex in SF Zone	No
	2517-016-013	14158 HUBBARD ST		PL2401178			3/21/2024												
	2516-026-026	1321 WARREN ST		PL2401351	ADU	R	4/3/2024							1	1	1		NONE	No
	2518014020	541 N WORKMAN ST		PL2401430	ADU	R	4/10/2024							1	1	1		NONE	No
	2515-026-028	709 SEVENTH ST		PL2401428	ADU	R	4/10/2024							1	1	1		NONE	No
					2 to 4	R					1			2	3	3		SB 9 (2021) - Residential Lot Split	No
	2516-032-004	845 HAGAR ST		PL2401641			5/1/2024												
					2 to 4	R					1			2	3	3		SB 9 (2021) - Residential Lot Split	No
	2517-019-007	1946 GLENOAKS BLVD		PL2401640			5/1/2024												
	2520022011	319 HAGAR ST		PL2401660	5+	R	5/2/2024						8		8			No	No
	2518026008	700 HARPS ST		PL2401695	ADU	R	5/6/2024							1	1	1		No	No
	2521005023	1430 PICO ST		PL2401687	ADU	R	5/6/2024							1	1	1		No	No
	2516003010	820 FERMOORE ST		PL2401788	ADU	R	5/13/2024							1	1	1		No	No
	2518-001-003	447 N HUNTINGTON ST		PL2401912	ADU	R	5/23/2024				1				1	1		No	No
	2613-002-078	11220 AMBOY AVE		PL2401922	ADU	R	5/24/2024							1	1	1		No	No
	2522023013	703 KEWEN ST		PL2401927	ADU	R	5/28/2024							1	1	1		No	No
	2613006063	1027 WOODWORTH ST		PL2401972	ADU	R	6/3/2024							1	1	1		No	No
	2613004024	752 S BRAND BLVD		PL2402062	ADU	R	6/10/2024				1				1	1		No	No
	2521-014-004	1314 PICO ST		PL2402148	ADU	R	6/18/2024				1				1	1		No	No
	2516-021-010	1307 MOUNTAIN VIEW ST		PL2402233	ADU	R	6/25/2024				1				1	1		No	No
	2518016007	539 N HUNTINGTON ST		PL2402254	ADU	R	6/26/2024				1				1	1		No	No

[illegible]

[illegible]

Jurisdiction	San Fernando	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	461	-	-	-	-	-	-	-	-	-	-	6	455
	Non-Deed Restricted		-	-	3	3	-	-	-	-	-	-		
Low	Deed Restricted	273	-	-	-	-	-	-	-	-	-	-	103	170
	Non-Deed Restricted		15	10	22	27	29	-	-	-	-	-		
Moderate	Deed Restricted	284	-	-	-	-	-	-	-	-	-	-	28	256
	Non-Deed Restricted		-	-	13	15	-	-	-	-	-	-		
Above Moderate		777	3	2	11	4	27	-	-	-	-	-	47	730
Total RHNA		1,795												
Total Units			18	12	49	49	56	-	-	-	-	-	184	1,611
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-Income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		231		-	-	-	-	-	-	-	-	-	-	231

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

Jurisdiction	San Fernando	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		San Fernando	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Residential Rehabilitation Loan Program	Assist 20 households during the planning period, subject to available funding.	Annually	The City is in the process of re-establishing the Rehabilitation Loan.
2. Lead Based Paint Awareness	Remediate lead cases. Coordinate with LA County and Pacoima Beautiful on educational programs and identification of funding sources.	Annually	City continues to provide brochures to prospective building permit applicants in compliance with applicable lead based paint abatement procedures.
3. Facilitate Affordable and Special Needs Housing Development	Coordinate with affordable housing developers, offer regulatory concessions and incentives, and identify new funding sources to facilitate production of new affordable and special needs housing units.	Annually update contact information and review availability Federal and State financing subsidies from 2021-2029.	No additional deed restricted affordable housing was built in 2023. However, a total of 48 accessory dwelling units were issued planning approval.
4. Conservation of Existing and Future Affordable Units	Monitor the status of the existing and future affordable rental stock in San Fernando. Work with property owners, interest groups, and the State and Federal governments to conserve its affordable housing stock.	Annually monitor housing stock and at-risks from 2021-2029.	City continues to monitor existing deed restricted affordable units on an annual basis.
5. Removal of Governmental Constraints	Monitor changes in State and Federal laws and revised City policies, programs and regulations as necessary and appropriate.	Revise the Zoning Ordinance within two years (June 6, 2024) of adoption of the Housing Element.	City is in the processing of adopting new zoning regulations ensuring compliance with State mandated housing requirements including, but not limited to: provisions for accessory dwelling units, reasonable accommodation requests, density bonus provisions, supportive and transitional housing provisions, and accommodation of emergency shelters. The City continues to update these regulations in order to streamline the approval process.
6. Community Development Department Expansion	Hire a Housing Coordinator to help re-establish the multifamily rental inspection, homeowner rehabilitation, and first time homebuyer programs.	Ongoing, 2021-2029	City has hired and Housing Coordinator and continues to post open positions, and conduct interviews to expand the department.
7. Section 8 Rental Subsidies	Coordinate with LA County Community Development Commission to expand the program.	12/31/2023	City provides links on its website, City Hall, and other public locations. The City continues to work with LA County Community Development Commission through a coopertive agreement.

8. Fair Housing	Contract with the FHCSFV, or another fair housing provider; disseminate brochures; coordinate fair housing education with community events.	Annually	City provides links on its website and a list of housing resources at the public counter to property owners and renters, including a brochure for the Housing Rights Center with offices in San Fernando Valley.
9. Affirmatively Futhering Fair Housing	Promote housing along with supportive services to meet the special housing needs of seniors, homeless individuals, and families, and the disabled.	Ongoing, 2021-2029	City continues to provide brochures and links on its website, City Hall, and other public locations.
10. Homeownership Program	Promote MCC,HOP, and SCHFA programs to expand homeownership.	Annually update County program information on City website.	City has prepared and distributed a bi-lingual program flyer and updated the City's social media channels with regularly updated resource information.
11. Adequate Housing Opportunity Sites for RHNA	Prepare and approve the required General Plan Amendments, Zoning Changes, and update the Corridors Specific Plan to allow for the development of mixed-use and/or residential developments to accommodate the City's 2021-2029 RHNA. In addition, establish and implement the Mixed-Use Overlay district.	15-Oct-22	City adopted the Mixed Use Overlay zone on February 11, 2025 and continues to meet with landowners to facilitate redevelopment on vacant parcels and severely underutilized parcels within the Housing Opportunity Areas. To further encourage development, the City will evaluate the feasibility of providing landowners and developers a menu of incentives including streamlined/expedited processing, density bonus incentives, flexible development standards as indicated in the Housing Plan.
12. By-Right Approval of Projects with 20% Affordable Units	Comply with AB1397 to further incentivize development of housing on sites that have been available over one or more planning period.	12/3/2024	City is in the process of drafting an Ordinance to amend the Zoning Code to allow by-right approval of housing development that includes 20 percent of the units as housing affordable to lower income households, on sites being used to meet the 6th cycle RHNA that represent a "reuse" of sites previously identified in the 4th and 5th cycles Housing Element. The "reuse" sites are specifically identified in the inventory.
13. Monitor Residential Capacity	Monitor the consumption of residential acreage to ensure an adequate inventory is available to meet the City's RHNA obligations and the requirements of Senate Bill (SB 166).	12/31/2023	City is actively tracking unit count and income/affordability assumed on parcels included in the sites inventory, actual units constructed and income/affordability when parcels are developed, net change in capacity and summary of remaining capacity in meeting remaining RHNA.
14. No Net Loss of Residential Capacity to Accommodate RHNA	Create and maintain opportunity for a minimum of 328 units of owner and rental housing units including Accessory Dwelling Units (ADUs) for lower-income households to be developed over the eight-year planning period from October 2021 to October 2029.	12/31/2023	City is in the process of developing a process to track unit compliance with SB 166.
15. Replacement Unit Program	Require new housing developments to replace all affordable housing units lost due to new development and comply with any applicable relocation benefits and assistance for displaced occupants.	12/31/2024	City is working on a policy requiring replacement housing units subject to the requirements of Government Code section 65915, subdivision (c)(3) on sites identified in the site inventory when a new development (residential, mixed-use, or non-residential) occurs on a site that is identified in the inventory.

16. Lot Consolidation	Encourage lot consolidation of smaller parcels to accommodate viable projects at a density of at least 35 dwelling units per acre (du/ac) or higher.	12/31/2024	City is tracking trends and adjusting incentives where appropriate to incentivize lot consolidation.
17. Density Bonus	Revise the City Density Bonus Ordinance to comply with amendments to the State Density Bonus Law and include objective design standards and incentives for community-focused designs in exchange for deviation from development standards to facilitate development of deed-restricted affordable housing units.	12/31/2024	City is working on a revision to the City's Density Bonus Ordinance.
18. Accessory Dwelling Units	Revise the Accessory Dwelling Unit regulations to comply with current State law and to include objective design standards to facilitate production of ADU.	10/15/2023	City continues to monitor and facilitate ADU construction by informing eligible property owners of the potential to construct ADUs through updated handouts and information on the City's website.
19. Transitional and Supportive Housing	Amend the Zoning Code to clarify where transitional and supportive housing developments are permitted by right and eliminate parking requirements for supportive housing within 0.5 miles of a public transit stop by right.	10/15/2024	City is researching and working on a draft to amend the Zoning Code.
20. Low Barrier Navigation Centers	Amend the Zoning Code to allow Low Barrier Navigation Centers by right in areas zoned for mixed use and nonresidential zones permitting multi-family uses and to meet the parking requirements set out in AB 139.	10/15/2024	City is researching and working on a draft to amend the Zoning Code.
21. Employee and Farmworker Housing	Amend the Zoning Code to comply with the Employee Housing Act.	12/31/2023	City is working on a draft to remove agricultural uses from the M-1 and M-2 zones.
22. Efficient Project Review Under SB35	Develop and make available on the City's website a SB35 eligibility checklist and application form and develop objective development standards.	12/31/2023	City is developing a checklist and application form to assist potential developers with SB35.
23. Homeless Plan	Create a Housing Division and hire a Housing Coordinator to develop a Homeless Plan.	12/31/2024	City approved in 2022 a Homelessness Action Plan.
24. City Hall Redevelopment Study	Issue RFP for a redevelopment of the City Hall property.	RFP 2026 and construction completed in 2028	City is in the process of completing the Downtown MAster plan and will then work on releasing an RFP for a Site Redevelopment Study and potential public-private partnership for a future mixed-use development that will capitalize on the light rail stop that is planned for San Fernando in 2028.

25. Remove Single-Family From Multi-Family Zones	Amend the Zoning Code to prohibit the future development of Single-Family in the MultiFamily zones. Currently existing Single-Family developments will be permitted to remain.	12/31/2024	City adopted Ordinance No. 1714 for urban lot splits and two-unit development projects in single-family residential (R-1) zones pursuant to Senate Bill 9. The Odinance is effective 3/9/2023. City is researching and working on a draft to amend the Zoning Code.
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Jurisdiction	San Fernando			ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)					Note: "*" indicates an optional field Cells in grey contain auto-calculation formulas	
Reporting Period	(Jan. 1 - Dec. 31)									
Planning	6th Cycle 10/15/2021 - 10/15/2029									
Table E										
Commercial Development Bonus Approved pursuant to GC Section 65915.7										
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved	
1				2				3	4	
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved	
Summary Row: Start Data Entry Below										

Jurisdiction	San Fernando	
Reporting Period	2024	31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here :
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	San Fernando	NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting period	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		
Period	6th Cycle 10/15/2021 - 10/15/2025		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	San Fernando	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Los Angeles County Jurisdictions, please format the APN's as follows:9999-999-999

Table H Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	San Fernando	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note:

Cells in gre

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Se

[illegible]

Jurisdiction	San Fernando	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	San Fernando	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT					
Local Early Action Planning (LEAP) Reporting					
(CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$	310,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Online Permit Counter System	\$50,000.00	\$50,000.00	Completed	Other	SB2 Grant
Draft Housing Element	\$260,000.00	\$260,000.00	Completed	None	LEAP & SB2 Grant

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	6
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		11
Total Units		17

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	29
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		27
Total Units		56

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	27
Moderate	Deed Restricted	0
	Non-Deed Restricted	10
Above Moderate		11
Total Units		48

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erica Melton, Director of Administrative Services
Sergio Ibarra, Human Resources & Risk Manager

Date: April 21, 2025

Subject: Consideration to Adopt Resolutions Approving the Job Specification for Police Corporal, Amending the Salary Plan for Fiscal Year 2024-2025, and Amending the Job Specification for Police Sergeant

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8374 (Attachment "A") approving the job specification for Police Corporal (Exhibit "1" to Attachment "A");
- b. Adopt Resolution No. 8375 (Attachment "B") amending the Fiscal Year (FY) 2024-2025 Salary Plan to reflect the proper salary range for the Police Corporal classification;
- c. Adopt Resolution No. 8376 (Attachment "C") approving the job specification for Police Sergeant (Exhibit "1" to Attachment "C"); and
- d. Authorize the City Manager, or designee, to make non-substantive corrections and execute all related documents.

BACKGROUND:

1. On July 1, 2024, the City Council approved the FY 2024-2025 Adopted Budget, which included enhancement funding for five (5) Police Corporal positions in the Police Department.
2. On July 1, 2024, the City Council also approved the FY 2024-25, Citywide Salary Plan and Table of Organization which included the positions of Police Corporal and Police Sergeant.
3. On April 16, 2025, the City and San Fernando Police Officers Association (SFPOA) reached an agreement through the meet and confer process for creation of the Police Corporal position job specification.

Consideration to Adopt Resolutions Approving the Job Specification for Police Corporal, Amending the Salary Plan for Fiscal Year 2024-2025, and Amending the Job Specification for Police Sergeant

Page 2 of 4

4. The City is currently recruiting to an eligibility list for the Police Sergeant position. The Police Sergeant Job Classification was last updated on August 18, 1980.
5. On April 4, 2025, the City and the SFPOA reached an agreement through the meet and confer process for amendment to the Police Sergeant position job specification.

ANALYSIS:

A job specification outlines the qualifications, skills, experience, and attributes required for a particular job role, serving as a detailed description of the ideal candidate. It helps employers clearly define what is necessary to perform the job effectively, including educational background, technical expertise, soft skills, and physical requirements, if applicable. Job specifications guide hiring decisions, ensure accurate recruitment and assessment of candidates, and serve as a basis for performance evaluations and training needs. This clarity ultimately helps align hiring processes with organizational goals and expectations.

Under the Meyers-Milias-Brown Act (“MMBA”) (California Government Code §3500 et seq.), a city is required to provide opportunities to meet and confer in good faith with employee representatives and bargaining units about matters affecting work hours, wages, and other terms and conditions of employment, including job specifications for newly established positions and any changes to existing positions. In accordance with the MMBA, staff met and conferred with SFPOA to discuss the job specification for the new Police Corporal and Police Sergeant positions.

Police Corporal.

The new Police Corporal position will assume most some of the current duties of the Field Training Officer “FTO,” such as serving as the Watch Commander, and other related duties not associated with training new police officers. The FTO program at the police department will transition to serve only as an “as needed” basis when the department is training new police officers and will receive special pay as a percentage of base salary based on the effective SFPOA MOU only while training the new police officers. The creation of the Police Corporal position in the San Fernando Police Department (SFPD) will also provide enhanced oversight, supervision, and operational efficiencies as follows:

Intermediate Supervisory Role:

- The Police Corporal serves as bridge between Police Officers and Sergeants, providing immediate supervision during shifts when a Sergeant may not be present. This ensures continuity in leadership and oversight during critical operations.
- Corporals act as shift supervisors (Watch Commanders) in the absence of higher-ranking officers, maintaining order and ensuring adherence to departmental policies.

Consideration to Adopt Resolutions Approving the Job Specification for Police Corporal, Amending the Salary Plan for Fiscal Year 2024-2025, and Amending the Job Specification for Police Sergeant

Page 3 of 4

Enhanced Operational Oversight:

- Corporals oversee patrol activities, coordinate work assignments, and ensure proper responses to incidents.
- They provide leadership during investigations, assist officers in challenging situations, and ensure proper evidence collection and case management.

Training and Development:

- Corporals assist the Field Training Officers as needed, who are responsible for training new recruits and reserve officers according to established policies and procedures. This role supports development within the department.
- They administer remedial training or counseling to address performance deficiencies amount subordinate officers.

Incident Management:

- In the absence of Sergeants, Corporals take charge of incident responses, ensuring law enforcement services are coordinated effectively during critical incidents.

Leadership Development:

- The position provides an opportunity for experienced officers to develop leadership skills while preparing for higher supervisory roles and is part of the City's succession planning for the development of employees.

In summary, the Police Corporal position strengthens oversight by providing intermediate supervision, enhancing operational efficiency, supporting officer training, improving accountability, and fostering community relations- all of which contribute to a more effective police department structure.

Police Sergeant.

The current approved job description for Police Sergeant was approved in August 1980. During the current recruitment to fill a vacant Police Sergeant position, SFPOA proposed a number of updates to the job specification to revise the minimum qualifications and incorporate updated duties, knowledge, skills, and abilities for the position. The proposed modernized job description has been reviewed and approved by the City and SFPOA to meet the current operational needs of the Police Department.

In order to formalize the job specifications and associated salary, it is necessary to adopt the proposed resolutions (Attachments "A", "B", and "C").

Consideration to Adopt Resolutions Approving the Job Specification for Police Corporal, Amending the Salary Plan for Fiscal Year 2024-2025, and Amending the Job Specification for Police Sergeant

Page 4 of 4

BUDGET IMPACT:

There is no budget impact associated with adopting the proposed job specifications. Funding for the Police Corporal and Police Sergeant position are included in the FY 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council approve the proposed job specifications for Police Corporal and Police Sergeant; adopt a resolution amending the FY 2024-2025 Salary Plan; and authorize the City Manager to make non-substantive corrections and execute all related documents.

ATTACHMENTS:

- A. Resolution No. 8374, including:
 - Exhibit "1": Police Corporal job specification
- B. Resolution No. 8375
- C. Resolution No. 8376, including:
 - Exhibit "1": Police Sergeant job specification

ATTACHMENT "A"

RESOLUTION NO. 8374

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF RESOLUTION NO. 8374, AND CREATING THE POLICE CORPORAL JOB CLASSIFICATON

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

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

POLICE CORPORAL

Resolution No. 8374 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Resolution No. 8374 are now on file in the office of the City Clerk. Said Resolution No. 8374 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

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

PASSED, APPROVED, AND ADOPTED this 21st 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. 8374, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st day of 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

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
	RESOLUTION NO.	EFFECTIVE DATE
POLICE CORPORAL	8374	4/21/2025
	FLSA DESIGNATION	EMPLOYMENT
	NON-EXEMPT	

GENERAL PURPOSE

The Police Corporal is a front line position and is responsible for assisting in the overseeing and coordinating the activities of police officers on a patrol shift and other department personnel as directed by the Chief of Police or designee. This role involves ensuring the efficient and effective implementation of law enforcement policies, procedures, and operations while performing the role and duties of patrol officer or detective.

The Police Corporal provides guidance, support, and training to other department members, while also participating in patrol or investigative functions, enforcing laws, maintaining public safety, and fostering and spearheading community engagement efforts. The Police Corporal serves as a team leader, coach, mentor, and role model to professional staff, police officers, detectives, other department personnel and volunteers, and serves as supervisor in conjunction with the police sergeant but subordinate to the police sergeant, ensuring that all supervisory duties are carried out in compliance with legal standards and department protocols. Assists with ensuring compliance of department policy and in the preparation of employee evaluations.

Under general direction, performs peace officer work that is more complex in nature involving crime prevention and patrol, traffic enforcement, investigations, and special assignments; serves in a lead capacity in the Police Officer series and is assigned supervisory duties on a short-term basis, in conjunction with the Sergeant.

DISTINGUISHING CHARACTERISTICS

A Police Corporal is the journey level class of the Police Officer series, responsible for providing training, guidance, mentoring, coaching, and direction to professional staff, police officers, detectives, and other department members. The Police Corporal reports directly to a Police Sergeant, who together form a - supervisory team, and are distinguished by the latter's responsibility for full first-line supervision of a team of professional staff, police officers, detectives and other department members. This classification is distinguished from the next lower classification of Police Officer by the performance of lead responsibilities and by the level of technical and professional expertise required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. In the addition to performing the full scope and responsibilities of the Police Officer classification, the Police Corporal provides lead direction of day-to-day activities to Professional Staff, Police Officers and/or Detectives, and other department members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

2. Responds to questions and assists Police Officers in the performance of their task; verifies the work of assigned employees for accuracy, proper methods and techniques, and compliance with applicable standards and specifications.
3. Reviews and approves major traffic accident reports, as assigned; analyzes monthly traffic accident, citation, and other traffic data to determine deployment locations for traffic officers.
4. As directed by the Sergeant, assists in supervising field activities and investigations during higher priority calls.
5. Assists officers in preparing reports in cases for trial and may personally appear in court to present evidence testimony.
6. Inform the Sergeant of critical information throughout the shift.
7. Function as an assistant to the Sergeant in more difficult and technical assignments.
8. Recommend and assist with corrective actions of professional staff, police officers, detectives, and other department members.
9. Assumes responsibility for special programs, projects, or City wide functions or activities; including participating in the planning, development, coordination and supervision of the events.
10. Receives and reviews reports from subordinate staff; serves as watch and incident commander for an assigned shift in the absence of a Police Sergeant.
11. Serve as a temporary Field Training Officer on a short-term basis in the absence of an Field Training Officer.
12. Perform other duties as assigned by the Chief of Police or their designee.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Ability to apply and interpret laws, regulations, rules, court decisions, and departmental policies and procedures, analyze and make logical deductions.
2. Principles, practices, methods and techniques of general law enforcement and municipal police programs and operations.
3. California Penal and Vehicle Codes, San Fernando Municipal Code and other laws, ordinances, codes and regulations applicable to the assigned responsibilities. Federal, state and local laws and ordinances and

MINIMUM QUALIFICATIONS

codes pertaining to police operations.

4. Proper techniques for physically restraining an individual; defensive tactics.
5. Department rules, regulations and procedures regarding police functions, including but not limited to patrol, traffic, investigations, training, interview and interrogation, and evidence collection.
6. Case law precedents related to personnel procedures, municipal liability and criminal law.
7. Safety policies, practices, equipment and supplies applicable to the work.
8. Principles and practices of effective employee supervision.
9. City human resources policies and labor contract provisions.
10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. Legal rights of citizens and proper methods and procedures for warning, citing, detaining and arresting individuals found in violation of ordinances or laws.
12. Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.
13. First aid, CPR and AED procedures/techniques.
14. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of staff engaged in general law enforcement and municipal police operations.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze complex law enforcement situations as they occur and respond appropriately to ensure the protection of the public and police personnel.
4. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
5. Interact with sensitivity and understanding with residents and others from diverse socioeconomic, cultural, disability and ethnic backgrounds.

MINIMUM QUALIFICATIONS

6. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
7. Maintain qualifications for use of firearms and non-lethal tools/equipment. Administer and explain the administration of emergency first aid.
8. Understand, interpret, explain and apply applicable laws, codes and ordinances.
9. Present proposals and recommendations clearly, logically and persuasively.
10. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
11. Prepare clear and accurate reports, documents, data entries and files.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

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

Graduation from high school or GED equivalent.

An Associate's Degree or a minimum of 60 units of college credit completed in a related field within six months of appointment highly desirable. Course work must have been taken at a recognized accredited institution.

College coursework from an accredited college or university in social and behavioral sciences, police science, criminal justice, public administration or a closely related field is desirable.

Two years of experience as a sworn, full-time Police Officer and off probation with the City of San Fernando is required.

Candidates must have completed probation with the City of San Fernando as a Police Officer at the time of application for Police Corporal.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

PC 832 Arrest and Firearms Course qualified.

A valid First Aid Certification and CPR certificate.

Eligibility for Intermediate POST certificate within six months of appointment date. Must complete POST Supervisory course within one year of appointment.

MINIMUM QUALIFICATIONS

Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this job, the employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades and physically detain and apprehend suspects. Hearing must be within normal range.

Specific vision requirements for this job include 20/70 uncorrected, correctable to 20/30 and normal color vision.

MENTAL DEMANDS

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

WORK ENVIRONMENT

Employees in this class work in an office and outdoor environment with exposure to noise and outside weather conditions; exposure to biological hazards as well as disease/infestations. Work involves potentially dangerous situations and exposure to disturbing or traumatic events.

The employee will be required to work various shifts at night, on weekends and holidays as assigned and respond in emergency situations and natural disasters.

RESOLUTION NO. 8375

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING PORTIONS OF RESOLUTION NO. 8316,
ADOPTED JULY 1, 2024, AMENDING THE SALARY PLAN TO INCLUDE A
POLICE CORPORAL POSITION**

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

SECTION 1. That that portion of Section 1 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by adding the following on pages 7, effective the first day of the first full pay period that includes July 1, 2024:

SCHEDULE P FOR SWORN POLICE EMPLOYEES (SFPOA)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
73	7424	7830	8266	8713	9198
76	8813	9254	9717	10203	10713
95	9227	9735	10272	10837	11436

SECTION 2: That that portion of Sub-section A of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by adding the following on pages 9, effective the first day of the first full pay period that includes July 1, 2024:

CLASSIFICATION	SALARY RANGES NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Corporal	76P	8813	9254	9717	10203	10713

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

PASSED, APPROVED, AND ADOPTED this 21th 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. 8375, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st day of 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

ATTACHMENT "A"

RESOLUTION NO. 8376

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF RESOLUTION NO. 8376, AND AMENDING THE POLICE SERGEANT JOB CLASSIFICATION

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

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

POLICE SERGEANT

Resolution No. 8376 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Resolution No. 8376 are now on file in the office of the City Clerk. Said Resolution No. 8376 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

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

PASSED, APPROVED, AND ADOPTED this 21st 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. 8376, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st day of 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

JOB SPECIFICATION

CLASS TITLE

POLICE SERGEANT

ADOPTION

RESOLUTION NO.

8376

EFFECTIVE DATE

4/21/2025

FLSA DESIGNATION

NON-EXEMPT

GENERAL PURPOSE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Under direction, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities; serves as watch commander on an assigned shift; oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; coordinates activities with other agencies; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Police Sergeant is a first-line supervisor responsible for leading and managing patrol officers, detectives, professional staff, and other personnel in the enforcement of laws, crime prevention, and community policing initiatives. The Sergeant ensures compliance with department policies and procedures while fostering a culture of professionalism, accountability, and service. The police sergeant may be assigned other collateral duties as assigned by the Chief of Police or their designee. Work is performed with considerable latitude for independent use of good judgement and action.

A Police Sergeant is responsible for directing the work of Police Officers on patrol and in police technical support classes on an assigned shift. Incumbents oversee the Command Center, which includes dispatch and detention operations, and participates in both the routine and the more difficult peace officer activities. As assigned, an incumbent may perform Rangemaster duties or oversee an administrative or investigative unit. Work is performed with considerable latitude for independent judgment and action.

This position typically reports to the Police Commander and supervises the work of sworn and non-sworn police personnel on a given shift. Police Sergeant is distinguished from Police Commander in that an incumbent in the latter class performs management-level duties over an entire police division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities; supervise non-sworn staff in dispatch, records, and property and evidence room as assigned.
2. Serve as first level supervisor/Watch Commander for an assigned shift; prepare and administer briefings; assign patrol beats; supervise and direct sworn and non-sworn staff and activities on assigned shift; conduct personnel, equipment, and building inspections.
3. Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports; complete payroll for assigned personnel for submission to Finance.
4. Review incident reports, required forms, summons, records, and related documents prepared by subordinates to ensure accuracy, minimum investigatory requirements, and timely completion; correct or instruct officers to conduct additional investigation, or make corrections.
5. Coordinate police activities with other units in the department, and/or other City departments or divisions; coordinate functions of the unit with other law enforcement agencies.
6. Conduct a continuing review of assigned activities to identify problems and develop recommendations for improving services.
6. Recommend and assist in the implementation of Department goals and objectives; establish schedules and methods for providing effective, professional, and efficient law enforcement services; implement approved policies and procedures.
7. Interpret, convey, and ensure implementation of agency policies, procedures, and methods; ensure that personnel have clear guidelines of authority and responsibility while promoting a healthy and inclusive team culture that supports Department objectives and Command Staff.
8. Train and evaluate assigned personnel; assist with training and orientation of new employees; provide training, guidance, mentoring, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
9. Respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
10. Assume responsibility for assigned collateral functions including special programs (Range Master, Peer Support, Honor Guard, etc.), projects, or department-wide functions or activities.
11. Provide a full range of administrative support to management staff; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate; prepare departmental policies and procedures; prepare and present staff reports and other necessary correspondence.

12. Participate in budget development and administration; prepare and plan budget requests for assigned operations and special details; participate in the development of grant applications and the administration of grants.
13. Conduct internal affairs investigations and investigation of citizen complaints as necessary.
14. Participate in shift activities as necessary including enforcing local and state laws; issue citations and make arrests.
15. Speak before community stakeholders and groups and represent the department and City at meetings and conferences.
16. Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.
17. When assigned to investigations, supervise and personally conduct complete and detailed investigations of a general and specialized nature; review all patrol generated reports and evaluate, prioritize, and assign them to detectives for follow-up investigations; manage day-to-day activities and coordinate investigations including those involving several officers, units and divisions; oversee and participate in undercover and surveillance operations; review all investigation reports and make recommendations and suggestions to officers; supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects; oversee the Department's Concealed Weapon Permit program.
18. When assigned to traffic, supervise and participate in traffic control activities and accident investigations; review and correct all departmental traffic collision reports and towed vehicle reports; review and make decisions on request for early release of towed vehicles; respond to call outs on major injury or death accident investigations; respond to questions from citizens concerning traffic related issues.
19. When assigned as Administrative Sergeant, oversee and supervise a variety of special services, programs, projects, and units including the juvenile diversion program, and School Resource Officer functions; issue bingo permits and other special permits for licensing; oversee the departments public relations function; oversee background investigations for new hires; coordinate special events; handle miscellaneous complaints and projects for the Chief's office.
20. Perform related duties as required.

MINIMUM QUALIFICATIONS**KNOWLEDGE OF:**

1. Operations, services, and activities of a comprehensive municipal law enforcement program.
2. Functions and objectives of the police department and other local, state and federal agencies.
3. Principles of supervision, training, and performance evaluation.
4. Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
5. Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
6. Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
7. Rules of evidence pertaining to search, seizure, and preservation.
8. Techniques and applications of self defense and proper use of force.
9. Operational characteristics of police equipment, vehicles, and tools including firearms.
10. Use of firearms and other modern police equipment.
11. Methods and techniques used in interviewing witnesses, victims, or suspects.
12. Principles of business letter writing and basic report preparation.
13. Standard broadcasting procedures of a police radio system.
14. Principles and effective practical applications of public relations.
15. Principles and practices of data collection and analysis.
16. English usage, spelling, grammar, and punctuation.
17. Basic principles and practices of budget preparation and control.
18. Geography of the local area

MINIMUM QUALIFICATIONS**ABILITY TO:**

1. Supervise, organize, and review the work of supervised staff.
2. Supervise, train, and evaluate staff.
3. Take charge and command of subordinates.

MINIMUM QUALIFICATIONS

4. Perform a wide range of law enforcement assignments.
5. Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
6. Interpret and effectively explain City policies and procedures.
7. Think clearly and act quickly in a variety of situations.
8. Judge situations accurately.
9. Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
10. Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
11. Conduct a variety of criminal and special investigations.
12. Gather, assemble, analyze, evaluate, and use facts and evidence.
13. Interview victims, complainants, witnesses, and suspects.
14. Analyze crime and service patterns and to develop effective, tactical responses.
15. Accurately observe and remember names, faces, numbers, incidents, and places.
16. Control violent people and affect arrests.
17. Administer first aid.
18. Prepare clear and concise reports and routine correspondence.
19. Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public, effectively present information to a group or governing body.
20. Effectively present and communicate information/directions in one-on-one and small group situations to the general public and other employees of the organization.
21. Work irregular and on-call hours including weekends, evenings, and holidays.
22. Meet and maintain required peace officer employment standards.
23. Meet and maintain the departmental firearms qualifications standards.
24. Meet the physical requirements necessary to safely and effectively perform the assigned duties.
25. Meet department's psychological and background requirements.
26. Undertake and satisfactorily complete required and assigned in-service training programs.

27. Communicate clearly and concisely, both orally and in writing.
28. Establish and maintain effective working relationships with those contacted in the course of work.
29. Administer and explain the administration of emergency first aid.
30. Respond maturely and in a self-controlled manner to a wide range of inmate behaviors and actions, in accordance with established policies and procedures.
31. Communicate effectively, both orally and in writing.
32. Understand, interpret, explain and apply applicable laws, codes and ordinances.
33. Represent the City effectively in dealings with other law enforcement agencies, community and business organizations, the media and the public.

EDUCATION, TRAINING AND EXPERIENCE:

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

Associate Degree or completion of a minimum of 60 units of college-level courses from an accredited college or university in social and behavioral sciences, police science, criminal justice, public administration or a closely related field is required.

Four years of experience as a sworn Police Officer is required.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

Intermediate POST certificate is required.

PC 832 Arrest and Firearms Course qualified.

A valid First Aid Certification and CPR certificate.

Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this job, the employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades and physically detain and apprehend suspects. Hearing must be within normal range.

Specific vision requirements for this job include 20/70 uncorrected, correctable to 20/30 and normal color vision.

MENTAL DEMANDS

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

WORK ENVIRONMENT

Employees in this class work in an office and outdoor environment with exposure to noise and outside weather conditions; exposure to biological hazards as well as disease/infestations. Work involves potentially dangerous situations and exposure to disturbing or traumatic events.

The employee will be required to work various shifts at night, on weekends and holidays as assigned and respond in emergency situations and natural disasters.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erika Ramirez, Director of Community Development
Marina Khrustaleva, Associate Planner

Date: April 21, 2025

Subject: A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

RECOMMENDATION:

It is recommended that the City Council:

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

OR

2. Adopt Resolution 8373 (Attachment "B") denying the Appeal and upholding the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and of issuing a Certificate of Use for the Development Site Plan Review No. 2024-001, and of issuing a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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BACKGROUND:

1. On January 2, 2024, an application was received for a Site Plan Review (2024-001) to develop a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development, including Two (2) Deed Restricted Affordable Units, and Two (2) Detached Accessory Dwelling Units located at 833 N. Brand Boulevard in the R-2/PD Zone.
2. On August 14, 2024, the application was deemed complete and scheduled for a Planning and Preservation Commission meeting to consider approval of a Certificate of Use in accordance with San Fernando Municipal Code (SFMC) Section 106-644(a).
3. On October 3, 2024, a Notice of Public Hearing was published in the San Fernando Valley Sun Newspaper and mailed to property owners of record within a 500-foot radius of the Project Site.
4. On October 14, 2024, a public hearing was held before the Planning and Preservation Commission to consider a request for the approval of Site Plan Review 2024-001 and issuance of a Certificate of Use at 833 N. Brand Boulevard. The Commission voted 3-1-1 to deny the request.
5. On October 22, 2024, an appeal of the Planning and Preservation Commission's decision was received from Midland Contractors Inc. ("Appellant")
6. On November 20, 2024, a Special Neighborhood Watch meeting on Housing and Zoning was held at City Hall to provide a presentation and answer questions related to state housing laws, Regional Housing Needs Assessment (RHNA), Housing Element law, and City zoning regulations.
7. On January 22, 2025, notices of the February 5, 2025, community meeting were mailed out to residents and property owners within 500 feet of the Project site.
8. On February 5, 2025, a community meeting was hosted by the applicant to present revised plans and answer questions regarding the project.
9. On February 6, 2025, a Notice of Public Hearing was published in the San Fernando Valley Sun Newspaper and mailed to property owners of record within a 500-foot radius of the Project Site to notify of the Appeal hearing scheduled on February 18, 2025. The notice was published and mailed in both English and Spanish.

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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10. On February 18, 2025, a public hearing was held before the City Council to consider an appeal of a denial by the Planning and Preservation Commission of Site Plan Review 2024-001 to allow a multi-family development at 833 N. Brand Boulevard. There were 10 speakers opposing the appeal to overturn the Planning and Preservation Commission decision, and four (4) public comments were received by email also in opposition. The City Council directed staff to provide additional information and continued the public hearing to March 17, 2025.
11. On March 17, 2025, a public hearing was held before the City Council to consider an appeal of a denial by the Planning and Preservation Commission of Site Plan Review 2024-001 to allow a multi-family development at 833 N. Brand Boulevard. There were nine (9) speakers opposing the appeal to overturn the Planning and Preservation Commission decision. The City Council requested to add a covenant requirement to one (1) of the proposed conditions, and requested more time to research additional information and continued the public hearing to April 21, 2025.

ANALYSIS:

In a public hearing to consider an appeal of a land use decision made by the Planning Commission, the City Council serves as the appellate body responsible for reviewing the decision to determine whether it was consistent with applicable laws, policies, and procedures. The Council evaluates the record of the original hearing, considers additional public testimony, and examines whether the Planning Commission's findings were supported by substantial evidence. The City Council has the authority to affirm, modify, or overturn the decision based on its independent judgment and the merits of the appeal. Throughout the process, the City Council has maintained objectivity and ensured due process for all parties to ultimately make a decision that aligns with the City's General Plan, zoning code, and broader community interests.

As part of the Public Hearing and Appeal Hearing held by the City Council on March 17, 2025, the City Council requested more time to research additional information before a final determination on the appeal can be made. The following sections provide a recap of the March 17, 2025, public hearing and a summary of public comments received at the hearing.

Recap of March 17, 2025 City Council Meeting.

At a public hearing held on March 17, 2025, the appeal was presented to the City Council. Staff presented additional information requested by the Councilmembers at the previous meeting on February 18, 2025, including information on City's water and sewer capacity, additional recommended conditions of approval, and further information on the environmental review.

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Comments from Councilmembers included concerns regarding ingress and egress to and from the property; parking concerns and maintaining the existing single-family character of the neighborhood. Additionally, there was discussion related to environmental health and air pollution findings presented in the 2021 Public Draft of the City of San Fernando Environmental Justice Report¹ and expressed concerns about relevance of these findings to the proposed project. Council also asked staff to explain the City's protocols of addressing public safety issues and traffic calming opportunities. Lastly, City Council directed staff to add a covenant requirement to Condition No. 44, which has been revised as shown below:

- The garages shall be kept clear to accommodate two (2) cars at all times. It shall be prohibited to use garages solely for storage. A template of the lease agreement [and a recorded covenant for each unit](#) shall be submitted to the Planning Division to verify that this requirement is [met](#) ~~included~~.

The City Council requested more time to research potential specific, adverse impact of the proposed project on public health or safety understanding that these findings shall be based on a preponderance of the evidence in the record, and health or safety impact identified must be significant, quantifiable, and direct, and it must be based on identified written public health or safety standards. The City Council also requested staff to draft an alternative resolution (Attachment "B").

Summary of Public Comments.

All nine (9) public comments provided by residents were related to increased residential traffic and impacts to parking.

Environmental Review.

No further environmental analysis is required upon approving the Appeal as the project has been reviewed by the City for compliance with CEQA. A Class 32 – In-Fill Development Exemption (Exhibit "C" to Attachment "A") was prepared by environmental consultant firm, Chambers Group, Inc. Based on the provided analysis, the proposed Project meets all the conditions of Class 32 categorical exemption for the following reasons: it is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulation; the proposed development occurs within the City limits on a project site of no more than five (5) acres substantially surrounded by urban uses; the Project site has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

¹ https://ci.san-fernando.ca.us/wp-content/uploads/2021/12/EJ-Technical-Report_December2021.pdf

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The Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2 as follows: (1) the project is not located in environmentally sensitive areas; (2) there is no potential for the significant cumulative impact of successive projects; (3) there are no unusual circumstances; (4) the Project may not result in damage to scenic resources; (5) the site is not on any list of hazardous waste sites; and (6) the property does not qualify as a historic resource. Therefore, the proposed Project is exempt from further CEQA review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects. Based on this analysis, no significant environmental effects would result from this project and the use of a categorical exemption is appropriate.

The denial of the Appeal is not subject to California Environmental Quality Act (CEQA) as the action has been determined to not be considered a “project”, under CEQA as defined in Public Resources code section 21065 as the denial does not have the potential to affect the environment, nor to cause a reasonable foreseeable indirect physical change in the environment.

BUDGET IMPACT:

Adoption of Resolution No. 8365 will not impact the current Fiscal Year (FY) 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a Public Hearing; pending public testimony, to consider approving:

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

Alternatively, the City Council may consider to:

2. Approve Resolution 8373 (Attachment “B”) denying the Appeal and uphold the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001, and of Issuing a Certificate of Use for the Development Site Plan Review No. 2024-001, and issue a Certificate of Use to Allow the Development of a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Dwelling Structure that Includes Two Deed Restricted Affordable Units and with Two

A Continued Public Hearing to Consider Adopting a Resolution Approving the Appeal Filed by the Applicant, Midland Contractors, Inc., Overturning the Planning and Preservation Commission's Denial of Site Plan Review No. 2024-001 and Issue a Certificate of Use to Allow for a 3-Story, 10-Unit Townhouse Style Residential Multi-Family Development and Two Detached Accessory Dwelling Units Located at 833 N. Brand Boulevard in the R-2/PD Zone

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Detached Accessory Dwelling Units at 833 N. Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay Zone (R-2/PD).

ATTACHMENTS:

- A. Resolution 8365 (Approval) including
 - Exhibit "A": Conditions of Approval
 - Exhibit "B": Public Works Checklist
 - Exhibit "C": Class 32 CEQA Exemption
- B. Resolution 8373 (Denial)
- C. Revised Site Plan and Elevations

RESOLUTION NO. 8365

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING AN APPEAL FILED BY THE APPLICANT, MIDLAND CONTRACTORS INC., OVERTURNING THE PLANNING AND PRESERVATION COMMISSION'S DENIAL OF SITE PLAN REVIEW NO. 2024-001, AND ISSUE A CERTIFICATE OF USE TO ALLOW THE DEVELOPMENT OF A 3-STORY, 10-UNIT TOWNHOUSE STYLE RESIDENTIAL MULTI-FAMILY DEVELOPMENT, THAT INCLUDES TWO DEED RESTRICTED AFFORDABLE UNITS AND WITH TWO DETACHED ACCESSORY DWELLING UNIT AT 833 NORTH BRAND BOULEVARD IN THE MULTI-FAMILY DWELLING/PRECISE DEVELOPMENT OVERLAY (R-2/PD) ZONE

WHEREAS, an application was filed by Jacques Mashihi, 8671 Wilshire Blvd., Suite #610, Beverly Hills, CA 90211 (the "Applicant"), to request for the approval of a Site Plan Review and issuance of the Certificate of Use to allow demolition of a 1,320 sq. ft. single family residence and accessory structures and construction of a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached Accessory Dwelling Units (ADUs) and associated site improvements at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, the Applicant has requested approval pursuant to Section 106-644 of the City of San Fernando Municipal Code (SFMC), the R-2/PD allows for multifamily residential developments as a permitted use, and the proposed use meets the minimum development standards set forth in Section 106-967 and has been processed in accordance to Sections 106-111 to 106-113 and of the SFMC; and

WHEREAS, the proposed project is considered a "project" as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, the project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and it qualifies for an exemption from further environmental review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects; and

WHEREAS, on October 14, 2024, after conducting a duly noticed public hearing on the subject application, including full consideration of the application, plans, staff report, environmental information and all testimony presented, the Planning and Preservation Commission on a vote of vote of 3-1-1, denied Site Plan Review No. 2024-001 and did not issue a Certificate of Use to allow the demolition of a 1,320 sq. ft. single family residence and accessory structures to construct a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached accessory dwelling units and associated site improvements at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, On October 22, 2024, Midland Contractors Inc., timely filed an appeal, (“Appellant”), to the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001 and of issuing a Certificate of Use for the Project, pursuant to San Fernando Municipal Code (SFMC) Section 106-77, claiming the project adheres to all the planning requirements of the R-2/PD zone, complies with the requirements of Public Works and has a Notice of Exemption from a City Certified CEQA consultant. The appellant concludes the Appeal shall be approved as all the City provisions required to approve the project have been fulfilled; and

WHEREAS, on March 17 2025, the City Council conducted a continued duly noticed public hearing on the Appeal of the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001, and issue a Certificate of Use to allow the development of a 3-story, 10-unit townhouse style residential multi-family swelling structure that includes two (2) deed restricted affordable units and with two (2) detached accessory dwelling unit at 833 North Brand Boulevard in the Multi-Family Dwelling/Precise Development Overlay (R-2/PD) zone.

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

SECTION 1. Recitals.

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

SECTION 2. Environmental Findings

The proposed project has been reviewed by the City for compliance with the California Environmental Quality Act (CEQA). A Class 32 – In-Fill Development Exemption Memo was prepared by environmental consultant firm, Chambers Group, Inc. (Exhibit “C”). Based on the provided analysis, the proposed Project meets all the conditions of Class 32 categorical exemption: it is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulation; the proposed development occurs within the City limits on a project site of no more than five acres substantially surrounded by urban uses; the Project site has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

The Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2: the project is not located in environmentally sensitive areas; there is no potential for the significant cumulative impact of successive projects; there are no unusual circumstances; the Project may not result in damage to scenic resources; the site is to on any list of hazardous waste sites; and the property does not qualify as a historic resource. Therefore, the proposed Project is exempt from further CEQA review pursuant to CEQA Guidelines section 15332, Class 32 – In-Fill Development Projects. Based on this analysis, no significant environmental effects would result from this project and the use of a categorical exemption is appropriate. Since no new significant information has been found that would impact the CEQA Exemption; no additional environmental analysis is required.

SECTION 3. Certificate of Use Findings

Pursuant to SFMC Sec. 106-644, all procedures regarding issuance of a Certificate of Use in a Precise Development Zone, or the revocation or modification thereof, shall be governed by provisions establishing procedures related to Conditional Use Permits. Pursuant to San Fernando Municipal Code Section 106-145 the following findings shall be made for approval of a Conditional Use Permit:

Finding 1: The proposed use is one (1) (conditionally) permitted within the subject zone and complies with all of the applicable sections of this chapter.

Evidence: Pursuant to SFMC Sec. 106-387, the R-2 Multiple-Family Dwelling Zone allows for the development of multiple-family dwelling units and accessory dwelling units (ADUs) as a permitted use. The California State Density Bonus Law (Government Code Section 65915) allows for an increased density. The approval of the requested Certificate of Use would allow for the proposed entitlement of a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs.

The proposed project is also eligible for up to two (2) concessions or incentives under Density Bonus Law. This allows for the request to modify development standards that would otherwise make the project financially infeasible, or waivers from standards that would prevent the project from being built at the allowable density. This project has requested one incentive: an increase in lot coverage from 40% permitted in the R-2 zone to 42%.

Finding 2: The proposed use would not impair the integrity and character of the zone in which it is to be located.

Evidence: The City's General Plan Land Use Element designates the Project site as Medium Density Residential land use and the site is zoned Multiple-Family Dwelling with a Precise Development Overlay Zone (R-2/PD). Pursuant to The City's General Plan Land Use Element, future uses that are envisioned for the area include multi-family residential development.

To ensure the protection and preservation of the surrounding neighborhood, while fostering and promoting growth in the zone, the city's standard conditions of approval would be adopted to address issues associated with noise, trash and debris, and other public nuisance conditions. Noncompliance with the adopted conditions of approval would require the City to seek corrective action from the property owner.

Finding 3: The subject site is physically suitable for the type of land use being proposed.

Evidence: The Project Site is a generally flat 18,000 sq. ft. or 0.41 acre parcel and is located on the western side of North Brand Boulevard, south of Lucas Street and north of Glenoaks Boulevard. The Project Site abuts similarly zoned properties R-2/PD Overlay the north, west, and east. The neighboring properties to the south, across the street, are zoned R-1 Single Family Residential. Parking for the project will consist of 20 parking spaces in a garage and 2 additional guest parking spaces. Therefore, the site is physically suitable as proposed.

Finding 4: The proposed use is compatible with the land uses presently on the subject property.

Evidence: The project site is designated by The General Plan Land Use Element as Medium Density Residential. The proposed Certificate of Use to a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs would be compatible with the present land use. Currently the site is occupied with a residential use and therefore, the proposed residential use is compatible with the land use present on the subject property.

Finding 5: The proposed use would be compatible with existing and future land uses within the zone and the general area in which the proposed use is to be located.

Evidence: The Precise Development Overlay Zone (R-2/PD) allows uses permitted in the R-2 Multiple-Family Dwelling zone where future uses include residential uses. In 1987, this block was designated for Medium Density Residential land use in the General Plan Land Use Element. On February 21, 1989, the City Council adopted Ordinance No. 1332 changing the zoning from Single-Family Residential (R-1) and Multiple-Family (R-3) to Multiple-Family Dwelling Precise Development (R-2 PD) for properties located at the area between Lucas Street, Glenoaks Boulevard, Brand Boulevard and the Alley east of Maclay Avenue. The request to allow the multi-family use would entitle the already existing project site and therefore, is compatible with the land use present on the subject property.

Finding 6: There would be adequate provisions for water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

Evidence: The existing site is adequately served by existing water, sanitation, and public utilities. Any required future improvements to infrastructure and public utilities with the change of occupancy would be required to be developed in compliance with the requirements of the city's building and health and safety codes, including any requirements for offsite improvements and utility connections from the City's Public Works Department.

Finding 7: There would be adequate provisions for public access to serve the subject proposal.

Evidence: The Project Site is a generally flat 18,000 sq. ft. or 0.41 acre parcel and is located on the western side of North Brand Boulevard, south of Lucas Street and north of Glenoaks Boulevard. Parking for the project will consist of 20 parking spaces in a garage and 2 additional guest parking spaces. The site will provide shared use of the existing driveway approach off of N Brand Blvd.

Finding 8: The proposed use would be appropriate in light of an established need for the use at the proposed location.

Evidence: The proposed Project is consistent with the Housing Element Goal 2.0, Policy 2.1, which is *to provide adequate housing sites to facilitate the development of a range of residential housing types in San Fernando that fulfill regional housing needs* by constructing 8 new market rate housing units and 2 ADUs, while maintaining 2 Very Low Income housing unit. This will further the intent of the 6th Cycle Regional Housing Needs Assessment (RHNA), 2021-2029, as prepared by the Southern California Association of Governments and the State of California Housing and Community Development Department, which call for an addition of 1,795 housing units in San Fernando in the RHNA planning period ending in 2029.

Finding 9: The proposed use is consistent with the objectives, policies, general land uses and programs of the city's general plan.

Evidence: The City's General Plan Land Use Element designates the Project Site as Medium Density Residential land use area, a location where future uses envisioned for the area to provide multi-family developments. The entitlement of a new 10-unit residential development, including 2 deed restricted affordable units, with 2 ADUs would meet the density standards and would meet the goals of the R-2/PD Overlay to t and supports the Housing Element Goal 2.0, Policy 2.1. The density for this site allows for a maximum of 37 dwelling units per acre; this site measuring 0.41 acres would allow for a maximum of 8 units. Two additional units are allowed under the provisions of State Density Bonus law, and two ADUs are permitted per Government Code Sec. 66323(a)(3). Additionally, two units are required to be deed restricted to affordable households at the very low income level. Therefore, the proposal is consistent with the General Plan.

Finding 10: The proposed use would not be detrimental to the public interest, health, safety, convenience or welfare.

Evidence: The requested Certificate of Use to allow a new 10-unit residential development, including 2 deed restricted affordable units, with 2 detached ADUs will not be detrimental to the public interest, health, safety, convenience or welfare due to the fact that the proposed use will be consistent with and complement established uses within the vicinity. The proposed entitlement will provide a new paved driveway, new landscaping and new garages which will serve the tenants and provide an overall improvement to the site. With the adoption of the recommended conditions of approval for the requested Certificate of Use, the applicant would be required to provide sufficient safeguards to deter any potential public nuisance issues and protect public interest, health, safety, convenience or welfare.

SECTION 5. Determination

Pursuant to all of the foregoing, the City Council of the City of San Fernando, California, hereby approves the appeal filed by the Appellant and overturns the Planning and Preservation Commission denial of Site Plan Review No. 2024-001 and issues a Certificate of Use, subject to conditions of approval attached hereto as Exhibit “A” and “B”, respectively.

SECTION 6. Certification of the Resolution

The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and shall cause a certified resolution to be filed in the Office of the City Clerk. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED, AND ADOPTED this 21st 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. 8365 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st 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

Exhibit A

CONDITIONS OF APPROVAL

PROJECT NO.: Site Plan Review No. 2024-001
Certificate of Use

PROJECT ADDRESS: 833 N Brand Blvd, San Fernando, CA 91340
(Assessor's Parcel Number 2515-015-009)

PROJECT DESCRIPTION: Site Plan Review and Certificate of Use for a new 10-unit residential development, including 2 deed restricted affordable units, with 2 ADUs.

The following conditions shall be made a part of the approval of the project, and shall be complied with in their entirety, as determined by the Community Development Department:

NO.	CONDITION OF APPROVAL	AGENCY	COMPLIANCE VERIFICATION
GENERAL			
1.	This Site Plan Review and Certificate of Use are granted for the land use and development of the Property as described in this application and any attachments thereto, as reviewed by the Planning and Preservation Commission on October 14, 2024, and shall be maintained in substantial conformance with the plans and materials, except as herein modified to comply with these Conditions of Approval.	Planning	
2.	<u>Expiration.</u> The Site Plan Review and Certificate of Use approval to which these Conditions of Approval apply shall expire one year from the date of final approval of said Site Plan Review and Certificate of Use if the approval has not been exercised by submitting construction plans to the Building Division for plan check review. An applicant may request an extension of said expiration date by filing a written request with the Planning Division prior to the expiration of the approval. The Community Development Director may grant extensions of 6 months but no more than 2 or a total of 12 months of extended time may be given.	Planning	

3.	<u>Alterations.</u> Any expansion to this use or exterior alterations will require the submittal of a separate application(s) and shall be reviewed and approved under separate permit(s).	Planning	
4.	<u>Acceptance.</u> Within 30 days of this approval, the applicant and property owner shall certify his/her acceptance of the conditions of approval or modifications thereto by signing the acceptance form and shall be bound by all of the conditions.	Planning	
5.	<u>Recordation.</u> The applicant shall provide the Community Development Department with proof that the conditions of approval have been recorded with the Los Angeles Registrar Recorder/County Clerk's Office.	Planning	
6.	<u>Indemnification.</u> The property owner and the project applicant, shall indemnify, protect, hold harmless and defend the City and any agency or instrumentality thereof, and/or any of its officers, employees and agents from any and all claims, actions, or proceedings against the City to attack, set aside, void, annul, seek monetary damages resulting from an approval of the City, or any agency or instrumentality thereof, advisory agency, appeal board or legislative body including actions approved by the voter of the City, concerning the entitlement application. City shall promptly notify both the property owner and developer of any claim, action, or proceeding to which this condition is applicable and shall further cooperate fully in the defense of the action. The City reserves its right to take any and all action the City deems to be in the best interest of the City and its citizens in regard to such defense. The property owner and developer shall defend, indemnify and hold harmless the City for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report or related environmental assessment) if made necessary through the initiation of the project.	All Depts.	
7.	<u>Code Compliance.</u> The project shall be in compliance with all of the provisions of the San Fernando Municipal Code. The applicant shall also comply with all other requirements of any applicable federal, state,	All Depts.	

	or local law, ordinance, or regulation, including 2022 California Building, Electrical, Plumbing, Mechanical, Energy & Green Building Standards Codes.		
8.	<u>Construction Hours.</u> Construction activity on Mondays through Fridays shall comply with the current San Fernando City Code standards for construction of 7:00 a.m. to 6:00 p.m. In addition, any construction on Saturday shall be from 8:00 a.m. to 6:00 p.m. Unless otherwise allowed in the City's Noise Ordinance, no construction shall be allowed on Sundays and Federal Holidays.	Building	
9.	<u>Waste.</u> All project-related solid and recyclable waste materials removal shall be in accordance with SFMC Chapter 70 – "Solid Waste and Recyclables Collection Services". All trash receptacles shall be placed in a confined area within the property out of sight of the public right of way as well as off of public property except for trash collection activities. The property shall provide adequate trash and recycling capacity and shall comply with Assembly bills 939, 1826 and 341 waste diversion goals. Please contact Brianna N. Solis at Bsolis@republicservices.com to ensure collection services are provided.	Public Works	
10.	<u>Property Maintenance.</u> The subject site and its immediate surrounding area shall be maintained in a clean, neat and orderly manner at all times and shall comply with the property maintenance standards as set forth in the San Fernando City Code.	Code Enforcement	
11.	<u>Landscape.</u> All proposed on-site and off-site plantings shall be kept in a healthy and growing condition, consistent with the design of a landscaping and irrigation plan approved by the Community Development Department. Fertilization, cultivation, tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.	Planning, Code Enforcement	
12.	<u>Signage.</u> No signage shall be allowed on the property. The only allowable signage permitted on a temporary basis shall be "For Lease" signage to indicate a vacancy at the property. Signage during construction shall be posted at the front and rear of the property during the	Planning/ Building Safety	

	construction of the project until Certificate of Occupancy is received and shall be in good condition for the duration of the construction. Signage shall include the hours of construction, construction company and contact information for a designated manager of the project. Sign size and format shall be submitted to the Building and Safety Division for review and approval prior to posting and the prior to the start of construction.		
13.	<u>Graffiti.</u> The property owner shall remove any graffiti from the project site within 24 hours of its occurrence, or as requested by the City.	Police / Public Works	
14.	<u>Site Inspections.</u> The Community Development Department shall have the authority to inspect the site to assure compliance with these conditions of approval. The applicant and all successors shall grant the right of access to authorized agents of the City of San Fernando to conduct periodic inspections of the property.	Planning, Building, Code Enforcement	
15.	A copy of these conditions of approval shall be printed on the building construction plans.	Building	
<p style="text-align: center;">Prior to Issuance of a Building Permit <i>(NOTE: Additional comments may be added during Plan Check)</i></p>			
16.	<u>Replacement Unit Determination.</u> Pursuant to SB 330/ SB 8 / AB 1218 and the requirements of Government Code Section 66300.6, the City performed an affordability analysis of two existing rental units. Based on this analysis, the proposed development shall provide 2 units of comparable size restricted to Very Low Income households. The 2 affordable units shall be identified on the plans.	Planning	
17.	<u>Affordable Housing Agreement.</u> An Affordable Housing Agreement must be executed with the City recorded with the Los Angeles County Registrar / Recorder prior to the issuance of building permits.	Planning	
18.	<u>ADA Compliance.</u> Increase the width of the staircase leading to the 2 nd floor in the ADA unit to ensure its adaptability to accommodate a wheel-chair lift if needed.	Planning	

19.	<u>Quimby Fee.</u> The City's residential development fee for parkland acquisition or enhancement ("Quimby fee") shall be paid in full. The required development fee is calculated with a formula: land value per square foot times number of dwelling units times 235 square foot per unit. Staff will establish land value by either an independent appraisal (at the applicant's expense) or by the applicant providing the City with satisfactory proof of purchase.	Planning	
20.	<u>Construction Plans.</u> The submitted plans must be stamped and signed by an architect or engineer licensed in the State of California (Business & Professions code Sections 5537, 5538 & 6737.1).	Building	
21.	<u>Grading Permit.</u> All grading shall conform to the 2022 California Building Code, and all other relevant laws, ordinances and resolutions governing grading as adopted by The City of San Fernando. The applicant shall be submit geotechnical and/or soils reports to the Building & Safety Department for review and approval to obtain a grading permit prior to commencing any grading or site excavation.	Building, Public Works	
22.	<u>Grading & Paving Requirements.</u> This project must comply with all Grading & Paving requirements designated in the California Green Building Standards Section 5.106.10 These include the following: <ul style="list-style-type: none"> • Swales • Water collection & disposal systems • French drains • Water retention gardens • Other measures which keep surface water away from other buildings. 	Building	
23.	<u>A Drainage Study</u> of the site shall be performed and any improvements necessary to prevent runoff from any future development onto adjacent properties shall be provided or ensured by a bond.	Public Works	
24.	<u>Soil Contamination.</u> The applicant shall verify to the City's satisfaction that there is no existing contamination of soil on the site.	Building	
25.	<u>A Landscape and Irrigation Plan</u> shall be submitted in compliance with the latest State Model Water Efficient	Building, Public Works	

	Landscape Ordinance (MWELO) and the City's Water Efficient Landscaping regulations in Division 5 and Section 70-147 of the San Fernando Municipal Code (SFMC). The Landscape and Irrigation Plan shall include both on-site and off-site landscaping and irrigation with details of but not limited to, plant species, size, count, ground cover, and hardscape material. The plan shall also show two trees on the parkway (see Public Works Condition #20).		
26.	<p><u>A Comprehensive Construction Management Plan (CMP)</u>. The comprehensive CMP shall be submitted to Building & Safety as part of the Building Permit plan check approval process and shall include all plans specified in the conditions of approval. In addition, the plan will identify the areas of construction staging, temporary power, portable toilet, and trash and material storage locations. The CMP shall show all areas of the public right-of-way which may be affected by the construction of the project. Unless otherwise approved by the Public Works Director, sidewalk access shall be maintained at all times along the project's frontage. The CMP shall include the following components:</p> <ol style="list-style-type: none"> 1. A Pedestrian Protection Plan shall identify all areas of pedestrian protection and indicate the method of pedestrian protection or pedestrian diversion when required. When pedestrian diversion is required, the Pedestrian Protection Plan must also be approved by the City Engineer. 2. A Construction Traffic Management Plan shall be prepared. The Construction Traffic Management Plan shall be reviewed and approved by the City Engineer and Planning Manager prior to the issuance of any Project demolition, grading, or excavation permit. The Construction Traffic Management Plan shall also be reviewed and approved by the City's Police Department. The Construction Traffic Management Plan shall contain, but not be limited to, the following: <ol style="list-style-type: none"> i. The name and telephone number of a contact person who can be reached 24 hours a day regarding construction traffic complaints or emergency situations. ii. An up-to-date list of local police, fire, and emergency response organizations and 	Building	

	<p>procedures for the continuous coordination of construction activity, potential delays, and any alerts related to unanticipated road conditions or delays, with local police, fire, and emergency response agencies. Coordination shall include the assessment of any alternative access routes that might be required through the Property, and maps showing access to and within the Property and to adjacent properties.</p> <p>iii. Procedures for the training and certification of the flag persons used in implementation of the Construction Traffic Management Plan. Flag persons with certified training shall be provided for work site traffic control to minimize impacts to traffic flow and to ensure the safe movement of vehicles into and out of the Property.</p> <p>iv. The location, times, and estimated duration of any roadway closures, traffic detours, use of protective devices, warning signs, and staging or queuing areas.</p> <p>v. The location and travel routes of off-site staging and parking locations.</p> <p>vi. Estimated number of trucks per hour for dirt hauling, concrete pouring, deliveries, etc.</p> <p>vii. During the period of construction, all construction traffic and material deliveries shall be organized through the alley. No construction traffic shall occur from N Brand Blvd.</p> <p>3. A Demolition Debris Recycling Plan shall list the material to be recycled and the name, address, and phone number of the facility of organization accepting the materials. Reasonable efforts shall be used to reuse and recycle construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment, and systems.</p> <p>4. A vector/pest control abatement plan prepared by a pest control specialist licensed or certified by the State of California shall outline all steps to be taken prior to the commencement of any demolition or construction activity in order to ensure that any and all pests (including, but not limited to, rodents, bees, ants and mosquitoes)</p>		
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	<p>that may populate the Property do not relocate to or impact adjoining properties.</p> <p>5. The CMP shall address implementation of the following measures during construction:</p> <ul style="list-style-type: none"> i) Foundation Shoring Plan demonstrating use of noise dampening design methods. ii) Construction Rules Sign that includes contact names and telephone numbers. iii) Daily maintenance of construction site. iv) Dust control by regular watering. v) Construction worker and contractor parking. vi) Staging and storage of construction equipment on-site only. vii) Compliance with noise standards. <p>6. Foundation shoring and/or foundation piles. When foundation shoring and/or foundation piles will be part of the Project, the engineer of record shall specify use of noise dampening measures such as the drilling of shoring supports and piles as determined by the Building Official and Current Planning Manager, which shall be incorporated in project plans.</p>		
27.	<u>Fences and Walls.</u> A complete fence and wall plan shall be submitted with plans for approval. Include details of footing, materials, etc.	Planning, Building	
28.	<u>An Exterior Lighting Plan</u> including the manufacturer's specifications of the outdoor light fixtures, location, height, and method of shielding on the property, with electrical & energy calculations. All exterior lighting must be shown on Exterior Elevation Plans.	Building	
29.	<u>A complete ADA Plan</u> (interior & exterior). Include path of travel, stripping, dimensions, signage, etc.	Building	
30.	<u>Fire Sprinklers.</u> This project shall have fire sprinklers and comply with all relevant laws, ordinances & resolutions governing fire sprinklers as adopted by the City of San Fernando (Current Building Codes apply).	Building	
31.	<u>Demolition Permit.</u> A demolition permit for existing structures must be obtained with The City of San Fernando Building & Safety Department prior to any onsite demolition. The demolition shall comply with all applicable building and safety code requirements and	Building	

	clearance shall be obtained from the South Coast Air Quality Management District ("SQAQMD") prior to any demolition, excavation or renovation. Call (909) 396-2000 for further information. Failure to comply with the provisions of Rule 1403 may result in a penalty of up to \$25,000 per day.		
32.	<u>Fire Department.</u> Apply to the City of Los Angeles Fire Department, Fire Life Safety Unit and Hydrants and Access Unit at FIMS website (lafd.org) and provide their conditions to the City of San Fernando Planning Division. Register online using the property address of 222 N. Fremont Ave., Los Angeles, CA 90012. After that, you can enter the correct address in the project description; it will be updated and flagged internally. Upload San Fernando application and set of plans as an attachment.	Building Planning	
33.	<u>Fees.</u> A proof of payment of school fees and Public Works fees shall be provided to the Building Division.	Public Works LAUSD Building	
34.	A sign shall be posted at the front and rear of the property including the permitted hours of construction, construction company and contact information for a designated manager of the project. Sign size and format shall be submitted to the Building Division for review and approval prior to construction beginning.	Building	
Prior to Issuance of a Certificate of Occupancy			
35.	<u>Public Works Requirements.</u> The property owner shall comply with the requirements for development and improvement of the site as listed in the attached "Public Works Department Development / Improvement Review Checklist." (See Exhibit "B"). Contact person: Patsy Orozco, 818-898-1224, POrozco2@sfcity.org	Public Works	
36.	<u>Utilities.</u> All on-site utilities shall be located underground. Applicant shall provide any easements as necessary. Overhead utility facilities and distribution lines located on the site or off-site adjacent to the perimeter of the site shall be removed and/or placed underground unless determined to be	Planning, Public Works	

	unfeasible by Community Development Department. The applicant shall comply with all development standards and health and safety requirements or guidelines of any relevant utility company, the Public Utilities Commission and the City of San Fernando ("City") relating to construction or residential occupancy in proximity to any remaining overhead utility distribution facilities, and to the design of new utilities placed underground or elsewhere.		
37.	<u>Electrical equipment.</u> Electrical distribution facilities/equipment (transformers, load centers, panel boxes and meters, major conductors, underground conduits, etc.) shall be designed/located in conformance with California Public Utilities Commission recommendations for "prudent avoidance" of exposures of dwelling unit occupants to power frequency electromagnetic fields (EMF) that are above background levels.	Building	
38.	<u>Surface Runoff.</u> All requirements of the National Pollutant Discharge Elimination System (NPDES) shall be complied with and an NPDES permit, including but not limited to the installation of any required clarifiers and/or on-site infiltration system, must be obtained prior to any occupation or use of the site. During construction, the project site shall comply with all applicable Best Management Practices (BMPs).	Public Works	
39.	<u>Tree Protection.</u> Provide a Tree Protection Tree for the existing Camphor Tree to ensure its health and safety during the construction.	Building	
40.	<u>Anti-graffiti Coating.</u> The property owner shall apply two coats of anti-graffiti paint on all exterior building walls.	Building, Code Enforcement	
41.	<u>Outdoor Lighting.</u> Provide sufficient lighting for outdoor areas. Pedestrian walkways, back lanes and access routes open to public spaces should be lit so that a person with normal vision is able to identify a face from a distance of about 10 meters. Light fixtures should be protected against casual vandalism by means of vandal resistant materials and design.	Police	
42.	<u>Security surveillance cameras</u> and video recording	Police	

	system shall be installed on the exterior of the building with view directed towards the streets. The cameras and recording system shall be of adequate quality, color rendition, resolution to allow the identification of any individual present on the site and have the ability to capture and retain recordings for a minimum of 30 days.		
43.	All parcel deliveries shall be organized through the alley. A designated drop box for parcel deliveries shall be installed at the rear gate in the alley. A notice requesting all deliveries to go through the alley shall be installed at the front gate on N Brand Blvd. The location and design shall be submitted as part of the construction set and the sign shall be submitted to Planning for approval prior to installing.	Planning	
44.	The garages shall be kept clear to accommodate two cars at all times. It shall be prohibited to use garages solely for storage. A template of the lease agreement and a recorded covenant for each unit shall be submitted to Planning to verify that this requirement is met.	Planning	
45.	<u>Final Inspection.</u> A final inspection shall be conducted by the Planning Division to ensure the development complies with the approved site plan review and all conditions attached thereto.	Planning	
46.	<u>Modifications.</u> Unless the chief Community Development Director deems a proposed change to the approved plans and operation a minor modification, any and all other modifications to the development plan, including these conditions of approval, shall require review and approval by the Planning and Preservation Commission.	Planning	

Exhibit "B": Public Works Checklist

CITY OF SAN FERNANDO PUBLIC WORKS DEPARTMENT

DEVELOPMENT / IMPROVEMENT REVIEW CHECK LIST

PROJECT: SPR 2024-01

10 Townhome Units and 2 ADUs

DATE: 2/27/2024

PROJECT ADDRESS: <u>833 N Brand Blvd</u>					
ITEM		REQUIRED?		COMPLIED?	COMMENTS
		YES	NO		
1.	Site plan must show:				
	a. Existing building or structure	✓			
	b. Existing public improvements (concrete sidewalk driveways, curbs and gutters, parkway trees, street lights, hydrants, etc.) including existing and proposed dimensions, square footage, etc.	✓			
	c. Existing utilities (gas, sewer, water, storm drains, catch basins, power poles).	✓			
2.	Submit offsite improvement plan.	✓			
3.	Prior to issuance of building permit:				
	a. Pay sewer capital facility charge.	✓			Based on 3 BR Dwelling units; 12 x \$1,798* = \$21,576* Credit for Existing SFR: -\$1,798 \$19,778*
	b. Pay water capital facility charge.	✓			Existing ¾" water meter. Separate water meter for each of the units (minimum 1" water meter). See attached schedule.
	c. Pay water service installation charge.	✓			Existing ¾" water meter. Separate water meter for each of the units (minimum 1" water meter). See attached schedule.
	d. Pay fire service installation deposit.		✓		Unless a fire service is required. See attached fee schedule for additional water services or upgrades.
	e. Pay fire hydrant installation deposit.		✓		Unless City of Los Angeles Fire Department requires one for proposed development. See attached fee schedule for additional water services or upgrades.
	f. Pay PW Plan Check fee.	✓			PW Plancheck fee for SPR: \$340 PW Plancheck fee for plans and studies noted in #28: \$232.56*/hour
	g. Pay inspection fee (Offsite).	✓			
	h. Provide labor and material bond.		✓		
	i. Provide performance bond.		✓		
4.	Is there existing sewer house connection to property?	✓			
5.	Is there existing water service to the property?	✓			Existing ¾" water meter.
6.	Provide separate water service for each building or separate ownership.	✓			
7.	Provide separate sewer connection for each building.	✓			Developer may construct new sewer main from street to site and connect each of the units sewer lateral to it. It is the responsibility of the developer to maintain, inspect, and repair on an as-needed basis the existing private sewer lateral.

PROJECT ADDRESS: 833 N Brand Blvd

ITEM		REQUIRED?		COMPLIED?	COMMENTS
		YES	NO		
8.	Underground all utilities to each unit/building.	✓			<i>Underground all lighting and utilities.</i>
9.	Cap off existing sewer connection that will no longer be used.	✓			
10.	Abandon all existing water service and install new copper ones per plan.		✓		
11.	Upgrade existing substandard hydrant to 6-inch wet barrel hydrant (4"X 2.5" outlet).		✓		<i>Unless City of Los Angeles Fire Department requires it for proposed development.</i>
12.	Install new hydrant per City standard.		✓		<i>Unless City of Los Angeles Fire Department requires it for proposed development.</i>
13.	Satisfy City of Los Angeles Fire Dept. fire flow requirements.	✓			<i>Obtain clearance from City of Los Angeles Fire Department.</i>
14.	Provide City approved backflow device for the domestic water service and/or landscape irrigation, provide proof that said equipment has been tested by a certified tester.	✓			<i>Provide <u>one</u> backflow device for every water service. Provide <u>additional</u> backflow device for irrigation/landscaping</i>
15.	Remove existing driveway approach that will no longer be used. Replace depressed curb.	✓			<i>Remove existing driveway on Brand Blvd that will no longer lead anywhere and replace with sidewalk and parkway. PW Permit is required prior to any work in Public Right-of-Way.</i>
16.	Construct PCC driveway approach 6-inch thick per City Standard.	✓			<i>Remove existing driveway approach and construct new driveway approach to accommodate two-way ingress and egress of vehicles and comply with ADA standards. PW Permit is required prior to any work in Public Right-of-Way.</i>
17.	Construct wheel chair ramp per City Standard.		✓		
18.	Remove and replace broken/damaged concrete sidewalk adjacent to property.	✓			<i>Remove and replace broken, damaged, lifted, deteriorated sidewalk on Brand Blvd and construct new sidewalk. New sidewalk and parkway to slope 2% max towards the street. Grade, backfill, and compact sidewalk subgrade and parkway area as necessary. Sidewalk concrete mix shall be 520-C-2500. PW Permit is required prior to any work in Public Right-of-Way.</i>
19.	Remove and replace broken curb/gutter adjacent to property.		✓		
20.	Plant parkway trees per City Standard and City Master Tree Plan.	✓			<i>Provide visible ground cover/sod to parkway. Plant <u>2</u> trees (24 inch box) on N Brand Blvd. Species of trees shall be determined by Public Works department and planted per City Standards. Developer shall provide irrigation to each parkway tree. PW Permit is required prior to any work in Public Right-of-Way.</i>
21.	Construct tree wells per City Standard with tree grates.		✓		
22.	A permit from the Public Works Dept. (Engineering Division) is required for all offsite improvements.	✓			
23.	All on-site pavement shall be minimum of 3-inch AC on 4 inch CAB or 6-inch PCC pavement without soil recommendation.	✓			

PROJECT ADDRESS: 833 N Brand Blvd

ITEM		REQUIRED?		COMPLIED?	COMMENTS
		YES	NO		
24.	Construct trash enclosure, nominal size 5 feet X 9 feet with PCC slab and 6-inch PCC curb with 6-inch PCC apron.	✓			
25.	Verify that clarifier/grease trap intercepts effluent before entry into the sewer lateral.		✓		
26.	Federal NPDES Requirements				
	a. Provide a Storm Water Pollution Prevention Plan (SWPPP) that incorporates construction BMP's in compliance with Federal NPDES.	✓			
	b. Provide a Storm Urban Water Mitigation Plan that incorporates design elements and facility BMP's in compliance with Federal NPDES.		✓		
27.	Comply with all applicable conditions of approval for the proposed development.	✓			
28.	<p>Additional requirements:</p> <p><i>*Sewer and Water Capital and Installation fees are subject to change. The latest fee will be assessed prior to sign off for building permit.</i></p> <ul style="list-style-type: none"> • Submit Utility Plan showing <u>all existing public utilities, easements, ground wells, and any proposed relocations/realignments</u>. Also show any proposed relocation of sewer laterals, water service, water meter, and fire hydrant and how they line up with proposed development. • Submit Off-site Improvement Plan, include all utilities and improvements in the public right-of-way (sidewalk, driveway, curb and gutter, wheel chair ramps, parkway trees, street improvements, striping, etc.). • Submit Grading and Drainage Plan for on-site as well as elevations along the adjacent lots. Show how development will drain to Brand Blvd, rear alley, and neighboring properties and how the differential flow will be mitigated. Grading Plan to be prepared, signed, and stamped by a Registered Civil Engineer. Pay Grading and Drainage Plan plan checking fees (\$232.56*/hour) • Comply with LID and NPDES requirements for the proposed development. • Submit Soils Report for the property. • Provide a Title Report for review by PW to ascertain that property was subdivided properly. After reviewing, a Certificate of Compliance may be required from the Community Development Department. • Tie out any existing property survey monuments and re-establish after construction completion. Provide copy of survey monuments recordation to City prior to Final PW Sign-off for Certificate of Occupancy. • Paint building addresses on Brand Boulevard curb face. 				



PUBLIC WORKS DEPARTMENT



DATE

Multi-Family Residential Development in San Fernando, CA Notice of Exemption (NOE)

The City of San Fernando (City), as the Lead Agency under the California Environmental Quality Act (CEQA), proposes to construct a Multi-Family Residential Development Project in San Fernando, California (Proposed Project).

Project Location: The Project site is located at 833 North Brand Boulevard, San Fernando, CA 91340.

Description of Project: Midland Contractors, Inc. is proposing to develop a small (12-unit) multi-family residential development located at 833 North Brand Boulevard, San Fernando, CA 91340-1412. Nine units will be standard, one unit will be designated for affordable housing at a very low income level, and two units will be Accessory Dwelling Units (ADUs). Open space will be provided totaling 1,000 square feet. The City has preliminarily determined the Project may meet the criteria for an Article 19 Section 15332 Class 32 Infill Development Project Categorical Exemption (CE).

Project Schedule: The Proposed Project is expected to break ground in December 2024 and be completed by December 2025. Construction activities will take place between the hours of 7:00 a.m. and 6:00 p.m. on Monday-Friday, 8:00 a.m. to 6:00 p.m. on Saturday, and will not take place on Sunday or a Federal holiday.

Reason Why Project is Exempt:

The proposed activity is a project subject to CEQA. However, it is exempt from further environmental analysis under a *Class 32 In-Fill Development Projects* (CEQA Guidelines § No. 15332).

- Class 32 categorical exemption consists of projects as in-fill development meeting the following conditions:
 - The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
 - The proposed development occurs within the city limits on a project site of no more than five acres substantially surrounded by urban uses.
 - The project site has no value as habitat for endangered, rare, or threatened species.
 - Approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality.
 - The site can be adequately served by all required utilities and public services.

The Multi-Family Residential Development in San Fernando, CA Project meets all the conditions of Class 32 categorical exemption. The Proposed Project does not have the potential to trigger any of the exceptions identified in CEQA Guidelines §15300.2. Consequently, as documented below, the Proposed Project is exempt from further CEQA review.

- (a) **Location.** The improvements will occur entirely within the city limits which is located in an urbanized community. The Project site is 0.41 acres. The Project site is located within the Multiple-Family Dwelling / Precise Development Overlay Zone (R-2 PD) (City, 2019). The existing conditions on the Project site are disturbed, including a 1,320 sq. ft. single-family house and two accessory structures. Minor ground disturbance would occur during construction but would be limited to previously disturbed surfaces. The Proposed Project would not impact environmentally sensitive areas or an environmental resource of hazardous or critical concern. This exception does not apply to the Proposed Project.

- (b) Cumulative Impact.** As further discussed below under (c) Significant Effects, the Proposed Project would not have a significant effect on the environment, including those due to unusual circumstances. The Proposed Project would use a previously disturbed lot to develop family housing that is consistent with the R-2 Zoning Code and adopt the San Fernando Design Guidelines for Multi-Family Residential Development. The Proposed Project would increase family housing in the area. Accordingly, since the Proposed Project would not result in any significant environmental impacts, project implementation would not add appreciably to impacts of any existing or foreseeable future projects (City of San Fernando, 2024) that could result in a significant cumulative impact. Any incremental impacts, if any, would be negligible. Potential future projects would be required to conduct a separate environmental analysis and mitigate any potential impacts to less-than-significant levels. The Proposed Project would not result in any significant cumulative impacts. This exception does not apply to the Proposed Project.
- (c) Significant Effect.** The construction of family housing in an area that includes multi-family and single-family residences is not considered an unusual circumstance. The Project site is currently a single-family home. The Proposed Project would follow design guidelines designated by the City and would not appear visually incompatible with existing equipment and accessories on the Project site. Normal operations will be similar and consistent with current uses surrounding the Project site. The Proposed Project is located within a disturbed, urbanized environment and will not involve the removal of any vegetation or scenic trees, nor would it impact any scenic vistas within the immediate area. Impacts to traffic, noise, air quality, and water quality are described below:

Traffic: Per the Institute of Transportation Engineers (ITE) Trip Generation Manual 11th Edition (2021), the Proposed Project would generate 88 average daily trips. The average daily trips are calculated using the ITE trip generation factor for low-rise multi-family residential units of 7.32 average daily trips per unit. Small projects that generate fewer than 110 daily trips are determined to have a less-than-significant transportation impact and do not require further study (OPR, 2018).

Noise: The City's Noise Ordinance is included in Chapter 34 Article II of the City's Municipal Code. Per the Municipal Code, the maximum permissible ambient noise level for residential uses shall not exceed 55 dBA between the hours of 7:00 a.m. and 10:00 p.m. and 50 dBA between the hours of 10:00 p.m. and 7:00 a.m. Operational noise levels would be similar to existing levels, would not exceed noise levels of typical residential communities, and would be required to comply with the noise levels identified in the Municipal Code. Additionally, construction of the Proposed Project would be required to occur outside of the hours of 6:00 p.m. and 7:00 a.m. on weekdays and 6:00 p.m. and 8:00 a.m. on Saturdays, or at any time on Sundays or on federal holidays. The construction noise would be required to remain under 70 dB at the property line.

The City's General Plan Noise Element (1987) identifies the Project site experiences a Community Noise Equivalent Level (CNEL) in between 65 and 70. Due to the Project site's proximity to N. Maclay Avenue and Glenoaks Boulevard, both classified as Major Arterials, and proximity to nearby commercial and industrial uses, it is unlikely that the Proposed Project would result in a significant noise impact. Compliance with the City's Noise Ordinance and proximity to nearby high levels of ambient noise would reduce any impact associated with noise to less than significant.

Air Quality: Construction would result in a temporary increase of emissions and operational emissions would be similar to existing conditions and typical of residential development. The South Coast Air Quality Management District (SCAQMD) established screening tables for identifying projects that would result in potentially significant impacts associated with air quality.

Per the SCAQMD CEQA Handbook (1993), multi-family projects with fewer than 261 units are generally assumed to result in less than significant air quality impacts. Additionally, SCAQMD has developed sample construction scenarios designed to be used by local lead agencies as models or templates for analyzing construction air quality impacts for projects undergoing an environmental analysis under. The sample construction scenarios have been developed to generically represent a broad range of project types that occur in the district, e.g., commercial, residential, educational, etc.). The sample construction scenario is divided into five non-overlapping phases: demolition, site preparation, grading, building, and architectural coatings and paving. The construction scenarios can be used in their entirety to represent similar construction for similar projects. The construction scenarios are based on actual numbers of construction equipment and activity (hours of operation, area disturbed, dirt and debris handled, etc.) obtained from construction site surveys. The one-acre sample construction scenario which reflects construction of a one-acre site with residential uses resulted in less than significant impacts associated with air quality impacts during construction (SCAQMD 2024). The Proposed Project size is less than one-acre and it can be reasonably assumed that the Proposed Project would result in less than significant air quality impacts.

As discussed above, SCAQMD has determined that residential projects similar in scope and size would not result in significant impacts associated with air quality.

Water Quality: According to the Regional MS4 Permit (Order No. R4-2021-0105), construction sites less than one-acre are required to implement an effective combination of erosion and sediment control best management practices (BMPs) (e.g. wind erosion controls, perimeter controls, water conservation practices, spill prevention and control) to prevent erosion and sediment loss and the discharge of construction waste. The Project site is small (0.41 acre) and would comply with Article III, Section 34-96 of the City's Municipal Code which requires owners or developers to implement stormwater pollution control requirements for construction activities. The Proposed Project would connect to the existing water lines and would not have an impact on groundwater supplies. Implementation of BMPs associated with MS4 Permit requirements and adherence to City requirements, the Project's construction-related activities would not violate any water quality standards or otherwise substantially degrade surface or groundwater quality.

Therefore, no reasonable possibility exists that the Proposed Project would have a significant effect on the environment due to unusual circumstances.

- (d) **Scenic Highways.** The Proposed Project is the construction of a new facility that would not directly or indirectly affect an officially designated scenic highway or scenic resources near a scenic highway. Therefore, this exception does not apply to the Proposed Project.
- (e) **Hazardous Waste Sites.** The Proposed Project has not been designated as a hazardous waste site (SWRCB 2024, DTSC 2024). There are no listed hazardous waste sites located immediately adjacent to the Project site (SWRCB 2024, DTSC 2024).
- (f) **Historical Resources.** The Proposed Project includes the construction of 12 residential units. The house currently located within the Project site was initially identified as an eligible historic resource (City 2002); however, after the Survey, the structure has been significantly altered, has lost its integrity and does not qualify as a historical resource anymore. Therefore, it is reasonable to assume that the Proposed Project is not determined to be a historically significant site. Should human remains be uncovered during Proposed Project activities, as specified by State Health and

Safety Code Section 7050.5, no further disturbance shall occur until the Los Angeles County Coroner has made a determination of origin and disposition pursuant to Public Resources Code 5097.98.

References:

California Department of Toxic Substances Control (DTSC)

2024 Envirostor Database. at:

<https://www.envirostor.dtsc.ca.gov/public/map/?myaddress=833+North+Brand+Boulevard%2C+San+Fernando%2C+CA+91340>

California State Water Resources Control Board (SWRCB)

2024 Geotracker database. at:

<https://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=833+North+Brand+Boulevard%2C+San+Fernando%2C+CA+91340>

City of San Fernando (City)

2002 City of San Fernando Historic Resources Survey (on file at the Community Development Department)

2005 General Plan Historic Preservation Element. at: <https://ci.san-fernando.ca.us/wp-content/uploads/2015/11/Historic-Preservation-Element-with-adoption-date.pdf>

2019 City of San Fernando Zoning Map. at: <https://ci.san-fernando.ca.us/wp-content/uploads/2020/01/City-of-San-Fernando-Zoning-Map.pdf>

2024 San Fernando Major Projects and Programs. at: <https://ci.san-fernando.ca.us/citys-major-projects-programs/>

Institute of Transportation Engineers

2021 Trip Generation Manual, 11th Edition

Office of Planning and Research

2018 Technical Advisory on Evaluating Transportation Impact in CEQA at: https://opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf

South Coast Air Quality Management District

1993 California Environmental Quality Act Air Quality Handbook

2024 Localized Significance Thresholds, Appendix A – One Acre Site Example. At: <https://www.aqmd.gov/home/rules-compliance/ceqa/air-quality-analysis-handbook/localized-significance-thresholds>

RESOLUTION NO. 8373

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, DENYING AN APPEAL AND AFFIRMING THE ACTION OF THE PLANNING AND PRESERVATION COMMISSION TO DENY: (i) SITE PLAN REVIEW NO. 2024-001; AND (ii) A CERTIFICATE OF USE UNDER SAN FERNANDO MUNICIPAL CODE SECTION 106-644 FOR A 10-UNIT RESIDENTIAL MULTI-FAMILY DEVELOPMENT AT 833 NORTH BRAND BOULEVARD IN THE R-2/PD OVERLAY ZONE

WHEREAS, an application was filed by Jacques Mashihi, 8671 Wilshire Blvd., Suite #610, Beverly Hills, CA 90211 (the “Applicant”), to request for the approval of a Site Plan Review and issuance of the Certificate of Use to allow demolition of a 1,320 sq. ft. single family residence and accessory structures and construction of a 3-story, 10-unit townhouse style multi-family residential development, including two (2) deed restricted affordable units, with two (2) detached Accessory Dwelling Units (ADUs) and associated site improvements (the “Project”) at 833 North Brand Boulevard within the Multiple-Family Dwelling/Precise Development Overlay Zone (R-2/PD); and

WHEREAS, the Applicant has requested approval pursuant to Section 106-644 of the City of San Fernando Municipal Code (SFMC), the R-2/PD allows for multifamily residential developments as a permitted use, and the proposed use meets the minimum development standards set forth in Section 106-967 and has been processed in accordance with Sections 106-111 to 106-113 of the SFMC; and

WHEREAS, the proposed project is considered a “project” as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, on October 14, 2024, after conducting a duly noticed public hearing on the subject application, including full consideration of the application, plans, staff report, environmental information and all testimony presented, the Planning and Preservation Commission on a vote of vote of 3-1-1, denied Site Plan Review No. 2024-001 and did not issue a Certificate of Use to allow the Project; and

WHEREAS, On October 22, 2024, Midland Contractors Inc. (“Appellant”), timely filed an appeal (“Appeal”), to the Planning and Preservation Commission’s denial of Site Plan Review No. 2024-001 and of issuing a Certificate of Use for the Project, pursuant to San Fernando Municipal Code (SFMC) Section 106-77, claiming the project adheres to all the planning requirements of the R-2/PD zone, complies with the requirements of Public Works and has a Notice of Exemption from a City Certified CEQA consultant. The appellant concludes the Appeal shall be approved as all City provisions required to approve the Project have been fulfilled; and

WHEREAS, on March 17 2025, the City Council conducted a continued duly noticed public hearing on the Appeal. The City Council continued the hearing to April 21, 2025.

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

SECTION 1. Recitals.

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

SECTION 2. Environmental Findings

This action is exempt from the California Environmental Quality Act (CEQA) under the statutory exemption for: “Projects that a public agency rejects or disapproves.” (Pub. Resources Code § 21080(b)(5)).

SECTION 3. Certificate of Use Findings

Pursuant to SFMC Sec. 106-644, all procedures regarding issuance of a Certificate of Use in a Precise Development Zone are governed by the provisions for Conditional Use Permits. Ten findings of fact required for approval are codified in San Fernando Municipal Code Section 106-145. If the City cannot make every finding in the affirmative, the application must be denied. In this case, based upon a review of the entire record, including testimony and evidence from the public meetings, the City Council makes Findings 2, 5, 9, and 10 in the negative. Because these findings require the City to deny the Project, it is not necessary to reach the remaining findings.

In addition, Code Section 106-644(a) provides: “Development of land in a PD precise development zone for any specific use shall be subject to the issuance of a certificate of use.” Consequently, the Certificate of Use is required to approve Site Plan Review, so the denial of the former means the denial of the latter.

Finding 2: The proposed use would impair the integrity and character of the zone in which it is to be located.

Evidence: Despite the maximum density that the R-2 Zone might permit, this neighborhood has developed its own unique character over many years. Existing uses on the Project site and surrounding it make this a traditionally single-family neighborhood. Easterly across Brand Boulevard and extending for many blocks northerly and southerly is zoned R-1 Single Family Residential. The same is true for the blocks northerly across Lucas Street from the Project site.

A new 3-story, 10-unit townhouse plus two ADUs would impair the integrity and character of this established neighborhood. Testimonial evidence shows that the addition of the Project’s many units would have a further negative impact on traffic and parking, which already burdens the area. The Project would impair the integrity and character of this established neighborhood.

Finding 5: The proposed use would not be compatible with existing and future land uses within the zone and the general area in which the proposed use is to be located.

Evidence: The City's General Plan Land Use Element states among its Goals: "To retain the small town character of San Fernando." (p. 6.) Despite the maximum density that the R-2 Zone might permit, the neighborhood of the Project site has developed its own unique character over many years. The existing land uses on the Project site and surrounding it make this a historically single-family neighborhood.

The Land Use Element recognizes this existing character: "While this area is designated Medium Density and Neighborhood commercial on the General Plan, development has remained primarily low density residential." (p. 5.) Easterly across Brand Boulevard and extending for many blocks northerly and southerly is zoned R-1 Single Family Residential. The same is true for the blocks northerly across Lucas Street from the Project site.

Parking impacts on the community also make the proposed Project not compatible with existing and future land uses in the general area.

The proposed Project would not be compatible with existing and future land uses within this general area because it would alter and harm this traditionally single-family neighborhood.

Finding 9: The proposed use is not consistent with the objectives, policies, general land uses and programs of the city's general plan.

Evidence: The City's General Plan Land Use Element states among its Goals: "To retain the small town character of San Fernando" (p. 6). Despite the maximum density that the R-2 Zone might permit, the neighborhood of the Project site has developed its own unique character over many years. Existing uses on the Project site and surrounding it make this a historically single-family neighborhood.

Although the Land Use Element designates the Project site as Glenoaks Boulevard – Medium Density/Neighborhood Commercial, the Land Use Element recognizes its existing traditional character: "While this area is designated Medium Density and Neighborhood commercial on the General Plan, development has remained primarily low density residential." (p. 5.) Easterly across Brand Boulevard and extending for many blocks northerly and southerly is zoned R-1 Single Family Residential. The same is true for the blocks northerly across Lucas Street from the Project site.

The proposed Project is not consistent with the General Plan objectives and policies to preserve the small town character of this historically low density neighborhood.

Finding 10: The proposed use would be detrimental to the public interest, health, safety, convenience or welfare.

Evidence: The addition to this neighborhood of a new 3-story, 10-unit townhouse plus two ADUs would be detrimental to the public interest, health, safety, convenience and welfare because of the Project's impacts to traffic and parking and because of the health effects of the region's air quality on City residents.

The 2022 Safety Element of the City's General Plan states: "Exposure to polluting substances in the air, water, and soil can have a significant impact on health outcomes. When it comes to air pollution, San Fernando experiences some of the worst air quality in the state." (p. 19.) The Safety Element further describes: "Ozone (O3) pollution is known to trigger wheezing and shortness of breath and can worsen asthma symptoms." (*Id.*)

In accordance with Government Code Section 65583 subpart (g)(2) and Section 65589.5 subpart (d)(2), the City Council finds that the Project would have "a specific, adverse impact upon the public health or safety" based on "a significant, quantifiable, direct, and unavoidable impact" to residents in light of the air quality evidence described in the 2022 Safety Element of the City's General Plan, and public testimony.

The City Council finds that the Project will expose more residents to pollution and that this would be detrimental to the public interest, health, safety, convenience and welfare, and that "There is no feasible method to satisfactorily mitigate or avoid the adverse impact ... other than the disapproval of the [Project]." (Gov. Code § 65583(g)(2).)

SECTION 5. Determination

Pursuant to all of the foregoing, the City Council of the City of San Fernando, California, hereby denies the appeal filed by the Appellant and affirms the action of the Planning and Preservation Commission to deny: (i) Site Plan Review No. 2024-001; and (ii) a Certificate of Use under SFMC Section 106-644.

SECTION 6. Certification of the Resolution

The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and shall cause a certified resolution to be filed in the Office of the City Clerk. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED, AND ADOPTED this 21st 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. 8373 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 21st day of April, 2025, by the following vote of the City Council:

AYES:

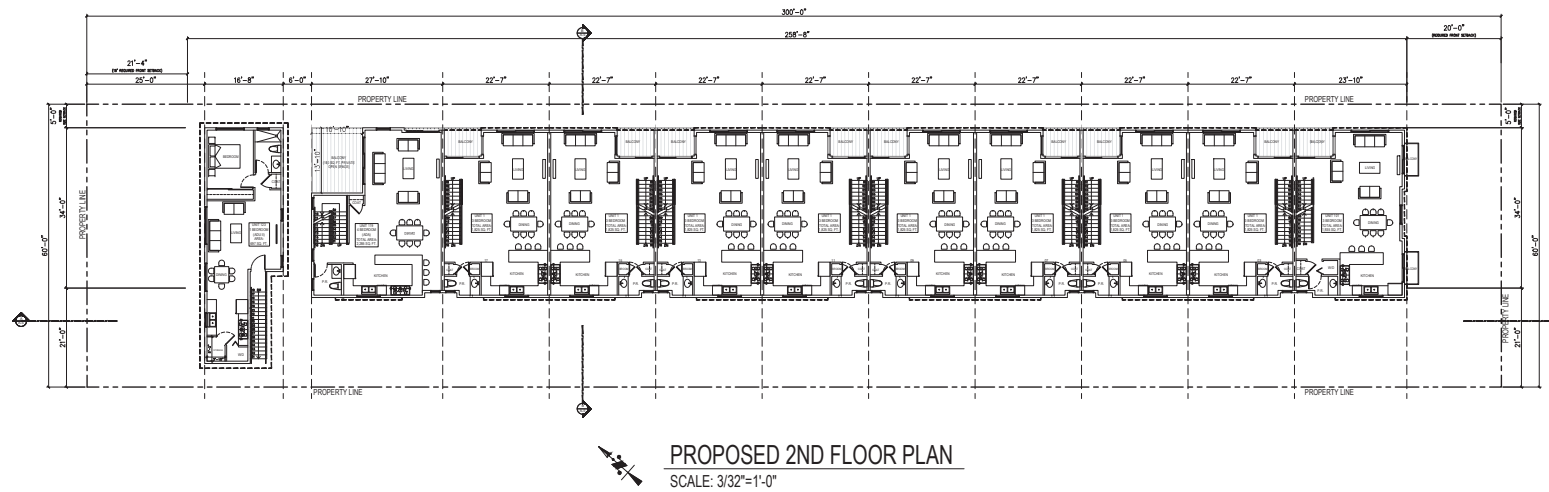
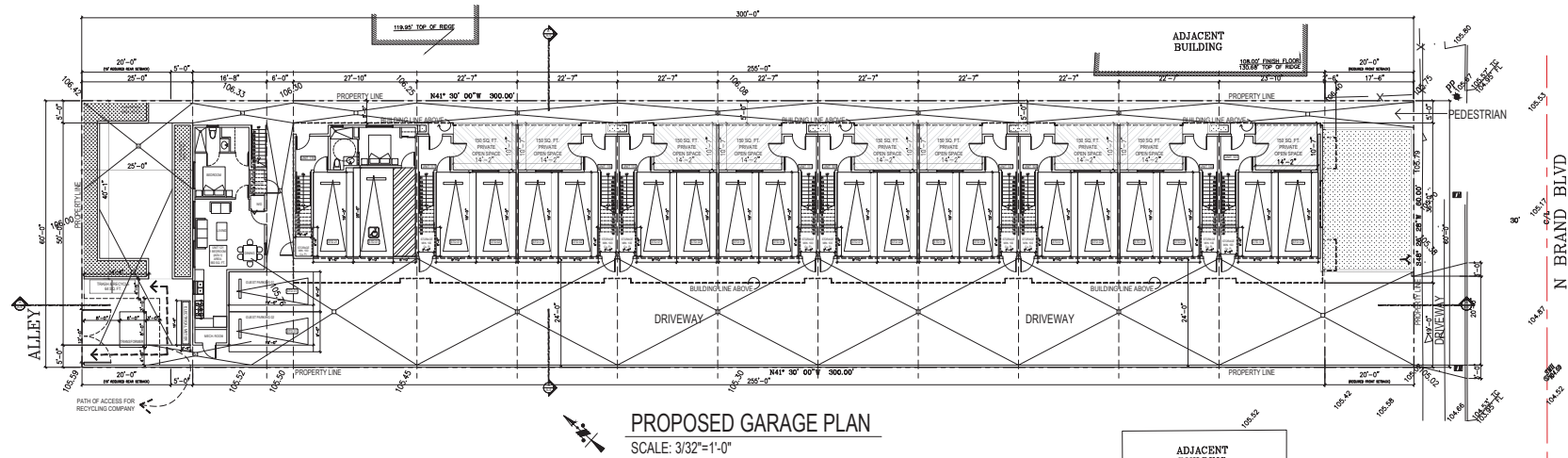
NAYS:

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

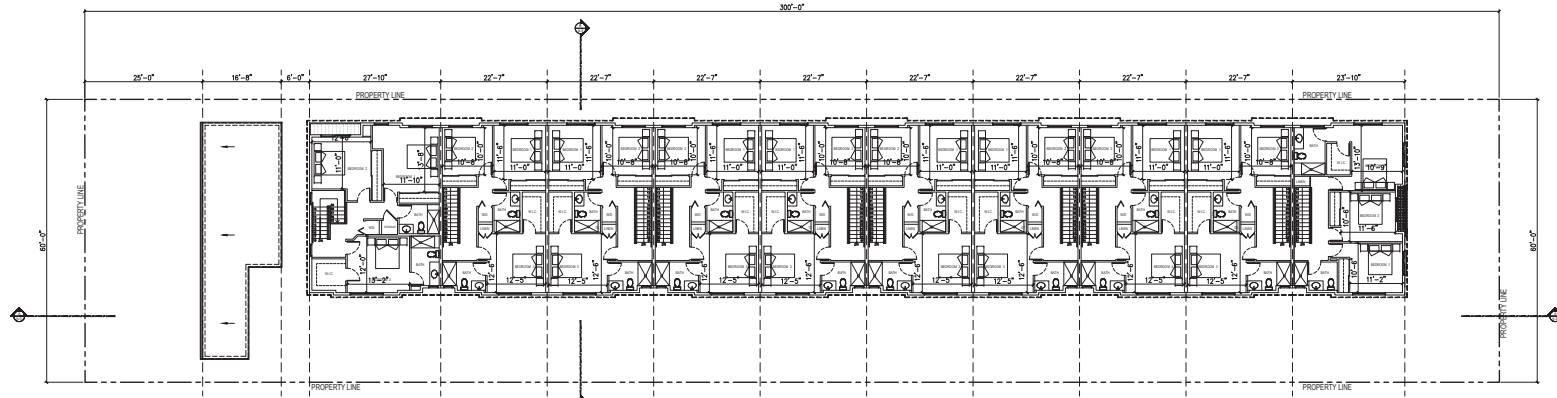


WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
10000 WILSON BLVD., SUITE 90211
BEVERLY HILLS, CA 90211
E-mail: wpd@westpacificdesign.com

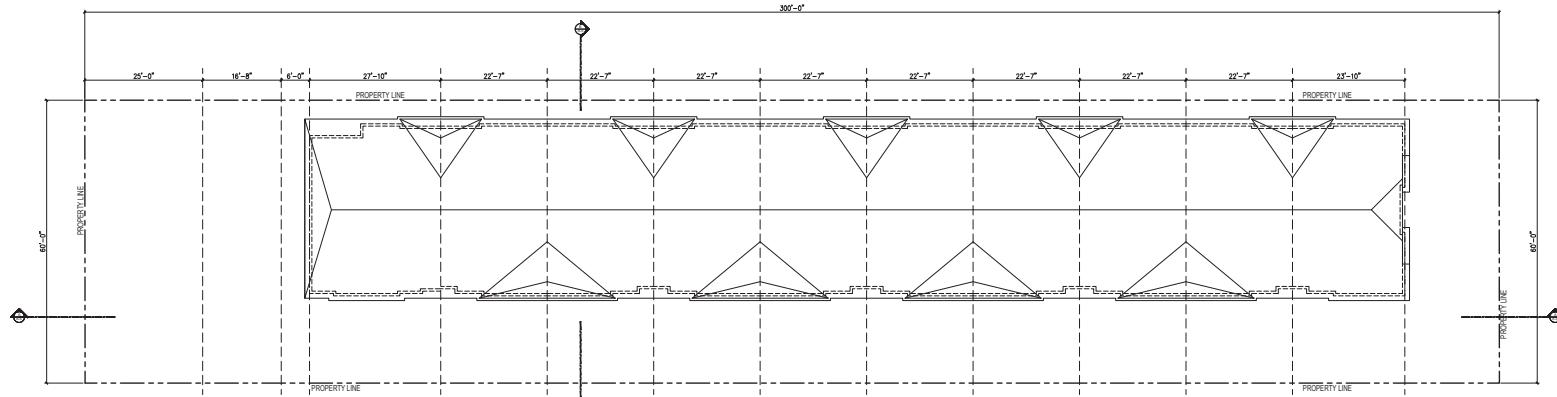
PROJECT PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER Brand Estate LLC
LOCATION 833 N Brand Blvd, San Francisco, CA 94140

DATE 04/24/24
SCALE AS SHOWN
DATE 04/24/24
BY [Signature]
CHKD [Signature]

A - 2



PROPOSED 3RD FLOOR PLAN
SCALE: 3/32"=1'-0"



PROPOSED ROOF PLAN
SCALE: 3/32"=1'-0"

PROJECT	PROPOSED 3 STORY 10 TOWNHOME & 2 ADU BUILDING INCLUDING 1 ST. LEVEL PARKING
OWNER	Brand Estate LLC
LOCATION	833 N Brand Blvd, San Fernando, CA 91340
DESIGNED BY	WEST PACIFICA DESIGN-CONSTR., INC.
SCALE	AS SHOWN
DATE	8/1/24
BY	A-3

WEST PACIFICA DESIGN-CONSTR., INC.
JACQUES MASHIHI ARCHITECT A.I.A.
10000 WILSHIRE BLVD., SUITE 902
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REV	DATE	REVISIONS
1		
2		
3		
4		
5		



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC
ARCHITECT: JACQUES MASHIHI, ARCHITECT**



**HOUSING DEVELOPMENT
833 N. BRAND BLVD.
SAN FERNANDO, CALIFORNIA 91340**

**WEST PACIFICA DESIGN & CONSTRUCTION, INC.
ARCHITECT: JACQUES MASHIHL, ARCHITECT**



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ARCHITECT: JACQUES MASHIHI, ARCHITECT**

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: April 21, 2025

Subject: A Public Hearing to Consider Adoption and Second Reading of Ordinance No. 1733 Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, conduct a second reading to adopt Ordinance No. 1733, in title only, (Attachment "A"), "An Ordinance of the City of San Fernando, California, amending Articles I, II, III, IV, V, IX, and X of Chapter 18 of the San Fernando Municipal Code adopting by reference Division II of Chapter 1 of the 2022 Edition of the California Building Code, which is codified in Part 2 of Title 24 of The California Code of Regulations; the 2023 Edition of the City of Los Angeles Building Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Electrical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Mechanical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Plumbing Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Residential Code, as in effect December 23, 2022; and the 2023 Edition of the City Of Los Angeles Green Building Code, as in effect December 23, 2022, which are codified in Articles 1, 1.5, 3, 4, 5 and 9 of Chapter IX of The City of Los Angeles Municipal Code, including appendices, amendments, additions, and deletions thereto; amending Article II of Chapter 38 of the San Fernando Municipal Code, adopting by reference the City of Los Angeles Fire Code, as in effect October 4, 2023, which is codified in Article 7 of Chapter V of The City of Los Angeles Municipal Code, including appendices, amendments, additions and deletions thereto."

A Public Hearing to Consider Adoption and Second Reading of Ordinance No. 1733 Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes

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BACKGROUND:

1. The City adopts, by reference, the City of Los Angeles' Building and Fire Codes, which is one (1) of the requirements of the City's fire suppression service contract with the Los Angeles Fire Department (LAFD).
2. On June 4, 2012, the City Council adopted the 2008 Edition of the City of Los Angeles Elevator Safety Orders of Title 8 and the 2007 Edition of Part 7 of Title 24 of the California Code of Regulations as part of its elevator code. The Elevator Code has not changed since that time.
3. On October 15, 2018, the City Council adopted the 2016 Edition of California Building Code with the City of Los Angeles' amendments.
4. On March 21, 2022, the City Council adopted the 2019 Edition of California Building Code with the City of Los Angeles' amendments.
5. On July 1, 2022, the California Building Standards Commission published the new California Building Standards Code, which became effective for all cities on January 1, 2023.
6. On December 6, 2022, the City of Los Angeles adopted by reference certain portions of the 2021 International Building Code and the 2022 California Building Code, with local amendments (City of Los Angeles Ordinance No. 187719 - Attachment "B"), which became effective on December 23, 2022, and included adopting the following codes:
 - a. Building Code
 - b. Electrical Code
 - c. Plumbing Code
 - d. Mechanical Code
 - e. Green Building Code
 - f. Residential Code
7. On September 5, 2023, the City of Los Angeles adopted the 2022 California Fire Code, with local amendments (City of Los Angeles Ordinance No. 187994 - Attachment "C"), which became effective on October 4, 2023.
8. On March 17, 2025, the City Council approved introduction of a first reading of Ordinance No. 1733 to adopt by reference the 2022 California Building Codes for the City's Administrative code, and the 2023 Los Angeles Building and Fire Codes for the City's Building and Fire Codes.
9. On April 3, 2025 and April 10, 2025, Public Hearing notices were published in the *San Fernando Valley Sun* newspaper notifying the public of the proposed adoption of Ordinance No. 1733. Pursuant to Government Code Section 50022.3, the notice of Public Hearing must be published once a week for two (2) successive weeks, with at least five days intervening between the respective publications dates.

A Public Hearing to Consider Adoption and Second Reading of Ordinance No. 1733 Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes

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ANALYSIS:

A building code establishes minimum standards for the design, construction, and maintenance of physical buildings to ensure the safety, health, and welfare of the public. Building codes regulate aspects such as structural integrity, fire safety, accessibility, energy efficiency, and sanitation to protect occupants and the community from hazards. By providing clear guidelines for builders, contractors, architects, and engineers, building codes help create safe and resilient structures while also supporting orderly development and compliance with community planning goals.

In California, the California Building Standards Commission (the CBSC) is responsible for developing building codes used for the construction of buildings within the State. The International Building Code is the uniform code referenced and adopted by California. Approximately every three (3) years, a new version of the International Building Code is published by the International Code Council (ICC). The CSBC makes amendments to the International Building Code and publishes the California Building Codes.

The California Building Codes are required to be adopted by every city within the State. Pursuant to Health & Safety Code Sections 17958.5 and 18941.5, any city may establish more restrictive building standards than those in the California Building Codes if a city finds that the more stringent standard or “local amendment” is necessary because of local climatic, geological, or topographical conditions. If a city fails to adopt its own more restrictive standards, the codes published by the state become the city’s codes.

Through the Fire and Emergency Services Agreement with the City of Los Angeles Fire Department (LAFD), the City obtains certain fire plan check services and fire inspection services and is required to adopt the Los Angeles Fire Code and building regulations, including the Los Angeles Building, Residential, Elevator, Electrical, Plumbing, Mechanical and Green Building Codes.

The Proposed Ordinance has been prepared to adopt by reference the following:

1. Division II of Chapter 1 of the California Building Code as the City’s administrative code;
2. The 2022 Edition of the California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standards Codes, with local City of Los Angeles amendments; and
3. The 2022 Edition of the California Fire Code, with local City of Los Angeles amendments.

A Public Hearing to Consider Adoption and Second Reading of Ordinance No. 1733 Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes

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Adoption of Division II of Chapter 1 of the California Building Code as the City's Administrative Code.

The City's administrative code governs the administration and enforcement, including inspections and permits, of the City's building, electrical, mechanical, plumbing, housing and dangerous buildings codes. To improve the effectiveness with which the City administers its building regulations, staff is proposing to adopt by reference the administrative provisions of the 2022 Edition of the California Building Code (Division II of Chapter 1) as the City's administrative code with no local City of Los Angeles amendments. Chapter 1, Div. II is not adopted by the State Building Standards Commission as part of the State's Code and is therefore up to the City to adopt.

Adoption of the 2022 Editions of the California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standards Codes, with Local City of Los Angeles Amendments.

The City obtains fire plan check and inspection services from the Los Angeles Fire Department. As part of the City's services agreement with Los Angeles, the City is required to adopt Los Angeles' building regulations, including Los Angeles' building, residential, elevator, electrical, plumbing, mechanical and green building codes. Consequently, the City is required to adopt the latest editions of the California Building Standards Codes with the City of Los Angeles's amendments.

Los Angeles has made a variety of amendments to the California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standards Codes as authorized by state law. The City has, in turn, routinely adopted Los Angeles' amendments to the California Building Standards Codes. This process is being followed again this year. Please note that the City of Los Angeles' Elevator Code, which the City previously adopted, has not since been amended by City of Los Angeles, and thus no new adoption is necessary at this time.

Some of the more notable provisions of the City of Los Angeles' Amendments address structural provisions for:

- Seismic design and anchorage of components
- Seismic loads requirements for occupancy change for existing buildings
- Structural observation for structures
- Concrete design
- Flood hazard area design

Adoption of City of Los Angeles Fire Code.

The City currently contracts with LAFD for Fire Protection and Emergency Medical Services. Per this Agreement, the City is required to adopt the City Los Angeles building codes inclusive of any updates of Los Angeles Fire Code. The City has historically adopted the City of Los Angeles Codes with Los Angeles' local amendments in order to establish a uniformity of standards. This serves to minimize conflict and confusion in addressing the community's needs including, but not limited to, fire plan check review, fire inspections, and fire suppression services.

A Public Hearing to Consider Adoption and Second Reading of Ordinance No. 1733 Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes

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The City's Fire Code provides amendments consistent with how the Los Angeles Fire Department enforces site design, site access, smoke control provisions, water availability and building access. Some of the notable Fire Code categories of amendments are:

- Mobile food prep vehicles requirement is removed from the code
- Storage of lithium batteries requirements
- Penetration and voids amendments
- Fire alarm and detection system requirements
- Automatic sprinkler system amendments
- Fire-resistance-rated construction amendments

March 17, 2025 City Council Meeting.

On March 17, 2025, the City Council considered the proposed adoption, introduced the ordinance for first reading, scheduled a public hearing for adoption of the ordinance for April 21, 2025, and directed staff to publish the notices of public hearing pursuant to Government Code Section 50022.3.

Environmental Review.

The California Environmental Quality Act (CEQA) does not apply to continuing administrative activities or organizational activities of government that will not result in specific direct or indirect physical changes in the environment, or to the creation of government funding mechanisms or other governmental fiscal activities that do not result in potential environmental impacts. Public Resources Code Section 21065 and State CEQA Guidelines Sections 15378(b)(2) and (b)(5). The draft ordinance makes various technical changes to the existing regulations in the form of local administrative, climate, geologic or topographical changes. On that basis, the draft ordinance is not subject to CEQA.

BUDGET IMPACT:

Preparation of the proposed Ordinance for amendment of the City's codes are included in the annual work program for the Community Development Department and City Manager's Office, respectively. Therefore, funding for both efforts is included in the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

It is recommended that the City Council conduct a public hearing and adopt Ordinance No. 1733 (Attachment "A"), titled, "An Ordinance of the City of San Fernando, California, amending Articles I, II, III, IV, V, IX, and X of Chapter 18 of the San Fernando Municipal Code adopting by reference Division II of Chapter 1 of the 2022 Edition of the California Building Code, which is

A Public Hearing to Consider Adoption and Second Reading of Ordinance No. 1733 Approving Amendments to the San Fernando Municipal Code Adopting by Reference the 2023 Edition City of Los Angeles Building and Fire Codes

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codified in Part 2 of Title 24 of The California Code of Regulations; the 2023 Edition of the City of Los Angeles Building Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Electrical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Mechanical Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Plumbing Code, as in effect December 23, 2022; the 2023 Edition of the City of Los Angeles Residential Code, as in effect December 23, 2022; and the 2023 Edition of the City Of Los Angeles Green Building Code, as in effect December 23, 2022, which are codified in Articles 1, 1.5, 3, 4, 5 and 9 of Chapter IX of The City of Los Angeles Municipal Code, including appendices, amendments, additions, and deletions thereto; amending Article II of Chapter 38 of the San Fernando Municipal Code, adopting by reference the City of Los Angeles Fire Code, as in effect October 4, 2023, which is codified in Article 7 of Chapter V of The City of Los Angeles Municipal Code, including appendices, amendments, additions and deletions thereto.”

ATTACHMENTS:

- A. Ordinance No. 1733
- B. Los Angeles Ordinance for Building Code Adoption 2023 ([provided digitally through weblink](#))
- C. Los Angeles Ordinance for Fire Code Adoption 2023 ([provided digitally through weblink](#))
- D. [Los Angeles Building Code](#)
- E. [Los Angeles Fire Code](#)

ORDINANCE NO. 1733

AN ORDINANCE OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING ARTICLES I, II, III, IV, V, IX, AND X OF CHAPTER 18 OF THE SAN FERNANDO MUNICIPAL CODE ADOPTING BY REFERENCE DIVISION II OF CHAPTER 1 OF THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE, WHICH IS CODIFIED IN PART 2 OF TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS; THE 2023 EDITION OF THE CITY OF LOS ANGELES BUILDING CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES ELECTRICAL CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES MECHANICAL CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES PLUMBING CODE, AS IN EFFECT DECEMBER 23, 2022; THE 2023 EDITION OF THE CITY OF LOS ANGELES RESIDENTIAL CODE, AS IN EFFECT DECEMBER 23, 2022; AND THE 2023 EDITION OF THE CITY OF LOS ANGELES GREEN BUILDING CODE, AS IN EFFECT DECEMBER 23, 2022, WHICH ARE CODIFIED IN ARTICLES 1, 1.5, 3, 4, 5 AND 9 OF CHAPTER IX OF THE CITY OF LOS ANGELES MUNICIPAL CODE, INCLUDING APPENDICES, AMENDMENTS, ADDITIONS, AND DELETIONS THERETO; AMENDING ARTICLE II OF CHAPTER 38 OF THE SAN FERNANDO MUNICIPAL CODE, ADOPTING BY REFERENCE THE CITY OF LOS ANGELES FIRE CODE, AS IN EFFECT OCTOBER 04, 2023, WHICH IS CODIFIED IN ARTICLE 7 OF CHAPTER V OF THE CITY OF LOS ANGELES MUNICIPAL CODE, INCLUDING APPENDICES, AMENDMENTS, ADDITIONS AND DELETIONS THERETO

WHEREAS, California Government Code Section 50022.1 et seq. authorizes the adoption by reference of the Codes specified in the title of the Ordinance; and

WHEREAS, at least one (1) copy of each of said Codes certified as full, true and correct by the City Clerk of the City of San Fernando ("City") have been filed in the Office of the City Clerk in and posted electronically on the City's website accordance with the provisions of Government Code Section 50022.6; and

WHEREAS, California Health & Safety Code Sections 17958.5 and 18941.5 authorize cities and counties to make changes or modifications in the requirements contained in the provisions published in the California Building Standards Code and the other regulations adopted pursuant to Section 17922, as it determines, pursuant to the provisions of Section 17958.7, are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, except as noted below, the City desires to adopt by reference Division II of Chapter 1 of the 2022 edition of the California Building Code, which is codified in Part 2 of Title 24 of the California Code of Regulations; the 2023 edition of the City of Los Angeles Building Code,

the 2023 edition of the City of Los Angeles Electrical Code, the 2023 edition of the City of Los Angeles Mechanical Code, the 2023 edition of the City of Los Angeles Plumbing Code, the 2023 edition of the City of Los Angeles Residential Code, the 2023 edition of the City of Los Angeles Green Building Code, including appendices, amendments, additions and deletions thereto; and the City of Los Angeles Fire Code, including appendices, amendments, additions and deletions thereto, subject to amendments that are reasonably necessary because of local climatic, geologic and/or topographic conditions; and

WHEREAS, no additional findings of reasonable necessity on the basis of local climatic, geologic or topographic conditions are necessary for the City's amendments to Codes specified in the title of the Ordinance because the proposed amendments to said Codes are for administrative clarification, and do not modify a building standard pursuant to California Health & Safety Code Sections 17958.5 and 18941.5; and

WHEREAS, a duly noticed public hearing, as required by California Government Code Section 50022.3, has been conducted and concluded prior to the adoption of this Ordinance; and

WHEREAS, the City published notice of the aforementioned public hearing pursuant to California Government Code Section 6066; and

WHEREAS, all legal prerequisites relating to the adoption of this Ordinance have occurred.

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

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

SECTION 2. Section 18-1 ("Adoption of Administrative Code") of Article I ("In General") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-1. Adoption of Administrative Code.

- (a) Division II of Chapter 1 of the California Building Code, 2022 Edition (Part 2 of Title 24 of the California Code of Regulations), based on the 2021 International Building Code as published by the International Code Council, is adopted by reference, and may be referred to as the "administrative code" of the City, subject to the amendments set forth in this article. The administrative code shall govern the administration and enforcement, including inspections and permits, of the codes adopted in this chapter. One copy of Division II of Chapter 1 of the 2022 edition of the California Building Code has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk's office for use and examination by the public.

- (b) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the administrative code. It shall also be unlawful for any person to construct, alter, move, enlarge, replace, repair, equip, use, occupy, locate, maintain, remove or demolish any building or structure in the City, or any appurtenances connected or attached to such buildings or structures, or cause the same to be done, contrary to or in violation of any provision of the administrative code.”

SECTION 3. Section 18-2 (“Administrative Code amended”) of Article I (“In General”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-2. Administrative code amended.

- (a) Notwithstanding the provisions of section 18-1, section 103.1 of the 2022 edition of the California Building Code (“Creation of Enforcement Agency”) is amended to read:

103.1 Creation of enforcement agency. The Division of Building and Safety is hereby created and the official in charge thereof shall be known as the *Building Official*. The function of the agency shall be the implementation, administration and [enforcement](#) of the provisions of this code.

- (b) Notwithstanding the provisions of section 18-1, Exemption No. 2 to section 105.2 of the 2022 edition of the California Building Code (“Work exempt from permit”) is deleted.
- (c) Notwithstanding the provisions of section 18-1, Exemption No. 9 to section 105.2 of the 2022 edition of the California Building Code (“Work exempt from permit”) is amended to read:

9. Prefabricated swimming pool accessory to a Group R-3 occupancy that are less than 18 inches (457 mm) deep, do not exceed 5,000 gallons (18,925 L) and are installed entirely above ground.

- (d) Notwithstanding the provisions of section 18-1, Exemption No. 14 to section 105.2 of the 2022 edition of the California Building Code (“Work exempt from permit”) is added to read:

14. Decks not exceeding 200 square feet (18.58 m²) in area that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by the 2022 edition of the California Residential Code Section R311.4.

- (e) Notwithstanding the provisions of section 18-1, section 113.1 of the 2022 edition of the California Building Code (“General”) is amended to read:

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the building,

residential building, electrical, mechanical, plumbing and green building codes, there shall be and is hereby created a board of appeals. The board of appeals shall be the City Council of the City”

SECTION 4. Section 18-31 (“Adoption of the City of Los Angeles Building Code”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-31. Adoption of the City of Los Angeles Building Code.

- (a) The 2023 edition of the City of Los Angeles Building Code, excluding Sections 91.102-91.113, as amended, and in effect December 23, 2022, which code adopts and amends the 2021 International Building Code and the 2022 edition of the California Building Code, is adopted by reference, and shall be referred to as the “building code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Building Code, the 2023 edition of the City of Los Angeles Building Code, as amended, and in effect December 23, 2022, or any amendment to the building code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Building Code, as amended and in effect December 23 2022, has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the building code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the building code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 5. Section 18-32 (“References”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-32. References.

- (a) All references to “Board” contained in the building code shall mean and refer to the City Council of the City of San Fernando.
- (b) All references to “Building Official” contained in the building code shall mean and refer to the Community Development Director, or his or her designee.
- (c) All references to “California Building Code” (CBC) contained in the building code shall mean and refer to the 2022 edition of the California Building Code.

- (d) All references to “Chief of the Fire Department” contained in the building code shall mean and refer to the Community Development Director, or his or her designee.
- (e) All references to “City” contained in the building code shall mean and refer to the City of San Fernando.
- (f) All references to “City Council” contained in the building code shall mean and refer to the City Council of the City of San Fernando.
- (g) All references to “Department” contained in the building code shall mean and refer to the Community Development Department.
- (h) All references to “Superintendent of Building” contained in the building code shall mean and refer to the Community Development Director, or his or her designee.”

SECTION 6. Section 18-34 (“Building code fees”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-34. Building code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Building Code, as amended, and in effect December 23, 2022, all fees required for permits issued pursuant to the building code shall be those fees established by resolution of the City Council.”

SECTION 7. Section 18-35 (“Appeals”) of Article II (“Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-35. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Building Code, as amended, and in effect December 23, 2022, all appeals or requests for modifications in individual cases from the requirements of the building code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 8. Section 18-61 (“Adoption of the City of Los Angeles Electrical Code”) of Article III (“Electrical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-61. Adoption of the City of Los Angeles Electrical Code.

- (a) The 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, which code incorporates and amends the 2022 edition of the California Electrical Code, is adopted by reference, and may be referred to as the “electrical code” of the City, subject to the amendments set forth in this article.

- (b) In the event of any conflict between provisions of the 2022 edition of the California Electrical Code, the 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, or any amendment to the electrical code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Electrical Code, as amended, has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk's office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the electrical code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the electrical code adopted in this chapter, as such codes may be amended from time to time."

SECTION 9. Section 18-62 ("References") of Article III ("Electrical Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-62. References.

- (a) All references to "Building Official" contained in the electrical code shall mean and refer to the Building Official of the City.
- (b) All references to "City Council" contained in the electrical code shall mean and refer to the City Council of the City."

SECTION 10. Section 18-64 ("Electrical code fees") of Article III ("Electrical Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-64. Electrical code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, all fees required for permits issued pursuant to the electrical code shall be those fees established by resolution of the City Council."

SECTION 11. Section 18-65 ("Appeals") of Article III ("Electrical Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-65. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Electrical Code, as amended and in effect on December 23, 2022, all appeals or requests for modifications in

individual cases from the requirements of the electrical code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 12. Section 18-91 (“Adoption of the City of Los Angeles Mechanical Code”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-91. Adoption of the City of Los Angeles Mechanical Code.

- (a) The 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, which code incorporates and amends the 2022 edition of the California Mechanical Code, is adopted by reference, and may be referred to as the “mechanical code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Mechanical Code, the 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, or any amendment to the mechanical code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Mechanical Code, as amended, has been deposited in the Office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the mechanical code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the mechanical code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 13. Section 18-92 (“References”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-92. References.

- (a) All references to “Building Official” contained in the mechanical code shall mean and refer to the Building Official of the City.
- (b) All references to “City Council” contained in the mechanical code shall mean and refer to the City Council of the City.”

SECTION 14. Section 18-94 (“Mechanical code fees”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-94. Mechanical code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, all fees required for permits issued pursuant to the mechanical code shall be those fees established by resolution of the City Council.”

SECTION 15. Section 18-95 (“Appeals”) of Article IV (“Mechanical Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-95. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Mechanical Code, as amended and in effect on December 23, 2022, all appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the mechanical code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 16. Section 18-121 (“Adoption of the City of Los Angeles Plumbing Code”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-121. Adoption of the City of Los Angeles Plumbing Code.

- (a) The 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, which code incorporates and amends the 2022 edition of the California Plumbing Code, is adopted by reference and may be referred to as the “plumbing code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Plumbing Code, the 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, or any amendment to the plumbing code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Plumbing Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the plumbing code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the plumbing code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 17. Section 18-122 (“References”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-122. References.

- (a) All references to “Building Official” contained in the plumbing code shall mean and refer to the Building Official of the City.
- (b) All references to “City Council” contained in the plumbing code shall mean and refer to the City Council of the City.”

SECTION 18. Section 18-124 (“Plumbing code fees”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-124. Plumbing code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, all fees required for permits issued pursuant to the plumbing code shall be those fees established by resolution of the City Council.”

SECTION 19. Section 18-125 (“Appeals”) of Article V (“Plumbing Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-125. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Plumbing Code, as amended and in effect on December 23, 2022, all appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the plumbing code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 20. Section 18-195 (“Adoption of the City of Los Angeles Residential Code”) of Article IX (“Residential Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-195. Adoption of the City of Los Angeles Residential Code.

- (a) The 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, which code incorporates and amends the 2021 International Residential Code and the 2022 edition of the California Residential Code, is adopted by reference, and may be referred to as the “residential code” of the City, subject to the amendments set forth in this article.

- (b) In the event of any conflict between provisions of the 2022 edition of the California Residential Code, the 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, or any amendment to the residential code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Residential Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk's office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the residential code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the residential code adopted in this chapter, as such codes may be amended from time to time."

SECTION 21. Section 18-196 ("References") of Article IX ("Residential Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-196. References.

- (a) All references to "Building Official" contained in the residential code shall mean and refer to the Building Official of the City.
- (b) All references to "City Council" contained in the residential code shall mean and refer to the City Council of the City."

SECTION 22. Section 18-198 ("Residential code fees") of Article IX ("Residential Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

"Sec. 18-198. Residential code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, all fees required for permits issued pursuant to the residential code shall be those fees established by resolution of the City Council."

SECTION 23. Section 18-199 ("Appeals") of Article IX ("Residential Code") of Chapter 18 ("Buildings and Building Regulations") of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-199. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Residential Code, as amended and in effect December 23, 2022, all appeals or requests for modifications in individual cases from the requirements of the residential code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 24. Section 18-226 (“Adoption of the City of Los Angeles Green Building Code”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-226. Adoption of the City of Los Angeles Green Building Code.

- (a) The 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, which code incorporates and amends the 2022 edition of the California Green Building Standards Code, is adopted by reference, and may be referred to as the “green building code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Green Building Standards Code, the 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, or any amendment to the green building code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Green Building Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.
- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the green building code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the green building code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 25. Section 18-227 (“References”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-227. References.

- (a) All references to “Building Official” contained in the green building code shall mean and refer to the Building Official of the City.

- (b) All references to “City Council” contained in the green building code shall mean and refer to the City Council of the City.”

SECTION 26. Section 18-229 (“Green building code fees”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-229. Green building code fees.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, all fees required for permits issued pursuant to the green building code shall be those fees established by resolution of the City Council.”

SECTION 27. Section 18-230 (“Appeals”) of Article X (“Green Building Code”) of Chapter 18 (“Buildings and Building Regulations”) of the San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 18-230. Appeals.

Notwithstanding the provisions of the 2023 edition of the City of Los Angeles Green Building Code, as amended, and in effect December 23, 2022, all appeals or requests for modifications in individual cases from the requirements of the green building code shall be made in accordance with the procedure established by resolution of the City Council.”

SECTION 28. Section 38-26 of Article II (“Fire Prevention Code”) of Chapter 38 (“Fire Prevention and Protection”) of the City of San Fernando Municipal Code is hereby amended to read as follows:

“Sec. 38-26. Adoption of the City of Los Angeles Fire Code.

- (a) The 2023 edition of the City of Los Angeles Fire Code, excluding Chapter 1, as adopted by the Los Angeles City Council on September 5, 2023 and in effect October 4, 2023, which code incorporates and amends the 2022 edition of the California Fire Code and the 2021 edition of the International Fire Code, is adopted by reference and may be referred to as the “fire code” of the City, subject to the amendments set forth in this article.
- (b) In the event of any conflict between provisions of the 2022 edition of the California Fire Code, the 2021 edition of the International Fire Code, the 2023 edition of the City of Los Angeles Fire Code, as amended, and in effect October 4, 2023, or any amendment to the fire code contained in this Code, the provision contained in the later listed document shall control.
- (c) One copy of the 2023 edition of the City of Los Angeles Fire Code, as amended, has been deposited in the office of the City Clerk and shall at all times be maintained in the City Clerk’s office for use and examination by the public.

- (d) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of the fire code. It shall also be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the City, or cause the same to be done, contrary to or in violation of any provision of the fire code adopted in this chapter, as such codes may be amended from time to time.”

SECTION 29. All of the amendments to the 2022 edition of the California Building Code and Fire Code made by the City of Los Angeles in its 2023 edition of the City of Los Angeles Building Code, and adopted by the City of San Fernando in this Ordinance, are based on the findings made by the City of Los Angeles in Ordinance No. 187719 (Building) and 187994 (Fire) of the City Council of the City of Los Angeles, which is adopted by reference in this Ordinance, including, but not limited to, the findings that the amendments set forth in this Ordinance are reasonably necessary due to the following local climatic, geological and/or topographical conditions:

Climatic:

1. The City of San Fernando has climatic conditions which subject it to a mild winter to an extremely hot summer desert-like climate and hot, dry (Santa Ana) winds that make the temperature rise and the humidity drop, increasing the fire danger to all exposed combustible materials.
2. Widespread fires caused by either earthquakes or brush fires would limit the capabilities of the City of Los Angeles Fire Department to effectively respond to all the fires.
3. Quick response to fires by the City of Los Angeles Fire Department will reduce the amount of damage to buildings and increase the number of lives saved.

Geological:

1. The City of San Fernando is located in a high seismic activity zone, which is considered by experts to be the most seismically active of the four seismic zones in the world.
2. Seismic experts predict a massive earthquake on one of these faults within the next 30 years and several earthquakes similar in intensity to the Northridge Earthquake during the same period.
3. Massive earthquakes pose unusual and extraordinary stresses on buildings and structures requiring more stringent building regulations than would otherwise be required;
4. A major earthquake would break water lines making fire-fighting more difficult and would break gas lines and electric lines, making a high risk of fires breaking out in all areas of the City.

Topographical:

1. The City of San Fernando is situated in a coastal region of hills and mountains containing dry wild native brush and other native and non-native vegetation.
2. This region of flat land and hillside areas creates a natural basin, which has high strong winds alongside foothills and other areas of the City.
3. Widespread fires caused by either earthquakes or brush fires would impact the capabilities of the City of Los Angeles Fire Department to effectively respond to all the fires.
4. The highly concentrated area of buildings, traffic congestion and possible gridlock may jeopardize the quick response to fires by the City of Los Angeles Fire Department that could reduce the amount of damage to buildings and increase the number of lives saved.

The administrative code amendments to the 2022 California Building Code listed under SECTION 3, as detailed in the following tables:

Code Section	Section Amended	Section Deleted	Section Added	California Building Code Local Amendment	Findings
103.1	X			Creation of enforcement agency	Admin
105.2.2		X		Work Exempt from Permit, Item 2	<u>Geological</u>
105.2.9	X			Work Exempt from Permit, Item 9	<u>Geological</u>
105.2.14			X	Work Exempt from Permit, Item 14	Admin
113.1	X			Means of Appeals, General	Admin

All of the amendments to the 2022 edition of the California Building Code and Fire Code made by the City of Los Angeles in its 2023 edition of the City of Los Angeles Building and Fire Code, and adopted by the City of San Fernando in this Ordinance, are based on the findings made by the City of Los Angeles in Ordinance No. 187719 and 187994 of the City Council of the City of Los Angeles, which are adopted by reference in this Ordinance, including, but not limited to, the findings that the amendments set forth in this Ordinance are reasonably necessary due to the local climatic, geological and/or topographical conditions characterized by hot, dry summers and the high potential for seismic activity which make structures particularly vulnerable to rapidly spreading fires and structural damage.

SECTION 30. This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment. 14 Cal. Code Regs. § 15378(a). Further, this Ordinance is exempt from CEQA as there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. 14 Cal. Code Regs. § 15061(b)(3).

SECTION 31. The adoption of this Ordinance or any amendment to any existing ordinance of this City shall not in any manner affect the prosecution for violations of ordinances committed prior to the effective date of this Ordinance.

SECTION 32. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

SECTION 33. The Building Official is hereby authorized and directed to transmit a copy of this ordinance to the California Building Standards Commission as required by California Health and Safety Code Section 17958.7.

SECTION 34. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law. This Ordinance shall become effective thirty (30) days after adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 21st day of April, 2025.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1733 which was introduced on March 17, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 21st 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

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Joel Fajardo

Date: April 21, 2025

Subject: Discussion and Consideration of City Policies Regarding Protection and Collection of Personal Data, Facility Use, Requirements for City Commissioners and Other Related Topics Including Consideration to Adopt a Proposed Resolution

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the April 21, 2025 City Council Meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENT:

A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Joel Fajardo

TITLE

Councilmember

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Consideration of City Policies Regarding Protection and Collection of Personal Data, Facility Use, Requirements for City Commissioners and Other Related Topics Including Consideration to Adopt A Proposed Resolution

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.*

The City Council will consider revisiting current policies related to the protection of personal data, facility use, the requirements for City Commissioners and other related topics. This item provides an opportunity to update and strengthen City practices in these areas to ensure consistency with best practices and legal requirements. Additionally, the Council will discuss potential changes to the requirements and qualifications for City Commissioners, evaluating whether current standards align with the City's goals.

Councilmember Patty Lopez is co-sponsoring this request to add the item for discussion to the April 21, 2025 City Council Meeting agenda.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

A Resolution will be provided to the City Council before the meeting to memorialize any updated or revised policies for formal adoption by the City Council. Additionally, provide direction to staff regarding any proposed changes to the requirements for City Commissioners, including potential adjustments to policy or procedural guidelines.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Vice Mayor Mary Solorio

Date: April 21, 2025

Subject: Discussion and Consideration to Approve an Ordinance Establishing a “Safe San Fernando” Sanctuary City Policy

RECOMMENDATION:

I have placed this item on the agenda (Attachment “A”) for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment “A” that was submitted to request to agendize this item for the April 7, 2025 City Council Meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration



REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME Mary Solorio	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

“Safe San Fernando” Sanctuary City Policy AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ESTABLISHING A SANCTUARY CITY POLICY TO PROMOTE PUBLIC SAFETY AND PROTECT THE RIGHTS OF ALL RESIDENTS, REGARDLESS OF IMMIGRATION STATUS.

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.*

Section 1. Title. This ordinance shall be known and may be cited as the “Safe San Fernando Ordinance.” Section 2. Purpose and Intent. The City of San Fernando affirms its commitment to serving all residents with dignity and equity, regardless of immigration status. This ordinance aims to ensure the safety and trust of the community by limiting the City’s involvement in federal immigration enforcement unless legally required to do so. Section 3. Definitions. “Immigration Authorities” means Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), or any other federal agency engaged in immigration enforcement. “Judicial Warrant” refers to a warrant issued by a federal judge or magistrate authorizing law enforcement action. Section 4. Prohibition on Use of City Resources for Immigration Enforcement. No department, agency, commission, officer, or employee of the City of San Fernando shall: Provide access to or use of City property, equipment, facilities, or non-public areas to immigration authorities for purposes of immigration enforcement without a valid judicial warrant or a finding of probable cause issued by a court of law. Provide personal or demographic information (including but not limited to immigration status, national origin, or place of birth) to immigration authorities unless presented with a valid judicial warrant or order. Section 5. Limitation on Collection of Immigration Status. City employees shall not inquire about or record any individual’s immigration status, citizenship status, or place of birth unless: Such information is required to comply with federal or state law. The individual is applying for a benefit or service for which such information is legally necessary. Section 6. Training and Compliance. The City Manager, in coordination with the City Attorney, shall: Develop training for all City personnel on this policy. Ensure compliance across all City departments and update administrative protocols according

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

That the City Council introduce for first reading, in title only, “Safe San Fernando,” and direct staff to return with the ordinance for final adoption.