



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 – 5:15 PM
REGULAR MEETING – 6:00 PM
MONDAY, MAY 5, 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 5:15 P.M. (CLOSED SESSION)

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

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

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

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

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

Case Name: Najera v. City of San Fernando
Case No.: Case No. 23STCV31384

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

Call-in Telephone Number: (669) 900-6833
Meeting ID: 833 6022 0211
Passcode: 924965

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

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CALL TO ORDER - REGULAR MEETING

6:00 P.M. (OPEN SESSION)

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

- A. PRESENTATION AND UPDATE FROM THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) REGARDING PHASE 2 OF THE EAST SAN FERNANDO VALLEY LIGHT RAIL TRANSIT PROJECT
- B. PRESENTATION AND UPDATE FROM THE GREATER LOS ANGELES VECTOR CONTROL DISTRICT
- C. ANNUAL RECOGNITION
 - MENTAL HEALTH AWARENESS MONTH – MAY 2025
 - OLDER AMERICANS' MONTH – MAY 2025
 - BUILDING SAFETY MONTH – MAY 2025
 - MAY 4, 2025 TO MAY 10, 2025 – PROFESSIONAL MUNICIPAL CLERKS WEEK
 - MAY 5, 2025 TO MAY 10, 2025 – PUBLIC SERVICE RECOGNITION WEEK
 - MAY 15, 2025 AS NATIONAL PEACE OFFICERS MEMORIAL DAY AND MAY 11, 2025 TO MAY 17, 2025 – NATIONAL POLICE WEEK
- D. INTRODUCTION OF NEW EMPLOYEES

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DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- | | |
|---------------------------------------|---|
| a. July 14, 2008 – CC Special Meeting | b. February 18, 2025 – CC Special & Regular Meeting |
|---------------------------------------|---|

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-051 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.

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4) CONSIDERATION TO APPROVE 2025 UPDATES TO CITY POLICIES AND PROCEDURES AND ESTABLISH A COMMUNITY RECOGNITION MEETING PILOT PROGRAM

Recommend that the City Council:

- a. Review and adopt Resolution No. 8378, approving updates to the City Policies and Procedures to include revisions to two (2) existing City policies (City Recognition Requests Policy and Grant Management Policy) and the addition of two (2) new City policies (Facility Naming Policy and Use of Community Investment Fund Policy); and
- b. Discuss the establishment of a Pilot Program for Special City Council Meetings dedicated to Community Recognition; and
- c. Authorize the City Manager to take certain related actions to execute and implement the updated policies and procedures.

5) RECEIVE AND FILE THE CITY MANAGER’S PROPOSED FISCAL YEAR 2025-2026 ANNUAL BUDGET

Recommend that the City Council receive and file the City Manager’s Proposed Budget for Fiscal Year 2025-2026.

6) CONSIDERATION TO APPROVE A COMMUNITY OUTREACH AND ENGAGEMENT PLAN FOR THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENT REGIONAL EARLY ACTION PLANNING 2.0 GRANT PROGRAM

Recommend that the City Council approve a Community Outreach and Engagement Plan for the Southern California Association of Government Regional Early Action Planning 2.0 Grant Program.

PUBLIC HEARINGS

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

Recommend that the City Council:

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

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ADMINISTRATIVE REPORTS

8) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1732 AMENDING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE IN ITS ENTIRETY

Recommend that the City Council adopt Ordinance No. 1732 that was introduced for first reading at the City Council meeting of April 7, 2025, in title only, and waive all further readings titled, “An Ordinance of the City Council of the City of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code” in its entirety.

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

Recommend that the City Council:

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

10) DISCUSSION AND CONSIDERATION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN FERNANDO AND PUEBLO Y SALUD, INC. A NON-PROFIT ORGANIZATION REGARDING THE MAINTENANCE AND UPKEEP OF THE CÉSAR E. CHÁVEZ MEMORIAL

Recommend that the City Council:

- a. Discuss and consider the Memorandum Of Understanding between City of San Fernando and Pueblo Y Salud, Inc. regarding the Maintenance and Upkeep of the César E. Chávez Memorial; and
- b. Provide staff direction, as appropriate.

11) DISCUSSION AND CONSIDERATION REGARDING THE RUDY ORTEGA PARK – MAINTENANCE AND CLEANLINESS

This item was agendized by Councilmember Patty Lopez.

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12) DISCUSSION AND CONSIDERATION TO FORM AN AD HOC COMMITTEE FOR THE 2026 FIFA WORLD CUP AND 2028 OLYMPIC GAMES PREPARATION AND OPPORTUNITIES

This item was agendized by Mayor Mary Mendoza.

13) DISCUSSION AND CONSIDERATION REGARDING FISCAL YEAR 2025-2026 BUDGET PROCESS

This item was agendized by Councilmember Victoria Garcia

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its special meeting on May 19, 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

MENTAL HEALTH AWARENESS MONTH

May 2025

WHEREAS, mental health is essential to everyone's overall health and well-being and all Americans experience times of difficulty and stress in their lives;

WHEREAS, nearly 30,000 Americans commit suicide every year and in the U.S., suicide rates are highest during the spring;

WHEREAS, Suicide is the third leading cause of death for 15 to 24 year olds and second for 24 to 35 year olds;

WHEREAS, on average, one person commits suicide every 16.2 minutes and approximately two-thirds who commit suicide are depressed at the time of their deaths;

WHEREAS, depression that is untreated, undiagnosed or ineffectively treated is the number one cause of suicide;

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions and there is a strong research that diet, exercise, sleep and stress management can help all Americans protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation and with effective treatment, those individuals with mental health conditions can recover and lead full productive lives.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM MAY 2025 TO be **MENTAL HEALTH AWARENESS MONTH** and we urge every resident to take time this month increase their awareness and understanding of mental health and the steps our citizens can take to protect their mental health.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Elena Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

May 5, 2025

THE CITY OF
SAN FERNANDO

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Proclamation

OLDER AMERICANS MONTH

May 2025 – Flip the Script on Aging

WHEREAS, May is Older Americans Month, a time to recognize and honor older adults and their immense influence on every facet of American society;

WHEREAS, this year's theme, "Flip the Script on Aging," encouraging a shift in how society perceives and discusses aging, highlighting the opportunities and contributions of older adults;

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge;

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities;

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently;

WHEREAS, City of San Fernando must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM MAY 2025 TO be **OLDER AMERICANS MONTH** and calls upon all residents to join in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Eugenia Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

May 5, 2025

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SAN FERNANDO

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Proclamation

BUILDING SAFETY MONTH

May 2025

WHEREAS, the City of San Fernando is committed to recognizing the importance of building safety and the vital role of modern, safe, and sustainable structures in protecting lives and property;

WHEREAS, Building Safety Month, celebrated each May, raises public awareness about the critical need for safe and resilient buildings, fire prevention, energy efficiency, and disaster preparedness;

WHEREAS, building codes and standards developed by dedicated professionals—such as building officials, architects, engineers, and construction professionals—help ensure that homes, businesses, and public spaces are structurally sound and able to withstand natural and man-made hazards;

WHEREAS, proactive efforts in building safety save lives, reduce economic losses, and contribute to the overall well-being of the San Fernando community;

WHEREAS, the City Council of San Fernando encourages all residents, businesses, and community organizations to learn more about building safety, to support the professionals who make it possible, and to take proactive steps to enhance resilience in the City of San Fernando.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM MAY 2025 TO be BUILDING SAFETY MONTH and calls upon all residents to join in recognizing the importance of building safety and resilience in the San Fernando community.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Eugenia Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

May 5, 2025

THE CITY OF
SAN FERNANDO

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Proclamation

56TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK *May 4, 2025 - May 10, 2025*

WHEREAS, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world;

WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants;

WHEREAS, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels;

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all;

WHEREAS, the Professional Municipal Clerk serves as the information center on functions of local government and community;

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations;

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM THE WEEK OF May 4, 2025 through May 10, 2025 to be **PROFESSIONAL MUNICIPAL CLERKS WEEK** and further extend appreciation to San Fernando City Clerk, Julia Fritz, Deputy City Clerk, Crystal Solis, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Encarnación Solis
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

May 5, 2025

THE CITY OF
SAN FERNANDO

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Proclamation

PUBLIC SERVICE RECOGNITION WEEK

May 4, 2025 - May 10, 2025

WHEREAS, Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation going, and without these public servants at every level, stability would be impossible in a democracy that regularly changes its leaders and elected officials;

WHEREAS, the City of San Fernando recognizes that public servants are the backbone of our community, providing essential services that enhance the quality of life for all residents;

WHEREAS, Public Service Recognition Week, observed annually during the first full week of May, offers an opportunity to honor the dedication, professionalism, and tireless efforts of San Fernando's city employees who serve with integrity and commitment;

WHEREAS, these individuals demonstrate resilience and compassion, often going above and beyond the call of duty to meet the needs of our growing community, reflecting the spirit of service that defines the City of San Fernando;

WHEREAS, the dedicated employees of the City of San Fernando provide an important public service to the community on a daily basis, working hard to ensure the city is clean and safe, and makes San Fernando a shining example in Los Angeles County.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY PROCLAIM THE WEEK OF May 4, 2025 through May 10, 2025 to be **PUBLIC SERVICE RECOGNITION WEEK** and calls upon all citizens to join in expressing gratitude to San Fernando's public servants for their unwavering dedication to celebrate their contributions to making San Fernando a wonderful place to live, work, and thrive.



Mary Mendoza
MARY MENDOZA
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May 5, 2025

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SAN FERNANDO

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Proclamation

NATIONAL PEACE OFFICERS
MEMORIAL DAY
May 15, 2025

NATIONAL POLICE
& WEEK
May 11 - 17, 2025

WHEREAS, in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others;

WHEREAS, the Memorial Service began in 1982 as a gathering in Senate Park of approximately 120 survivors and supporters of law enforcement. Decades later, the event, more commonly known as National Police Week, has grown to a series of events which attracts thousands of survivors and law enforcement officers to our Nation's Capital each year;

WHEREAS, the service and sacrifice of all officers who died in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Annual Candlelight Vigil on the evening of May 13, 2025, as part of National Police Week.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES hereby proclaim May 15, 2025 as **NATIONAL PEACE OFFICERS MEMORIAL DAY** and May 11 - 17, 2025 as **NATIONAL POLICE WEEK** in the City of San Fernando and urges all citizens to salute our community's brave law enforcement officers and pay special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.



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May 5, 2025

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Regular Meeting San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
SPECIAL MINUTES**

**JULY 14, 2008 – 6:00 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 6:05 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

Adriana Gomez
B. Di Tomaso
Juana Cuiriz
Elvira Orozco

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES - July 14, 2008 – 6:00 p.m.**

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CONTINUED BUSINESS

1) FISCAL YEAR (FY) 2008-2009 BUDGET

Motion by Councilmember Hernandez, seconded by Councilmember De La Torre to reconsider reduction in expenditures in the City Clerk Department and to reinstate \$18,250 back into the Department budget. The motion carried, unanimously.

Motion by Councilmember De La Torre, seconded by Mayor Martinez to reconsider reduction in expenditures for the Police Department Patrol Vehicles and to reinstate \$39,800; to reinstate reduction in expenditures for the Recreation Department Pool Operations in the amount of \$211,319 back into the Department's budget. The motion carried, by the following vote:

ROLL CALL

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

Motion by Councilmember De La Torre, seconded by Councilmember Veres to not accelerate loan repayment to the Redevelopment Agency of the City Yard by \$500,000. The motion failed, by the following vote:

ROLL CALL

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

Motion by Councilmember Veres, seconded by Councilmember De La Torre to reinstate reduction in expenditures to the Police Department Explorer/Reserve Program of \$7,000 back into the Department budget. The motion carried by the following vote:

ROLL CALL

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

Motion by Councilmember De La Torre, seconded by Councilmember Veres to eliminate Cultural Arts position. The motion failed by the following vote:

ROLL CALL

AYES:	De La Torre, Veres - 2
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SAN FERNANDO CITY COUNCIL

SPECIAL MEETING MINUTES - July 14, 2008 – 6:00 p.m.

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NAYES: Hernandez, Ruelas, Martinez - 3
ABSENT: None
ABSTAIN: None

Motion by Councilmember Hernandez, seconded by Mayor Pro Tem Ruelas to reduce the Park Avenue budget expenditure from \$700,000 to \$600,000, and accelerate repayment of City Yard internal loan with the \$100,000, revising the outstanding loan from \$600,000 to \$500,000. The motion failed by the following vote:

ROLL CALL

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

Motion by Mayor Martinez, seconded by Councilmember Hernandez to accept a reduction in expenditures in each Department based on staff recommendations as follows:

Personnel	\$500
Administration	
Part-time Assistance	\$1,300
Overtime	\$1,500
Finance Overtime	\$1,500
Employee Recognition Dinner	\$5,000
Community Development	
140 Part-time wages Planning Intern	\$11,089
150 Part-time wages Planning Intern	\$5,016
150 Overtime	\$2,000
Temp-Employees	\$1,000
Police Department	
Activities & Programs	\$1,500
Community Relations	\$2,000
Public Works & Recreation	
Tree Trimming	\$74,000
Recreation Director	\$34,749
Engineering Fees	\$5,000
Office Supplies	\$2,000

The motion carried by the following vote:

ROLL CALL

AYES: Hernandez, Martinez - 2
NAYES: Veres - 1
ABSENT: None
ABSTAIN: De La Torre, Martinez

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES - July 14, 2008 – 6:00 p.m.**

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GENERAL COUNCIL COMMENTS

Mayor Martinez talked about needing additional expenditure reductions.

Councilmember Veres commented that additional expenditure reductions are needed and talked about staff providing additional recommendations to that effect.

Councilmember De La Torre spoke about staff analyzing potential additional expenditure reductions in the city's programming.

Mayor Pro Tem Ruelas commented on additional expenditure reductions needed.

Councilmember Hernandez commented on additional expenditure reductions needed.

STAFF COMMUNICATION

City staff reminded the City Council about the next Budget Study Session on July 16, 2008.

ADJOURNMENT (8:21 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 July 14, 2008 6:00 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 May 5, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 5:00 P.M.
REGULAR MEETING – 6:00 P.M.
TUESDAY, FEBRUARY 18, 2025**

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

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

Mayor Mary Mendoza called the Special Meeting to order at 5:00 p.m.

Present:

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

Staff: City Manager Nick Kimball and City Attorney Richard Padilla

Absent: None

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

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

By consensus, Councilmembers recessed to Closed Session.

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) AND 54956.9(E)(1) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

One (1) Matter

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

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

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ADJOURNMENT (6:01 p.m.)

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

CALL TO ORDER/ROLL CALL – REGULAR MEETING

6:00 P.M. (OPEN SESSION)

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

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

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

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

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

PUBLIC STATEMENTS

Cristina Vargas introduced herself as the new area Municipal Relationship Manager with Republic Services.

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The following submitted speaker cards and spoke in support of Agenda Item No. 13:

Jorge Boche

Brandon Gonzalez, District Representative for District 20 State Senator Caroline Menjivar

Gus Villela, Field Representative for District 43 Assemblymember Celeste Rodriguez.

Teodora Reyes

Niki Mohr

Nate Lundstrom

Mayra Valadez

Jess Perry-Martin

Monique Orozco

Alejandra Avalos

Liz Casteneda

Justan Torres

Olivia Natreman

Maria CiBrian

Veronica DeLara

Kelly Gonez, Board Member District 6 Los Angeles Unified School District

Nancy Flores

Naomi Vaca

Sergio Amalfitano

Maria Salgado

Juan Solorio

Juan Cardenas

Jesus Gastelum

Jessica Wilson

Monica Reyes

Zayurit Gordillo

Gabriel Otiniano

Guillermo Navarro

Ana Karen Estrada

Daniel Molina

Diosy Reyes

Ruben Rodriguez

Joshua Ascechio

Maria Luisa Palma spoke about local school's campus safety and asked for support seeking records for a public records request that she submitted to the Los Angeles Unified School District regarding data on school safety incidents.

Irene Sandlow spoke in opposition of Agenda Item No. 13.

The following submitted correspondence in support of Agenda Item No. 13:

Mayra Valadez

Angel Zobel-Rodriguez

Bertha Gonzalez

Jeffrey Deguia

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Mary Ann Martinez
Mary Cruz Flores
Humberto Solis Flores
Silvia Peralta
Astrid Serrano
Leslie Diaz
Genesis Pineda
Megan Sumergido
Kevin Shum
Maggie Barrera

The following called in and provided comments in support of Agenda Item No. 13:

Carlos Sandoval
Nancy
Caller telephone number 7612

CONSENT CALENDAR

Councilmember Garcia pulled Item Nos. 3, 5 and 6 for discussion.

Motion by Councilmember Fajardo, seconded by Councilmember Lopez to approve Consent Calendar Items 1, 2, 4, 7 and 8:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. February 17, 2009 – CC Regular Meeting
 - b. February 17, 2009 – RDA Regular Meeting
 - c. February 23, 2009 – Regular Meeting
 - d. February 23, 2009 – RDA Meeting
 - e. December 6, 2010 – Regular Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 4) CONSIDERATION TO RECEIVE AND FILE THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2024
- 7) CONSIDERATION TO ADOPT A RESOLUTION INITIATING PROCEEDINGS FOR FISCAL YEAR 2025-2026 LEVY OF ANNUAL ASSESSMENTS FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND ORDERING THE ENGINEER'S REPORT
- 8) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PIONEER PARK PLAYGROUND RENOVATION PROJECT

The motion carried, unanimously.

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Motion by Vice Mayor Solorio, seconded by Councilmember Garcia to approve Item Nos. 3 and 5:

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

The report was received and filed. The City Council directed staff to: invite Metro representatives to provide updates in March; bring back to a future meeting a request for City Council direction regarding the City hosting an immigration forum; and present a draft letter advocating the City's support for campus safety to the Los Angeles Unified School District Board Member representative.

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

The motion carried, unanimously.

Motion by Vice Mayor Solorio, seconded by Councilmember Fajardo to approve Item No. 6:

6) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A GRAFFITI ABATEMENT POLICY

The motion carried by the following vote:

ROLL CALL

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

The City Council recessed the meeting at 8:10 p.m. and reconvened at 8:25 p.m. with all Councilmembers present.

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

Vice Mayor Solorio presented the staff report and a presentation was provided by Shui-Ming Cheer from the California Immigrant Policy Center.

The City Council directed staff to return to a future meeting with the following additional information: provide additional "Sanctuary City " policy samples from other cities; provide a matrix identifying the city's current immigration policies as well as provisions implemented by other cities (e.g. City of LA & Burbank); and include information on Federal Funding received by the City.

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PUBLIC HEARING

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

Mayor Mendoza opened the public hearing.

Director of Community Development Erika Ramirez and Associate Planner Marina presented the staff report and responded to Councilmember questions.

Mayor Mendoza opened public comment.

The following submitted written correspondence in opposition:

Sylvia Dominguez
Maria Lombera
Margarita Cervavio
Maria Gaurdo

The following spoke in opposition:

Miguel Montanez
Rodolfo Salinas
Avila (absent when called)
Efren Lombera
Margarita Cervacio
Maria Lombera
Julie Cuellar
Ruby Montes
Fernando Diaz
Layla Hernandez (absent when called)

There being no additional public testimony, Mayor Mendoza closed the public comment period.

The applicant for the development provided closing comments.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to continue the public hearing to the March 17, 2025 City Council meeting to receive additional information on sewer and water capacity; include additional project conditions (e.g. prohibit storage in garages and centralized delivery drop box); and provide additional time for the Councilmembers to review the projects CEQA documents. The motion carried, unanimously.

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

Mayor Mendoza opened the public hearing.

Acting Commander Walter Dominguez presented the staff report and responded to Councilmember questions.

Mayor Mendoza opened public comment. There being none, the public comment portion of the meeting was closed.

Motion by Councilmember Fajardo, second by Vice Mayor Solorio to introduce for first reading, in title only, and waive further reading of Ordinance No. 1731 titled, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy governing the use of military equipment pursuant to Assembly Bill 481”; and approve the 2024 Annual Military Equipment Report. The motion carried, unanimously.

ADMINISTRATIVE REPORTS

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

Director of Administrative Services Melton and Shuster Representatives presented the staff report and responded to Councilmember questions. The City Council received and filed the report.

- 12) PRESENTATION AND DISCUSSION OF THE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2024-2025; AND CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE MID-YEAR PROPOSED BUDGET (*TABLED TO THE MARCH 3, 2025 REGULAR MEETING*)

14. DISCUSSION AND CONSIDERATION REQUESTING A REPORT ON THE CONDITION AND REPAIR PROGRESS OF THE CESAR E. CHAVEZ MURAL (*TABLED TO THE MARCH 3, 2025 REGULAR MEETING*)

15. DISCUSSION AND CONSIDERATION REGARDING LEGAL PROCESSES FOR COMMISSIONER NOMINATIONS (*TABLED TO THE MARCH 3, 2025 REGULAR MEETING*)

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

Councilmember Garcia presented the staff report.

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The City Council directed staff to return with information during the budget study sessions for the Fiscal Year 2025-26 Budget development discussions regarding a potential citywide stop sign study; sidewalk recommendations by City Engineer regarding traffic management near San Fernando Middle School; and return to the next meeting with a draft letter to Los Angeles Unified School District on concerns with public safety at local schools.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Manager Kimball reminded Councilmembers to submit their list of top five priorities and complaints information in advance of the upcoming City Council Strategic Goals meeting on Monday, February 24, 2025.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Fajardo spoke in admiration of the newly elected California District 29 Congresswoman Luz Rivas. In addition, he commented on having future discussions regarding the process for presentations during City Council meetings.

Councilmember Garcia apologized for being unwell and noted that she wished she had been feeling better to fully engage with the agenda items, particularly with Agenda Item No. 9 public hearing.

Councilmember Lopez thanked staff for their work.

Vice Mayor Solorio thanked staff for their work.

Mayor Mendoza reported she attended the Valentines for Heros event where she mentioned Congresswoman Rivas was in attendance. She also noted attending the San Fernando Recovery Center's open house, the Tutčint cohort ceremony at Recreation Park, the Golden Dreams event and requested to close the meeting memory of Laraine Ballin.

ADJOURNMENT (12:27 p.m.)

Mayor Mendoza adjourned the meeting in memory of Laraine Ballin to the special meeting on February 24, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the February 18, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: May 5, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-051 (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/City Treasurer 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/City Treasurer 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. 25-051, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-051

**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. 25-051**

**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 5th day of May 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. 25-051, 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 5th day of May, 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 May, 2025.

Julia Fritz, City Clerk

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05/01/2025

9:44:39AM

Voucher List

CITY OF SAN FERNANDO

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Bank code :

bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240211	5/5/2025	893777 ADLERHORST INTERNATIONAL LLC	123050		ANNUAL BILLING-K9 ONSITE MNTHLY 001-1230	2,900.00
					Total :	2,900.00
240212	5/5/2025	894315 AG LAWNMOWER SHOP	0569	13283	SMALL EQUIPMENT REPAIR (LAWNMO 043-390-0000-4300	246.48
					Total :	246.48
240213	5/5/2025	894975 ALL STAR ELITE SPORTS	4831	13411	UNIFORMS FOR RCS STAFF AND PROX 001-420-0000-4300	6,581.07
					Total :	6,581.07
240214	5/5/2025	893813 ALMANZA, LAURAMARIE C	REIMB.		PRIZES & SUPPLIES-LP SENIOR CLUB 004-2383 004-2391	95.03 19.11
					Total :	114.14
240215	5/5/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-APRIL 2025 001-222-0000-4220	245.89
					Total :	245.89
240216	5/5/2025	889037 AT&T MOBILITY	287277903027X0408202		MODEM FOR ELECTRONIC MESSAGE 001-310-0000-4220	138.69
					Total :	138.69
240217	5/5/2025	892412 AT&T MOBILITY	287297930559X0410202		MDT MODEMS-PD UNITS-MARCH 2025 001-222-0000-4220	1,024.89
					Total :	1,024.89
240218	5/5/2025	893013 AYSON, LEILANI	APRIL 2025	13209	INCLUSIVE ZUMBA INSTRUCTOR 017-420-1337-4260	472.50
					Total :	472.50
240219	5/5/2025	892784 BARAJAS, MARIA BERENICE	APRIL 2025	13210	TOTAL BODY CONDITIONING CLASS IN 017-420-1337-4260	1,008.00
					Total :	1,008.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240220	5/5/2025	893591 BIOMEDICAL WASTE DISPOSAL	150942		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00
					Total :	110.00
240221	5/5/2025	895016 BOBADILLA, CARLOS ALBERTO	212		DJ SERVICES-SENIOR FEST EVENT 001-422-0000-4260	900.00
					Total :	900.00
240222	5/5/2025	888800 BUSINESS CARD	041625	13308	MOTORCOACH TRANSPORTATION FOI 007-440-0443-4260	1,713.96
			32725		CONFERENCE TABLE-CDD DIRECTOR 001-140-0000-4300	443.18
			40425-3		SENIOR CLUB ART SUPPLIES 004-2346	40.86
			40925		ANNUAL MEMBERSHIP DUES 001-152-0000-4380	100.00
			41025		LAPTOP PARTS-CDD DIRECTOR 001-135-0000-4300	411.63
			41125		ANNUAL MEMBERSHIP DUES 001-152-0000-4380	100.00
			41125		ANNUAL PRIME MEMBERSHIP 001-190-0000-4380	153.60
			41425-1		12V ACTUATOR-GRASSHOPPER LAWN 041-320-0000-4310	243.09
			41525		CONFERENCE RGSTR ON 5/18-5/20 IN 001-107-0000-4370	1,050.00
			42125		DJ SERVICES-ANNUAL SPRING JAMBC 004-2385	805.00
			42225		BASKETBALL GOAL SET 001-420-0000-4300	716.04
			42325		SUPPLIES-MOTHER'S DAY TEA PARTY 004-2346	471.24
					Total :	6,248.60
240223	5/5/2025	888800 BUSINESS CARD	033125		FINANCE CHARGES:- 001-190-0000-4435	308.69
			041425		LODGING-LACPCA 2025 TRI-COUNTY S	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240223	5/5/2025	888800 BUSINESS CARD	(Continued)			
			041525		001-222-0000-4370 CROSSING GUARD SAFETY GEAR	642.36
			041625		001-222-0000-4300 CROSSING GUARD SAFETY GEAR	183.34
					001-222-0000-4300	11.42
					Total :	1,145.81
240224	5/5/2025	100536 CALBO	18605		RGSTR-ABM DAY PASS	
					001-140-0000-4370	250.00
					Total :	250.00
240225	5/5/2025	889056 CALLEROS, MARIA	REIMB.		PRINCIPAL'S BRUNCH EVENT	
					001-420-0000-4450	426.33
					001-420-0000-4300	26.27
					Total :	452.60
240226	5/5/2025	892464 CANON FINANCIAL SERVICES, INC	39980842	13206	FY 2024-2025 CANON COPIER LEASE-7	
					001-135-0000-4260	2,010.10
					Total :	2,010.10
240227	5/5/2025	892465 CANON SOLUTIONS AMERICA, INC.	6011567637	13211	FY 2024-2025 CANON MAINTENANCE 8	
					001-135-0000-4260	2,150.32
					Total :	2,150.32
240228	5/5/2025	894600 CARGILL, INCORPORATED	2910328604	13240	NSF CERTIFIED BULK SALT FOR THE II	
			2910369278	13240	070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE II	5,914.17
			2910738793	13240	070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE II	6,104.68
			2910888975	13240	070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE II	6,019.31
			2910895418	13240	070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE II	6,349.64
					070-384-0000-4300	6,470.64
					Total :	30,858.44

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240229	5/5/2025	103948 CDW GOVERNMENT, INC.	AD37F6A	13407	SURFACE COMPUTER FOR DEPUTY C	
					001-115-0000-4260	179.96
					Total :	179.96
240230	5/5/2025	894010 CHARTER COMMUNICATIONS	187701801040725		INTERNET SRVS - 04/10/25-05/09/25	
			187701901041425		001-190-0000-4220	1,399.00
			187702001040725		PD CABLE SRV-04/18-05/17	
					001-222-0000-4260	237.87
					PD 5G INTERNET SRVS-04/10-05/09	
					010-225-3698-4500	2,600.00
					Total :	4,236.87
240231	5/5/2025	103818 CITY OF LOS ANGELES	20251491775		IX-UNIT SANITATION PERMIT FEES	
					070-381-0000-4450	528.25
					Total :	528.25
240232	5/5/2025	103029 CITY OF SAN FERNANDO	7329-7408		REIMB TO WORKER'S COMP ACCT	
					006-1038	28,703.47
					Total :	28,703.47
240233	5/5/2025	890893 CITY OF SAN FERNANDO	MARCH 2025-LR		COMMISSIONER'S STIPEND DONATIO	
					001-420-0000-4111	100.00
					Total :	100.00
240234	5/5/2025	890893 CITY OF SAN FERNANDO	MARCH 2025-AZ		COMMISSIONER'S STIPEND DONATIO	
					001-420-0000-4111	100.00
					Total :	100.00
240235	5/5/2025	894794 CIVICA LAW GROUP, APC	15986	13188	CODE ENFORCEMENT LEGAL SERVICI	
			15987	13188	001-110-0000-4270	4,427.20
			15989	13188	CODE ENFORCEMENT LEGAL SERVICI	
					001-110-0000-4270	732.00
					CODE ENFORCEMENT LEGAL SERVICI	
					001-110-0000-4270	29.50
					Total :	5,188.70
240236	5/5/2025	894438 CLEVELAND, KYLE	REPL-236889		REPL STL DTD CK-PER DIEM-JUI-JITSL	
					110-2140	54.45

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240236	5/5/2025	894438 894438 CLEVELAND, KYLE	(Continued)			Total : 54.45
240237	5/5/2025	100747 COASTLINE EQUIPMENT	1231835	13288	JOHN DEERE PARTS & SERVICE 041-320-0311-4400	126.40 Total : 126.40
240238	5/5/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25040705109	13301	INDUSTRIAL WASTE CHARGES-MAR'25 072-360-0000-4450	3,125.25 Total : 3,125.25
240239	5/5/2025	100491 CPS HR CONSULTING	TR-INV005921		LAW ENFORCEMENT EXAM 001-133-0000-4270	434.50 Total : 434.50
240240	5/5/2025	889794 CUELLAR, JULIE	APRIL 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
240241	5/5/2025	891425 DIAZ, MARISOL	REIMB.-1		SUPPLIES FOR VARIOUS EVENTS & OF 001-420-0000-4300 001-422-0000-4300 004-2346 004-2382 001-420-0000-4390	53.52 99.26 65.79 137.63 109.90
			REIMB.-2		PRIZES & SUPPLIES-LP SENIOR CLUB 004-2385 004-2382	364.40 166.96 Total : 997.46
240242	5/5/2025	894863 DIXON RESOURCES UNLIMITED	4584	13290	RESIDENTIAL PARKING PERMIT IMPL 001-310-0000-4270	6,995.00 Total : 6,995.00
240243	5/5/2025	887380 DUENAS, MARIA CONCEPCION	APRIL 2025	13390	MMAP PROJ ASSISTANT MARIA DUENAS 109-424-3618-4260	525.00 Total : 525.00
240244	5/5/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800080437		FULL-SERVICE ENVIRONMENTAL CITY	

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240244	5/5/2025	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)	13226	070-384-0000-4260	5,905.00 Total : 5,905.00
240245	5/5/2025	101147 FEDEX	8-827-51457		COURIER SERVICES 001-190-0000-4280	81.56 Total : 81.56
240246	5/5/2025	894460 FLORES, ERIK	REIMB.		CWEA CSM-1 APPLICATION FEE 072-360-0000-4360	209.00 Total : 209.00
240247	5/5/2025	894334 FRIEND, ERICA	APRIL 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
240248	5/5/2025	892198 FRONTIER COMMUNICATIONS	209-150-5250-081292- 209-151-4942-041191- 209-151-4943-081292- 818-361-2472-031415- 818-361-7825-120512- 818-365-0007-060223- 818-365-0026-071223- 818-831-5002-052096- 818-837-7174-052096- 818-898-7385-033105-		RADIO REPEATER (POLICE) 001-222-0000-4220 CITY YARD AUTO DIALER 070-384-0000-4220 RADIO REPEATER (POLICE) 001-222-0000-4220 PW PHONE LINE 070-384-0000-4220 RUDY ORTEGA PARK IRR SYTM 001-420-0000-4220 EOC PHONE LINES 001-222-0000-4220 PD NON EMERGENCY PHONE LINE 001-222-0000-4220 PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220 PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220 LAS PALMAS PARK FAX LINE 001-420-0000-4220	43.19 57.34 43.19 751.78 90.82 437.77 617.65 69.82 31.50 49.86

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240248	5/5/2025	892198 892198 FRONTIER COMMUNICATIONS	(Continued)			Total : 2,192.92
240249	5/5/2025	893953 GALE, PAUL JOHN	APRIL 2025	13231	SHOTOKAN KARATE CLASSES 017-420-1326-4260	189.00 Total : 189.00
240250	5/5/2025	894994 GARCIA, CHRISTIAN ANTONIO	APRIL 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
240251	5/5/2025	894008 GMU PAVEMENT ENGINEERING	67733	13395	ON-CALL PAVEMENT DESIGN SERVICE 008-311-0560-4600	2,058.50 Total : 2,058.50
240252	5/5/2025	892550 GOVEA, DAVID	MARCH 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
240253	5/5/2025	101373 GOVERNMENT FINANCE	195165005		ANNUAL MMBRSHP DUES-#195165005 001-1230	225.00 Total : 225.00
240254	5/5/2025	894743 GR LANDSCAPING CORP	INV00046	13248 13248	LANDSCAPE MAINT. AT VARIOUS WELL 070-383-0000-4260 070-384-0000-4260	1,476.00 3,804.00 Total : 5,280.00
240255	5/5/2025	101376 GRAINGER, INC.	9470154213	13302 13302 13302	BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4330 070-384-0000-4320 BUILDING SUPPLIES, ELECTRICAL & V 070-384-0000-4330	18.59 368.45 80.99 Total : 468.03
240256	5/5/2025	894976 GUTIERREZ, CARLOS A.	MAY 2025	13410	LIVE MUSIC ENTERTAINMENT FOR (2) 004-2380	1,500.00 Total : 1,500.00

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240257	5/5/2025	891937 HERNANDEZ, JOSE	REIMB.		REIMB-SENIOR CLUB ACTIVITIES 004-2380	214.63 Total : 214.63
240258	5/5/2025	893967 IAPE	LI1258765		CPES CERTIFICATES 001-222-0000-4260	175.00 Total : 175.00
240259	5/5/2025	894775 IBARRA, SERGIO	REIMB. REIMB.		PARKING FEE-CHATSWORTH COURT H 001-133-0000-4370 LEADERSHIP ACADEMY REFRESHMEN 001-190-0000-4267	220.10 187.03 Total : 407.13
240260	5/5/2025	101640 INTERNATIONAL INSTITUTE OF	43902		ANNUAL MEMBERSHIP 001-115-0000-4380	135.00 Total : 135.00
240261	5/5/2025	893275 INTERWEST CONSULTING GROUP	1551572 1553265 1553428 1586585	13250 13250 13250 13250	ON-CALL PROFESSIONAL BUILDING, S 001-140-0000-4270 ON-CALL PROFESSIONAL BUILDING, S 001-2698 ON-CALL PROFESSIONAL BUILDING, S 001-140-0000-4270 ON-CALL PROFESSIONAL BUILDING, S 001-2698	8,429.28 6,261.52 8,294.99 123.96 Total : 23,109.75
240262	5/5/2025	894750 J & B LANDSCAPING INC	136442 136443 136444	13353 13353 13353	NEIGHBORHOOD CLEANUP PROGRAM 026-152-0561-4260 NEIGHBORHOOD CLEANUP PROGRAM 026-152-0561-4260 NEIGHBORHOOD CLEANUP PROGRAM 026-152-0561-4260	1,200.00 1,400.00 4,150.00 Total : 6,750.00
240263	5/5/2025	894916 JJ PROPERTY MAINTENANCE	122906		CITY-WIDE JANITORIAL SERVICES-MAI	

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240263	5/5/2025	894916 JJ PROPERTY MAINTENANCE	(Continued)	13372	043-390-0000-4260	17,000.00
					Total :	17,000.00
240264	5/5/2025	894853 JOE MAR POLYGRAPH	25-003-SFPD		POLYGRAPH SERVICES	
					001-222-0000-4270	250.00
					Total :	250.00
240265	5/5/2025	893885 JOHNNY ALLEN TENNIS ACADEMY	APRIL 2025	13414	TENNIS ACADEMY PROGRAM	
					017-420-1327-4260	336.00
					Total :	336.00
240266	5/5/2025	894129 KITH, KANIKA	TRAVEL		PER DIEM-2025 ICSC CONF ON 05/18-0	
					001-107-0000-4370	125.00
					Total :	125.00
240267	5/5/2025	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC - 13003 BORDEN	
			494-750-1000		070-384-0000-4210	8,744.45
			500-750-1000		WATER - 12900 DRONFIELD	
			594-750-1000		070-384-0000-4210	99.05
			657-750-1000		ELECTRIC - 13655 FOOTHILL	104.50
			694-750-1000		070-384-0000-4210	4,784.30
			792-603-2351		ELECTRIC - 14060 SAYRE	3,081.50
			993-750-1000		070-384-0000-4210	12,599.03
					WATER & ELECTRIC - 13180 DRONFIEL	
					070-384-0000-4210	346.70
					WATER - 13657 7/9 FOOTHILL	
					070-384-0000-4210	839.60
					Total :	30,599.13
240268	5/5/2025	101920 LIEBERT CASSIDY WHITMORE	288545		LEGAL SERVICES	
			289590		001-112-0000-4270	430.00
					LEGAL SERVICES	

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240268	5/5/2025	101920 LIEBERT CASSIDY WHITMORE	(Continued)		001-112-0000-4270	252.00
			289659		LEGAL SERVICES	
			289670		001-112-0000-4270	828.00
			289671		LEGAL SERVICES	288.00
			289694		001-112-0000-4270	1,044.00
			289749		LEGAL SERVICES	36.00
			289750		001-112-0000-4270	1,032.00
			289751		LEGAL SERVICES	1,823.00
					001-112-0000-4270	9,797.00
					Total :	15,530.00
240269	5/5/2025	892477 LOWES	9747-73214		FACE SHIELD & EAR MUFFS	
					001-346-0000-4300	200.05
					Total :	200.05
240270	5/5/2025	894780 MARISCAL NAVARRO, SONIA	MARCH 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	100.00
240271	5/5/2025	102125 MARTINEZ, MARLENE	TRAVEL		PER DIEM-CRIME SCENE PHOTOGRAF	
					001-222-0000-4360	177.24
					Total :	177.24
240272	5/5/2025	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO	
			7DL39365		001-420-0000-4220	39.11
					MTA PHONE LINES	
					007-440-0441-4220	39.20
					Total :	78.31
240273	5/5/2025	893200 MCKESSON MEDICAL-SURGICAL	23562090		MEDICAL SUPPLIES	

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240273	5/5/2025	893200 MCKESSON MEDICAL-SURGICAL	(Continued)		001-225-0000-4350	25.50
					Total :	25.50
240274	5/5/2025	894854 MEZA, VICTOR	REIMB.		ORAL BOARD LUNCH 001-133-0000-4370	114.47
					Total :	114.47
240275	5/5/2025	102226 MISSION LINEN SUPPLY	523648393	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	414.03
			523690920	13252	LAUNDRY SERVICES FOR PD 001-225-0000-4350	414.03
					Total :	828.06
240276	5/5/2025	893934 MORA, JUAN LUIS	MCB-0325	13270	BASEBALL CONSULTANT AND UMPIRE 017-420-1330-4260	2,925.07
					Total :	2,925.07
240277	5/5/2025	893971 MOSS FARM	22526		EARTH ART WORKSHOP-JAMBOREE E 004-2385	350.00
					Total :	350.00
240278	5/5/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4270	261.08
					Total :	261.08
240279	5/5/2025	893369 MYRECDEPT.COM	03217509S	13420	MYREC.COM REC MANAGEMENT SOF 001-135-0000-4260	5,990.00
					Total :	5,990.00
240280	5/5/2025	894645 NINJA NINJA	APRIL 2025	13215	MARTIAL ARTS INSTRUCTOR 017-420-1326-4260	180.00
					Total :	180.00
240281	5/5/2025	102423 OCCU-MED, INC.	0425901		PRE-EMPLOYMENT PHYSICALS 001-133-0000-4270	1,232.00
					Total :	1,232.00

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240282	5/5/2025	894100 ODP BUSINESS SOLUTIONS , LLC	415755826001		OFFICE SUPPLIES 041-320-0000-4300	34.23
			415757102001		OFFICE SUPPLIES 041-320-0000-4300	14.38
			415757103001		OFFICE SUPPLIES 041-320-0000-4300	111.45
			415757109001		OFFICE SUPPLIES 041-320-0000-4300	44.94
			416632791001		OFFICE SUPPLIES 001-222-0000-4300	92.44
			416633064001		OFFICE SUPPLIES 001-222-0000-4300	23.42
			417943672001		OFFICE SUPPLIES 001-222-0000-4300	308.09
			418038581001		OFFICE SUPPLIES 001-222-0000-4300	31.81
			418038581002		OFFICE SUPPLIES 001-222-0000-4300	108.29
			419165476001		OFFICE SUPPLIES 001-222-0000-4300	137.80
			419586295001		OFFICE SUPPLIES 001-420-0000-4300	298.04
			41962857001		OFFICE SUPPLIES 001-222-0000-4300	58.06
			419852512001		OFFICE SUPPLIES 001-310-0000-4300	137.83
			419852599001		OFFICE SUPPLIES 001-310-0000-4300	9.38
					Total :	1,410.16
240283	5/5/2025	894123 OLIVAREZ MADRUGA LAW	27036		LEGAL SERVICES 001-110-0000-4270	29,747.30
			27037		LEGAL SERVICES 001-110-0000-4270	1,512.00
			27236		LEGAL SERVICES 001-110-0000-4270	31,532.82

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240283	5/5/2025	894123 OLIVAREZ MADRUGA LAW	(Continued) 27237		LEGAL SERVICES 001-110-0000-4270	151.20
					Total :	63,288.92
240284	5/5/2025	893115 P.E.R.S. CITY RETIREMENT	100000017897456		2025 REPLACEMENT BENEFIT-CONTRI 018-101-0000-4450	25.11
					Total :	25.11
240285	5/5/2025	889462 PANCHO VILLA'S RESTAURANT	00101		LP CLUB SUNDAY BRUNCH - 05/18/25 004-2383	1,922.26
					Total :	1,922.26
240286	5/5/2025	895027 PANOSIAN, BRIAN	93540570		REFUND-MILE RUN REGISTRATION 004-2385	25.00
					Total :	25.00
240287	5/5/2025	895002 PORTA-STOR	450560		MCB STORAGE BIN RENTAL-APR 2025 017-420-1330-4260	82.00
					Total :	82.00
240288	5/5/2025	894746 PRECISION CIVIL	31389	13179	ON CALL PLANNING SERVICES 001-150-0000-4270	52,180.00
			31437	13179	ON CALL PLANNING SERVICES 001-150-0000-4270	1,121.25
					Total :	53,301.25
240289	5/5/2025	102688 PROFESSIONAL PRINTING CENTERS	23261	13274	PRE-PRINTED FORMS 001-222-0000-4300	880.90
			23304		DUI CHECKPOINT ADMONITION CARD 110-225-3628-4300	115.76
			23323	13274	PRE-PRINTED FORMS 001-222-0000-4300	950.30
					Total :	1,946.96
240290	5/5/2025	895028 PUBLIC SAFETY DEVELOPMENT GROU	1016		PEER SUPPORT TRAINING 110-220-3644-4370	600.00

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240290	5/5/2025	895028 895028 PUBLIC SAFETY DEVELOPMENT GROU	(Continued)			Total : 600.00
240291	5/5/2025	102738 QUINTERO ESCAMILLA, VIOLETA	APRIL 2025	13217	SENIOR MUSIC CLASS INSTRUCTOR 017-420-1323-4260	920.00
					Total :	920.00
240292	5/5/2025	895026 QWIK CODE	1006		VEHICLE CODE QR/SUMMARY 001-222-0000-4300	1,033.00
					Total :	1,033.00
240293	5/5/2025	888921 REGISTRAR-RECORDER/COUNTY CLER	25-2093		NOV 5, 2024-PRESIDENTIAL GENERAL 001-116-0000-4260	38,451.93
					Total :	38,451.93
240294	5/5/2025	894408 RINCON CONSULTANTS INC	63155	13199	CLIMATE ACTION & RESILIENCE PLAN 110-150-0578-4270	25,884.25
			64631	13422	SAN FERNANDO COMPREHENSIVE HC 110-150-0574-4270	59,600.41
					Total :	85,484.66
240295	5/5/2025	102855 RIO HONDO COLLEGE	F24-267-ZSFN		BASIC POLICE RECRUIT COURSE 001-225-0000-4360	522.50
			F24-384-ZSFN		BASIC POLICE RECRUIT COURSE 001-225-0000-4360	741.50
					Total :	1,264.00
240296	5/5/2025	887296 ROBLED0, OLIVIA	MARCH 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	100.00
240297	5/5/2025	103051 SAN FERNANDO POLICE	FY24-25		CIF: 2025 NAT'L PUBLIC SAFETY 053-101-0113-4430	600.00
					Total :	600.00
240298	5/5/2025	103057 SAN FERNANDO VALLEY SUN	18993		PH NOTICE-BUILDING CODE UPDATE 001-115-0000-4230	120.00
			19001		LEGAL NOTICE-1ST READING-ORD NO 001-115-0000-4230	60.00

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240298	5/5/2025	103057 103057 SAN FERNANDO VALLEY SUN	(Continued)			Total : 180.00
240299	5/5/2025	890541 SANCHEZ, FLOR	APRIL 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
240300	5/5/2025	894125 SANCHEZ, NATASHA	APRIL 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00 Total : 100.00
240301	5/5/2025	895030 SANDOVAL, GEORGE	TRAVEL		PER DIEM-BACKGROUND INVESTIGAT 001-225-0000-4360	266.77 Total : 266.77
240302	5/5/2025	892619 SIMONZAD, BENNY	REIMB.		TUITION REIMB-FINANCIAL MANAGEMI 001-225-0000-4365	710.00 Total : 710.00
240303	5/5/2025	894532 SIRCHIE ACQUISITION COMPANY LL	0689690-IN		EVIDENCE SUPPLIES 001-222-0000-4300	497.37 Total : 497.37
240304	5/5/2025	103184 SMART & FINAL	0034		REFRESHMENTS-SR DANCE 004-2380	330.11
			0099		CALLES VERDES EVENT 001-310-0000-4300	44.53
			0165		ENP BREAKROOM SUPPLIES 001-422-0000-4300	49.70
			0355		BREAK ROOM SUPPLIES 001-222-0000-4300	89.37 Total : 513.71
240305	5/5/2025	103251 STANLEY PEST CONTROL	1889177	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	85.00
			1889178	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	85.00
			1889183	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	94.00

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240305	5/5/2025	103251 STANLEY PEST CONTROL	(Continued) 1889218	13374	PEST EXTERMINATION FOR CITY FACI 043-390-0000-4330	135.00 Total : 399.00
240306	5/5/2025	894649 STERLING ADMINISTRATION	852569		ADMINISTRATIVE FEE: MARCH 2025 001-133-0000-4260	50.00 Total : 50.00
240307	5/5/2025	103090 SUSAN SAXE-CLIFFORD, PH.D.	25-0416-5		PSYCHOLOGICAL EVALUATION 001-222-0000-4270	400.00 Total : 400.00
240308	5/5/2025	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST 043-390-0000-4210	70.58
			084-220-3249-3		GAS-505 S HUNTINGTON 043-390-0000-4210	352.32
			088-520-6400-8		GAS-117 MACNEIL 043-390-0000-4210	268.58
			090-620-6400-2		GAS-120 MACNEIL 070-381-0000-4210	64.92
					072-360-0000-4210	64.92
					043-390-0000-4210	129.82
			143-287-8131-6		GAS-208 PARK 043-390-0000-4210	449.24 Total : 1,400.38
240309	5/5/2025	101528 THE HOME DEPOT CRC	4391410		UNDER CARRIAGE LED CLAMP LIGHT 041-320-0000-4310	307.82
			8803664		PADLOCKS 041-320-0000-4310	11.36
			9272709		MATL'S FOR IRRIGATION REPAIR 070-384-0000-4300	19.27 Total : 338.45
240310	5/5/2025	894052 THE LANGUAGE PROS, INC.	1950	13383	LANGUAGE SERVICES 001-101-0000-4270	1,200.00

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240310	5/5/2025	894052 THE LANGUAGE PROS, INC.	(Continued)			Total : 1,200.00
240311	5/5/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187		ACCT 15122187-POSTAGE REIMB. 001-190-0000-4280	1,500.00 Total : 1,500.00
240312	5/5/2025	894888 US BANCORP SERVICE CENTER INC	41825 42225		AIRFARE-WELL FELLOWSHIP MEETING 001-101-0113-4370 PERSONALITY ASSESSMENT-TEAM BL 001-190-0000-4267	217.96 90.00 Total : 307.96
240313	5/5/2025	894888 US BANCORP SERVICE CENTER INC	41625 42225		CITY COUNCIL SUPPLIES 001-101-0000-4300 DINNER FOR CC MTG-04/21/25 001-101-0000-4300	73.11 133.05 Total : 206.16
240314	5/5/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_04/1-04/30/25	13325	SEWER FLOW MONITORING & WASTE 072-360-0000-4260	540.00 Total : 540.00
240315	5/5/2025	889644 VERIZON BUSINESS	663399262 663399258 663399259 663399260 663399261 663399263 663399769 663399780		CITY YARD LONG DIST (Y2619458) 070-384-0000-4220 CITY HALL LONG DIST (Y2619454) 001-190-0000-4220 CITY YARD LONG DIST (Y2619455) 070-384-0000-4220 CITY HALL LONG DIST (Y2619456) 001-190-0000-4220 POLICE LONG DIST (Y2619457) 001-222-0000-4220 PARKS LONG DIST (Y2619459) 001-420-0000-4220 PW-LONG DIST (Y2620611) 001-310-0000-4220 CITY HALL LINES (Y2620636)	11.33 56.64 16.99 28.33 65.00 17.28 5.66

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240315	5/5/2025	889644 VERIZON BUSINESS	(Continued)		001-190-0000-4220	Total :	62.31 263.54	
240316	5/5/2025	888390 WEST COAST ARBORISTS, INC.	227721	13368	ANNUAL CITY-WIDE TREE TRIMMING		3,500.00	
				13368	001-346-0000-4260		1,964.00	
				13368	011-311-0000-4260		6,920.00	
					072-360-0000-4260	Total :	12,384.00	
240317	5/5/2025	891531 WILLDAN ENGINEERING	00340540		ON-CALL ENGINEERING SERVICES			
				13379	001-310-0000-4270		2,797.50	
			004-20428A		TRAFFIC SIGNAL MODIFICATIONS - 9 L			
				13228	010-311-0562-4600		3,342.01	
			004-20999A		TRAFFIC SIGNAL MODIFICATIONS - 9 L			
				13228	010-311-0562-4600		53,689.42	
			004-21159A		TRAFFIC SIGNAL MODIFICATIONS - 9 L			
				13228	010-311-0562-4600		10,513.67	
			004-21322A		TRAFFIC SIGNAL MODIFICATIONS - 9 L			
				13228	010-311-0562-4600		2,336.30	
						Total :	72,678.90	
107	Vouchers for bank code :		bank3	Bank total :				578,246.76
107	Vouchers in this report		Total vouchers :				578,246.76	

Voucher Registers are not final until approved by Council.

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239836	4/1/2025	100286 BAKER, BEVERLY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
239837	4/1/2025	100916 DEIBEL, PAUL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239838	4/1/2025	101781 KISHITA, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239839	4/1/2025	101926 LILES, RICHARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239840	4/1/2025	102126 MARTINEZ, MIGUEL	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	768.52 768.52
239841	4/1/2025	894908 NAVARRO, NORMA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
239842	4/1/2025	891354 RAMIREZ, ROSALINDA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239843	4/1/2025	892782 TIGHE, DONNA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
8 Vouchers for bank code : bank3						Bank total : 2,745.66
8 Vouchers in this report						Total vouchers : 2,745.66

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

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239845	4/1/2025	894452 ABDALLAH, MARIA G.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
					Total :	2,157.72
239846	4/1/2025	100091 AGORICHAS, JOHN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239847	4/1/2025	100104 ALBA, ANTHONY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239848	4/1/2025	891011 APODACA-GRASS, ROBERTA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239849	4/1/2025	100260 AVILA, FRANK	25-Mar		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04
					Total :	1,695.04
239850	4/1/2025	100306 BARNARD, LARRY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
239851	4/1/2025	100346 BELDEN, KENNETH M.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00
					Total :	1,489.00
239852	4/1/2025	892233 BUZZELL, CAROL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239853	4/1/2025	102127 CABRERA, KATHY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96
					Total :	1,498.96
239854	4/1/2025	891350 CALZADA, FRANK	25-Mar		CALPERS HEALTH REIMB	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239854	4/1/2025	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	726.50
					Total :	726.50
239855	4/1/2025	100642 CASTRO, RICO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46
					Total :	2,369.46
239856	4/1/2025	103816 CHAVEZ, ELENA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					Total :	670.48
239857	4/1/2025	100752 COLELLI, CHRISTIAN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95
					Total :	2,250.95
239858	4/1/2025	891014 CREEKMORE, CASIMIRA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239859	4/1/2025	893711 DAVIS, JAMES	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06
					Total :	1,739.06
239860	4/1/2025	100913 DECKER, CATHERINE	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	426.70
					Total :	426.70
239861	4/1/2025	100925 DELGADO, RALPH	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
239862	4/1/2025	101667 DIAZ, EVELYN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	948.00
					Total :	948.00
239863	4/1/2025	100960 DIEDIKER, VIRGINIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239863	4/1/2025	100960 100960 DIEDIKER, VIRGINIA	(Continued)			Total : 426.70
239864	4/1/2025	100996 DRAKE, JOYCE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239865	4/1/2025	100995 DRAKE, MICHAEL	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
239866	4/1/2025	100997 DRAPER, CHRISTOPHER	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
239867	4/1/2025	101044 ELEY, JEFFREY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
239868	4/1/2025	891040 FISHKIN, RIVIAN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
239869	4/1/2025	101178 FLORES, ADRIAN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
239870	4/1/2025	101182 FLORES, MIGUEL	25-Mar		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
239871	4/1/2025	894378 GARCIA, BERTHA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
239872	4/1/2025	891351 GARCIA, DEBRA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239872	4/1/2025	891351 891351 GARCIA, DEBRA	(Continued)			Total : 2,331.10
239873	4/1/2025	101281 GARIBAY, SAUL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52 Total : 2,730.52
239874	4/1/2025	101318 GLASGOW, KEVIN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
239875	4/1/2025	101333 GODINEZ, FRAZIER C.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
239876	4/1/2025	101409 GUERRA, LAUREN E	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
239877	4/1/2025	891021 GUIZA, JENNIE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
239878	4/1/2025	102896 GUZMAN, ROSA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	907.46 Total : 907.46
239879	4/1/2025	891352 HADEN, SUSANNA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
239880	4/1/2025	101440 HALCON, ERNEST	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00
239881	4/1/2025	101672 HANCHETT, NICHOLE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 Total : 1,793.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239882	4/1/2025	891918 HARTWELL, BRUCE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
239883	4/1/2025	101465 HARVEY, DAVID	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239884	4/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
239885	4/1/2025	101471 HASBUN, NAZRI A.	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	290.28 290.28
239886	4/1/2025	891023 HATFIELD, JAMES	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
239887	4/1/2025	892104 HERNANDEZ, ALFONSO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
239888	4/1/2025	891024 HOOKER, RAYMOND	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239889	4/1/2025	893616 HOUGH, LOIS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
239890	4/1/2025	101597 IBRAHIM, SAMIR	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239891	4/1/2025	101694 JACOBS, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239891	4/1/2025	101694 JACOBS, ROBERT	(Continued)			965.00
239892	4/1/2025	892105 KAHMANN, ERIC	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239893	4/1/2025	101786 KLOTZSCHE, STEVEN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
239894	4/1/2025	891866 KNIGHT, DONNA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	178.72 178.72
239895	4/1/2025	891043 LIEBERMAN, LEONARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239896	4/1/2025	101933 LITTLEFIELD, LESLEY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239897	4/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68 1,730.68
239898	4/1/2025	102059 MACK, MARSHALL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48
239899	4/1/2025	891010 MAERTZ, ALVIN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	645.94 645.94
239900	4/1/2025	888037 MARTINEZ, ALVARO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 1,297.98

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239901	4/1/2025	102206 MILLER, WILMA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239902	4/1/2025	102212 MIRAMONTES, MONICA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	738.56
					Total :	738.56
239903	4/1/2025	102232 MIURA, HOWARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239904	4/1/2025	892106 MONTAN, EDWARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
239905	4/1/2025	102443 OKAFOR, MICHAEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19
					Total :	2,099.19
239906	4/1/2025	102473 ORDELHEIDE, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,359.52
					Total :	2,359.52
239907	4/1/2025	102486 ORSINI, TODD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18
					Total :	2,308.18
239908	4/1/2025	102569 PARKS, ROBERT	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00
					Total :	2,326.00
239909	4/1/2025	102580 PATINO, ARMANDO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00
					Total :	2,326.00
239910	4/1/2025	102527 PISCITELLI, ANTHONY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	726.50

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239910	4/1/2025	102527 102527 PISCITELLI, ANTHONY	(Continued)			Total : 726.50
239911	4/1/2025	891033 POLLOCK, CHRISTINE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	349.00
					Total :	349.00
239912	4/1/2025	102735 QUINONEZ, MARIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04
					Total :	1,695.04
239913	4/1/2025	891034 RAMSEY, JAMES	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239914	4/1/2025	102788 RAYGOZA, JOSE LUIS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05
					Total :	1,996.05
239915	4/1/2025	102864 RIVETTI, DOMINICK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
239916	4/1/2025	887872 ROSENBERG, IRWIN	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93
					Total :	1,807.93
239917	4/1/2025	102936 RUELAS, MARCO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55
					Total :	1,086.55
239918	4/1/2025	102940 RUIZ, RONALD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					Total :	670.48
239919	4/1/2025	891044 RUSSUM, LINDA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239920	4/1/2025	103005 SALAZAR, TONY	25-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 1,498.96
239921	4/1/2025	103118 SENDA, OCTAVIO	25-Mar		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 1,996.05
239922	4/1/2025	892107 SHANAHAN, MARK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239923	4/1/2025	891035 SHERWOOD, NINA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
239924	4/1/2025	103175 SKOBIN, ROMELIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 1,671.25
239925	4/1/2025	893677 SOLIS, MARGARITA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 580.11
239926	4/1/2025	103220 SOMERVILLE, MICHAEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
239927	4/1/2025	889588 UFANO, VIRGINIA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
239928	4/1/2025	103516 VAIRO, ANTHONY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
239929	4/1/2025	888417 VALDIVIA, LAURA	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239929	4/1/2025	888417 888417 VALDIVIA, LAURA	(Continued)			426.70
239930	4/1/2025	103550 VANICEK, JAMES	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
239931	4/1/2025	103562 VASQUEZ, JOEL	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
239932	4/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
239933	4/1/2025	103692 VILLALVA, FRANCISCO	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
239934	4/1/2025	891038 WAITE, CURTIS	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
239935	4/1/2025	103612 WALKER, MICHAEL	25-Mar		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 185.08
239936	4/1/2025	103620 WARREN, DALE	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
239937	4/1/2025	893690 WATTS, STEVE M.	25-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	1,111.60 1,111.60
239938	4/1/2025	891037 WEBB, NANCY	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
239939	4/1/2025	103643 WEDDING, JEROME	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
239940	4/1/2025	103727 WYSBEEK, DOUDE	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
239941	4/1/2025	103737 YNIGUEZ, LEONARD	25-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
97	Vouchers for bank code : bank3				Bank total :	105,094.19
97	Vouchers in this report				Total vouchers :	105,094.19

Voucher Registers are not final until approved by Council.

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240103	4/14/2025	893115 P.E.R.S. CITY RETIREMENT	100000017854726		EMPL CONTRIB VARIANCE-03/22-04/04	
					018-222-0000-4124	317.99
					018-224-0000-4124	238.49
					018-225-0000-4124	3,418.37
					Total :	3,974.85
1 Vouchers for bank code :		bank3				Bank total : 3,974.85
1 Vouchers in this report						Total vouchers : 3,974.85

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240104	4/24/2025	103648 CITY OF SAN FERNANDO	PR 4/25/25		REIMB FOR PAYROLL W/E 4/18/25	
					001-1003	590,972.45
					007-1003	2,331.95
					017-1003	575.02
					027-1003	2,453.85
					028-1003	1,156.02
					029-1003	3,866.22
					041-1003	7,029.70
					043-1003	26,658.41
					070-1003	51,158.96
					072-1003	21,096.73
					074-1003	1,118.53
					094-1003	1,156.03
					110-1003	13,925.21
					Total :	723,499.08
1 Vouchers for bank code :		bank3				Bank total : 723,499.08
1 Vouchers in this report						Total vouchers : 723,499.08

Voucher Registers are not final until approved by Council.

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EXHIBIT "A"
RES. NO. 25-051

vchlist		Voucher List				Page: 1
04/28/2025 9:41:15AM		CITY OF SAN FERNANDO				
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240105	5/1/2025	895025 AGUILAR, MARY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	370.16
Total :						370.16
240106	5/1/2025	100286 BAKER, BEVERLY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
Total :						284.25
240107	5/1/2025	100916 DEIBEL, PAUL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
Total :						426.70
240108	5/1/2025	101781 KISHITA, ROBERT	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
Total :						185.08
240109	5/1/2025	101926 LILES, RICHARD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
Total :						426.70
240110	5/1/2025	102126 MARTINEZ, MIGUEL	25-May		CALPERS HEALTH REIMB 070-180-0000-4127	768.52
Total :						768.52
240111	5/1/2025	894908 NAVARRO, NORMA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
Total :						284.25
240112	5/1/2025	891354 RAMIREZ, ROSALINDA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
Total :						185.08
240113	5/1/2025	892782 TIGHE, DONNA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
Total :						185.08
9 Vouchers for bank code :		bank3			Bank total :	3,115.82
						Page: 1

vchlist		Voucher List				Page:	2
04/28/2025	9:41:15AM	CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
9 Vouchers in this report						Total vouchers :	3,115.82

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-051vchlist
04/28/2025 10:02:48AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240114	5/1/2025	894452 ABDALLAH, MARIA G.	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
					Total :	2,157.72
240115	5/1/2025	100091 AGORICHAS, JOHN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
240116	5/1/2025	100104 ALBA, ANTHONY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
240117	5/1/2025	891011 APODACA-GRASS, ROBERTA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
240118	5/1/2025	100260 AVILA, FRANK	25-May		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04
					Total :	1,695.04
240119	5/1/2025	100306 BARNARD, LARRY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
240120	5/1/2025	100346 BELDEN, KENNETH M.	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00
					Total :	1,489.00
240121	5/1/2025	892233 BUZZELL, CAROL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
240122	5/1/2025	102127 CABRERA, KATHY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96
					Total :	1,498.96
240123	5/1/2025	891350 CALZADA, FRANK	25-May		CALPERS HEALTH REIMB	

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04/28/2025 10:02:48AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240123	5/1/2025	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	726.50
					Total :	726.50
240124	5/1/2025	100642 CASTRO, RICO	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46
					Total :	2,369.46
240125	5/1/2025	103816 CHAVEZ, ELENA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	670.48
					Total :	670.48
240126	5/1/2025	100752 COLELLI, CHRISTIAN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95
					Total :	2,250.95
240127	5/1/2025	891014 CREEKMORE, CASIMIRA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
240128	5/1/2025	893711 DAVIS, JAMES	25-May		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06
					Total :	1,739.06
240129	5/1/2025	100913 DECKER, CATHERINE	25-May		CALPERS HEALTH REIMB 070-180-0000-4127	426.70
					Total :	426.70
240130	5/1/2025	100925 DELGADO, RALPH	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
240131	5/1/2025	101667 DIAZ, EVELYN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	948.00
					Total :	948.00
240132	5/1/2025	100960 DIEDIKER, VIRGINIA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70

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Voucher List

CITY OF SAN FERNANDO

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Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240132	5/1/2025	100960 100960 DIEDIKER, VIRGINIA	(Continued)			Total : 426.70
240133	5/1/2025	100996 DRAKE, JOYCE	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
240134	5/1/2025	100995 DRAKE, MICHAEL	25-May		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
240135	5/1/2025	100997 DRAPER, CHRISTOPHER	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
240136	5/1/2025	101044 ELEY, JEFFREY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
240137	5/1/2025	891040 FISHKIN, RIVIAN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
240138	5/1/2025	101178 FLORES, ADRIAN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
240139	5/1/2025	101182 FLORES, MIGUEL	25-May		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
240140	5/1/2025	894378 GARCIA, BERTHA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
240141	5/1/2025	891351 GARCIA, DEBRA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10

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Bank code :

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240141	5/1/2025	891351 891351 GARCIA, DEBRA	(Continued)			Total : 2,331.10
240142	5/1/2025	101281 GARIBAY, SAUL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52 Total : 2,730.52
240143	5/1/2025	101318 GLASGOW, KEVIN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
240144	5/1/2025	101333 GODINEZ, FRAZIER C.	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
240145	5/1/2025	101409 GUERRA, LAUREN E	25-May		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
240146	5/1/2025	891021 GUIZA, JENNIE	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
240147	5/1/2025	102896 GUZMAN, ROSA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	907.46 Total : 907.46
240148	5/1/2025	891352 HADEN, SUSANNA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
240149	5/1/2025	101440 HALCON, ERNEST	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00
240150	5/1/2025	101672 HANCHETT, NICHOLE	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 Total : 1,793.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240151	5/1/2025	891918 HARTWELL, BRUCE	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
240152	5/1/2025	101465 HARVEY, DAVID	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
240153	5/1/2025	101466 HARVEY, DEVERY MICHAEL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
240154	5/1/2025	101471 HASBUN, NAZRI A.	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	290.28 290.28
240155	5/1/2025	891023 HATFIELD, JAMES	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
240156	5/1/2025	892104 HERNANDEZ, ALFONSO	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
240157	5/1/2025	891024 HOOKER, RAYMOND	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
240158	5/1/2025	893616 HOUGH, LOIS	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
240159	5/1/2025	101597 IBRAHIM, SAMIR	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
240160	5/1/2025	101694 JACOBS, ROBERT	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	965.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240160	5/1/2025	101694 JACOBS, ROBERT	(Continued)			965.00
240161	5/1/2025	892105 KAHMANN, ERIC	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
240162	5/1/2025	101786 KLOTZSCHE, STEVEN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
240163	5/1/2025	891866 KNIGHT, DONNA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	178.72 178.72
240164	5/1/2025	891043 LIEBERMAN, LEONARD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
240165	5/1/2025	101933 LITTLEFIELD, LESLEY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
240166	5/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-May		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68 1,730.68
240167	5/1/2025	102059 MACK, MARSHALL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48
240168	5/1/2025	891010 MAERTZ, ALVIN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	645.94 645.94
240169	5/1/2025	888037 MARTINEZ, ALVARO	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 1,297.98

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
240170	5/1/2025	102206 MILLER, WILMA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70	
							Total : 426.70
240171	5/1/2025	102212 MIRAMONTES, MONICA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	738.56	
							Total : 738.56
240172	5/1/2025	102232 MIURA, HOWARD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70	
							Total : 426.70
240173	5/1/2025	892106 MONTAN, EDWARD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	284.25	
							Total : 284.25
240174	5/1/2025	102443 OKAFOR, MICHAEL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19	
							Total : 2,099.19
240175	5/1/2025	102473 ORDELHEIDE, ROBERT	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,359.52	
							Total : 2,359.52
240176	5/1/2025	102486 ORSINI, TODD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18	
							Total : 2,308.18
240177	5/1/2025	102569 PARKS, ROBERT	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00	
							Total : 2,326.00
240178	5/1/2025	102580 PATINO, ARMANDO	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00	
							Total : 2,326.00
240179	5/1/2025	102527 PISCITELLI, ANTHONY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	726.50	
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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
240179	5/1/2025	102527 PISCITELLI, ANTHONY	(Continued)				Total : 726.50
240180	5/1/2025	891033 POLLOCK, CHRISTINE	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	349.00	
							Total : 349.00
240181	5/1/2025	102735 QUINONEZ, MARIA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04	
							Total : 1,695.04
240182	5/1/2025	891034 RAMSEY, JAMES	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70	
							Total : 426.70
240183	5/1/2025	102788 RAYGOZA, JOSE LUIS	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05	
							Total : 1,996.05
240184	5/1/2025	102864 RIVETTI, DOMINICK	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	965.00	
							Total : 965.00
240185	5/1/2025	887872 ROSENBERG, IRWIN	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93	
							Total : 1,807.93
240186	5/1/2025	102936 RUELAS, MARCO	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55	
							Total : 1,086.55
240187	5/1/2025	102940 RUIZ, RONALD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	670.48	
							Total : 670.48
240188	5/1/2025	891044 RUSSUM, LINDA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08	
							Total : 185.08
							Page: 8

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EXHIBIT "A"
RES. NO. 25-051vchlist
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240189	5/1/2025	103005 SALAZAR, TONY	25-May		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 1,498.96
240190	5/1/2025	103118 SENDA, OCTAVIO	25-May		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 1,996.05
240191	5/1/2025	892107 SHANAHAN, MARK	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
240192	5/1/2025	891035 SHERWOOD, NINA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
240193	5/1/2025	103175 SKOBIN, ROMELIA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 1,671.25
240194	5/1/2025	893677 SOLIS, MARGARITA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 580.11
240195	5/1/2025	103220 SOMERVILLE, MICHAEL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
240196	5/1/2025	889588 UFANO, VIRGINIA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
240197	5/1/2025	103516 VAIRO, ANTHONY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
240198	5/1/2025	888417 VALDIVIA, LAURA	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240198	5/1/2025	888417 888417 VALDIVIA, LAURA	(Continued)			426.70
240199	5/1/2025	103550 VANICEK, JAMES	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
240200	5/1/2025	103562 VASQUEZ, JOEL	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
240201	5/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
240202	5/1/2025	103692 VILLALVA, FRANCISCO	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
240203	5/1/2025	891038 WAITE, CURTIS	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
240204	5/1/2025	103612 WALKER, MICHAEL	25-May		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 185.08
240205	5/1/2025	103620 WARREN, DALE	25-May		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
240206	5/1/2025	893690 WATTS, STEVE M.	25-May		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
240207	5/1/2025	891037 WEBB, NANCY	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70

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Voucher List
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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
240208	5/1/2025	103643 WEDDING, JEROME	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40	
					Total :	1,011.40	
240209	5/1/2025	103727 WYSBEEK, DOUDE	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	426.70	
					Total :	426.70	
240210	5/1/2025	103737 YNIGUEZ, LEONARD	25-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40	
					Total :	1,011.40	
97 Vouchers for bank code :		bank3				Bank total :	104,167.67
97 Vouchers in this report						Total vouchers :	104,167.67

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: May 5, 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 “C” shows City contracts that are approaching the end of the term. Attachment “E” provides a summary of 2025 Legislative Advocacy & Funding Request Letters.

COMPLETED PROJECTS:

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

Title: City Council Office Redesign

Title: Records Retention Policy Update

Date Completed

September 2024

January 2025

Community Development Department.

Title: Animal Control Contract Management

Title: CDBG Neighborhood Cleanup Program

Title: New Position – Planning Manager

Title: Mixed Use and Specific Plan Overlay Districts

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

Title: Homeless Action Plan Implementation and Management

Date Completed

June 2024

June 2025

March 2025

March 11, 2025

February 18, 2025

March 2025

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COMPLETED PROJECTS CONTINUED

Finance.

Title: American Rescue Plan Act (ARPA) Allocations

Title: Online Bill Payment System (Paymentus)

Date Completed

February 18, 2025

February 2025

Police Department.

Title: Narcotics Incinerator

Title: Law Enforcement Technology Improvements

Title: Police Department Overtime

Date Completed

September 2024

September 2024

February 2025

Public Works Department.

Title: Civic Center Beautification (Painting) Project

Title: Position Reclassification: Convert Four (4)

Part-Time Maintenance Workers to Two (2) Full-Time

Maintenance Workers for Graffiti and Tree Maintenance

Title: Street Resurfacing Project – Phase 3

Title: Curb Painting, Street Striping, and Street Markings

Title: Pioneer Park Playground Renovation Project

Title: Urban Forest Management Plan

Date Completed

January 2025

October 31, 2024

November 2024

Spring 2025

January 23, 2025

March 17, 2025

Recreation & Community Services.

Title: Afterschool Teen Program

Title: Park Opportunity Plan

Date Completed

October 7, 2024

October 7, 2024

ACTIVE PROJECTS:

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 May 5, 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. **Approximately 35 applications have been received; however, many are incomplete. Staff is actively working with applicants to assist in completing their submissions for consideration.**

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 **3,600** 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. A postcard invite has been created and distributed to all businesses by March 26, 2025. The website has been updated with more information. The first workshop to inform businesses of code compliance issues and of the proactive program that will be initiated in May was held on Wednesday, March 30th at 8am. **The second workshop is scheduled for Wednesday, May 7th at 6pm. Walking inspections are set to begin May 12th.**

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

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

Community Engagement: Community engagement activities are planned throughout 2024-2025. The first Planning 101 workshop was held on September 28, 2024, from 10 a.m. to 2 p.m. at Recreation Park. The second activity was a Community Meeting on November 16, 2024, at Las Palmas Park from 9 a.m. to 10:30 a.m. The Walkshop scheduled for December 7, 2024, was rescheduled to February 22, 2025, from 10 a.m. – 1 p.m. It was a well attended event with 20 residents. They took a walk throughout the city using tools that measured heat, noise and air pollution. On April 19th, staff attended the Spring Jamboree in collaboration with Climate Resolve, Pacoima Beautiful, and Fernandeno Tataviam Band of Mission Indians. The community engagement collected over a 100 surveys in both English and Spanish. Community members provided responses on survey boards or through an online platform accessed through a QR Code.

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

- Advisory Group Meeting #3 – May 12, 2025
- Community meeting #3 – TBD
- Walk-shop #3 – TBD
- Advisory Group Meeting #3 – May 12, 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 October 2025.

Tentative Completion Date: January 31, 2026

Staff Project Lead: Ron Garcia

Title: Zoning Code Reorganization

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

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Status: While this work was to be funded by the SCAG 2.0 grant, because of the uncertainty of the funding and the compliance concern, staff moved forward with procuring a consultant to begin the work. The project has been kicked off and an outline of the zoning code is underway. The zoning code updates pertaining to landscape standards and outdoor dining on private property will be incorporated into this update.

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

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

On April 7, 2025, Council approved the introduction of Ordinance 1732 for its first reading on a 3-2 vote. The second reading was scheduled for May 5, 2025.

Next City Council Action: Second reading was scheduled for May 5, 2025.

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.

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

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

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

A Community Engagement Plan has been drafted for Council's consideration. If approved, staff will begin identifying dates for engagement activities.

Next City Council Action: The draft Community Engagement Plan will be presented as part of the May 5, 2025 agenda for Council's consideration.

Tentative Completion Date: June 30, 2026

Staff Project Lead: Erika Ramirez /Ron Garcia

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Title: Landscape Ordinance

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

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

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

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

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

On April 7, 2025, Council approved the introduction of Ordinance 1732 for its first reading on a 3-2 vote. The second reading was scheduled for May 5, 2025.

Next City Council Action: Second reading was scheduled for May 5, 2025.

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

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posted on the City's website. Draft ordinance and power point will be shared with the Planning and Preservation Commission to receive feedback.

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

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

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

On April 7, 2025, Council approved the introduction of Ordinance 1732 for its first reading on a 3-2 vote. The second reading was scheduled for May 5, 2025.

Next City Council Action: Second reading was scheduled for May 5, 2025.

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.

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Carlisle Street Green Alley Project Tentative Timeline

Milestones

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

Tentative Date

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

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

Tentative Completion Date: June 2026

Staff Project Lead: Patsy Orozco

Title: Calles Verdes Project

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

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

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco

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Title: Las Palmas Park Revitalization Project

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

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

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

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 will be scheduled in May 2025, where City staff will determine which project elements will be incorporated into the upcoming Request for Proposals.**

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

Tentative Completion Date: On-going

Staff Project Lead: Patsy Orozco / Willdan

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

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

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.

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

Tentative Completion Date: To be determined

Staff Project Lead: Patsy Orozco / Willdan

Title: HSIP Traffic Signal Modification Project

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

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

Status: The City's contractor is currently working on the installation of the striping and signage within the railroad right of way. New reflective and internally illuminated street name signs are being installed on the mast arms at the nine project intersections.

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

Tentative Completion Date: May 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

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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 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 is scheduled to finish inputting the updated timing sheets into the traffic signal controllers for these intersections this week.

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

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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: Procurement of bus shelters and benches continues which has an approximate four (4) to six (6) month lead time per the manufacturer. Construction is anticipated to begin in August 2025.

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

Tentative Completion Date: September 2025.

Staff Project Lead: Manuel Fabian / Willdan

Title: Pacoima Wash Bikeway Project

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

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At the conclusion of this project, City Council will be presented with a Residential Parking Action Plan that will include a thorough review of existing processes and procedures along with recommendations for updates and a proposed implementation plan for adoption.

Commercial – As part of the Downtown Master Plan, which encompasses all of the City’s major commercial corridors, updated parking data has been collected and recommendations for best practices will be presented by Walker Parking consultants. Additionally, staff is working to upgrade all parking meters in the commercial corridors to smart meters that accept both coins and credit cards.

Status: On July 15, 2024, the City Council approved a Professional Services Agreement with Dixon Resources Unlimited to implement the Residential Parking Program. City staff held a kickoff meeting with the consultant on August 5, 2024, followed by needs assessment interviews with key City departments—Community Development, Police, and Finance—between August 26 and September 23, 2024.

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

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

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.

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

Tentative Completion Date: July 2025

Staff Project Lead: Isabella Tapia

Title: City Facility Condition Assessment Report

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

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.

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Tentative Completion Date: June 2025

Staff Project Lead: Rodrigo Mora

Title: Fixed Route ADA Sidewalk Improvement Project

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

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

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

Tentative Completion Date: To be determined.

Staff Project Lead: Manuel Fabian / Willdan

Title: Las Palmas HVAC Project

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

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: The Contractor will begin the re-roofing of the gym on May 19, 2025. The work is scheduled to take approximately four (4) weeks, pending weather conditions. The HVAC will be installed immediately following the roof work.

Next City Council Action: Acceptance of project, scheduled for Summer 2025.

Tentative Completion Date: July 2025

Staff Project Lead: Manuel Fabian

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Title: Emergency Generator Installation at Las Palmas and Recreation Park Facilities

Description: Having emergency generators at a park cooling centers serves several important purposes, especially during extreme weather events or power outages. A generator ensures that cooling centers remain operational during power outages, which are common during extreme weather, allowing them to provide essential services such as air conditioning, lighting, and power for critical equipment like medical devices and refrigeration units. These centers offer a safe haven for vulnerable populations, including the elderly and those with medical conditions, and serve as a hub for community resilience by providing a dependable place for residents to gather, receive information, and access resources during emergencies. Additionally, they support the coordination of emergency services, distribution of supplies, and help protect public health by reducing heat-related illnesses and fatalities. By ensuring the center's functionality, emergency generators demonstrate preparedness and reliability, reinforcing public trust and establishing the cooling center as a vital part of the local emergency response plan.

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

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

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

Tentative Completion Date: June 30, 2025.

Staff Project Lead: Rodrigo Mora

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.

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- Community Engagement and Education: Work with local schools, parent associations, and community groups to raise awareness about new signage and safe driving practices in school zones.

Status - Project Scope:

Assessment and Inventory:

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

Design and Specification:

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

Permitting and Approvals:

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

Procurement and Installation:

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

Post-Installation Evaluation:

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

Next City Council Action: To Be Determined

Tentative Completion Date: To Be Determined

Staff Project Lead: Rodrigo Mora

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.

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- Promote Sustainability: Incorporate energy-efficient lighting, water-saving fixtures, and eco-friendly materials to reduce the environmental impact.
- Increase Safety and Hygiene: Improve ventilation, lighting, and cleaning protocols to promote a hygienic and secure space for visitors.

Status - Project Scope:

Assessment and Planning:

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

Design and Engineering:

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

Procurement and Contracting:

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

Construction and Renovation:

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

Post-Construction and Evaluation:

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

Next City Council Action: To Be Determined

Tentative Completion Date: June 30, 2025

Staff Project Lead: Rodrigo Mora

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.

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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 19, 2025 is the date for the presentation of the consultant selection.

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

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

Status: City Council awarded a Professional Services Agreement with Precision Concrete Cutting for a citywide sidewalk assessment and mitigation plan, which includes repairs, where appropriate. Precision is actively assessing sidewalks in Tree Trimming Zone F, currently working on Lashburn Street from Pearwood Avenue to Cork Street. Precision will continue in this area through the week, completing data collection for Grid F. Once finished, Precision will provide a comprehensive Sidewalk Assessment Report and Repair Quotation. The City will then determine repair priorities, and upon approval, Precision will proceed with saw-cutting repairs.

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

Tentative Completion Date: December 2025

Staff Project Lead: Patsy Orozco

Title: Project Labor Agreement

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

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

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

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

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

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

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

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

Staff Project Lead: Richard Padilla / Wendell Johnson

Title: City Fleet Replacement and Heavy Equipment Program

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

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

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

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

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California Manual on Uniform Traffic Control Devices (CA MUTCD) standards. 3) Improve Durability – Use weather-resistant materials that can withstand sun exposure, wind, and rain. 4) Increase Traffic Safety – Provide clearer navigation for drivers, cyclists, and pedestrians.

Status - Project Scope:

Assessment & Planning:

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

Design & Specification:

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

Permitting & Approvals:

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

Installation & Implementation:

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

Maintenance & Monitoring:

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

Next City Council Action: Staff will prepare an RFP to have various mast arm signs replaced in the downtown district.

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

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- 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 late May 2025, weather permitting.

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

Tentative Completion Date: May 2025

Staff Project Lead: Manuel Fabian

Title: Residential Water Service Shut Off Policy

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

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

- 1) Charges for water consumption are property related fees and charges within the meaning of Proposition 218 (codified under Article XIID of the California Constitution);
- 2) As such, an ordinance or resolution establishing or increasing water rate charges requires the conduct of a so-called "majority protest" public hearing which requires the issuance of a written notice to water customers no less than 45 days from the date of the hearing; and
- 3) In order to preserve the ability to collect delinquent water charges on the tax roll, the City, as part of the majority protest approval process, must send notice to the owners of

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real property parcels that receive water service, even if the property owner is not the water customer (e.g., where the water customer is a tenant and not the owner affect parcel). (See Govt. Code Section 53755(a)(3) and Health & Safety Code Sections 5471, 5473 and 5473a). If the City did not provide such notice when it last conducted a majority protest hearing setting its current water rates, it would require the initiation of a new majority protest process in which such notice was provided to property owners (not just customers) for the City to avail itself of the right to collect delinquent charges on the tax roll.

Staff is continuing to work with the City Attorney and additionally in process of surveying other municipal operations to illustrate use of assessments versus water shut-off process for residential water services due to non-payment.

Next City Council Action: At the January 6, 2024 City Council meeting, the City Council directed staff to move forward as previously directed by City Council regarding the water service shutoff policy and to provide an update on outstanding delinquencies during consideration of the Water and Sewer Fee Study and the Prop 218 process, to occur within approximately one (1) year.

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

Staff Project Lead: Victor Meza

Title: Recreation Park Rehabilitation

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

Status: In planning stage.

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

Tentative Completion Date: TBD

Staff Project Lead: Manuel Fabian

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

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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 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.

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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 May 5, 2025.

Next City Council Action: First reading of the ordinance is on May 5, 2025.

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

Staff Project Lead: Isabella Tapia

Title: Implementation of California Daylighting Law

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

Status:

Project Goals (Daylighting Implementation for Parking Management)

- Improve pedestrian and traffic safety at intersections citywide.
- 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).

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Policy & Regulatory Alignment

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

Implementation

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

Community Outreach

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

Monitoring & Evaluation

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

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

Staff Project Lead: Rodrigo Mora

Police Department.

Title: Police Station Cameras and Parking Lot Security Improvement Project

Description: The San Fernando Police Department is enhancing its station security through the 2022 Urban Area Security Initiative (UASI) Grant, a federal program under the Department of Homeland Security aimed at strengthening local communities against potential threats. Grant-funded activities are restricted to UASI National Priorities, including the protection of soft targets and crowded places. These improvements include installing additional cameras in critical unmonitored areas and upgrading the resolution of existing cameras for better coverage. Additionally, the outdated access control system will be replaced with a modern key fob system, 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

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and a mesh screen will be added to the gate will protect officers and vehicles from being observed, especially when officers are transporting firearms or arrestees

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

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

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

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

Tentative Completion Date: Police Station Cameras/Access Control, March 2025; Parking Lot Security Improvement Project, December 2027.

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. **Training is completed,**

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all ticket writers are fully functional and officers began using them April 8, 2025. A total of 42 citations have been issued.

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. Administrative training was completed on March 27, 2025, we are currently updating the user accounts and will have a user training the week of May 5th.

Next City Council Action: Handheld Ticket Writers – No additional City Council action required.

eSubpoena – No additional City Council action required.

Tentative Completion Date: Handheld Ticket Writers, March 2025; eSubpoena, March 2025

Staff Project Lead: Sylvia Ortega

Title: Police Officer Staffing Update

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

Status: Currently 31 sworn police officer positions are filled, with two (2) officers currently in field training. 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 testing the applicants using the PELLETB.

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 is under way for Sergeant promotions in order to establish an eligibility list.

The job specification for the Police Sergeant and Police Corporal positions were reviewed and approved by City Council on April 21, 2025.

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

Tentative Completion Date: Ongoing

Staff Project Lead: CJ Chiasson

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Title: Mental Health Clinician Program

Description: This program will provide comprehensive mental health services to address crises related to mental health disorders, substance abuse, and homelessness. The initiative includes staffing mental health professionals who will accompany officers to provide specialized assistance in handling mental health crises, and enhancing overall public safety efforts.

The City's partnership with Hope the Mission includes a 10-month contract to provide these services, with a total program budget of \$512,165. This funding covers clinician services, homeless outreach, marketing, and transportation costs.

Status: On December 4, 2023, the City Council accepted Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) Grant funds in the amount of \$757,583 for a Mental Health Clinician Program. On October 21, 2024, the City Council approved a contract with Hope the Mission (HTM) for de-escalation training for officers, crisis intervention support during calls for service, case follow-up, and community engagement to raise awareness of mental health resources. The Department has worked with Hope the Mission to solidify partnership protocols. Training on protocols will begin the week of February 3, 2025.

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

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

Tentative Completion Date: September 29, 2025

Staff Project Lead: Jen Spatig

Title: UASI EOC 2023

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

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

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

Tentative Completion Date: October 1, 2025

Staff Project Lead: CJ Chiasson

Recreation & Community Services.

No updates provided.

Finance.

Title: Enterprise Resource Planning Software (Finance System)

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

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

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Staff Project Lead: Art Ziyalov

Title: Update on City's OPEB/Pension Liabilities

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

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

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

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

Staff Project Lead: Erica Melton

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.

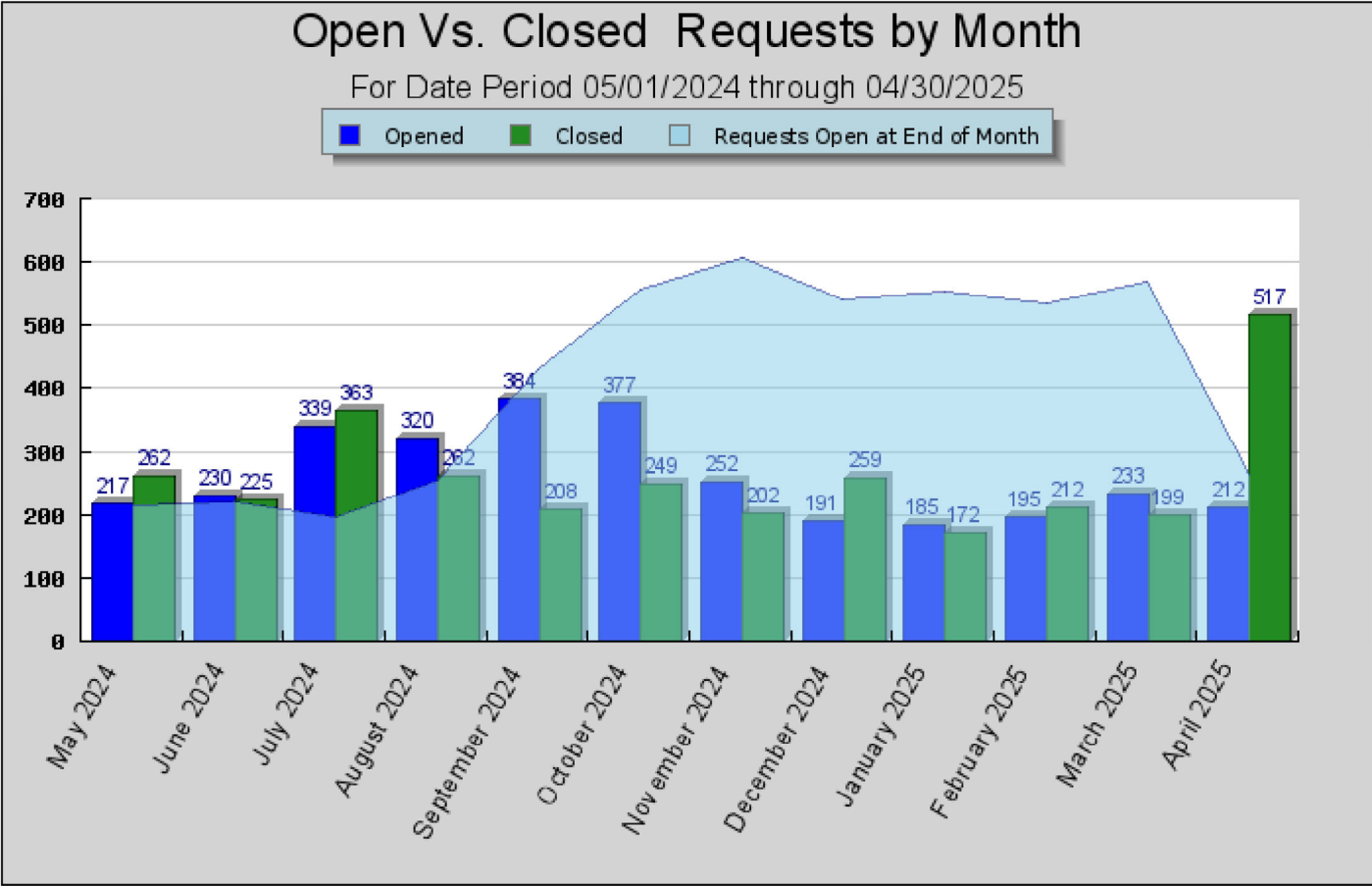
ATTACHMENTS:

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

ATTACHMENT "A"

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	2	134
Homelessness Outreach	14	8	21	12	17	37	8	9	13	6	12	12	169
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	14	303
Police													
Abandoned Vehicle	3	3	6	13	10	9	7	3	1	3	2	11	71
Total - Police	3	3	6	13	10	9	7	3	1	3	2	11	71
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	1	89
Graffiti and Sign Posting on P	60	52	82	95	93	70	39	27	40	33	70	44	705
Graffiti on Private Property	42	56	54	49	61	89	55	49	32	43	61	46	637
Illegal Dumping and Litter	60	55	99	90	98	86	71	47	54	62	38	41	801
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	4	94
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	11	173
Street Repair	4	9	8	6	11	5	6	7	1	4	9	4	74
Street Signage	2	4	17	7	2	4	3	2	4	0	9	3	57
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	161	2735
All Topics													
Total All Topics	217	230	339	320	384	377	252	191	185	195	233	186	3109



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	176,033	123,967
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	182,276	17,724
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	\$ 3,740,255	\$ 2,078,084

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.

ADM_City Council Enhancement Project and Priority Updates (5-5-2025) ATT C

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process	Contract Executed	Renewed	Notes
2082	7/5/2022	5/1/2025	TreePeople	Development of the City of San Fernando Urban Forest Management Plan	\$273,775.53	-	CC	PW		Y		
2221	5/1/2024	5/1/2025	Community Bridge Housing Corp.	Temporary Housing Services	\$12,000.00	1 yr extension	Admin	CD		Y		
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		Y		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.
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		Y		
2144	4/3/2023	5/31/2025	City of Los Angeles	2022 Urban Area Security Initiative (UASI) Grant Program	\$141,466.00	-	CC	PD		Y		
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		Y		3/17/2025: Per Manuel F. Notice to Procure issued on 1/15/2025; a Notice to Proceed will be issued once equipment received
1937(a)	12/2/2024	6/12/2025	Black & White Towing, Inc.	First Amendment for Vehicle Towing and Secure Storage Services	Per Fee Schedule	-	CC	PD	Not Applicable	Y		
2336	1/21/2025	6/25/2025	Robert D. Niehaus Inc.	Water and Sewer Rate Utility Study	\$59,440.00	-	CC	PW	RFP	Y		
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		Y		

ADM_City Council Enhancement Project and Priority Updates (5-5-2025) ATT C

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	Contract Executed	Renewed	Notes
2057(b)	6/9/2023	6/30/2025	Joe Mar Polygraph & Investigation Services, Inc.	Second Amendment for Polygraph Services	\$2,500.00	-	Admin	PD		Y		
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		Y		
2256	7/1/2024	6/30/2025	Canon Usa	Yearly Maintenance Agreement for 5 SFPD Copiers	\$4,560.00	-	Admin	CLK		Y		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		Y		
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		Y		
2293	7/1/2024	6/30/2025	Alcoholic Beverage Control (ABC)	Alcohol Policing Partnership Program	\$60,000.00	-	CC	PD		Y		
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		Y		
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		Y		
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		Y		
2315	10/29/2024	6/30/2025	Dickerson McCulloch & Associates, LLC	Investigative Services	\$20,000.00	-	Admin	PER		Y		
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	Y		

ADM_City Council Enhancement Project and Priority Updates (5-5-2025) ATT C

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	Contract Executed	Renewed	Notes
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	Y		
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	Y		
2340	1/31/2025	6/30/2025	Erendira Mora Zamora	Musical Band for the Las Palmas Senior Citizens Club	\$3,600.00	-	Admin	RCS		Y		
2344	10/1/2024	6/30/2025	Johnny Allen Tennis Academy	Tennis Classes	\$3,500.00	NA	Admin	RCS	NA	Y		
2345	2/27/2025	6/30/2025	Carlos A. Gutierrez	Musical Band for the Las Palmas Senior Citizens Club	\$3,000.00	-	Admin	RCS		Y		
2354	4/23/2025	6/30/2025	A&M Catering	On-site Catering for Las Palmas Senior Club	\$24,800.00	one year	Admin	RCS	LP Senior Club approved services			
2352	4/17/2025	7/4/2025	Sky Elements Drone Show	Independence Day Festival Drone Show	\$60,000.00	NA	CC	RCS	RFQ	Y		
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	Y		
2091	8/1/2022	8/1/2025	Tom Brohard and Associates	Traffic Engineering Services	\$295/hr	(2) one-year extensions	CC	PW		Y		
2094	8/1/2022	8/1/2025	Paramount Management Group	ATM Site Service at City Hall	-	1-yr auto renew	Admin	PW		Y		
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		Y		
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		Y		
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		Y		

ADM_City Council Enhancement Project and Priority Updates (5-5-2025) ATT C

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	Contract Executed	Renewed	Notes
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		Y		
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		Y		
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	Y		
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		Y		
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	Y		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		Y		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		Y		
2300	10/21/2024	10/21/2025	Home Again LA	Provide Comprehensive Homesless Services	\$157,200.00	-	CC	CD		Y		
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		Y		
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		Y		
2299	10/21/2024	11/5/2025	North Valley Caring Services	Provide Comprehensive Homeless Services	\$175,000.00		CC	CD		Y		
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		Y		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		Y		Added to Contract Folder No. 1898

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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		Y		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		Y		MANDATORY 50 YR RETENTION (YEAR 2073)
2174	6/20/2023	-	North Valley Caring Services	Transfer Agreement and Waiver and Release - Vehicle Donation	-	-	CC	CD		Y		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		Y		
2282	8/5/2024	-	Kroger Opioids Implementation Administrator	New National Opioid Settlement	\$75,000.00	-	CC	CA		Y		
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	Y		
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		Y		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	Y		4/23/2025: Replace signature page when LA County signs
2225	2/20/2024	Commence w/in 10 calendar days of NTP, work shall be completed by	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	\$121,475.00	-	CC	PW		Y		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		Y		
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		Y		
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		Y		
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		Y		

ADM_City Council Enhancement Project and Priority Updates (5-5-2025) ATT C

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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	Y		
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	\$0.00	-	Admin	CD	Not Applicable	Y		
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	Y		
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		Y		
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		Y		
2353	4/18/2025	NA	Pacific Premier Trust Custodian FBO Barbara J. Wise, IRA ("IRA Lienholder"), Barbara J. Wise, Trustee of the Barbara J. Wise Trust dated April 07, 2016 ("Trust Lienholder"), and Equity Trust Company Custodian FBO Barbara J. Wise, IRA ("Equity Trust Lienholder") (collectively "Lienholders")	Subordination Agreement Re: property 1019 N. Maclay Avenue Assessor's Parcel Number 2516-024-016 - nuisance abatement and receivership action - City v. Monica Hernandez, et al., case number 25CHCV00819	NA	NA	Admin	CD	NA	Y	NA	
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		Y		
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		Y		Replace signature page when Caltrans signs

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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		Y		
2218	12/5/2023	Project Completion	Climate Resolve, Fernandeno-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/CD		Y		
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		Y		
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		Y		
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	Y		Replace signature following LACFCD signing
2212(b)	3/5/2025	Until Project Completion	4Leaf, Inc.	Second Amendment Development of Standard Operating Procedures (SOPS)	\$17,160.00	-	Admin	CD	Increasing compensation	Y		
2314	8/22/2013	Until Terminated	Federico Ramirez	Employment Agreement for Community Development Director	Salary	-		ADM		Y		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		Y		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		Y		
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		Y		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		Y		
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		Y		
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		Y		
2269	7/15/2024	Until Terminated	County of Los Angeles	MOU & Funding Agreement to Participate in Taskforce for Regional Autotheft Prevention (TRAP)	-	-	CC	PD		Y		

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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		Y		
1906(b)	9/16/2024	Until Terminated	Nick Kimball, City Manager	Second Amendment to Employment Agreement - City Manager	\$251,767.00	-	CC	ATTY		Y		
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	Y		
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		Y		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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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"/>		<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input checked="" type="checkbox"/>			
14	VG	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 checked="" type="checkbox"/>	<input checked="" 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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input checked="" type="checkbox"/>			
21	JD	504 Maclay	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"/>	<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"/>	<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"/>	<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 checked="" type="checkbox"/>	<input checked="" 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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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: May 5, 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)
5. **Congresswoman Rivas** – Kidneys Quest Foundation Appropriation Request (4/25)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: May 5, 2025

Subject: Consideration to Approve 2025 Updates to City Policies and Procedures and Establish a Community Recognition Meeting Pilot Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and adopt Resolution No. 8378 (Attachment "A"), approving updates to the City Policies and Procedures to include revisions to two (2) existing City policies (City Recognition Requests Policy and Grant Management Policy) and the addition of two (2) new City policies (Facility Naming Policy and Use of Community Investment Fund Policy); and
- b. Discuss the establishment of a Pilot Program for Special City Council Meetings dedicated to Community Recognition; and
- c. Authorize the City Manager to take related actions to execute and implement the updated policies and procedures.

BACKGROUND:

City Recognition Requests Policy

1. On September 7, 1993, City Council approved a City Council Awards Policy, outlining various levels of recognition for community members, businesses, and dignitaries, and the accompanying type of award they would be legible for.
2. On February 20, 1996, City Council amended the policy to include updates to procedure and pricing of various awards.

Grant Management Policy

1. On August 5, 2013, City Council adopted Resolution 7554 creating a City Grant Management Policy, outlining roles and responsibilities for grant management staff and single audit requirements for the Finance Department.

Consideration to Approve 2025 Updates to City Policies and Procedures and Establish a Community Recognition Meeting Pilot Program

Page 2 of 5

2. On August 17, 2020, City Council adopted Resolution 8025, which expanded the Grant Management Policy to include a “Uniform Guidance Compliance Supplement” at the recommendation of the City’s Auditor.

New Policy Development

1. On July 1, 2024, City Council adopted the Fiscal Year (FY) 2024-2025 Budget which included review and update of City policies and procedures as part of the work plan for the Administrative Services Department. Staff has identified a number of City Council and Administrative Policies to update over the coming months.

ANALYSIS:

City policies and procedures ensure consistency, fairness, transparency, and efficiency in how the agency operates and delivers services to the public. Clear policies help define expectations for employees, residents, and businesses, while procedures provide step-by-step guidance to implement those policies properly. Together, they reduce the risk of arbitrary decisions, support legal compliance, promote accountability, and help protect the City from liability. Clear policies and procedures also create a stable foundation for managing resources, improving public trust, and adapting to change effectively.

The City’s Policies and Procedures Manual serves as a critical framework for ensuring consistent operations, transparency, and compliance with legal and regulatory requirements. Periodic reviews and updates are necessary to align with evolving best practices, changes in laws, and organizational needs.

Following a detailed review of the existing Policies and Procedures Manual, staff identified several key areas requiring updates. The updates will be completed in phases, including a set of four (4) proposed policies for City Council approval at this meeting, three (3) additional proposed policies for City Council consideration in the near future, and four additional policies that fall under the administrative approval process that will be directly approved and implemented by the City Manager. The following is a tentative list of 2025 updates:

For City Council Approval

- a. City Recognition Requests – Presented at May 5 CC Meeting
- b. Facility Naming – Presented at May 5 CC Meeting
- c. Grants Management – Presented at May 5 CC Meeting
- d. Use of Community Investment Fund – Presented at May 5 CC Meeting
- e. Permit Payment – Scheduled for May or June
- f. Social Media – Scheduled for May or June
- g. Personnel Investigation – Scheduled for May or June

Consideration to Approve 2025 Updates to City Policies and Procedures and Establish a Community Recognition Meeting Pilot Program

Page 3 of 5

For Administrative Approval

- a. Employee Speaking Engagements
- b. Corporate Sponsorships
- c. Information Technology (IT) Equipment Use
- d. Artificial Intelligence (AI) Use for City Business

The following is a summary of the policy updates proposed at this meeting:

City Recognition Requests Policy

The purpose of this updated policy is to establish clear guidelines for the awarding of Certificates of Recognition, Proclamations, or other forms of official written recognition by the City Council to individuals, groups, or organizations for their significant contributions to the community, achievements, or service. The policy outlines guidelines for City Council and staff, eligibility criteria, and administrative procedures, including a new City Recognition Request Form to be submitted for each request. See below for a discussion of a proposed Pilot Program designating a quarterly meeting specifically for community recognition.

Facility Naming Policy

The purpose of this new policy is to establish a consistent and transparent process for naming and renaming City-owned facilities, parks, and public spaces. The policy ensures that facility names reflect the City's history, geography, culture, or significant contributions of individuals or organizations to the community. The policy outlines naming criteria and the request process.

Grant Management Policy

The purpose of this updated policy is to establish guidelines for the application, acceptance, management, and oversight of grants awarded to the City of San Fernando. The policy ensures compliance with federal, state, and local regulations while promoting transparency and accountability in grant administration. The policy also outlines roles and responsibilities for various staff positions involved in the grant management process.

Use of Community Investment Fund Policy

The purpose of this new policy is to establish clear guidelines for the allocation and use of community investment funds by the City Council pertaining to Community Investment Fund programs. The policy also outlines the request process for City Council and staff, including a revised "Request to Utilize Community Investment Fund Form" attachment.

The proposed updates have been reviewed by Human Resources and Finance staff to ensure legal compliance and operational efficiency. Input was also sought from Department Heads to ensure practicality and relevance.

Pilot Program for Designated Community Recognition Meetings

In an effort to reinforce civic pride and strengthen relationships between the government and the community, the City Council has historically included space at the beginning of regular City Council meetings for Proclamations and Community Recognition to highlight the positive contributions of

Consideration to Approve 2025 Updates to City Policies and Procedures and Establish a Community Recognition Meeting Pilot Program

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individuals, organizations, and businesses. An unintended consequence of this practice has been the delay and occasional postponement of City business items due to lengthy presentations and an overall increase in total recognition requests.

In response, a City Pilot Program establishing dedicated Community Recognition special City Council meetings through the end of December 2025 is proposed. During the proposed pilot period, Proclamations and Community Recognition related items would not be placed on the agenda at regular City Council meetings. Alternatively, three special City Council meetings would be scheduled that will be dedicated entirely to celebrating the community and its residents.

Proposed dates for the pilot program are as follows:

- Monday, July 28th
- Monday, October 27th
- Tuesday, December 9th (due to the regularly scheduled Planning & Preservation Commission Meeting on Monday)

The program would begin following the approval of this agenda item and return as an agenda item at the first regular City Council meeting in 2026 for review and consideration of extension for the 2026 calendar year.

Other local government agencies have adopted similar practices, including:

- *City of Glendora*: Throughout the year, Glendora hosts these events where the City Council gives special recognition to an individual or group for extraordinary service or contribution to the community (Link: <https://www.cityofglendora.gov/Explore/Community-Recognition-Ceremonies>)
- *City of Burbank*: The Burbank City Council regularly hosts "Community Recognition Ceremonies" where it honors residents, businesses, nonprofit organizations, and city employees for exceptional service and achievements. These are sometimes held as standalone ceremonies before regular meetings.
- *City of San Diego*: San Diego City Council designates certain meeting dates for "Special Presentations" where they recognize community leaders, veterans, youth awardees, and others. Occasionally, entire morning sessions are reserved for this purpose.

BUDGET IMPACT:

The proposed updates to City Policies and Procedures and the Community Recognition Meeting Pilot are both anticipated to have minimal direct budget impact. Implementation costs, including training and dissemination, will be absorbed within the existing departmental budgets.

Consideration to Approve 2025 Updates to City Policies and Procedures and Establish a Community Recognition Meeting Pilot Program

Page 5 of 5

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8378 (Attachment “A”), approving updates to the City Policies and Procedures to include revisions to two (2) existing City policies (City Recognition Requests Policy and Grant Management Policy) and the addition of two (2) new City policies (Facility Naming Policy and Use of Community Investment Fund Policy); discuss the establishment of a Pilot Program for Special City Council Meetings dedicated to Community Recognition; and authorize the City Manager to take certain related actions to execute and implement the updated policies and procedures.

ATTACHMENT:

- A. Resolution No. 8378, including:
 - Exhibit “A”: City Recognition Requests Policy (including City Recognition Request Form attachment)
 - Exhibit “B”: Proposed Facility Naming Policy
 - Exhibit “C”: Proposed Grant Management Policy
 - Exhibit “D”: Proposed Use of Community Investment Funds Policy (including updated Request to Utilize Community Investment Fund Form attachment)

RESOLUTION NO. 8378

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, APPROVING UPDATES TO CITY POLICIES AND PROCEDURES
TO INCLUDE REVISIONS TO TWO (2) EXISTING POLICIES AND THE
ADDITION OF TWO (2) NEW POLICIES**

WHEREAS, On July 1, 2024, City Council adopted the Fiscal Year (FY) 2024-2025 Budget which included review and update of City policies and procedures as part of the work plan for the Administrative Services Department; and

WHEREAS, Periodic reviews and updates are necessary to align with evolving best practices, changes in laws, and organizational needs; and

WHEREAS, the City Manager seeks to establish revisions and additions to City Policies and Procedures through City Council approval;

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

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

SECTION 2. The City Council hereby establishes the Facility Naming Policy, attached hereto as Exhibit "B" and incorporated herein by this reference.

SECTION 3. The City Council hereby establishes the Grant Management Policy, attached hereto as Exhibit "C" and incorporated herein by this reference.

SECTION 4. The City Council hereby establishes the Use of Community Investment Fund Policy, attached hereto as Exhibit "D" and incorporated herein by this reference.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 5th day of May, 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. 8378 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 5th day of May, 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 May, 2025.

Julia Fritz, City Clerk

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
CITY RECOGNITION REQUESTS (FORMERLY CITY COUNCIL AWARDS)	ORIGINAL DATE	EFFECTIVE
	SEPTEMBER 7, 1993	FEBRUARY 20, 1996
	CURRENT DATE	EFFECTIVE
	MAY 5, 2025	May 5, 2025
CATEGORY	POLICY NO.	SUPERSEDES
CITY COUNCIL/CITY MANAGER'S OFFICE		

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The purpose of this policy is to establish clear guidelines for the awarding of Certificates of Recognition, Proclamations, or other forms of official written recognition by the City Council to individuals, groups, or organizations for their significant contributions to the community, achievements, or service.

~~The Council Awards Program is designed to provide recognition for dignitaries, civic leaders, citizens, and staff at varying levels of achievement. The program establishes guidelines for the issuance of each level of award.~~

SECTION II. SCOPE

This policy applies to all Certificates of Recognition, Proclamations, or other forms of official written recognition that are issued by the City Council for ceremonial or recognition purposes. It is intended to ensure consistency, fairness, and transparency in the recognition process, as well as establish administrative deadlines and procedures.

SECTION III. BACKGROUND

The City developed a "City Council Awards Program" in 1993 (revised most recently in 1996) that outlined various levels of achievement that dignitaries, civic leaders, citizens, and staff could be recognized for. The initial policy also provided descriptions for types of awards that would be suitable for each level of civic achievement.

The existing policy is no longer up to date with current City practices and therefore will be updated to recategorize award types and the administrative process necessary to provide requested awards in a timely manner. This amended policy supersedes the City Council Awards Program Policy.

SECTION IV. POLICY GUIDELINES

Eligibility:

Certificates may be awarded to:

- Residents, businesses, organizations, or groups within the City of San Fernando.
- Individuals or entities whose actions or achievements have positively impacted the San Fernando community.

- Volunteers, employees, or members of the San Fernando community whose contributions merit special recognition.
- Certificates should only be awarded for outstanding achievement that merits a unique recognition. Overuse of city recognition could lead to a diminished value of the award.

Certificates may be awarded for:

- Outstanding volunteer service.
- Exceptional contributions to community welfare, public safety, or cultural enrichment.
- Milestone achievements, such as anniversaries or retirements.
- Significant accomplishments, such as awards, championships, or recognitions.
- Any other action or contribution deemed appropriate by the City Council.

Process for Submitting a Request:

Requests for an award may be submitted by a City Councilmember, City staff, organizations and businesses located in the City of San Fernando, or San Fernando residents. Nominations must be submitted by filling out the "City Recognition Request Form (Attachment "A")" to the City Manager's Office (through the Executive Assistant to the City Manager) at least two (2) weeks in advance of the intended reception date. The completed form must include the following information:

- Name and contact information of the nominee(s).
- The type of award that is being requested (e.g., Certificate of Recognition, Proclamation, etc.).
- A brief description of the contributions or achievements being recognized and their connection to the City of San Fernando (i.e., resident, business or service delivered in the City, etc.).
- The language to be used on the certificate (two to three sentences maximum).

The City Recognition Request Form may be revised by the City Manager to make adjustments to the information above, as needed.

Approval Process:

Nominations will be reviewed by the City Manager's Office to ensure alignment with the policy. The final decision to issue the award rests with the City Council.

SECTION V. TYPES OF RECOGNITION

The following award types will be made available through the program:

- Certificate of Recognition.
- Proclamation.
- Other forms of written recognition.

~~Awards Description~~

~~Level 1 (\$150)~~

~~12" x 16" solid walnut board with 10" x 14" clear plexiglass plate with gold cap; gold acknowledgment plate; with city logo with fancy wreath.~~

~~Level 2 (\$85)~~

~~10" x 12" laminated walnut veneer board with floating 8" x 10" clear plexiglass gold cap; gold acknowledgement plate; city logo with plain wreath.~~

~~Level 3 (\$65-\$75)~~

~~8" x 10" clear plexiglass with gold cap; fancy décor; with gold acknowledgment plate; city seal with wreath.~~

~~Level 4 (\$25)~~

- ~~a) 12" x 17 1/2" gold frames with blue matt and glass. Assembled so the proclamations may be inserted here. Price of \$25 is based on minimum order of 25 at one time.~~
- ~~b) Solid walnut board with ceramic tile — San Fernando Mission picture.~~

~~Level 5 (\$625 per 500)~~

~~Pre-printed, gold foil certificates with the City seal. Two types: one has a signature space for the Mayor; the other has signature spaces for all five Councilmembers.~~

~~Level 6 (\$50 per 100)~~

~~Blue paper certificates.~~

~~Level 7 (\$1,500 per 300)~~

~~Gold City label pins.~~

~~The city seal is round in four colors. The initial order of 110 is on hand at Herman Berman Co. and are available for use on any awards. The initial cost was \$1,500 but included the art work so further orders will be considerably less.~~

SECTION VI. ADMINISTRATIVE PROCEDURES

To provide staff with adequate time to prepare award materials, all requests must be submitted two weeks in advance of the intended reception date.

Once City Manager's Office staff have received the nomination materials, they will process the award type and provide an official document to the City Clerk or Councilmember directly. Recognition materials may be presented on City letterhead or on special certificate print.

The design of the award shall include the following:

- The City's logo or seal;
- The name of the recipient(s);
- A brief description of the reason for the recognition;
- The date of the award; and
- Signatures of the Mayor and/or members of the City Council.

Procedure

~~The following are requirements and procedures for issuance for each level of award:~~

~~Level 1~~

~~Would be for an especially important one-time occasion for the City of San Fernando; i.e. the appearance of a nationally prominent figure in the City such as the President or other national leader or dignitary. Would require a unanimous vote of all five members of the City Council. Would be prepared as needed.~~

~~Level 2~~

~~Would be for an important occurrence such as a long time employee's retirement or civil leader achievement. Would require a unanimous vote of the City Council and would be prepared as needed.~~

~~Level 3~~

~~Would be for an occurrence such as the outgoing Chamber of Commerce president or the outstanding act of a citizen. Would require a unanimous vote of City Council. To obtain a better price, this level would be ordered in multiples of 10 to 15 with the acknowledgment plate engraved as the award is approved.~~

~~Level 4~~

~~Would acknowledge a special happening for a citizen of the community or friend of the City such as the retirement of a long time teacher. Also for an activity that directly benefits the City; i.e. establishment of the Police Advisory Council. The award would be given with the concurrence of the Mayor and at least one member of the City Council. Used for City Council awards and retiring employees.~~

~~Level 5~~

~~Would acknowledge a special happening for a small group of citizens or friends of the City; i.e., leaders of a special City cleanup campaign. The award would be given with the concurrence of the Mayor and at least one member of the City Council.~~

~~Level 6~~

~~For general recognition of an accomplishment; i.e. team accomplishment such as winning a championship, group of volunteers or special education accomplishment. For each team member or individual of a group. Would be prepared by request of any Councilmember.~~

~~Level 7~~

~~Pins are designed to be given out at conferences, visitors, trading, or other purposes these type pins are used for. Would be given out by request of any Councilmember.~~

SECTION VII. LOCATION FOR PRESENTATION OF CERTIFICATES AND AWARDS

Certificates of Recognition, Proclamations, or other forms of official written recognition may be presented at any of the following locations:

1. At a community event, gathering, or celebration.
2. At a location associated with the recognition being awarded (i.e., at a local business, community center, historical/cultural monument).
3. At a City Commission related to the type of recognition.
4. At a Special Meeting of City Council dedicated to community recognition.

5. At a Regular City Council Meeting (**note – this should only be performed when all other options are unavailable**).

SECTION VIII. SIGNATURES

Approved recognition requests will include electronic signatures from all City Councilmembers, unless one of the following scenarios applies:

- The request is for an event where only one Councilmember is attending. In this instance, only the attending Councilmember's signature will be included.
- A Councilmember requests to have their signature excluded from a particular form.
- A Councilmember requests that the recognition document only include their signature when they submit their City Recognition Request Form to the City Manager's Office.

SECTION IX. AUTHORITY

By order of City Council Motion (Item No. ____), Policy adopted by the City Council on _____.

ATTACHMENT:

A – City Recognition Request Form



CITY RECOGNITION REQUEST FORM

Please submit completed request form a minimum of two weeks in advance of intended presentation date

REQUESTOR INFORMATION

NAME

ORGANIZATION NAME *If applicable*

ADDRESS

PHONE NO.

EMAIL ADDRESS

NOMINEE INFORMATION *To be included in certificate*

NAME

ELIGIBILITY CRITERIA *Check only one*
☐ See attached list *Please provide in electronic format (email, Word, Excel, etc.)*
☐ Resident☐ Volunteer☐ Employee☐ Business☐ Organization/Group☐ Government Agency☐ City of San Fernando Department

TITLE

BUSINESS/ORGANIZATION/GROUP NAME

AWARD AND PRESENTATION INFORMATION

TYPE OF AWARD BEING REQUESTED *Check only one*☐ Certificate of Recognition☐ Proclamation☐ Other: _____JUSTIFICATION FOR REQUEST *Check only one*☐ Exceptional Contribution(s) to Community Welfare, Public Safety, or Cultural Enrichment.☐ Outstanding Volunteer Services.☐ Milestone Achievement, such as Anniversary or Retirement☐ Significant Accomplishment, such as Award, Championship, or Recognition☐ Other: _____

BRIEF DESCRIPTION OF CONTRIBUTIONS OR ACHIEVEMENTS BEING RECOGNIZED

SUGGESTED LANGUAGE TO BE USED IN CERTIFICATE

DATE TO BE PRESENTED

EVENT TITLE

ARE YOU REQUESTING A CITY COUNCILMEMBER TO PRESENT THE CERTIFICATE(S) AT YOUR EVENT?

☐ Yes☐ No*If yes, please indicate which Councilmember:* _____

ADDITIONAL INFORMATION

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE RECEIVED

COMMENTS

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
	ORIGINAL DATE	EFFECTIVE
Facility Naming Policy	MAY 5, 2025	MAY 5, 2025
	CURRENT DATE	EFFECTIVE
	MAY 5, 2025	MAY 5, 2025
CATEGORY	POLICY NO.	SUPERSEDES
CITY COUNCIL		

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The purpose of this policy is to establish a consistent and transparent process for naming and renaming City-owned facilities, parks, and public spaces. The policy ensures that facility names reflect the City's history, geography, culture, or significant contributions of individuals or organizations to the community.

SECTION II. SCOPE

This policy applies to all City-owned buildings, parks, recreational facilities, plazas, streetscapes, and other public spaces under the jurisdiction of the City.

SECTION III. NAMING CRITERIA

Facility names should fall into one of the following categories:

1. Geographic Location: Names reflecting the location, neighborhood, or distinctive natural features.
2. Historical or Cultural Significance: Names representing the history, heritage, or cultural impact of the community.
3. Significant Contributions: Names honoring individuals, groups, or organizations that have made lasting contributions to the community, state, or nation.
4. Functional Use: Names reflecting the primary function of the facility (e.g., Community Center, Performing Arts Hall).

Naming in Honor of Individuals

Facilities may be named after individuals if they meet one or more of the following criteria:

1. The individual has made exceptional contributions to the City through public service, philanthropy, or volunteerism.
2. The individual has been deceased for at least five (5) years to ensure historical perspective.
3. The individual's contributions have had a lasting and positive impact on the City.
4. The individual provided donations to fund 50% or more of the cost for the construction of a City facility.

Naming after sitting elected officials, City employees, or individuals actively serving in government is prohibited.

SECTION IV. NAMING REQUEST PROCESS

Submission Requirements

Requests for facility naming must be submitted in writing to the City Manager and include:

1. The proposed name and justification.
2. A biography or background information if named after a person.
3. Community significance or historical context.
4. Any supporting documents, letters of support, or endorsements.

Review and Approval Process

1. Initial Review – The City Manager’s Office will review requests for completeness and alignment with policy guidelines.
2. Public Input – If applicable, the City may solicit community feedback through public meetings or surveys.
3. Committee/Commission Recommendation – The Parks, Wellness, & Recreation Commission or other advisory bodies (as applicable) may review and provide recommendations.
4. City Council Approval – The final decision rests with the City Council and requires a majority vote.

SECTION V. RENAMING AN EXISTING FACILITY

Requests for renaming existing facilities will be considered only under exceptional circumstances, such as:

1. A demonstrated shift in community values or historical understanding.
2. Significant new contributions or findings regarding the facility’s history.
3. A compelling reason that necessitates a name change (e.g., facility repurposing).

Renaming requests follow the same process as new naming requests.

SECTION VI. AUTHORITY

By order of City Council Motion (Item No. ____), Policy adopted by the City Council on _____.

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
GRANT MANAGEMENT POLICY	ORIGINAL DATE	EFFECTIVE
	August 5, 2013	August 17, 2020
	CURRENT DATE	EFFECTIVE
	May 5, 2025	May 5, 2025
CATEGORY	POLICY NO.	SUPERSEDES
ALL DEPARTMENTS		FIN- (8/2020)

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The purpose of this policy is to establish guidelines for the application, acceptance, management, and oversight of grants awarded to the City of San Fernando. The policy ensures compliance with federal, state, and local regulations while promoting transparency and accountability in grant administration.

SECTION II. SCOPE

This policy applies to all City departments, divisions, and employees involved in applying for, receiving, and managing grants, including federal, state, county, and private funding sources.

SECTION III. ROLES AND RESPONSIBILITIES

City Council

All grant funding agreement approvals and external agency partnerships must be approved by the City Council. All grant applications in excess of \$25,000 must be brought before the City Council for approval. In the instance where a grant submission window does not provide sufficient time to present a proposal to the City Council before the deadline, staff will retroactively agendaize the application proposal for City Council consideration at their next possible Regular meeting.

- ~~1. Approves grant management policies.~~
- ~~2. Approves all Federal grant applications in excess of \$5,000.~~
- ~~3. Approves all other grant applications in excess of \$50,000 and delegates receipt and contract execution to the City Manager if delegation is allowed by the grantor agency.~~
- ~~4. Accepts all grants awarded and appropriates funds before the grant funds are expended.~~

City Manager's Office

The Assistant to the City Manager is designated as the lead for all grants management in the City. In collaboration with the City Manager, the Assistant to the City Manager is responsible for:

- Providing oversight on all City grant activities.
- Ensuring grants align with the City's strategic priorities and financial policies.
- Supporting with grant applications (including development, interdepartmental coordination, and grant submission) and coordinating with granting agencies as needed.
- Overseeing appropriation requests with legislative officials.
- Tracking federal and state trends that could impact the City's ability to apply for grants or retain existing funding.
- Keeping the City Manager and City Council apprised of any significant developments that could impact immediate grant funding availability.

The City Manager is the City's designated Responsible Representative on grants, and oversees the following tasks:

- Initially approves, prior to City Council, the initial request of staff to engage in a grant application.
- Approves all Awards of less than \$25,000 that are not brought forward to the City Council for direct approval.
- Receives grants and executes related contract documents when delegated to do so by the City Council.
- Signs all applicable Federal Financial Reports, as the Authorized Certifying Official.

Administrative Services Department

The Finance Division supports the collection, distribution, and oversight of all grant funding. Finance's core roles pertaining to grant management include:

- Ensuring financial compliance with grant requirements.
- Monitoring grant expenditures and reporting.
- Coordinating audits related to grant funds.
- Provides technical assistance to operating departments in preparing Applications, submitting reports and maintaining records

The Administrative Services Director signs off on all required tax or payee data record forms on behalf of the City.

~~–Finance Department~~

- ~~1. The City's Finance Director develops, recommends and maintains grant management policies.~~
- ~~2. The Finance Department coordinates preparation and distribution of single audit reports.~~
- ~~3. The Finance Department provides technical assistance to operating departments in preparing Applications, submitting reports and maintaining records.~~
- ~~4. The Finance Department maintains a city-wide grants database including information provided by each department on the Grant Summary Form which includes a CFDA number.~~
- ~~5. Once the Federal grant award has been approved by the Granting agency and accepted by the City Council, the Finance Department meets with the Grants Manager to set up account codes in the financial system in order to track all revenues and expenditures for the specific grant, and notifies the administering department of the new account numbers.~~

- ~~6. The Finance Department monitors the expenditures and revenues monthly with review by the Grants Manager to ensure all items are recorded properly and that they meet the grantor's guidelines.~~
- ~~7. The Finance Director is responsible for reviewing and approving the grant draw down.~~
- ~~8. The Finance department is responsible for preparing the year-end Schedule of Expenditures of Federal Awards and providing oversight on the above related policies and procedures.~~
- ~~9. Works with Operating department in the compilation and submission of the SF 270, SF 425, and all other applicable Federal Financial Reports by granting agencies due dates.~~
- ~~10. Presents the completed SF270, SF 425, and all other applicable Federal Financial Reports to the Finance Director for review and to the City Manager for signature.~~
- ~~11. Maintains copies of the executed SF 270, SF 425, and all other applicable Federal Financial Reports and transmittal documents and sends them as required by the grant terms or direction of the agency.~~
- ~~12. Reconciles all approved awards to the Schedule of Expenditures of Federal Awards.~~

Department Heads

Department Heads are expected to proactively identify areas of need and relay those needs to the City Manager's Office to support the search for alternative funding sources. Department Heads will also be responsible for:

- Identifying grant opportunities relevant to their department's programs.
- Ensuring programmatic compliance and effective grant implementation.
- Supporting grant managers under their supervision with strategic decision making and budgetary considerations throughout the grant cycle.

Grant Manager

A grant manager will be assigned to each grant by the Department Head or City Manager. This assignment will take place at the initiation of the application process or once the funding has been approved by City Council in the instance where funding did not involve a direct application. The core responsibilities of the grant manager are as follows:

- Serves as the central contact for grant tracking and compliance.
- Assists with grant applications, reporting, and monitoring.
- Manages all invoice and reimbursement processing, liaising between vendors, the Finance Division and the Granting Agency to meet reporting deadlines and receive reimbursements in as timely a manner as possible. When a rolling timeline for reimbursements is allowed for a grant (i.e. the City has the discretion to submit for reimbursement at any point in the grant life cycle), all reimbursement requests shall be submitted to the agency at the time a related invoice is processed with the Finance Division.
- Responsible for providing all required reporting documentation to the granting agency in a manner that complies with the reporting timeline outlined in the grant agreement.
- Responsible for meeting with designated granting agency representatives assigned to oversee the City's administration of the grant on a quarterly basis, at minimum (or more frequently if required through the grant agreement).

Operating Departments

- ~~1. Develops systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.~~
- ~~2. Evaluates benefits and costs of specific grant programs based on the following criteria:~~
 - ~~a. Purpose of the grant program and its consistency with identified City goals and objectives.~~
 - ~~b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.~~
 - ~~c. Ongoing impacts of the grant program after it is completed.~~
 - ~~d. Responsibilities of other departments and impacts on them in preparing the grant application or performing work scope if the grant is approved.~~
 - ~~e. Amount of indirect costs to be recovered from the grant.~~
 - ~~f. Total program costs, including portion funded through grant revenues and any required City contribution.~~
 - ~~g. Source of funding for any required City share.~~
 - ~~h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.~~
- ~~3. Prepares grant applications.~~
 - ~~a. Works with the grantor agency in identifying special program requirements and developing strategies for preparing a successful grant application.~~
 - ~~b. For Federal grants in excess of \$5,000, prepares a City Council agenda report requesting authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis. Completes the Grant Summary Form.~~
 - ~~c. For all grants in excess of \$50,000, prepares the Grant Summary Form for City Manager approval and prepares City Council agenda report requesting authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis.~~
 - ~~d. For all Public Works related grant applications, prepares the Grant Summary Form for City Manager authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis.~~
 - ~~e. Once authorization is granted, if applicable, completes grant application documents.~~
 - ~~f. Forwards the completed grant application for all amounts, to the Finance Department (concurrently when application is sent to the grantor agency).~~

- ~~g. Coordinates with affected departments as necessary.~~
- ~~h. For grants of \$5,000 or less, submits the grant application, subject to approval of the City Manager and the following conditions:~~
 - ~~i. It will not add regular staffing.~~
 - ~~ii. Any matching funds or in-kind contributions are already available within existing resources, and no additional appropriation of unreserved, undesignated fund balance or working capital is required.~~
 - ~~iii. It will not involve a new policy directive not previously approved by City Council.~~
 - ~~iv. At the conclusion of the grant, there will no ongoing commitments or obligations to continue the program.~~
 - ~~v. No prior City Council authorization is required.~~

~~4. Administers grant programs if awarded:~~

- ~~a. For grants in excess of \$5,000:~~
 - ~~i. Prepare a City Manager Report (or City Council agenda report if required by the grantor agency) accepting grant award, including Grant Summary Form;~~
 - ~~ii. Prepares budget amendment request and any other required City forms or documents;~~
 - ~~iii. Coordinates execution of grant documents by the City Manager and returns executed documents to grantor agency;~~
 - ~~iv. Meets with the Finance Department to set up account codes in the financial system in order to track all revenues and expenditures for the specific grant;~~
 - ~~v. Provides copies of all grant documents to the Finance Department.~~
- ~~b. For grants of \$5,000 or less:~~
 - ~~i. Execute and return grant documents to grantor agency.~~
 - ~~ii. Provide copies of all grant documents to Finance department~~
- ~~c. Notify affected departments, and City Manager, of grant award.~~
- ~~d. Maintain financial and other records in accordance with grant requirements.~~
- ~~e. Ensures the Finance Department is supplied with the following documentation:~~
 - ~~i. Grant Award Letter;~~

~~ii. Grant Contract;~~

~~iii. City Council minutes of action;~~

~~iv. Notice of Grant Award Form;~~

~~v. An administrative manual (this includes audit guides and programs, accounting procedures and administrative guides). This will enable the Accounting and Budget Departments to maintain grant files which are accurate and current;~~

~~vi. Copies of all grant amendments, program reporting, reimbursement requests and other communications after the grant is awarded and to all agents involved in the grant administration process.~~

~~f. Completes and submit required reports, including requests for funds.~~

~~g. Monitors grant expenditures and receipt of revenues.~~

~~h. Coordinates on-site management reviews by the grantor agency during the grant term.~~

~~i. Ensures compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.~~

~~j. Performs the grant work scope.~~

~~5. Grant Draw downs.~~

~~a. Ensures that the Federal cash on hand is limited to the amounts needed for disbursement for cost incurred and amounts needed within ten (10) business days and;~~

~~b. Ensures that all costs are supported by adequate documentation.~~

~~c. Works with the Finance department in preparing all draw down requests to ensure all request are limited to amounts disbursed or scheduled for disbursement within ten (10) business days~~

~~d. Works with Finance department in the timely compilation and filing of the SF-270, SF-425, and all other applicable Federal Financial Reports.~~

~~6. Completes grant closeout.~~

~~a. Complete the grant work scope.~~

~~b. Notify affected departments that the project is completed and schedule a "close-out" meeting if necessary to resolve any final procedural issues.~~

~~c. Ensure final receipt of grant revenues.~~

~~d. Prepare and submit any required grant close-out documents.~~

~~e. Review grant file for completeness.~~

~~f. Retain all necessary program and financial records for the period of time required by grantor agency.~~

~~g. Coordinate any on-site management reviews or audits after the grant is completed.~~

~~h. Resolves any audit findings with the assistance of the Finance Department.~~

~~Ensures that the City's policy regarding the single audit act requirements are implemented as discussed above.~~

SECTION IV. GRANT APPLICATION PROCESS

Pre-Approval Requirements

Before submitting a grant application, departments must:

- Obtain approval from the City Manager's Office to ensure alignment with City goals.
- Coordinate with the Finance Division to review budget impact and financial compliance.
- Obtain City Council approval if the application requires a resolution or approval from the organization's governing body or if the grant award is greater than \$25,000.

Note: There may be instances where a grant must be submitted before the next regular City Council meeting. In these instances, the City Manager can authorize the initial submission of the grant, pending retroactive approval from City Council at their next regular meeting.

Application Submission

- The requesting department is responsible for completing and submitting the grant application or working directly with the City Manager's Office to submit on their behalf.
- Copies of the application must be saved in a central location on the City's shared drive.

SECTION V. GRANT ACCEPTANCE AND AGREEMENT EXECUTION

All grant awards must be formally accepted by the City Council if required by the funding agency. The City Manager or designated official must sign grant agreements on behalf of the City.

Grant Managers will coordinate with the Finance Division to establish account codes for revenue and expenditure tracking, as well as outline budgetary impact for the City Council grant agreement approval staff report.

SECTION VI. GRANT AUDITS AND MORNITORING

The Finance Division will conduct internal grant audits to ensure compliance. If required, the City will participate in external audits conducted by the grantor or independent auditors. Departments must retain all grant-related records in accordance with the City's Record Retention Policy.

SECTION VII. GRANT CLOSEOUT AND RETENTION

Once a grant project is complete, departments must:

- Submit final reports to the granting agency.
- Ensure all financial obligations have been met.
- Close grant accounts with the Finance Division.

All grant documentation must be stored in compliance with City Record Retention Policies.

SECTION VIII. SINGLE AUDIT ACT REQUIREMENTS

The City is subject to the financial and compliance requirements of the Single Audit Act of 1984, which is applicable to all local and state governments expending more than ~~\$750,000~~ \$1,000,000 in federal financial assistance during a fiscal year. The Act seeks to:

1. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs;
2. Establish uniform requirements for audits of federal grants;
3. Promote efficient and effective use of audit resources; and
4. Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.

Under this Act, federal grants are included under an inclusive single audit program that is incorporated into the City's annual audit and financial report preparation process. During the audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations.

City's Policy Regarding the Single Audit Approach

For federal grants included in the scope of the City's single audit approach, it is the City's policy that all financial and compliance issues have been met through the single audit, and follow-up audits to determine these issues are not necessary unless specifically related to findings or recommendations included in the single audit report. As noted above, the purpose of the Act is to establish uniform audit requirements, promote efficient use of audit resources, and assure that federal agencies rely upon audit work already completed; its purpose is **not** to audit local agencies twice. Accordingly, the City will strongly resist any efforts by federal agencies to duplicate audit work already performed in complying with Act requirements. As such,

whenever federal grantor agencies request final audits, the managing department should notify the Finance Division in order to ensure a consistent response to these types of requests.

Title 2 of the U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") and Appendix XI of the Uniform Guidance, otherwise known as the Uniform Guidance Compliance Supplement (together, "Federal Grant Regulations"), require that all governmental agencies that receive federal grants adopt a grant management policy. This Grant Management Policy ("Policy") was prepared pursuant to and as required by the Federal Grant Regulations. In the event there is any conflict between this Policy and the Federal Grant Regulations, the Federal Grant Regulations shall control. This policy sets forth an overall framework for guiding the City's pursuit, use and management of grant resources.

Definitions

When appearing in this policy, the following terms shall have the corresponding definitions:

- ~~"Act" shall mean the 1984 Single Audit Act relating to agencies spending in excess of \$750,000 in federal assistance in a given fiscal year.~~
- ~~"Affected Departments" shall mean any department which will be required to perform any part of the grant application or work scope upon successful award of a grant.~~
- ~~"Application" shall mean any grant application.~~
- ~~"Award" shall mean any successful award of grant funding achieved by the City.~~
- ~~"Capital Outlay" shall mean any purchase of a single item, multiple like items, or a construction project greater than \$50,000.~~
- ~~"City Council Approved Goals" shall mean the City Council Goals for each corresponding Fiscal Year, as adopted by Resolution or any City Council adopted update thereto.~~
- ~~"Entitlement Grant" is a noncompetitive grant disbursed automatically on basis of legally defined formula to all qualifying agencies.~~
- ~~"Federal Cash on Hand" is money drawn from a federal grant to be used to pay allowable costs incurred and already disbursed or to be disbursed within ten (10) days of the draw date.~~
- ~~"Grant" means a contribution of cash or other asset(s) from another governmental entity or foundation/organization (private or public) to be used or expended for a specific purpose, activity, or facility.~~
- ~~"Grant Draw Down" is a request for drawing funds from a federal grant for allowable costs incurred and already disbursed or to be disbursed within ten (10) days of the draw date.~~
- ~~"Grant Funded Position" shall mean any position(s) in addition to then current City staffing levels required for proper execution.~~

- ~~• “Grants Management System (GMS)” is the computer database used by the Department of Justice for the programmatic and financial management of grants.~~
- ~~• “Managers” shall mean any department which successfully sought and has been awarded grant funding and is managing the grant program.~~
- ~~• “Pilot” shall mean any experimental, test, on-going or one-time operating program or short term staffing enhancement. This may include any expansion of service that requires the City to add staff, hire additional contractors or enter into a new contract for services, add or enhance the duties of existing staff or contractors for any period of time. This does not include any costs incurred in preparing plans for a Capital Outlay project.~~
- ~~• “Program” shall mean any grant project, program, or other identified use of grant funds that must be administered by the City after successful grant award.~~
- ~~• “Seekers” shall mean any department choosing to pursue grant funding.~~

SECTION IX. UNIFORM GUIDANCE COMPLIANCE SUPPLEMENT

General Concepts and Framework

1. The City will actively pursue grant funding from federal, state and other sources, consistent with identified City goals and objectives.
2. Aside from entitlement grants, the City should focus its efforts on securing grants for 1) capital improvements and 2) that will benefit General Fund operations. This approach will allow the City to compete for projects we might not otherwise be able to afford while maintaining financial independence should future grant sources diminish. Where possible, grant proposals/applications shall seek both direct and indirect administrative overhead costs to maximize the financial benefit to the City and to offset Citywide administrative impacts. Indirect costs of administering grant programs will be recovered to the maximum extent allowable.
3. Grants for operating purposes may be considered on a case-by-case basis after careful consideration of the benefits of the program and the ongoing impacts on the City if grant funding is no longer available.
4. Until the City’s financial situation significantly improves, we should avoid grants that fund “pilot” operating programs or short-term staffing enhancements to existing programs. Taking on these programs could ultimately aggravate the City’s fiscal position should the desire for the program remain once the grant funding is no longer available.
5. The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant work scope.

6. Indirect costs of administering grant programs will be recovered to the maximum extent feasible.
7. Operating departments have the primary responsibility for seeking out grant opportunities, for preparing effective grant applications and for successfully managing grant programs after they have been awarded.
8. Operating departments should develop a simple system that tracks grant funding availability in their functional areas. Using this system, all capital improvement plan budget requests will evaluate and document the ability of grants to assist in funding the project.
9. All grants will be maintained in accordance with any Federal, State, and Local guidelines/ laws applicable to the agreement.

City Policies

The following financial policies have been separately reviewed and approved by the City Council. These policies are incorporated into this Policy by reference, as may be applicable. All of the policies below are applicable to Federal grants where appropriate:

- Cash Receipts Guidelines, Accounts Payable Guidelines, Procurement Policy, Fixed Asset Policy, Investment Policy, Travel Reimbursement Guidelines, and the City of San Fernando Municipal Code.

Activities Allowed/Unallowed and Allowable Costs/Cost Principles

The requirements for allowable costs/cost principles are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, City policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by the department head when the bill or invoice is received. The terms and conditions of the Federal award will be considered when approving. The approval will be evidenced by Department Head's signature/initials on the bill or invoice. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personal services will be handled as set out in 2 CFR §200.430 and compensation for fringe benefits will adhere to 2 CFR §200.431 of the Uniform Guidance.
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

5. It is the City's policy to follow federal cost principles for federal awards as set forth in 2 CFR Part 200.

Cash Management

Source of Governing Requirements — The requirements for cash management are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Most of the City's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients in accordance with 2 CFR §200.305 (b) of the Uniform Guidance.
2. Cash draws will be initiated by the Department Head or designee who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the City's existing Accounts Payable policies and in accordance with 2 CFR §200.305 (payments) and 2 CFR §200.474 (travel costs) of the Uniform Guidance.
3. The physical draw of cash will be processed in the City's finance software, Tyler Eden, or through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes in the Finance Department.

Eligibility

Source of Governing Requirements — The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the Department Head or designee based on the grant award/contract and its associated regulations. Sufficient documentation to support these determinations will be retained and made available to City management, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

Equipment and Real Property Management

Source of Governing Requirements — The requirements for equipment and real property are contained in the Uniform Guidance (2 CFR §200.313 for equipment and 2 CFR §200.311 for real property), 48 CFR §52.245-1 (equipment and real property), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The City shall adhere to 2 CFR §200.311 and 2 CFR §200.313 of the Uniform Guidance and shall also follow the below policies and procedures:

1. All equipment and real property will be used in the program for which it was acquired or, when appropriate, other Federal programs. Equipment is defined as tangible personal property, including information technology systems, having a useful life of more than one year and a per -unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the City for financial statement purposes or \$5,000.
2. When required, purchases of equipment will be pre -approved by the grantor or pass - through agency. The Program Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment and real property records will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When equipment with a current per unit fair market value of more than \$5,000 is no longer needed for a Federal program, a written request for disposition instructions shall be made from the grantor agency as to what to do with the equipment prior to sale or relocation, if required by the terms and conditions of the award. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.
5. When real property is no longer needed for the originally authorized purpose, written disposition instructions must be obtained from the awarding agency or the pass -through entity, as applicable. When real property is sold, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

Matching, Level of Effort and Earmarking

Source of Governing Requirements — The requirements for matching are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The City defines "matching," "level of effort," and "earmarking" consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non - Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in -kind contributions (including third -party in - kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non -Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non -Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount of percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of Program Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to City management, auditors, and pass -through or grantor agencies, as requested.

Period of Performance

Source of Governing Requirements — The requirements for period of performance of Federal funds are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre -approved by the Federal awarding agency or pass -through grantor agency).
2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the Department Head. All Accounts Payable disbursements are subject to the review and approval of the Department Head and the Director of Administrative Services or his/her designee as part of the City's payment process.

Procurement, Suspension and Debarment

Source of Governing Requirements — The requirements for procurement are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained in OMB guidance 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2

CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the City. (See City's Procurement Policy and Municipal Code.)
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. The City will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The City will also analyze other means, as described in 2 CFR §200.318 of the Uniform Guidance, to ensure appropriate and economic acquisitions.
4. Procurement will provide for full and open competition.
5. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.
6. The Government is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.
"Covered transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other specified criteria specified in 2 CFR §180.220. All non-procurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions unless they are exempt as provided in 2 CFR §180.215.
7. The City will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the City immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
8. The Department Head or designee will be responsible for running or requesting from the Finance

Division a year-to-date transaction report from the City's accounting system. Any vendor with accumulated transactions equaling or exceeding \$25,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is not on file will be subject to additional procedures. The Department Head or designee will check the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) for the vendor name. A potential match will be followed up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.

9. If a vendor is found to be suspended or debarred, the City will immediately cease to do business with this vendor.
10. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the Department Head.

Program Income Source of Governing Requirements — The requirements for program income are found in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Program income is gross income received that is directly generated by the federally funded project during the grant period. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. The City will allow program income to be used in one of three methods, if applicable:
 - a. Deducted from outlays
 - b. Added to the project budget
 - c. Used to meet matching requirements

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same program code (whether it be division or project in Tyler Eden) as the Federal grant.

Reporting

Source of Governing Requirements — Reporting requirements are contained in the following sources:

Financial reporting, 2 CFR §200.327; Monitoring and reporting program performance, 2 CFR §200.328; Program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Reports will be submitted in the frequency and within the deadlines required under the Federal Grant Regulations, which requirements vary depending on whether a financial, performance or special report is involved.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., a - mail, grantor website, postal service, etc.) provided in the Uniform Guidance Compliance Supplement.
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial -related data will either be prepared or reviewed by the Department Head and reviewed by the Director of Administrative Services and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of Department Head or designee. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic approval.
7. Copies of submitted reports and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to City management, auditors, and pass-through or grantor agencies, as requested.

Subrecipient Monitoring

Source of Governing Requirements — The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance and any applicable sources referenced therein, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

The City will review and oversee subrecipient activity and obtain a copy of their Single Audit. Other oversight processes and procedures will be established on a case by case basis, dependent on grant requirements and the level of activity of the subrecipient.

Special Tests and Provisions

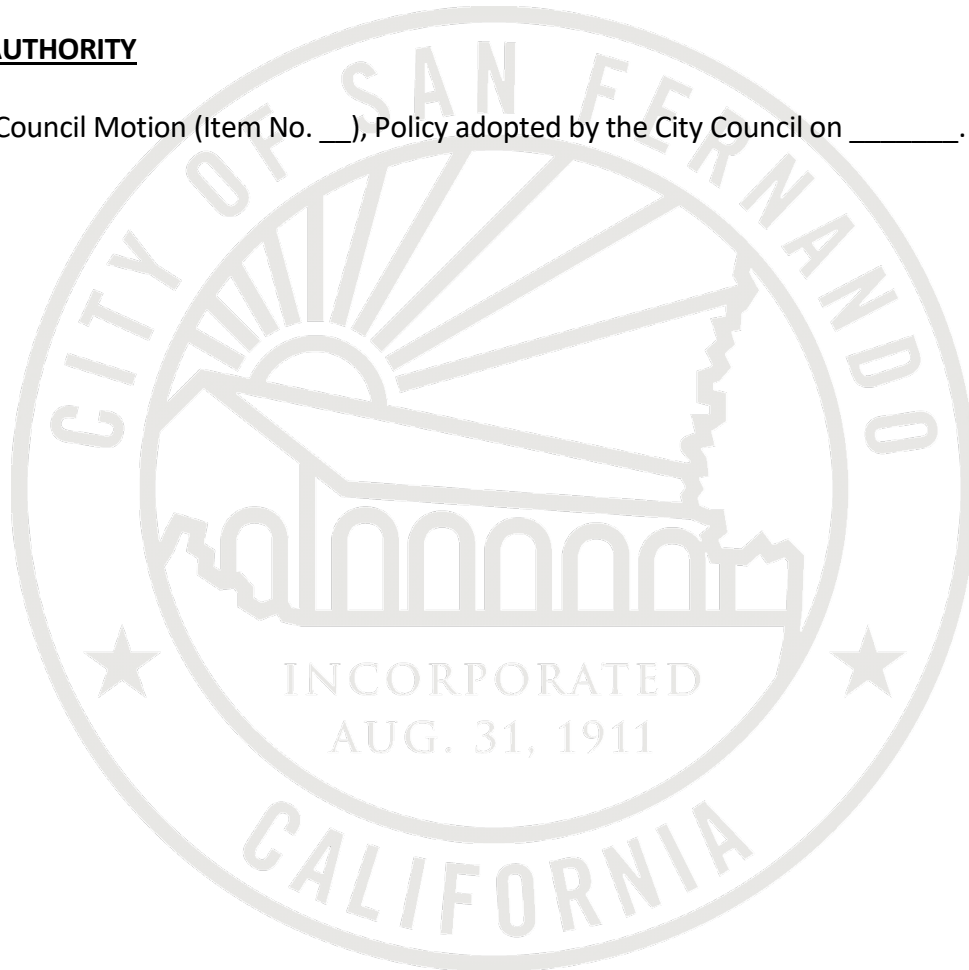
Source of Governing Requirements — The laws, regulations, and the provisions of contract or grant agreements pertaining to the program.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. The Department Head will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

SECTION X. AUTHORITY

By order of City Council Motion (Item No. ____), Policy adopted by the City Council on _____.



POLICY/PROCEDURE

SUBJECT	ISSUANCE	
	ORIGINAL DATE	EFFECTIVE
USE OF COMMUNITY INVESTMENT FUND	MAY 5, 2025	MAY 5, 2025
	CURRENT DATE	EFFECTIVE
	MAY 5, 2025	MAY 5, 2025
CATEGORY	POLICY NO.	SUPERSEDES
CITY COUNCIL/CITY MANAGER'S OFFICE		

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The purpose of this policy is to establish clear guidelines for the allocation and use of community investment funds by the City Council pertaining to Community Investment Fund programs.

SECTION II. SCOPE

This policy applies to the management and use of any monies that are allocated to the City through a "Community Investment Fund" program. The procedure outlines the processes for application, evaluation, and approval.

SECTION III. BACKGROUND

Community Investment Funds are public monies allocated to elected officials—typically city councilmembers—to support small-scale community projects, events, or initiatives. These funds are designed to enhance quality of life and support localized needs that may not be addressed through the standard citywide budgeting process.

Community Investment Funding may be provided directly through the City's participation or membership with another governmental agency, non-governmental organization, joint powers authority, community donation, or contractual agreement with a private organization, among other things. In cases where there are contractual constraints that require funds to be used in a manner that directly supports a specific component of the community, those contractual guidelines will supersede this policy.

SECTION IV. ELIGIBLE USES

If not otherwise specified through a funding agreement, Community investment funds may be used for a project or program aligning with one or more of the following uses:

- Cultural, recreational, or educational programs.
- Environmental sustainability projects.
- Community events or activities that benefit the public.

- Infrastructure improvements (e.g., parks, recreation, etc.).
- Public safety enhancements.
- Economic development initiatives.
- Other uses approved by City Council.

SECTION V. INELIGIBLE USES

Community investment funds may not be used for:

- Personal expenses or individual benefits.
- Political campaigns or activities.
- Projects that conflict with City policies or regulations.
- Funding for private or for-profit entities without a direct public benefit.
- Any organization that is a conflict of interest for any Councilmember (i.e., by receiving confers a financial benefit to a Councilmember and may create a financial conflict of interest.

SECTION VI. APPLICATION PROCESS

Councilmembers will complete the Request to Utilize Community Investment Fund form provided by the City Manager's Office (Attachment "A") and submit the original copy to the Executive Assistant to the City Manager to obtain/confirm City Councilmember's authorization.

The City Manager will review the form and provide approval for funds to be distributed with the Administrative Services Department within one (1) week. If the City Manager does not approve the request, the request can be brought to City Council for final determination and approval.

SECTION VII. FUND DISTRIBUTION PROCESS

The Administrative Services Department will distribute funds directly to the approved community investment fund recipient upon approval by the City Manager or City Council. The Finance Division will process the request, which will be reflected on the warrant report at a regular City Council meeting within one (1) month of City Manager or City Council approval.

A special check request can be granted in the instance where City Council has provided prior authorization for the distribution of funds to the fund recipient.

SECTION VIII. AUTHORITY

By order of City Council Motion (Item No. ____), Policy adopted by the City Council on _____.

ATTACHMENT:

A – Request to Utilize Community Investment Fund Form



REQUEST TO UTILIZE COMMUNITY INVESTMENT FUND

INSTRUCTIONS FOR SUBMISSION

1. Complete Request to Utilize Community Investment Fund.
2. Submit Original to City Manager's Office (Executive Assistant to the City Manager) to obtain/confirm City Councilmember's authorization.
3. After proper authorization has been received, funds may be expended.

ORGANIZATION AND CONTACT INFORMATION

ORGANIZATION NAME	CONTACT NAME	
ADDRESS	CITY	STATE & ZIP CODE
PHONE NO.	EMAIL ADDRESS	

TYPE OF ORGANIZATION *Check only one*

☐ City of San Fernando Department: ☐ CC ☐ CMO ☐ CLK ☐ CD ☐ AS ☐ PD ☐ PW ☐ RCS
☐ City Partner ☐ Non-Profit ID No: _____ ☐ Governmental Agency
☐ Other Describe: _____

FUNDING REQUEST INFORMATION

AMOUNT REQUESTED \$	ELIGIBLE USES <i>Check one</i> <input type="checkbox"/> Cultural, Recreational, or Educational Program <input type="checkbox"/> Environmental Sustainability Project <input type="checkbox"/> Community Event or Activity that Benefits the Public <input type="checkbox"/> Infrastructure Improvements <input type="checkbox"/> Economic Development Initiatives <input type="checkbox"/> Other: _____
TARGETED DEMOGRAPHICS <i>Check all that apply</i> <input type="checkbox"/> Children <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Seniors	

PLEASE SUMMARIZE YOUR REQUEST

IF APPROVED, HOW WILL THE FUNDS BE USED?

IF APPROVED, HOW WILL THE SAN FERNANDO COMMUNITY BENEFIT FROM THIS REQUEST?

I CERTIFY THAT I THE REQUESTED COMMUNITY INVESTMENT FUNDS WILL BE ONLY BE USED FOR THE REASON(S) STATED ABOVE AND THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE ABOVE STATED ORGANIZATION TO SUBMIT THIS REQUEST

PRINT NAME	TITLE	SIGNATURE	DATE
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REQUEST TO UTILIZE COMMUNITY INVESTMENT FUND

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE RECEIVED	NAME OF COUNCILMEMBER(S) WHO AUTHORIZED FUNDS			TOTAL AMOUNT APPROVED \$
VENDOR NAME	INVOICE NO.	DESCRIPTION	ACCOUNT NO.	AMOUNT
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance/City Treasurer

Date: May 5, 2025

Subject: Receive and File the City Manager's Proposed Fiscal Year 2025-2026 Annual Budget

RECOMMENDATION:

It is recommended that the City Council receive and file the City Manager's Proposed Budget for Fiscal Year (FY) 2025-2026.

BACKGROUND:

1. On February 17, 2025, the City Council received and filed the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024. Subsequently on March 3, 2025, the City Council received and filed the FY 2024-2025 Mid-Year Budget update and FY 2025-2026 Budget Outlook. This marked the kick-off of the Fiscal Year 2025-2026 Budget Season.
2. On February 24, 2025, the City Council held a Special Study Session to review the 2022-2026 Strategic Goals and discuss Fiscal Year 2025-2026 City Council Priorities.
3. On March 24, 2025, the Director of Administrative Services hosted the biannual Local Transaction Tax Town Hall for the community to receive important information on the City transaction tax proceeds, provide a forum to ask questions to staff and provide feedback and receive information regarding the FY 2025-2026 Budget Calendar.
4. The Director of Administrative Services presented the FY 2025-2026 Budget Calendar to the Education Commission (March 25th), Transportation & Public Safety Commission (April 3rd), Parks and Wellness Commission (April 10th) and Planning and Preservation Commission (April 14th).
5. Throughout April 2025, the City Manager and Director of Administrative Services met with each Department to develop the FY 2025-2026 City Manager's Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.

Receive and File the City Manager's Proposed Fiscal Year 2025-2026 Annual Budget

Page 2 of 3

6. The Fiscal Year 2025-2026 Proposed Budget is scheduled to be made available to the City Council on May 5, 2025, and posted to the City's website (SFCITY.ORG/Finance/#Financial-Documents).
7. Budget Study Sessions are scheduled for May 19, 2025; May 27, 2025; and June 2, 2025 (if needed) to discuss the proposed budget for each department in detail, with the Public Hearing to adopt the Fiscal Year 2025-2026 Budget is tentatively scheduled for Monday, June 16, 2025.

ANALYSIS:

In accordance with Section 2-121(7), the City Manager is responsible for preparing and submitting the proposed annual budget and the proposed annual salary plan to the City Council for its review and approval. Section 2-646 through 2-649 of the City of San Fernando's Municipal Code establishes the annual fiscal year to begin on July 1 and requires an annual public budgeting process. Therefore, pursuant to the City Code, the City Council is being provided with the City Manager's Proposed Budget for Fiscal Year 2025-2026. Additionally Section 2-647 requires a public hearing to be set for the adoption of the budget. Staff has tentatively set the public hearing date for budget adoption on Monday, June 16, 2025, or as soon thereafter as the matter may be heard.

The City Manager and Director of Administrative Services will give a presentation and provide highlights for the City Manager's Proposed Budget on Tuesday, May 13, 2025, at 6:00 pm during a Virtual Town Hall Meeting. The City Manager will additionally provide a detailed budget overview at the City Council Meeting on Monday, May 19, 2025. Each City Department will present individual budget requests with Department Budget Presentations to occur tentatively on May 19, May 27 and June 2, 2025. The Proposed Budget Calendar schedule is outlined as follows:

- Tuesday, May 13, 2025: Virtual Town Hall Meeting
Public Presentation to Solicit Community Feedback
- Monday, May 19, 2025: Regular City Council Meeting
City Manager Budget Overview
Department Presentations:
 - City Manager's Office
 - City Clerk
 - Administrative Services
 - Community Development
- Tuesday, May 27, 2025: Special City Council Meeting
Department Presentations:
 - Recreation and Community Services
 - Police
 - Public Works – Operations and Capital Improvement Plan

Receive and File the City Manager's Proposed Fiscal Year 2025-2026 Annual Budget

Page 3 of 3

- Monday, June 2, 2025: Regular City Council Meeting
Budget Study Session (if necessary)
- Monday, June 16, 2025: Regular City Council Meeting
Budget Adoption

BUDGET IMPACT:

There is no budget impact as a result of the receipt and filing of the Fiscal Year 2025-2026 Proposed Budget. Additional fiscal impact details will be discussed during the Budget Study Sessions.

CONCLUSION:

Staff recommends that the City Council receive and file the City Manager's Proposed Budget for Fiscal Year 2025-2026; and establish the date for the Public Hearing to adopt the Fiscal Year 2025-2026 Budget for June 16, 2025.

ATTACHMENT:

- A. Fiscal Year 2025-2026 Proposed Budget [\(available digitally through web link and hardcopy at the Finance counter on May 5, 2025\)](#)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: May 5, 2025

Subject: Consideration to Approve a Community Outreach and Engagement Plan for the Southern California Association of Governments' Regional Early Action Planning 2.0 Grant Program

RECOMMENDATION:

It is recommended that the City Council approve a Community Outreach and Engagement Plan for the Southern California Association of Governments' (SCAG) Regional Early Action Planning (REAP) 2.0 Grant Program (Attachment "A").

BACKGROUND:

1. On May 15, 2023, The City Council approved Resolution 8230 establishing a Community Engagement Framework.
2. On July 10, 2023, the City submitted a grant application for \$791,818 to Southern California Association of Governments' (SCAG) under the Regional Early Action Planning (REAP) 2.0 Housing Infill on Public and Private Lands (HIPP) Program.
3. On August 30, 2023, the City submitted a grant application for \$333,182 to SCAG under the REAP 2.0 Subregional Partnership (SRP) 2.0 Program.
4. On September 25, 2023, the City received a notice of conditional award of the HIPP Program.
5. On November 15, 2023, the City received notification of award of the SRP Program.
6. On January 25, 2024, the City received a notice through the state of California to stop incurring expenses due to potential REAP 2.0 funding cuts.
7. On July 29, 2024, the City was notified the REAP 2.0 program was able to resume and the City would receive its full award. The scope review and refinement process with SCAG immediately began.

Consideration to Approve a Community Outreach and Engagement Plan for the Southern California Association of Governments' Regional Early Action Planning 2.0 Grant Program

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8. On October 21, 2024, the City Council approved Resolution 8342 accepting the Southern California Association of Governments' Regional Early Action Program (REAP) 2.0 Grant; and authorized the City to enter into a Memorandum of Understanding (MOU) with SCAG to implement the REAP 2.0 Grant Program.
9. On October 28, 2024, SCAG requested the City to conduct the procurement process to avoid delays in initiating the project.
10. On November 7, 2024, the Community Development Department issued a Call for Service to the City's list of Approved On-Call Professional Planning Firms.
11. On March 3, 2025, the City Council adopted Resolution No. 8369 amending the budget for Fiscal Year (FY) 2024-2025 to appropriate the funds from the Southern California Association of Governments' (SCAG) Regional Early Action Program (REAP) 2.0 Grant and increase the Operating Grants (Fund 110) revenues and expenditures by \$1,125,000 and approved a Professional Services Agreement with Rincon Consultants Inc. (Attachment "B" – Contract No. 2343) in an amount not-to-exceed \$1,125,000 to implement the REAP 2.0 Grant Program.

ANALYSIS:

California Assembly Bill (AB) 140 2021 established the California Regional Early Action Planning (REAP 2.0) grant program to address California's housing affordability crisis. The Southern California Association of Governments (SCAG) distributes funds through initiatives created to address the goal set by the State. The program's key initiatives, the Subregional Partnership (SRP) 2.0 and Housing Infill on Public and Private Lands (HIPP), aim to accelerate housing development, improve affordability, and reduce vehicle miles traveled. SRP 2.0 focuses on infill housing, while HIPP identifies lands for affordable housing and advances land use regulations centered on equity, diversity, and inclusion. The City was awarded a total of \$1,125,000 under the SCAG REAP 2.0 grant program from a combination of the HIPP and SRP grant initiatives.

On March 3, 2025, the City Council awarded a contract to Rincon Consultants Inc., for the implementation of the grant scope of work consisting of five (5) sub-projects that were identified as programs in the City's 2021-2029 Housing Element. All activities are to be completed by June 30, 2026. The projects are summarized below, with a full scope of work included as Exhibit "A" to Attachment "B."

- **Housing Stabilization:** Develop strategies for preventing displacement and maintaining affordable housing for disadvantaged community members and establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing. This will be in the form a Community Stabilization Manual.
- **Historic Survey Update:** Update the 2002 Historic Survey to identify eligible historic resources throughout the City to promote conversion or preservation of historic

Consideration to Approve a Community Outreach and Engagement Plan for the Southern California Association of Governments' Regional Early Action Planning 2.0 Grant Program

Page 3 of 5

commercial buildings into housing while also promoting improvement or expansion of residential buildings to maintain quality of existing housing, neighborhoods, and health of residents, and to address overcrowding.

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

Proposed Community Outreach and Engagement Plan.

The San Fernando Community Engagement Framework (CEF) was adopted by City Council on May 15, 2023, to establish a common understanding of, and commitment to, community engagement across all departments and to the constituents the City serves. It sets clear and specific standards for community engagement that all City Departments and hired consultants can follow and contextually apply. Additionally, the framework was developed with a Diversity, Equity, and Inclusion lens; reinforcing that equitable community engagement can help lead to more inclusive and accessible governance. Through this CEF, the City works towards ensuring that every resident's voice is heard and valued, especially those that have been historically disenfranchised.

A draft Community Outreach and Engagement (COE) Plan in accordance with the City's CEF has been prepared for the implementation of the SCAG REAP 2.0 Grant program. The COE Plan integrates Rincon's Ecosystem approach to guide an inclusive, transparent, and equitable process. The purpose of the CEO is to ensure that the diverse voices and priorities of the San Fernando shape the development of critical planning documents that will guide housing production, preserve neighborhood character, and streamline city processes.

Through inclusive, accessible, and culturally relevant engagement strategies, this plan aims to create meaningful opportunities for residents, business owners, and interested parties to learn about and influence the planning process. Community feedback gathered through this plan will inform and be reflected in the City's final deliverables: an updated Zoning Code and Corridors Specific (SP-5), a Density Bonus Ordinance, Objective Design Standards, and an updated Historical Survey. By establishing a collaborative planning process grounded in local values and community input, this plan supports the City's vision for equitable growth, housing opportunity, and preservation of San Fernando's unique identity.

Consideration to Approve a Community Outreach and Engagement Plan for the Southern California Association of Governments' Regional Early Action Planning 2.0 Grant Program

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Consistent with the City' Community Engagement Framework, the COE Plan is structured around four core methods: 1) inform, 2) consult, 3) collaborate, and 4) other methods.

Inform: The project team will inform the community through consistent, bilingual outreach that uses clear, culturally relevant communication. Outreach will be conducted both digitally and in-person, using tools such as the department webpage, printed flyers, bilingual fact sheets, and a targeted social media campaign. These materials will introduce the planning process, explain core concepts like zoning and historic preservation, and highlight ways to get involved. All materials will be provided in English and Spanish and distributed through community-based networks and high-visibility locations to ensure broad awareness.

Consult: Consultation with the community will be facilitated through bilingual surveys and focused small-group discussions:

- **Bilingual Community Survey:** A citywide survey will gather input on development preferences, historic preservation priorities, and general planning awareness. The survey will be promoted through pop-ups and digital channels, allowing residents, business and property owners, and visitors to participate. The survey will focus on providing valuable qualitative insights into public sentiment and local priorities. The project team will analyze the results to identify patterns across demographic and geographic subgroups. Security measures such as CAPTCHA, timestamping, and IP address tracking will support the integrity of the data while protecting participant anonymity.
- **Focus Groups:** A series of small-group discussions will invite deeper input on technical and community issues related to zoning and design. Focus groups will be tailored to specific audiences—including developers, business owners, and historic preservation advocates—to surface insights that may not emerge through broader outreach.

Together, these methods will provide both broad and targeted feedback to inform the draft plans and planning recommendations.

Collaborate: The project team will collaborate with the community through in-person events that prioritize participatory methods and co-creation. These events will focus on accessible, culturally relevant activities that invite residents to reflect, respond, and shape the planning process together.

- **Mobile Pop-Up Events:** Held at familiar locations across the city, these events will use interactive tools like Lotería Express to spark conversations around zoning, housing, and preservation. Games serve as both educational tools and feedback mechanisms, allowing participants to share ideas in a fun, low-pressure format. Bilingual materials, prizes, and strategic partnerships with trusted community spaces will help meet people where they are.
- **Interactive Workshops and Open Houses:** Workshops will continue the collaborative process by allowing participants to respond to draft planning concepts through

Consideration to Approve a Community Outreach and Engagement Plan for the Southern California Association of Governments' Regional Early Action Planning 2.0 Grant Program

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structured, reflective activities. The workshop activities will focus on participatory exercises to provide space for residents to connect their lived experiences to proposed zoning and design strategies. A short feedback video will also help demonstrate how community input has influenced the draft plans.

The bulk of in-person engagement will be designed to foster two-way dialogue and collective learning, consistent with the project's participatory values. Events will be family-friendly, inclusive of Spanish speakers, and intentionally structured to make engagement easy, enjoyable, and meaningful for all participants.

Other: In addition to the engagement methods listed above, the project will also include outreach methods that will center around Lotería as an interactive tool to explore key planning topics of this project. Through a series of mobile pop-ups and community workshops, Lotería will serve as a bridge between technical planning concepts and everyday community experiences. Additional engagement activities include a bilingual survey, focus groups, and study sessions with the City Council and Planning Commission—ensuring a wide range of perspectives are represented. Comprehensive information on engagement methods and activities can be found on **pages 14-19** of the CEO (Attachment "A").

The engagement process is organized into six phases, beginning April 2025 and ending June 2026, each with specific milestones designed to build awareness, gather input, and ensure transparency throughout the planning process. Early phases focus on raising awareness and activating interest, while later phases incorporate deeper engagement methods. The timeline includes regular updates to the City website and concludes with post-adoption communication to keep the community informed. A full timeline and list of engagement activities can be found on **page 15** of Attachment "A".

BUDGET IMPACT:

Approving this community engagement plan does not have a budget impact as all activities are included in the project budget of \$1,125,000 funded by the SCAG REAP 2.0 grant.

CONCLUSION:

It is recommended that the City Council approve the Community Outreach and Engagement Plan for the Southern California Association of Governments' Regional Early Action Planning 2.0 Grant Program.

ATTACHMENTS:

- A. Community Outreach and Engagement Plan
- B. Contract No. 2343



THE CITY OF SAN FERNANDO

Community Engagement Plan Worksheet

The Engagement Strategy supports the HIPP Implementation Program by integrating the City's adopted Community Engagement Framework with an Ecosystem approach to guide an inclusive, transparent, and equitable process. This document references key elements from the strategy, with page numbers provided for readers to help readers locate additional detail within the full plan.

Project Title: San Fernando SCAG REAP 2.0 Grant Program

Project Partners: Rincon Consultants

Purpose (Select all that apply):

- ☒ **Inform - The goal is to provide clarity to residents on a problem, alternatives, opportunities, and/or solutions**
- ☒ **Consult - The goal is to receive feedback from the public to help inform the City on a decision regarding a policy, project, or program**
- ☒ **Collaborate - The goal is to work directly with the public in order to identify issues, create solutions, and develop future strategies for success**
- ☐ **Shared Leadership - The goal is to delegate decision-making authority to the public or give them a formal role in making final recommendations**

Target Audience:

We identified three overarching groups of interested parties: Key Decision Makers (i.e., City Council and Planning & Preservation Commission), Agency Interested Parties (e.g., SCAG, City Public Works), and External Interested Parties (e.g., property owners, business owners). More information on the target audience is provided on **page 11** of the Engagement Strategy.

Engagement Methods (Select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Advisory Committee | <input checked="" type="checkbox"/> Mailer/Flyer |
| <input type="checkbox"/> Canvassing Door to Door | <input type="checkbox"/> Media/Interviews |
| <input checked="" type="checkbox"/> Community Meeting | <input type="checkbox"/> Newsletter |
| <input checked="" type="checkbox"/> Constant Contact/Text Notice | <input checked="" type="checkbox"/> Online or In-Person Presentation |
| <input type="checkbox"/> Direct Email Correspondence | <input checked="" type="checkbox"/> Social Media (Instagram, Facebook, X, etc.) |
| <input checked="" type="checkbox"/> Individual Meetings with Community Leaders | <input checked="" type="checkbox"/> Website |

Community Engagement Plan Worksheet

Page 2 of 2

Other:

In addition to the engagement methods listed above, the project will also include outreach methods that will center around Lotería as an interactive tool to explore key planning topics of this project. Through a series of mobile pop-ups and community workshops, Lotería will serve as a bridge between technical planning concepts and everyday community experiences. Additional engagement activities include a bilingual survey, focus groups, and study sessions with the City Council and Planning Commission—ensuring a wide range of perspectives are represented. Comprehensive information on engagement methods and activities can be found on **pages 14-19** of the Engagement Strategy.

Overcoming Barriers

Potential Barriers (Select all that apply):

- ☒ Language (community members with limited English-speaking ability)
- ☒ Complex/Technical Communications
- ☒ Access to Transportation
- ☒ Timing of Event (events or sessions held during regular work hours)
- ☒ Digital Divide/Lack of Access to the Internet or the City's Online Platforms
- ☒ Need for Child or Elder Care
- ☒ Potential Distrust in Government

How the identified barriers will be addressed:

The Engagement Strategy identifies a range of barriers that may limit community participation, including language access, cultural diversity, economic constraints, transportation and technology access, disabilities, limited access to information, and distrust in government. To address these challenges, the strategy outlines tailored approaches such as bilingual materials, culturally relevant outreach, accessible formats and locations, and partnerships with trusted community organizations. A detailed discussion of these barriers and strategies can be found on **pages 12-13** of the Engagement Strategy.

Anticipated Timeline

The engagement process is organized into six phases, beginning April 2025 and ending June 2026, each with specific milestones designed to build awareness, gather input, and ensure transparency throughout the planning process. Early phases focus on raising awareness and activating interest, while later phases incorporate deeper engagement methods. The timeline includes regular updates to the City website and concludes with post-adoption communication to keep the community informed. A full timeline and list of engagement activities can be found on **page 15** of the Engagement Strategy.

Estimated Cost

Outreach Events and Summary- \$173,634.00



SAN FERNANDO HIPP IMPLEMENTATION

OUTREACH & ENGAGEMENT PLAN

2025 / 2026

Prepared for The City of San Fernando Community Development Department

Prepared by Rincon Consultants, Inc.



PURPOSE

This Outreach and Engagement Plan is designed to support the City of San Fernando's Comprehensive Housing Planning Program (HIPP), a multi-faceted initiative funded by the Regional Early Action Planning (REAP) 2.0 program. The purpose of this plan is to ensure that the diverse voices and priorities of the San Fernando community shape the development of critical planning documents that will guide housing production, preserve neighborhood character, and streamline city processes. Through inclusive, accessible, and culturally relevant engagement strategies, this plan aims to create meaningful opportunities for residents, business owners, and interested parties to learn about and influence the planning process.

Community feedback gathered through this plan will inform and be reflected in the City's final deliverables: an updated Zoning Code, Density Bonus Ordinance, Objective Design Standards, the Corridors Specific Plan (SP-5), and an updated Historical Survey. By establishing a collaborative planning process grounded in local values and community input, this plan supports the City's vision for equitable growth, housing opportunity, and preservation of San Fernando's unique identity.

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APPENDIX A NETWORK LIST

APPENDIX B ENGAGEMENT LOG

APPENDIX C EVENT SUMMARIES

PLAN OVERVIEW

OUR STRATEGY FOR ENGAGEMENT

The City of San Fernando’s HIPP will implement a layered, community-centered strategy that combines the City’s adopted Community Engagement Framework with an Engagement Ecosystem methodology. Together, these approaches will guide an inclusive, transparent, and equitable engagement process that respects and amplifies the voices of San Fernando residents.

The Engagement Ecosystem is a community-first framework that builds trust through reciprocal relationships, strategic education, and accessible feedback loops. It prioritizes the lived experiences, local knowledge, and aspirations of residents and community-based partners, ensuring that input is not only heard but meaningfully integrated into the planning process. In alignment with the City’s framework, the Engagement Ecosystem supports culturally relevant practices, multilingual engagement, and community-based participation in both formal and informal settings.

This dual-framework strategy fosters a sense of shared ownership and accountability while also meeting the City’s goals of building inclusive processes, creating accessible spaces for dialogue, and reducing barriers to participation. The table below summarizes the key components of the Engagement Ecosystem and outlines how they are operationalized in this Community Outreach and Engagement Strategy.



Engagement Ecosystem Element

What is in this Plan



Mutual Learning and Awareness

The project team facilitates reciprocal education by ensuring accessible, jargon-free communication and incorporating community insights. This approach fosters transparency, reduces misunderstandings, and strengthens engagement.

Learning objectives, Civic education components, Website updates and fact sheet, Subcommittee briefings



Community Profile

A data-driven analysis using ACS and local geospatial data to assess socioeconomic conditions and tailor engagement efforts, including language access and culturally relevant programming. It also identifies key barriers to participation and solutions.

Population and demographic data, Language access, Culture and community context, Barriers to participation and solutions



Reciprocal Community Partnerships

Local partners, including Community Based Organizations (CBOs) and schools, bridge the gap between the project team and the community, ensuring diverse voices are heard and engagement efforts align with real needs.

CBO coordination, HIPP Subcommittee, Resident incentives for participation



Participatory Methods

A cycle of learning, acting, and reflecting using qualitative and quantitative approaches empowers community involvement, deepening investment in outcomes and fostering stronger support.

Mobile pop-ups, Interactive workshops, Focus groups, Participatory surveys, Subcommittee briefings



Measuring Reach

Tracking engagement reach and effectiveness through quantitative and qualitative benchmarks allows for adaptive engagement strategies that respond to evolving community needs.

Qualitative and quantitative engagement metrics (e.g. Participation rates, demographic data, feedback forms, team debriefs)

MUTUAL LEARNING & AWARENESS

THIS PROJECT PRIORITIZES MUTUAL LEARNING BETWEEN THE PROJECT TEAM AND THE COMMUNITY, RECOGNIZING THAT ENGAGEMENT IS MOST EFFECTIVE WHEN INFORMATION FLOWS IN BOTH DIRECTIONS. BY ESTABLISHING CLEAR LEARNING OBJECTIVES, WE ENSURE THAT COMMUNITY KNOWLEDGE INFORMS THE PROJECT, WHILE PROJECT-RELATED INFORMATION REMAINS ACCESSIBLE AND TRANSPARENT.



PROJECT TEAM OBJECTIVES

The project team will analyze community feedback to design objective residential and mixed-use design standards that are both implementable and responsive to local values.

The project team will collaborate with both community members and the development community to ensure zoning updates and development standards reflect a balance between feasibility, equity, and design quality.

The project team will document community valued historical and cultural resources and ensure their consideration in the updated historic survey and related planning efforts.

COMMUNITY OBJECTIVES

The community will develop a clear understanding of zoning ordinances, density bonuses, objective design standards, the development review process, and historic preservation tools.

The community will assess and respond to policy options—such as density incentives or historic designation—through engagement activities that surface local priorities and concerns.

The community will participate in the design and review of zoning and design updates, providing feedback that guides the development of policies and standards that reflect their collective vision.

COMMUNITY PROFILE

This section provides an overview of the people who live, work, and frequent the City of San Fernando. This community profile is not meant to be comprehensive. It is intended to provide a snapshot of the community to help build understanding on how to reach community members. This information also allows the project team to reduce barriers to participation by understanding community lifestyle needs.

San Fernando, California, is a city rich in history and cultural diversity. Prior to colonization, the ancestors of the Fernandeno Tataviam Band of Mission Indians inhabited the San Fernando Valley, whose name translates to “Guardians of the Valley.” Creation stories tie the Tribe to the land since time immemorial, and their profound connection to land and extensive knowledge of the Valley’s diverse ecosystems allowed them to thrive in the region. The City of San Fernando was established in 1874 and incorporated in 1911 and serves as an enclave within the Los Angeles region. Its early development is closely related with ranching, the citrus industry, and the nearby San Fernando Mission. Many San Fernando neighborhoods were originally developed in the early twentieth century, with current land uses still reflecting the City’s first zoning ordinance adopted in 1929. The City of San Fernando is closely surrounded by neighborhoods such as Sylmar, Lake View Terrace, Pacoima, and Mission Hills. The city’s heritage is deeply rooted in its proximity to the Mission San Fernando Rey de Espana, and its name honors St. Ferdinand. This historical backdrop has fostered a vibrant community where Mexican-American culture is particularly prominent. Residents actively celebrate traditions through events like Dia de los Muertos festivals and the San Fernando Multicultural Festival, which showcases a variety of heritages through music, dance, and cuisine.

About San Fernando



POPULATION
23,716



CITY OF SAN FERNANDO



MEDIAN AGE
36



92%

**MORE THAN 92% OF SAN FERNANDO'S
POPULATION IDENTIFIES AS HISPANIC OR LATINO**



**30% OF HOUSEHOLDS HAVE CHILDREN
UNDER 18 YEARS OLD**

**64.6% RESIDENTS ARE
HIGH SCHOOL GRADUATES**



**16.1% HAVE A
BACHELOR'S DEGREE
OR HIGHER**



**6% OF HOUSEHOLDS
DO NOT HAVE ACCESS
TO A VEHICLE**



**8% OF HOUSEHOLDS
DO NOT HAVE ACCESS
TO INTERNET**



**14% OF THE POPULATION
HAS ONE OR MORE
DISABILITIES**



**73% OF RESIDENTS
SPEAK A LANGUAGE
OTHER THAN
ENGLISH AT HOME**

MEDIAN HOUSEHOLD INCOME

\$79,694

**IN 2023, AN ESTIMATED
10.5% OF INDIVIDUALS HAD
AN INCOME BELOW THE
POVERTY LINE**

COMMUNITY NETWORKS AND INTERESTED PARTIES

The outreach and engagement strategy recognizes the importance of engaging both key decision-makers and a broad network of internal and external interested parties. These individuals and groups play a critical role in shaping outcomes and supporting community participation. To further support implementation, Appendix A, Network list, provides detailed lists of specific individuals, agencies, and organizations involved in or affected by the project. These networks will act as valuable conduits to the broader community—helping to reach diverse populations, distribute information, and encourage meaningful participation.



WHO IS IMPACTED? REDUCING BARRIERS FOR COMMUNITY

Based on the community profile, the San Fernando HIPP outreach and engagement will incorporate the following considerations into engagement efforts throughout the life of the project.

Barrier

Solutions

Language Access

With a substantial Spanish-speaking population, language differences can impede effective communication and outreach, limiting the involvement of non-English speakers in crucial discussions and decision-making processes.

- ☑ Engagement materials will be translated into Spanish.
- ☑ The City will prioritize events where Spanish is the primary language.
- ☑ Engagement events will include interpretation for Spanish speakers when Spanish is not the primary language.

Cultural Diversity

The substantial Hispanic/Latino population (92.1%) suggests the need for culturally sensitive engagement strategies and potentially multilingual communication to ensure inclusivity.

- ☑ Create communication that is culturally appropriate and resonates with the intended audience.
- ☑ Distribute information through trusted voices and organizations at frequented areas and through multiple platforms to increase visibility.

The 6% of households without a vehicle emphasize the need for accessible public transportation options or remote participation methods.

- ☑ Hold events in areas that are accessible by reliable public transportation.
- ☑ Offer online participation alternatives.

Disabilities

14.3% of the population has one of the following disabilities: hearing, vision, cognitive, or ambulatory. They may have trouble accessing resources and participating in the engagement process if there are not accessible practices put in place to ensure their inclusion.

- ☑ Ensure all engagement formats and locations meet ADA accessibility standards, including physical access, communication aids, and inclusive design.
- ☑ Create welcoming environments that accommodate mobility devices, support animals, and caregivers.

Barrier

Solutions

Socio-Economic Factors

Economic pressures may limit access to transportation and technology, and residents may not have the time available to participate in community meetings or digital platforms.

- ☑ Bring engagement to where people already are.
- ☑ Offer stipends, meals, or transportation assistance to reduce participation costs.
- ☑ Align engagement with community schedules – evenings and weekends are preferred.
- ☑ Provide wraparound support like childcare, interpretation, and hybrid participation options.

Access to Information

Limited educational resources can hinder the community's understanding of complex issues and reduce their ability to participate meaningfully in discussions and decisions. The demographic data showing that 16.1% of adults over 25 have a bachelor's degree or higher and 64.6% have high school education or higher suggests the need for inclusive engagement.

- ☑ Use clear language and define terms that may be unfamiliar to those not involved in planning.
- ☑ Avoid using abbreviations for complex planning terms.
- ☑ Offer opportunities and resources to residents who wish to learn more.

Distrust in Government

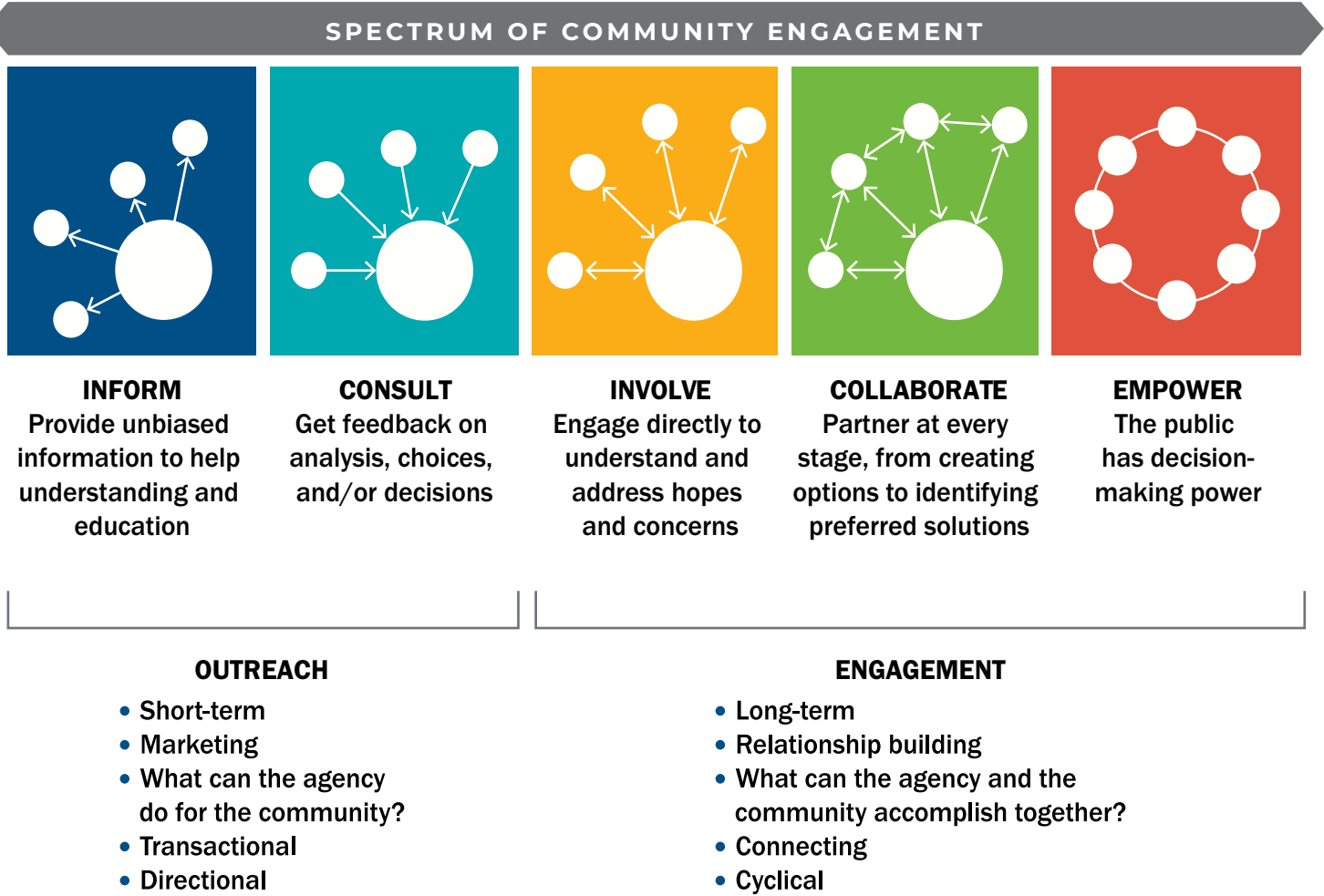
Systemic racism in the United States has caused lack of trust in government institutions. San Fernando's population is 92.1% Latino. Even if the City's policies and stances towards Latinos and community members of color are welcoming and inclusive, the symbol of a government institution may be enough to deter participation.

- ☑ Work with community organizations to get input from residents who may feel uncomfortable engaging with City staff.
- ☑ Respect residents' need for privacy and confidentiality in engagement methods.



ENGAGEMENT APPROACH AND METHODS

This section outlines the methods and partnerships that will guide the engagement process for the San Fernando HIPP Implementation. Every engagement effort incorporates different levels of participation, from informing the community to empowering them to participate in the decision-making process. The following sections detail community networks and interested parties likely to be highly engaged in the process, key project milestones with associated engagement activities, and the preferred methods for each event.



TIMELINE AND MILESTONES

2025		
Phase 1 Awareness & Activation	APR	<input type="checkbox"/> 1 Pop-Up Event <input type="checkbox"/> Project Fact Sheet <input type="checkbox"/> City Website Update
	MAY	
Phase 2 Historic & Zoning Foundations	JUN	<input type="checkbox"/> 3 Pop-Up Events <input type="checkbox"/> Survey <input type="checkbox"/> 3 Focus Groups <input type="checkbox"/> PC/CC Study Session
	JUL	
Phase 3 Draft Concepts & Input	AUG	<input type="checkbox"/> 2 Pop-Up Events <input type="checkbox"/> Continue Survey <input type="checkbox"/> 3 Focus Groups <input type="checkbox"/> Workshop
	SEP	
	OCT	
2026		
Phase 4 Public Review Drafts	JAN	<input type="checkbox"/> Workshop - Open House <input type="checkbox"/> City Website Update <input type="checkbox"/> Feedback Video Summary <input type="checkbox"/> PC/CC Study Session
	FEB	
	MAR	
Phase 5 Public Hearings	APR	<input type="checkbox"/> Notification Campaign via Social Media, Email, Flyers <input type="checkbox"/> Public Hearings
	MAY	
Phase 6 Post-Adoption Communication	JUN	<input type="checkbox"/> City website update <input type="checkbox"/> Updated FAQs and Community Stabilization Manual


ENGAGEMENT ACTIVITIES

14



EL CÓDIGO

17



LA VIVIENDA

PHASE 1: AWARENESS & ACTIVATION

This phase introduces the project and key planning concepts through light-touch, culturally relevant outreach. Mobile pop-ups with a Lotería-themed prize wheel offer a fun, approachable way to build awareness and invite early feedback.

Methods	Descriptions
Mobile Lotería Pop-Up Project Webpage & Fact Sheet	<div><input type="checkbox"/> Lotería Express:<ul style="list-style-type: none">▶ Prize wheel with themed categories (e.g. “El Inquilino,” “La Renta,” “La Vivienda”)▶ Each spin = short housing question + prize (stickers, candy, raffle)</div> <div><input type="checkbox"/> Participants will receive mini cards with QR links to learn more</div>

The engagement methods will center on Lotería as an interactive tool for exploring the key planning topics of this project: zoning, visualizing residential density, identifying historic and cultural assets, and shaping objective design standards. Through a series of evolving pop-up and workshop activities, Lotería will serve as a bridge between technical planning concepts and everyday community experiences. Each interaction invites residents to reflect on how their neighborhoods are changing, share priorities around housing and preservation, and build a shared understanding of how zoning and design tools shape San Fernando’s future built environment.

PHASE 2: HISTORIC & ZONING FOUNDATIONS

This phase gathers foundational input on community priorities related to zoning and historic preservation. Pop-up activities, a bilingual survey, and targeted focus groups ensure early engagement reflects a wide range of perspectives.

Methods	Descriptions
Mobile Lotería Pop-Ups	<div><input type="checkbox"/> Mobile Lotería:<ul style="list-style-type: none">▶ 4-square mini-board with culturally relevant visuals: “La Casa Histórica,” “El Vecindario,” etc.▶ Participants mark ideas (e.g. “What do you want preserved?”), get a stamp for each square</div> <div><input type="checkbox"/> Provide survey information</div>
Bilingual Survey	<div><input type="checkbox"/> Focus on housing needs, development preferences, historical preservation, and/or planning awareness</div> <div><input type="checkbox"/> Specific components will be adjusted based on Phase 1 feedback</div>
Focus Groups	<div><input type="checkbox"/> Topics: Design preferences, Permitting challenges</div> <div><input type="checkbox"/> Audiences: Developers, Historic Preservation Enthusiasts/Professionals, Agency Staff</div>
PC/CC Study Session	<div><input type="checkbox"/> Initial takeaways from historic context and zoning scan, Opportunity to validate and discuss direction</div>

ENGAGEMENT ACTIVITIES

PHASE 3: DRAFT CONCEPTS & INPUT

Community members explore and respond to early draft concepts related to zoning, residential design, and density. Interactive workshops and a full Lotería game provide accessible ways to learn, reflect, and contribute ideas.

Methods	Descriptions
Workshop: Lotería Planning Challenge Tournament	<div><input type="checkbox"/> Full 12-card game featuring project concepts</div> <div><input type="checkbox"/> Gameplay and group reflection activity<ul style="list-style-type: none">▶ Participants respond to prompts as cards are drawn</div>
Bilingual Survey - Promoted at Pop-Up Events	<div><input type="checkbox"/> Focus on housing needs, development preferences, historical preservation, and/or planning awareness</div> <div><input type="checkbox"/> Promoted at two pop-up events</div>
Focus Groups	<div><input type="checkbox"/> Topics: Design preferences, Ordinance components</div> <div><input type="checkbox"/> Audiences: Business Owners, Developers, Agency Staff</div>

PHASE 4: PUBLIC REVIEW DRAFTS

This phase presents full draft documents and shows how community input was incorporated. Engagement activities focus on validating ideas, collecting final feedback, and reinforcing transparency.

Methods	Descriptions
Workshop: Open House	<div><input type="checkbox"/> Lotería Reflection Wall connecting community input to draft outcomes</div> <div><input type="checkbox"/> Digital and print comment forms</div>
Feedback Video Summary	<div><input type="checkbox"/> Short, approximately 3-minute, video that uses visuals, voiceover, and text to answer two key questions:<ol style="list-style-type: none">1. What did we hear from the community?2. How did that input influence the draft plans?</div>
PC/CC Study Session	<div><input type="checkbox"/> Overview of public review drafts and engagement summary</div>

PHASE 5 & 6: PUBLIC HEARINGS & POST-ADOPTION

The final phase of engagement focuses on transparency, accessibility, and closing the loop with the community. In preparation for public hearings in early 2026, the project team will launch a notification campaign across multiple channels—including social media, email, and printed flyers—to encourage participation and ensure residents are informed about the draft plans and how their input helped shape them. Materials will include simplified, bilingual summaries and maintain consistent visuals to support recognition and trust.

Following adoption, the project will shift to education and outreach. Key tools—such as an updated FAQs and the Community Stabilization Manual—will be published on the City’s website in both English and Spanish. This post-adoption phase reinforces the City’s commitment to transparency and empowers the community to access and use the new tools.



EVALUATING THE OUTREACH & ENGAGEMENT EFFORTS

This plan is not a static document, but an ongoing strategy that will be reviewed and updated based on experience and the changing circumstances of the City. This section details how the project team will evaluate the public engagement process on an ongoing basis to ensure that the program is as effective as possible in facilitating full and open access to the planning process, and that all interested parties are given the opportunity to participate.

The project team will use both quantitative and qualitative measures to assess the effectiveness of the overall engagement program and specific strategies. The measures are outlined in this section.

ANALYSIS AND REPORTING

Quantitative data will be analyzed using descriptive statistical methods to identify trends and patterns. Qualitative data will be gathered through surveys, debriefs, and event observations. The results will be presented in a summary memorandum incorporated as Appendix C to this Outreach and Engagement Plan.

This process will help us apply key learnings to future initiatives and ensure that community engagement in San Fernando remains an iterative and evolving process.

QUANTITATIVE MEASURES

Quantitative measures are numerical objectives that provide a clear picture of the reach of our engagement efforts. By mapping the demographics of our survey respondents, we can identify which voices are being heard the most. This helps us pinpoint gaps in our engagement, uncover barriers to participation, and determine where to focus our future efforts.

QUALITATIVE MEASURES

Qualitative measures reveal whether participants are responding well to our engagement format and feel that their voices are being heard. Insights into the effectiveness of our approach can help us identify areas of improvement and better structure our efforts.

QUANTITATIVE MEASURES

Measure	Quantitative Measure	Target	Data Source
Participation Rates	Pop-Up Attendance	<input type="checkbox"/> Reach at least 100 people	<input type="checkbox"/> Booth traffic monitoring
	Survey Participation	<input type="checkbox"/> Receive at least 378 responses	<input type="checkbox"/> Digital survey tracking
	Focus Group Attendance	<input type="checkbox"/> 8-10 attendees per focus group	<input type="checkbox"/> Focus group intake
	Workshop Attendance	<input type="checkbox"/> At least 20 attendees per workshop	<input type="checkbox"/> Workshop sign-in sheet & feedback form
Demographic Data	Age Representation	<input type="checkbox"/> At least 10% of participants from each age group (18-24, 25-34, 35-44, 45-54, 55+)	<input type="checkbox"/> Digital survey tracking <input type="checkbox"/> Focus group intake <input type="checkbox"/> Workshop feedback form
	Ethnic Representation	<input type="checkbox"/> 85% Latino/Hispanic, at least 5% from other ethnic groups	<input type="checkbox"/> Digital survey tracking <input type="checkbox"/> Focus group intake <input type="checkbox"/> Workshop feedback form
Retention Rates	Workshop Retention	<input type="checkbox"/> 30% return rate for community workshops	<input type="checkbox"/> Event attendance tracking
	Network Growth	<input type="checkbox"/> Increase contact list by 10%	<input type="checkbox"/> Event attendance tracking <input type="checkbox"/> Network list maintenance

QUALITATIVE MEASURES

Measure	Content	Data Source
Participation Feedback	Insights into participant satisfaction, experiences, and suggestions for improvement	<input type="checkbox"/> Testimonials and quotes from participants <input type="checkbox"/> Open-ended survey responses <input type="checkbox"/> Post-engagement feedback
Project Team Evaluation	Insights into the effectiveness of the implementation plan	<input type="checkbox"/> Team debriefs <input type="checkbox"/> Internal meetings



2025

PROFESSIONAL SERVICES AGREEMENT

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

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

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

RECITALS

WHEREAS, CITY requires creating a Community Stabilization Manual; updating the 2002 Historic Survey to identify eligible historic resources throughout the City; updating the City's density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance; completing a comprehensive update to the Zoning Code and Corridors Specific Plan 5 (SP-5) to allow residential land use in currently restricted areas, increase development capacity for housing on underutilized or vacant infill sites, streamline the review process and comply with the latest state housing laws and reviewing and updating the City's development process for housing developments; and

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

WHEREAS, the execution of this Agreement was approved by the San Fernando City Council at its Regular Meeting of March 3, 2025, under Agenda Item No. 6.

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

I.

ENGAGEMENT TERMS

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

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

1.2 PROSECUTION OF WORK:

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

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- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- D. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- E. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees.
- F. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.
- 1.3 **COMPENSATION:** CONSULTANT shall perform the Work in accordance with the "Fee Schedule" which is included in the CONSULTANT's Proposal and attached as **Exhibit "B"** (hereinafter, the "COMPENSATION RATE"). The foregoing notwithstanding, CONSULTANT's total compensation for the performance of all Work contemplated under this Agreement, may not exceed the aggregate sum of ONE MILLION ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$1,125,000) (hereinafter, the "Not-to-Exceed Sum") during the Term of this Agreement, unless such added expenditure is first approved by the City Council. In the event CONSULTANT's charges are projected to exceed the Aggregate Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Aggregate Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.
- 1.4 **PAYMENT OF COMPENSATION:** The Not-to-Exceed Sum will be paid to CONSULTANT in monthly increments as the Work are completed. Following the conclusion of each calendar month, CONSULTANT will submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice should indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Services, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- 1.5 **ACCOUNTING RECORDS:** CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and

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

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

II.

PERFORMANCE OF AGREEMENT

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

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

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

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

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

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

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

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III.
INSURANCE

3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Before commencing the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT will procure and maintain the following insurance coverage, at its own expense:

- A. Commercial General Liability Insurance: CONSULTANT will procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage will have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
- B. Automobile Liability Insurance: For any owned, non-owned, or hired vehicles used in connection with the performance of this Agreement, CONSULTANT will procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which will indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
- D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT will procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per claim.

3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance will contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers as additional insureds.

3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under

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

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

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

IV.

INDEMNIFICATION

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

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

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

V.

TERMINATION

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

- 5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

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

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

B. CONSULTANT will cure the following Events of Defaults within the following time periods:

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

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

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

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

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

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

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

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

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

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

VI.

MISCELLANEOUS PROVISIONS

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

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- 6.2 **CONFIDENTIALITY:** All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and will not be disclosed by CONSULTANT without prior written consent by CITY. CITY will grant such consent of disclosure as legally required. Upon request, all CITY data will be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT will not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.
- 6.3 **FALSE CLAIMS ACT:** CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., §§3789 *et seq.* and the California False Claims Act, Government Code §§12650 *et seq.*
- 6.4 **NOTICES:** All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:

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

CITY:

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

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

- 6.5 **COOPERATION; FURTHER ACTS:** The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate, or convenient to achieve the purposes of this Agreement.
- 6.6 **SUBCONTRACTING:** CONSULTANT will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 **CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS:** CITY reserves the right to employ other independent contractors in connection with the various projects worked upon by CONSULTANT.

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6.8 CONFLICTS OF INTEREST:

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

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

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

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

PROFESSIONAL SERVICES AGREEMENT

CONTRACT NO. 2343

City of San Fernando Comprehensive Housing Planning Program

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

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

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

CITY OF SAN FERNANDO:

By: 
1041FC9C27C7499...
Nick Kimball, City Manager

Date: 03/20/2025 | 11:59 PM EDT

RINCON CONSULTANTS INC.:

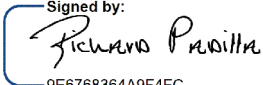
By: 
0617188805D845B...

Name: Kimiko Lizardi

Title: Principal

Date: 03/18/2025 | 12:06 PM PDT

APPROVED AS TO FORM

By: 
9E6768364A9F4FC...
Richard Padilla, City Attorney

Date: 03/20/2025 | 11:15 AM PDT

THE CITY OF SAN FERNANDO

CITY COUNCIL

November 7, 2024

MAYOR
CELESTE T. RODRIGUEZ

VICE MAYOR
MARY MENDOZA

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
MARY SOLORIO

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

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

Requirements for submittal are:

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

Proposal requirements:

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

COMMUNITY
DEVELOPMENT
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1227

WWW.SFCITY.ORG

City Planning On-Call List

SCAG REAP 2.0 Call for Service

Page 2 of 2

Submission of proposal:

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

Proposal Schedule:

November 7, 2024- Release of Request for Proposals

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

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

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

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

December 5-12, 2024- Proposal evaluation

December 18 or 19th 2024- Interviews with proposers (virtual)

January 6, 2025- Council consideration of agreement

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

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

Sincerely,

Erika Ramirez

Director of Community Development

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

SCOPE OF WORK

INTRODUCTION

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

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

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

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

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

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

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

PROJECT BACKGROUND

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

OVERALL PROJECT OBJECTIVES

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

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

TASK 1: PROJECT MANAGEMENT AND COORDINATION

Task 1.1: Project Kick Off Meeting

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

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

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

Task 1.1

Deliverables

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

Task 1.2: Project Management Plan and Schedule

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

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

Task 1.2

Deliverables

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

Task 1.3: Project Management Meetings

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

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

Task 1.3

Deliverables

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

Task 1.4: Monthly Invoicing and Reporting

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

Each monthly progress report will at a minimum include:

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

Task 1.4

Deliverables

- 1.4.1. Monthly invoices
- 1.4.2. Progress reports

Task 1.5 Project Close-Out Files

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

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

Task 1.5

Deliverables

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

Task 1.6 REAP Metrics Data Collection and Reporting

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

Task 1.6

Deliverables

- 1.6.1 REAP metrics data collection and reporting

TASK 1 SUMMARY OF DELIVERABLES

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

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

TASK 2: PUBLIC OUTREACH

Task 2.1 Community Stabilization Manual

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

TASK 2.1

Deliverables

2.1.1 Draft Community Stabilization Manual

2.1.2 Final Community Stabilization Manual (word & PDF versions)

Task 2.2 Outreach and Engagement Plan

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

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

Task 2.2

Deliverables

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

Task 2.3: Outreach Events and Summary

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

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

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

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

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

Task 2.3

Deliverables

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

2.3.2 Outreach Summary Memo and incorporation of feedback into final plan

TASK 2 SUMMARY OF DELIVERABLES

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

Task 3: Updating 2002 Historic Survey

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

Task 3.1: Updating 2002 Historic Survey

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

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

Task 3.1

Deliverables

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

TASK 3 SUMMARY OF DELIVERABLES

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

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

Task 4.1: Existing Conditions Analysis

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

Task 4.1

Deliverables

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

Task 4.2: Comprehensive Zoning Code & Map Update

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

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

Task 4.2

Deliverables

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

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

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

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

Task 4.3

Deliverables

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

Task 4.4: Development Review Process Modification

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

Task 4.4

Deliverables

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

Task 4.5 Develop Citywide Residential and Mixed Use Objective Design Standards

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

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

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

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

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

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

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

Task 4.5

Deliverables

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

Task 4.6: Density Bonus Ordinance Update

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

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

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

Task 4.6

Deliverables

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

Task 4.7: CEQA Compliance

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

Task 4.7

Deliverables

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

Task 4.8: Planning and Preservation Commission Review

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

Task 4.8

Deliverables

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

Task 4.9: City Council Review and Adoption

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

Task 4.9

Deliverables

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

TASK 4 SUMMARY OF DELIVERABLES

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

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

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

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

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

Task 5.1

Deliverables

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

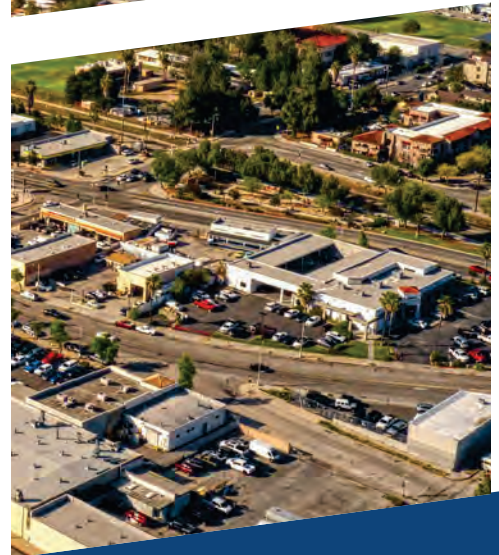
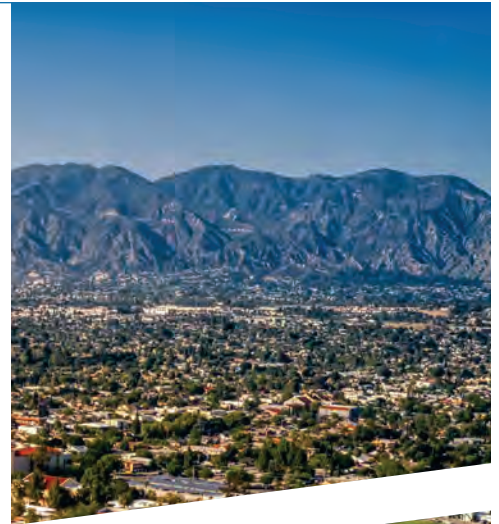
TASK 5 SUMMARY OF DELIVERABLES

Task 5	5.1.1. Adopted Zoning Code, Density Bonus Ordinance, Citywide Residential and Mixed-Use Objective Design Standards, and Specific Plan 5 Update and Updated Historical Survey with the adopted CEQA Document 5.1.2. Final project metrics
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City of San Fernando

Proposal for Professional Consulting Services to Implement the City of San Fernando Comprehensive Housing Planning REAP 2.0 Program

San Fernando, California • December 5, 2024



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Rincon Consultants, Inc.
250 East 1st Street, Suite 1400
Los Angeles, California 90012
213-788-4842

December 5, 2024

Erika Ramirez, Director of Community Development
Community Development Department
City of San Fernando
117 Macneil Street
San Fernando, California 91340

Subject: Proposal for Professional Consulting Services to Implement the City of San Fernando Comprehensive Housing Planning REAP 2.0 Program

Dear Erika Ramirez,

The City of San Fernando (City) is a vibrant city with a rich history and a diverse community. As it continues to grow, the need for thoughtful planning has become increasingly important to facilitate housing production, choice, and affordability. Rincon Consultants, Inc. (Rincon), with extensive experience in housing and land use policy, zoning code reform, historic preservation, and process streamlining, is dedicated to partnering with the City to facilitate infill redevelopment opportunities while preserving existing neighborhoods to serve the needs of homeowners, tenants, and neighborhood serving businesses alike. In this proposal, you will find that the Rincon team's qualifications include:

- **Experienced and Responsive Project Leadership.** Rincon's senior management team will ensure reliable communication, impeccable record keeping, efficient resource management, and flexibility in addressing unforeseen circumstances. Kimiko Lizardi, as Principal-in-Charge, will provide strategic oversight, and John Moreland will serve as Project Manager. The Rincon Team also includes subconsultant, JZMK, who will bring extensive architecture and urban design experience to develop implementable objective design standards.
- **In-Depth Experience in Zoning Regulations and Objective Design Standards.** Rincon has technical expertise in preparing targeted Zoning Code updates, density bonus ordinances, specific plans, and objective design standards to address streamlining, quality design, housing element implementation, and to ensure compliance with state law. We have prepared similar zoning regulations for Culver City, West Covina, West Hollywood, and Monterey Park.
- **Experience with Historic Resources.** Rincon has significant experience evaluating buildings to determine their historic integrity and the contribution they provide to the community. The City has a solid foundation with a thoroughly developed historic preservation ordinance that will be utilized as needed. Additionally, our experience (notably the Chapman University Specific Plan in Old Towne Orange) includes ensuring that adaptive reuse of a historic building maintains its integrity and that development next to historic resources is contextual.
- **Understanding of the San Fernando Community.** The Rincon Team has a thorough understanding of the variety of values and preferences the San Fernando community has through recent experience developing local climate and safety policy as well as staff augmentation. The Rincon Team has supported the City in bringing meaningful engagement and participation to the planning process. This has included developing culturally appropriate messaging, working with the residents of San Fernando, and presenting projects at public meetings.

City of San Fernando

Professional Consulting Services to Implement the City of San Fernando Comprehensive Housing Planning REAP 2.0 Program

We look forward to the opportunity to contribute to the City's efforts in streamlining infill development. Please do not hesitate to contact us if you have any questions regarding this submittal.

Sincerely,

Rincon Consultants, Inc.



John Moreland, AICP | Project Manager
jmoreland@rinconconsultants.com



Kimiko Lizardi | Principal-in-Charge
klizardi@rinconconsultants.com

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Since 2021, Rincon has worked on Zoning Code Amendments for Housing Element implementation for over 25 cities and counties throughout California, including several updates within Los Angeles County.

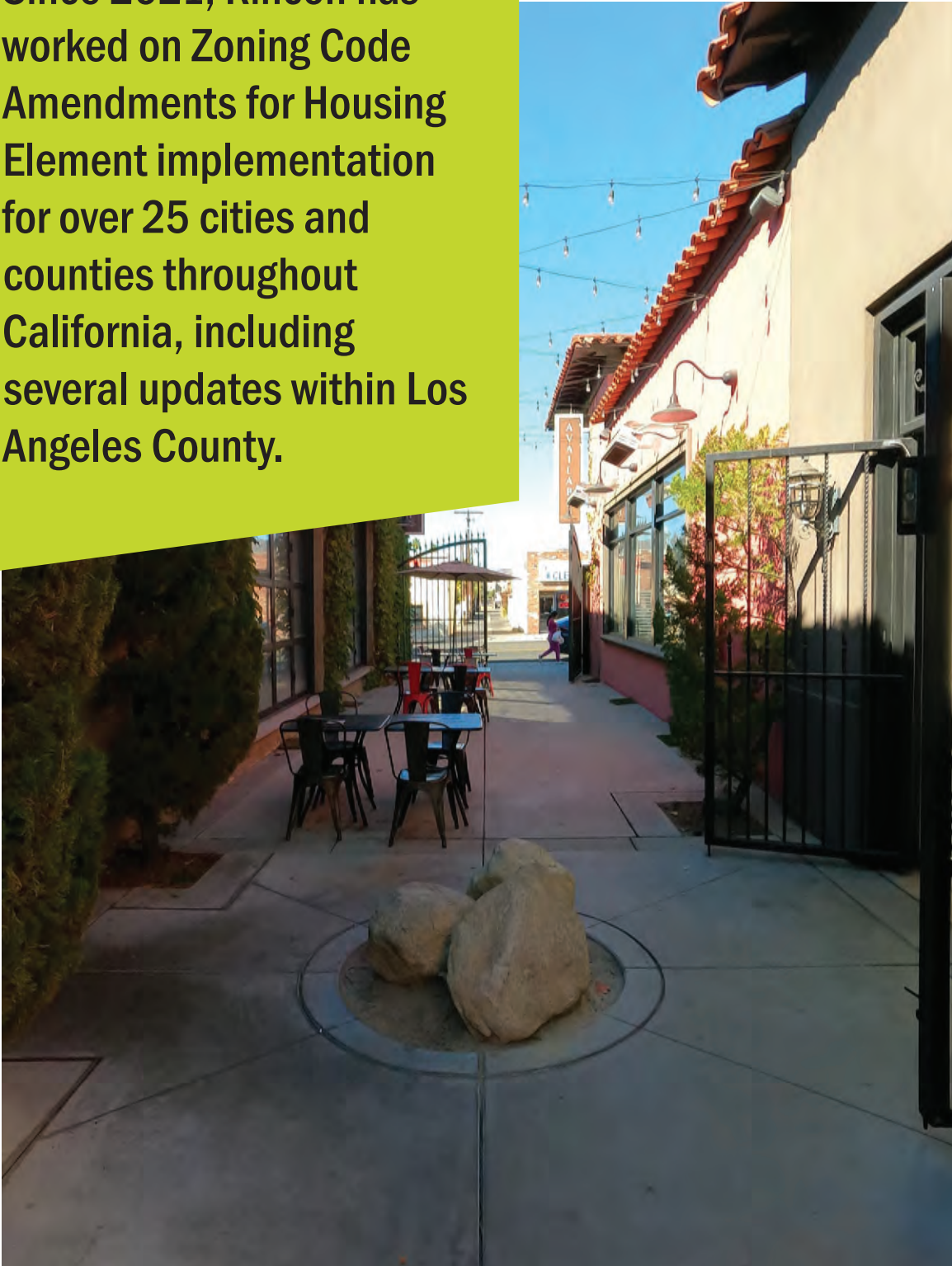


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Appendix

[Appendix A: Resumes of Key Personnel](#)



On behalf of the City of Calabasas, I want to thank you and the entire Rincon Consultants team for your outstanding performance on the City's 2030 General Plan update. While your firm has done excellent work on many projects in the City, your performance on this project was particularly impressive in light of its scale and complexity... In addition, I sincerely appreciate your efforts to carefully manage the project from both a budgetary and scheduling perspective. You did an excellent job keeping the project on schedule and on budget."

Tom Bartlett, City Planner
City of Calabasas

1

Qualifications

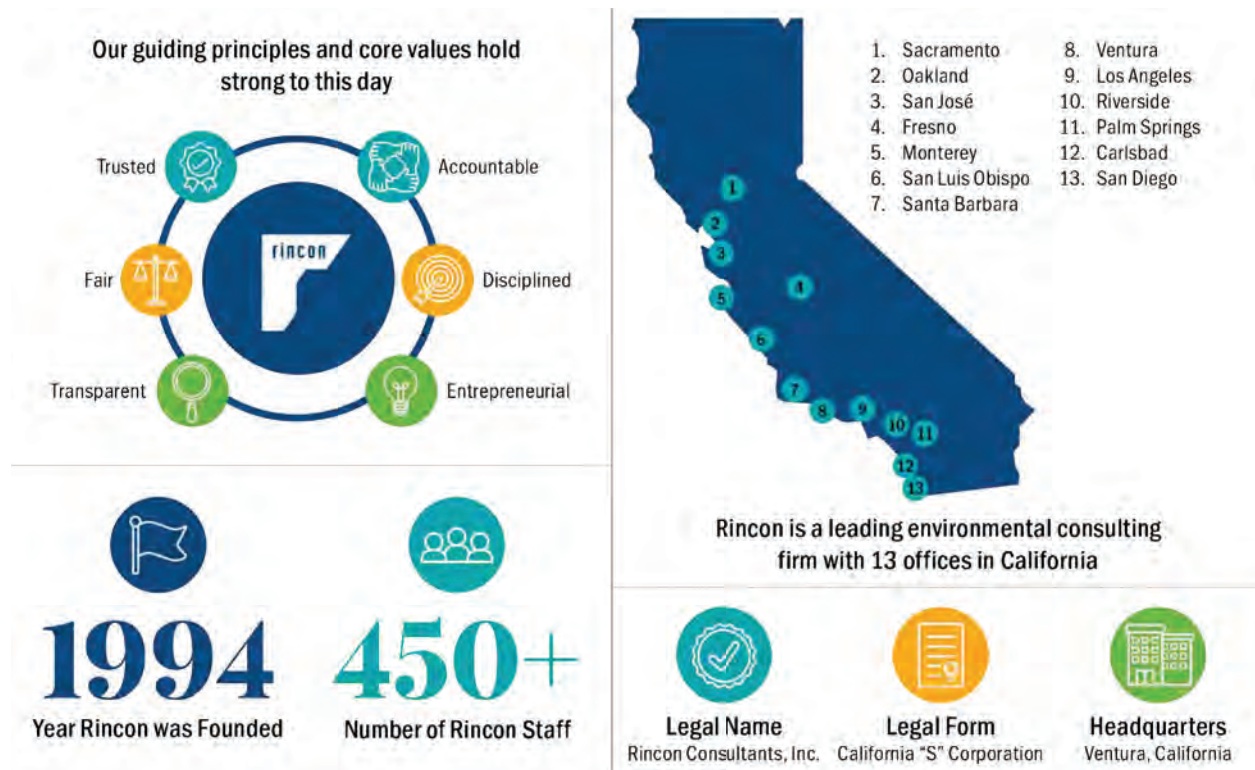
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1 Qualifications

About Rincon

Rincon Consultants, Inc. (Rincon) is a multidisciplinary planning and environmental science consulting firm providing quality professional services to government and industry clients. We transform places through meaningful and equitable public involvement and provide planning support to create innovative solutions to community, social, and environmental issues. Our approach centers on problem-solving, innovative solutions, and responding to our clients' specific needs in a cost-effective way. Rincon's considerable depth of staff brings over 450 professionals, including certified urban planners, environmental scientists, and specialists in zoning, land use, housing, permit streamlining, community engagement, historic resources, environmental justice, cultural resources, noise, and air quality.

We have over 30 years of experience preparing zoning code updates and long-range planning documents, crafting a variety of objective design standard approaches, conducting public outreach, and presenting at public hearings for local government agencies. We see ourselves as an extension of our client's team and function with their best interests at the forefront. We work together to co-create strategies that lead with the best available information, formed through an in-depth understanding of the community's issues and priorities that support legislative compliance and consistency. Through thoughtful planning and inclusive collaboration, we help develop tangible solutions embraced by the community-at-large. We think beyond regulations and elevate solutions that celebrate the character of the community.



Our mission is to provide our clients with high-level professional expertise, leveraging our local experience and diverse team of experts to create planning solutions that are clear, contextual, and implementable, and meet the needs of the community.



Introduction

Services

Rincon's Healthy Communities group focuses on engaging with diverse communities and delivering innovative, equitable solutions for environmental, social, and legislative issues. As change makers, we think beyond regulations by elevating science and technology-driven solutions to celebrate the character of inclusive communities. Envisioning a future that reflects the diversity of our humanity—from urban centers to natural and working lands—Rincon holistically transforms the built environment to optimize and regenerate resources. We aim to connect people, policies, funding, and clients, by leveraging Rincon's collective strength to create healthier, more resilient futures. Our Healthy Communities Planning services feature seven core areas of expertise for this effort:



Rincon also maintains Geographical Information Systems (GIS), Graphic Communications, and Legal Counsel in-house to enhance our documents and support data analysis for projects.

Rincon Capabilities and Technical Expertise

Cities and counties throughout the state benefit from our deep understanding of land use and housing, zoning regulations, socio-economic and racial equity, affirmatively furthering fair housing, and community engagement strategies. We recognize that legislative regulatory changes have created additional hurdles for jurisdictions attempting to navigate housing policy implementation and maintenance. We leverage our local and statewide experience and diverse team of experts to create plans that are contextual and implementable and meet the requirements and needs of the community. We are proud of our team's ability to work effectively with decision-makers, and community groups to develop and implement innovative approaches and solutions to complex housing issues.

We have worked on over 50 housing elements statewide, 14 of which are in the SCAG region. Through this work, our team has amassed a deep understanding of fair housing issues facing California's urban communities, like San Fernando, and the policies and programs crafted to combat constraints identified in housing elements. Our team is at the forefront of regulatory and cultural shifts in contemporary planning and has the technical expertise to support integrated solutions to increase and prioritize affordable housing development potential and the retention of the existing affordable housing stock.

The following details our technical capabilities and proposed approach to this project.



Equity and Engagement

The Rincon Team understands the importance of involving the local community, including marginalized communities, who have not been historically engaged in local decision-making processes. We strive to reach all community members using a variety of digital and non-digital methods through the languages that the community is most comfortable using, and work closely with local community groups, organizations, staff, and officials who know the region best. Effective communication and engagement, both internally with City Departments and staff and with external interested parties like developers, community-based organizations, the business community, utility providers, and the broader community, are critical to the historic survey update, the Zoning Code update, and the Objective Standards that reflect community values and priorities.

Our Capabilities

Rincon and our teaming partner, JZMK, have extensive experience conducting meaningful in-person, virtual, and hybrid engagement throughout the state, and in San Fernando specifically. For this effort, we will leverage our outreach experience for the City's CARP and Circulation/Mobility and Parks/Open Space General Plan Updates and align with the City's Community Engagement Framework to build trust and inclusivity. An equitable outreach and engagement approach will be key, as San Fernando is ethnically and socioeconomically diverse, with approximately 74 percent of the population speaking a language other than English at home.

The Rincon team is also experienced in conveying complex information to decision makers and stakeholders. Rincon provided housing element implementation services to the City of West Covina in the form of a Comprehensive Development Code. Rincon took over this work as well as the Housing Element work when other consultants were unable to complete their assignments. The Comprehensive Development Code, which includes both the Zoning Code and the Subdivision Code, was developed in tandem with the 6th Cycle Housing Element. The Comprehensive Development Code update incorporated. Rincon held focused interested party meetings, hosted multiple outreach events, conducted surveys related to housing and development, and developed a website and messaging campaign as part of the effort. Along with the outreach to the community and interested parties, Rincon hosted joint City Council and Planning Commission subcommittee meetings to gain further insights and details related to the Development Code.



Technical Approach

One of the important distinctions of our team is our thorough understanding of the local community and the importance we place on developing innovative and implementable projects, plans, and programs that are specific to the city and help achieve a wide variety of community goals, while retaining existing community character and preserving quality of life. We understand that planning initiatives will not be successful if they do not meet the needs of the community and that standard strategies are not as effective as those designed specifically for the community in which they are being implemented. As such, we place a strong emphasis on developing our work around the local context and conditions, taking into consideration past and current policies and programs to design solutions that are practical, effective, and tailored to the needs and economic realities of San Fernando. We also emphasize and provide the tools to guide measurable progress toward implementation. Furthermore, our team conveys technical information and policies clearly and concisely and maintains consistency with accepted guidelines and protocols as well as state regulations. As a result, the Rincon team will produce a practical, innovative, and implementable framework designed for San Fernando and build on existing local plans and initiatives. We undertake engagement (both internally with project partners and externally with the community) early and throughout the project to generate input that can meaningfully influence the planning process and generate community policies and regulations. Our skillset is exemplified by our ability to regularly monitor the population groups we are engaging with, conducting spatial and demographic evaluations to



determine if we have reached target population groups and geographic areas. Based on this regular evaluation, we often adjust engagement strategies to shift approach to reach intended audiences more effectively. We also rely on community-based organizations to provide insight into the most effective strategies to engage with the constituents they serve.

Our team will use Rincon's Engagement Ecosystem methodology, shown to the right, to implement the City's framework by emphasizing a holistic strategy that includes building a community profile, measuring reach to confirm broad representation, fostering mutual learning and awareness, and strengthening reciprocal community partnerships. Since many of the zoning elements are mandated by state law or the Housing Element, our focus will be to inform interested parties and the community and gather feedback to confirm the Code reflects local priorities. Rincon's participatory methods are designed to engage diverse voices, creating a collaborative environment where community members



feel empowered to actively learn about planning initiatives and then provide meaningful input on implementation. This approach includes working with community-based organizations, such as Pacoima Beautiful, hosting City Council and Planning Commission subcommittees, and conducting in-person workshops and pop-up events to garner support and input, as well as hosting surveys to gather feedback throughout the process. Consistent with the City's framework, we will use bilingual methods, culturally appropriate practices, and engage in spaces comfortable to the community (e.g., community parks, places of worship, shopping and dining hubs, community centers, and/or transportation centers) to amplify underrepresented voices. We know that an engaged community strengthens the planning process and empowers local leaders to champion the Zoning Code update. The specific outreach and engagement deployed will be built on the lessons learned during the CARP and General Plan outreach and engagement process. Similarly, we will use the feedback received during this process to identify what people want and need to support implementation of the Comprehensive Housing Planning REAP 2.0 Program into the conversation during the project-specific outreach to show the community how the various initiatives build on each other and their feedback is integrated thoughtfully throughout.



Historic Resources

We understand the City aims to encourage the conversion of historic commercial buildings into housing while also fostering the improvement or expansion of residential buildings to maintain the quality of existing housing, neighborhoods, and overall well-being of residents. To accomplish this goal and support future residential development, it will be essential to identify eligible historic resources within the City.

Our Capabilities

Our team includes historians and architectural historians who meet or exceed the Secretary of the Interior's Professional Qualifications Standards. We specialize in the identification and evaluation of historic resources, conducting surveys, research, and evaluations or

nominations for a wide range of resource-types. These include buildings, historic districts, cultural landscapes, parks, cemeteries, sites, and objects for inclusion in federal, state, and local historic registers. Our architectural history staff has direct experience providing historic preservation and preservation planning services to lead agencies throughout California, including, but is not limited to, historic preservation ordinance development, preparation of thematic and chronological historic context statements, creating design guidelines, producing historic structures reports, drafting preservation plans, and completing designation applications.

Our Approach

Our focus is on developing work products that address the City's immediate needs while establishing a strong foundation for future historic preservation planning objectives. We have led multiple large-scale, citywide, and focused historic context statements and survey projects. Notable projects include drafting the historic preservation ordinance for Agoura Hills and preparing a historic context and large-scale survey for the Santa Clara County Parks and Recreation Department. We have also recently been retained by the City of San Mateo to conduct a citywide survey and support refinements to the City's historic preservation ordinance. Additionally, we have extensive expertise in assessing impacts to historic resources and supporting the development of design standards. Throughout these projects, we engage with the community to identify historical resources and garner contextual information. We envision that the community outreach for San Fernando will help inform the identification of resources within the city. Once the historic resources have been determined the architectural historians will collaborate with the architectural and policy teams to develop contextual development standards unique to San Fernando that protect and enhance the historic resources in the City.



Zoning Code and Specific Plan

The City aims to update its zoning ordinance to support housing production, streamline processes and procedures, and ensure compliance with housing laws and programs that remove impediments and encourage the production of housing. This update is crucial for addressing local issues, enhancing service delivery and promoting equitable and sustainable development.



Our Capabilities

Rincon staff are experienced at drafting land use regulatory documents, including amendments to zoning ordinances and new ordinances supporting housing production. Our team comprises technical specialists in housing, land use, and equity policy, with a diverse background that includes former public sector planners and private sector experts. This combination of experience ensures our team understands both practical local needs and best practices for state compliance. We collaborate closely with architects, urban designers, economists, developers, decision-makers, and the community to help verify, test, and validate our policy and regulatory solutions.

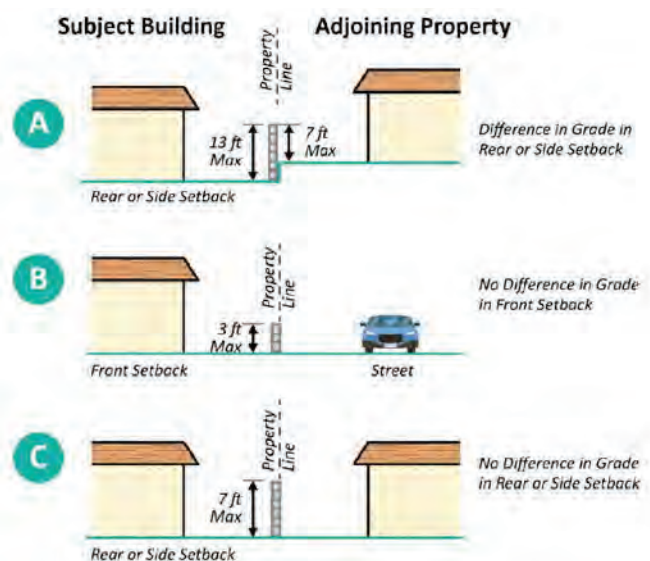
Rincon has taken a hands-on approach in understanding the role of the City's current zoning ordinance in the context of the city's current built environment and existing land use patterns to identify antiquated developments standards and application review procedures that pose constraints on the construction of a diverse range of residential development and remain inconsistent with the evolving legislative requirements prompting modifications to the City's ordinances and long-range planning policies.

Technical Approach

Rincon's Healthy Communities practice focuses significantly on housing policy, implementation, and regulatory reform. We have assisted numerous clients in updating their Housing Elements and concurrently or subsequently updating their zoning codes to support Housing Element program implementation or "zoning for housing." For example, we enhanced density bonus standards beyond State incentives for the cities of Hayward and Culver City, providing additional incentives for developments that offer affordable housing with more than two bedrooms and publicly accessible open space.

Our approach to zoning and Specific Plan updates for residential infill projects begins with a thorough understanding of the policy drivers and requirements for the housing element. We conduct legislative reviews to ensure we provide clear guidance on the steps the City must take to meet legislative requirements, including bills such as Assembly Bill (AB) 98 (new warehousing regulations), AB 2085 (reproductive health services ministerial approval), and AB 2632 (thrift store requirements) to name a few.

As part of the outreach to the community, elected officials, and City staff, we will update the Zoning Code to address local concerns. For instance, in Culver City, we addressed the lack of neighborhood-serving retail and public open spaces in new mixed income housing developments by preparing a density bonus ordinance that incentivizes providing a qualifying amount of retail and/or open space and a higher amount of affordable housing. This approach encourages developers to include amenities along with affordable dwelling units.



Example of Illustrative Wall Standards from the Comprehensive Development Code for the City of West Covina.

Our update will address these items and modernize the code into one cohesive, visual, and easy-to-interpret document. Specifically, our expertise lies in streamlining the Code so that it is easier for City staff to use and facilitates housing projects. In May 2024, Rincon began providing in-person planning staff augmentation services to the City in an effort to increase staff resources and assist with the daily responsibilities of the Planning Department. As an extension of Planning staff, Rincon reviews development applications for completeness and conformance with the



Example of Density Bonus Process Flowchart from Culver City.

City's zoning ordinance, design guidelines, and applicable General Plan and Specific Plan regulations, manages and monitors case progress and tracks time-sensitive deadlines for a range of discretionary and ministerial projects, serves as point-of-contact between the planning department and project representatives, prepares incomplete letters, approval letters and staff reports and resolutions, and attends public hearings. We will leverage our knowledge from previous projects in the city, our expertise from other cities, and input from the community to craft processes that reflect the values of San Fernando. In other projects, we have:

- Updated tract map procedures to align with general development review processes (Culver City)
- Reduced redundancy by eliminating unnecessary requirements (West Covina)
- Written specific processing procedures for various projects, including new administrative review bodies and findings

For this update, our approach will primarily be derived from the existing conditions analysis and community feedback regarding current processes. Once a framework has been developed, we will confirm our approach through the outreach process and then execute the code update.

Other examples of zoning for housing include, but are not limited to, ordinance and zoning amendments covering the following topics:

- Multifamily and mixed-use development standards
- Density bonus provisions
- Transitional and supportive housing
- Overlay districts
- Accessory dwelling units
- Objective design and development standards
- Adjustments to parking standards
- Project streamlining
- Large residential care facilities, emergency shelters, and low-barrier navigation centers
- Definitions
- Subdivision ordinance updates
- Anti-displacement provisions
- Incentive provisions and programs
- Missing middle housing studies
- Administrative provisions
- By-right provisions



We understand that the San Fernando Zoning Code has had few comprehensive updates since 1987 and lacks elements typically included in other zoning. We already have a standing list of Zoning Code updates that need to be addressed, enabling us to be more efficient and provide additional support on community and City Council zoning priorities. Some examples of updates currently on our list include:

- Establishing clearer processes and procedures related to temporary uses and zoning verification letters,
- Updating the term of “second dwelling units” to align with state law,
- Consolidating definitions into one section,
- Adding findings to the Site Plan Review process,
- Connecting the Building Line Chart to development standards,
- Providing guidance on common property line walls, and
- Ensuring consistency with state regulations. (e.g., emergency shelters).



Objective Development Standards

The City desires objective development standards that balance the need for clear and objective language to ensure quality development, while avoiding burdens or constraints that could impact development potential. These standards should range appropriately in the level of prescriptive regulation, ensuring that development remains feasible and straightforward to understand and interpret. The goal is to create a regulatory framework that promotes high-quality, sustainable development without imposing unnecessary obstacles on developers that would discourage housing production.

Street-level Frontage Articulation



Example of a Draft ODS for the City of Culver City.

Our Capabilities

Rincon is proud to partner with JZMK , a distinguished architectural firm with a global portfolio and extensive experience with built projects in California. JZMK's deep understanding of the financial implications of architectural development standards, coupled with their expertise in California's unique Building and CalGreen Code standards, positions us uniquely to deliver exceptional results. For instance, JZMK recognizes that reducing the volume of the uppermost floor can increase weatherproofing requirements and construction costs, while also impacting the roof area available for solar panels, thus complicating Title 24 compliance. Our team's combined expertise ensures that our objective standards are thoughtfully designed to address specific concerns without imposing unnecessary regulations that could hinder housing construction.

Technical Approach

Our approach recommends incorporating objective design standards in a separate document referenced in the Municipal Code. Once adopted, revisions to the Objective Development Standards could be approved by the Planning Commission rather than the City Council. This flexibility is crucial as the State updates the Residential Building Code every three years, allowing the Objective Development Standards to adapt to evolving building practices. This approach will help City staff streamline future revisions and comply with new laws more efficiently.

We plan to illustrate objective development standards with clear graphics and provide real-world examples of buildings that meet particular standards. Our approach also includes testing recently approved residential or mixed-use buildings to help depict applicability for the public and City officials.

We understand the importance of creating objective standards that are both practical and compliant with state regulations. Our approach ensures that these standards are clear, flexible, and easy to interpret, making them more user-friendly for City staff and developers



California Environmental Quality Act (CEQA)

California Environmental Quality Act (CEQA) is a core business area for Rincon, and our firm has provided environmental consulting services for over 30 years. Rincon's environmental project managers and analysts are skilled in assisting agencies in not only meeting the legal requirements of CEQA, but also making the process useful for staff, decision-makers, the applicant or proponent, and the community. Our work products will meet the requirements of the CEQA Guidelines, and state planning and zoning law, as well as the relevant standards of other local, state, and federal agencies (e.g., California Department of Transportation).

Rincon has extensive experience with programmatic documentation including CEQA reviews for general plans, specific plans, regional transportation plans/sustainable communities' strategies, and zoning ordinances. This experience underscores our comprehensive understanding of the requirements for environmental documents that facilitate CEQA streamlining, as well as our ability to prepare the ensuing streamlining documents that appropriately tier from the leading environmental review. Our proven methodology ensures the successful and legally defensible completion of the CEQA process.

Technical Approach

Since this project will be implementing the prior work conducted as part of the Mitigated Negative Declaration (MND) for the Housing Element, we anticipate that the effort will either require an Addendum to the MND, or a Finding of Consistency Memorandum.



Introduction

The Rincon Difference

Through our experience and understanding of the project, our local knowledge and presence, and our extensive technical knowledge, the Rincon team is uniquely qualified to assist the City with the Comprehensive Housing Planning Program.



Zoning Code Implementation Update Experience

- Zoning Code update experience, including in San Fernando.
- Team works on both sides of the counter, understanding zoning from both the City and developer perspective.
- Streamline review procedures lead to efficiency and transparency for staff, the public, and the development community.
- Ensures process satisfaction and free clean-ups, should any be needed.



Equitable Engagement Focus

- Build on the vulnerable groups identified in the Climate Action and Resilience Plan (CARP) and General Plan updates and specifically engage with historically underrepresented groups, including elderly, youth, as well as Black, Indigenous, and people of color communities.
- Diverse participation options, including in-person meetings, tabling at existing events, virtual events, surveys, and focus groups at varied times and locations to accommodate lifestyle and obligations.
- Include opportunities for children to participate in all events.
- Provide resources and training to empower community members to engage meaningfully in the process.
- Establish feedback loops to demonstrate how input has informed project outcomes.



Flexible Approach to Objective Design Standards

- Creation of one visual document referenced from the City's Code.
- May be amended by the Planning Commission to ensure flexibility and adaptability as the City's architectural aesthetic evolves over time.



Understanding of San Fernando

- Extensive experience with City of San Fernando policy and regulatory context through work on the Climate Action and Resilience Plan (CARP), Safety and Environmental Justice elements, contract planning and zoning code updates.
- Understanding of San Fernando's equity issue.

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The City of Port Hueneme has employed Rincon Consultants, Inc. for a variety of Planning and Public Works projects over many years. However, the most complex project was that of the recently adopted 2045 General Plan Update, consisting of the City’s first comprehensive General Plan update since 1998, along with the new Housing Element, the City’s first Climate Action Plan and an update to the City’s Local Coastal Program. Rincon’s team excelled in their work with City staff to ensure a high-quality project was completed on a very tight timeframe and within budget. I look forward to continuing to work with the Rincon team on the subsequent Zoning Ordinance update and would not hesitate to reach out to Rincon for my next Planning project.”

Tony Stewart, AICP, Community Development Director
City of Port Hueneme

2

Project Team

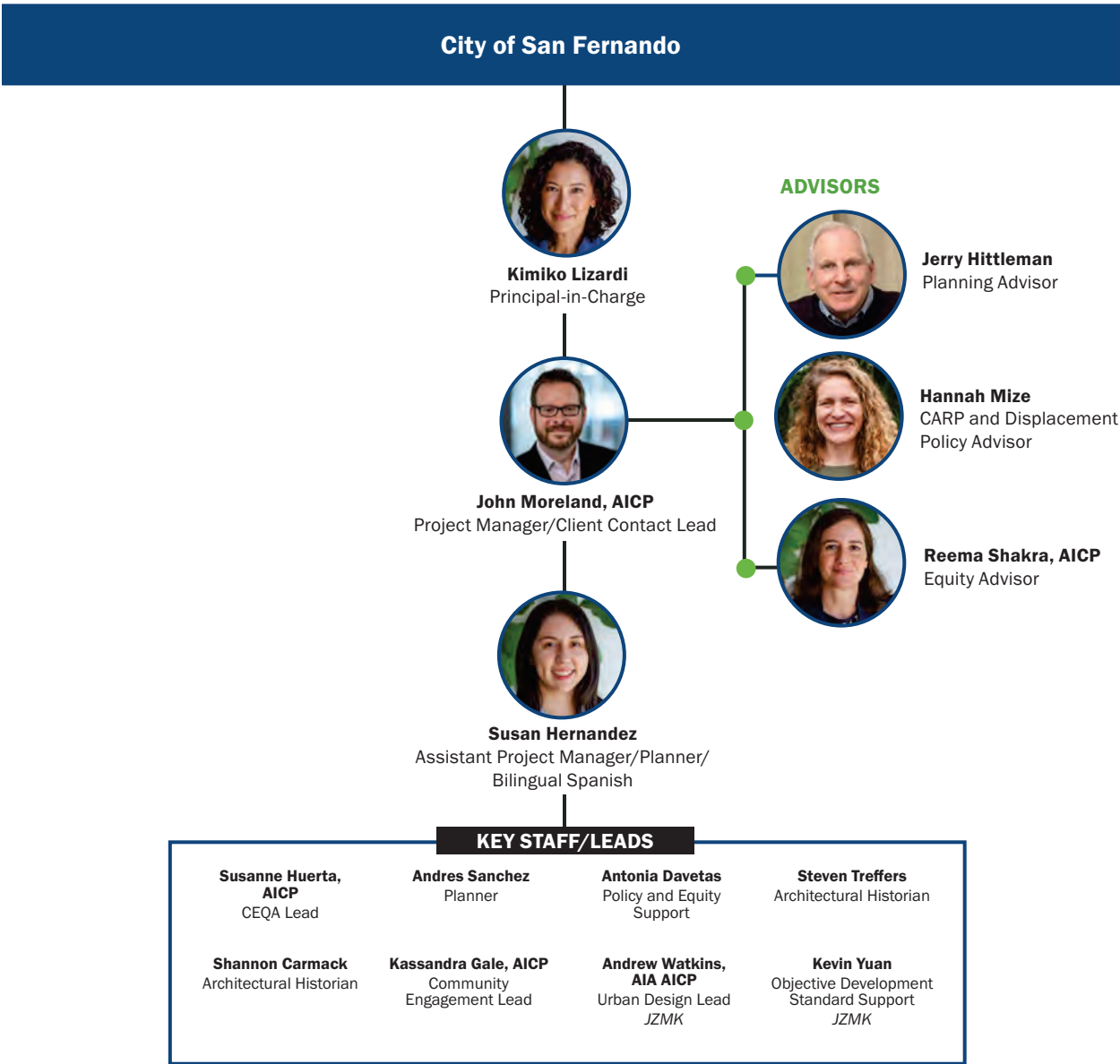
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2 Project Team

A Team Assembled to Meet the City’s Needs

Rincon has assembled an experienced and innovative team ready and available to partner with the City to meet its land use, environmental planning, and community development goals. Kimiko Lizardi will serve as the Principal-in-Charge. With over 23 years of hands-on experience, she excels in managing and executing comprehensive planning programs and studies. Specializing in Zoning Code and Specific Plan updates to promote affordable housing and to streamline overall procedures, John Moreland will manage the project, bringing 20 years of experience in managing planning projects throughout the state. Below are bios of key team members with resumes included in the Appendix.

Organizational Chart





Project Team

Key Management Personnel

Kimiko Lizardi | Principal-in-Charge



Kimiko oversees Rincon's statewide Healthy Communities planning practice. She has been at the forefront of managing and preparing complex land use and environmental documents that not only align with state legal requirements but also cater to the distinctive needs of her clients and their communities. Her passion lies in creating resilient, vibrant places that capture the essence of each place's unique character, culture, and community dynamics. Her expertise includes the management of large interdisciplinary consultant teams, multifaceted and multi-year projects. Kimiko has successfully completed the preparation of general plans, housing elements, specific plans, adaptation plans, and Zoning Code updates throughout California. Most recently, Kimiko served as the Principal-in-Charge for the Monterey Park Housing Element implementation effort, City of Marina Downtown Vitalization Specific Plan, City of Chino Hills Regional Housing Needs Assessment rezoning and General Plan update, and City of Huntington Park Housing, Environmental Justice, and Safety Element update and Regional Housing Needs Assessment rezoning project.

John Moreland, AICP | Project Manager/Client Contact Lead



John brings 20 years of experience in managing, processing, and coordinating housing element implementation and zoning projects in over 85 jurisdictions throughout the western United States. John specializes in the preparation of Zoning Code and Specific Plan updates to promote the production of housing and to streamline municipal procedures. While with another firm, he drafted a completely new review process for the County of Orange, including the creation of new review bodies, new findings, and new applications to promote specific projects. While with the County of Orange, he developed new internal processes to help streamline entitlement review projects. He also was the Director-in-Charge for the City of West Covina Development Code Update, leading efforts to modernize and streamline the City's zoning regulations through extensive collaboration. John also worked with different architectural firms in his career and understands the residential portion of the California Building Code and how objective development standards can have an impact on the physical realm and construction costs. His work on objective development standards in Culver City focused on enhancing urban design, increasing housing opportunities, streamlining the process while ensuring that new developments adhered to sound design principles. These projects highlight John's ability to navigate complex regulatory environments and his commitment to creating sustainable, livable communities.

Susan Hernandez | Assistant Project Manager, Planner, Bilingual Spanish



Susan has a foundation in local government as a former Planner for the City of Pico Rivera. She is a skilled Planner experienced in site plan review, entitlement processing, and environmental planning. While employed with the City of Pico Rivera, Susan assisted City interested partners, including developers, residents, and business owners, navigate the City's zoning ordinances, General Plan, and City processes. She provided counter assistance to residents and developers in both English and Spanish. She processed, managed, and reviewed entitlements, including commercial and multifamily residential projects. While managing the entitlements she held community outreach meetings, prepared the staff reports and resolutions, and presented the projects to the Planning Commission. With Rincon she has assisted with a variety of long-range and environmental projects, such as General Plan zoning ordinance, subdivision ordinance, and Housing Element updates. Susan also serves as the Assistant Project Manager for the Culver City Density Bonus and Subdivision Ordinance updates.

Key Integration Advisors

Jerry Hittleman | Planning Advisor



Jerry has over 40 years of experience in urban planning and environmental consulting throughout California, which includes holding the Senior Planner at the City of San Diego, Planning Director at the City of Oceanside, Principal Planner at the City of Malibu, and Transportation Planner at the City of Santa Monica. Jerry specializes in managing a variety long-range and current planning projects, including, but not limited to, Housing Element updates for the cities of West Hollywood and Santa Clarita, and Zoning Code updates for the cities of West Covina, San Fernando, San Joaquin, West Hollywood, Simi Valley, Santa Monica, Hayward, Sonoma County, Trinity County, and Monterey County. He is integrally involved in Rincon's contract planning practice and also provides management level assistance with the preparation of CEQA documents.

Hannah Mize | CARP and Displacement Policy Advisor



Hannah is an experienced project manager and expert grant writer with an understanding of how reflecting the community voices in long-range plans is imperative to successful implementation and meaningful change. She believes deeply in creating a strong technical foundation and the importance of telling the story of how collaborative, community-driven solutions help solve some of the most complex problems of our time. Hannah's experience includes working on the CARP for the City of San Fernando. Her role for this project is to be an advisor for CARP policies that will require Zoning Code/SP-5 updates. Since the CARP and the Zoning Code updates will be on similar timelines, Hannah will play an important role in integrating the recommendations of the CARP into the Zoning Code and SP-5. She is committed to infusing the voices of the community into her work, enhancing the character of our changing world through inclusive and responsive planning. She also currently manages the City of Glendale Climate Action and Adaptation Plan, which will help build regional coalitions to increase the region's infrastructure resilience, protect natural resources and cultural heritage, and reduce emissions.

Reema Shakra, AICP | Equity Advisor



Reema oversees Rincon's statewide Healthy Communities climate practice. She has a wide-ranging policy background, having prepared or managed General Plan updates, climate action plans, local coastal program updates, corridor plans, and climate adaptation plans. Reema has worked for over 20 years with cities and counties to shift their policy priorities towards a more resilient and equitable future. She coauthored an award-winning step-by-step guidebook for the Southern California Association of Governments region, which provides local governments with a compendium of tools, resources, and best practices to efficiently advance their climate adaptation planning process. In Los Angeles County, she has managed significant projects such as the Safety and Environmental Justice Element Update for the City of San Fernando, where she prepared updates to meet new state requirements, and the Climate Action and Resilience Plan, where she prepared a vulnerability assessment highlighting disproportionate impact of climate change on systemically vulnerable community members. Additionally, she managed the Safety, Environmental Justice, and Housing Element Update for Monterey Park, incorporating policy priorities based on extensive public engagement efforts. Furthermore, Reema led the preparation of a vulnerability assessment for the City of Glendale's Climate Action and Adaptation Plan, addressing the impacts of extreme heat, drought, and air quality on vulnerable populations. Reema's role for this project is to advise on the policy framework for the Zoning Code and SP-5 updates to ensure that the revisions are conducted in an equitable manner.



Project Team

Key Staff

Susanne Huerta, AICP | CEQA Lead



Susanne is a seasoned Director of Environmental Planning at Rincon, with extensive experience in Los Angeles County. Her 16-year experience includes managing and preparing environmental documents in compliance with CEQA and NEPA for a variety of projects, including residential, commercial, industrial, and community developments. Susanne has led significant projects, such as the Housing Element Update EIRs for the Cities of West Hollywood and Los Angeles, and multiple EIRs for the City of Burbank, showcasing her expertise in programmatic and project-level environmental impact reports. Additionally, she has prepared numerous streamlining documents for transit priority and infill projects, demonstrating her proficiency in the *CEQA Guidelines*.

Andres Sanchez | Planner



Andres has five years of professional land use planning and public service experience. In the City of San Fernando, he manages contract planning services, evaluating residential and commercial development applications for consistency with zoning regulations and state legislation, including CEQA. As a project manager, Andres provides guidance to developers, architects, and residents on development procedures, and reviews applications for various construction projects. In his role as a Planner for the City of West Covina's Comprehensive Development Code Update, Andres was responsible for reviewing the City's existing code and identifying sections that needed updates to align with recent changes in state legislation and the City's General Plan. Andres is also the contract planner for the City of San Fernando, where he assists with serving at the public counter, processes projects, and has developed a list of necessary Zoning Code updates for smoother reviews and implementation.

Antonia Davetas | Policy and Equity Support



Antonia has professional experience in environmental science and assessment and is adept at preparing both CEQA and NEPA environmental documentation for large- and small-scale projects. In addition to her work in CEQA and NEPA, Antonia works with Rincon's Community Planning team, specializing in public outreach and environmental justice. Skilled at technical report writing, she contributes to long-range planning projects, including rezoning, environmental justice reporting, and EIRs.

Steven Treffers | Architectural Historian



Steven has 15 years of experience with projects requiring historic resources compliance with Section 106 of the National Historic Preservation Act, CEQA, and local ordinances, including projects throughout Los Angeles County. He has supported numerous zoning ordinance developments in the region, overseeing background research to identify historic resources and assessing impacts at the programmatic level. He has also supported a variety of projects to support the identification and management of historic resources on a citywide level, including the Riverside Latino Historic Context Statement, current updates to the Long Beach Historic Context Statement, and historic resource surveys such as SurveyLA. He understands the importance of identifying historic themes and developing registration requirements to support a consistent framework for evaluating the significance of resources. His expertise in managing historic resource surveys, conducting background research, and developing mitigation measures has been instrumental in supporting general and specific plans and zoning update projects throughout his career.

Shannon Carmack | Architectural Historian



Shannon has more than 24 years of professional experience providing cultural resources management and historic preservation planning for large-scale and high-profile projects. Shannon prepares documentation to satisfy CEQA/NEPA, Section 106, and local historic preservation ordinances. She also provides reports and studies that assess compliance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and the California Historic Building Code. She has developed and implemented successful mitigation for countless projects that included Historic American Building Survey documentation, oral histories, and interpretive programs. In Los Angeles County, Shannon has contributed significantly to several projects. In West Hollywood, she served as the Senior Architectural Historian for the redevelopment of commercial buildings on Santa Monica Boulevard and the Lexington Tract Historic Survey. In Pasadena, she led the evaluation of the Space Bank Mini Storage Facility, highlighting its Cold War significance. For the One San Pedro Project in Los Angeles, she prepared a cultural resources study for the redevelopment of the Rancho San Pedro affordable housing community. In San Gabriel, she worked on the Alameda Corridor-East San Gabriel Trench Project, managing compliance with the Memorandum of Agreement and coordinating with various agencies.

Kassandra Gale, AICP | Community Engagement Lead



Kassandra brings a comprehensive portfolio of experience to the table, including her roles in land use planning, environmental resource management, and analysis, coupled with her skills in project management and community engagement. Over her 13-year career across both public and private sectors, Kassandra has proven her strengths in team leadership, long-range planning, building community partnerships, and overseeing land use and entitlements, including her time as the Assistant Planning Director for the City of Bakersfield. She is presently finalizing her Doctorate in Organizational Change and Leadership at the University of Southern California, working on a dissertation that delves into the barriers local government employees face in community participation and equity. Kassandra's blend of educational background and practical experience in planning and community engagement allows her to craft community outreach approaches that are community-relevant, effective, and adaptive.



Project Team

Subconsultant



JZMK is a dynamic and award-winning international architectural and urban planning firm that has built a reputation based on the premise that design solutions should be creative, inspirational, and provide long term value. Their team has over 60 years of experience providing architecture, community planning, and urban design services using current technologies to develop timeless, and environmentally-sensitive, cost-effective solutions. The firm has distinguished itself as an innovative problem solver in the design of single and multi-family housing, including affordable and senior communities. JZMK's recent experience includes providing development standards for the cities of Mission Viejo, Laguna Hills, and Brentwood.

Legal Name:

JZMK Partners

Legal Form:

California "S" Corporation

Founded: 1960

Professional Staff: 22

California Offices: 1

Andrew Watkins, AIA AICP | Urban Design Lead | JZMK



Andrew is an architect, urban designer, and planner with over 20 years of professional experience. Andrew is licensed in California and Massachusetts. As Partner and Director of Urban Design and Planning at JZMK, his work focuses on large-scale urban design projects that explore the confluence of ecology and urbanism. Andrew has led the design of new cities, community plans, campus plans, and urban revitalization projects in diverse locales, including the United States, Mexico, Saudi Arabia, UAE, Egypt, Indonesia, India, China, South Africa, Botswana, Ethiopia, Germany, Italy, and Armenia. Andrew has particular interests in projects that engage wellness and the ecological systems of food, mobility, waste, shelter and water. He brings strong expertise in place making and creating high-quality public realms to each of his projects.

Kevin Yuan | Objective Development Standard Support | JZMK



Kevin's passion lies at the intersection of human behavior, ecological systems, and spatial forms within urban and rural environments. This deep-seated interest propelled him to specialize in landscape architecture and urban design, focusing on the exploration of big nature interventions in emerging urban developments. Throughout his career, Kevin has demonstrated his expertise through various projects, notably contributing to the development of master planned communities in the dynamic region of Southeast Asia and the Middle East.

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I am grateful, and very pleased, with the work that you completed for the City. Approval could not have occurred on this accelerated timeline, or so easily, without your work. Vote was 9-0, and...several ZAB comments in the hearing, and after, were that they were pleased with the level of detail and thoroughness. The action tonight ranks in the top 5-6, out of the 100+ outcomes in my time with the City (and not all were for approval). THANK YOU."

**Greg Powell, Principal Planner
City of Berkeley Planning and
Development Department**

3

Project Experience

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3 Project Experience

Projects included in the table illustrate our team’s experience in the five key areas of expertise identified. The first 11 projects for Rincon are described in greater detail on the following pages, followed by details on JZMK’s experience.

Project Name	Zoning Code Updates and Specific Plans	Historic Resources	Objective Development Standards	CEQA	Equity and Engagement
City of San Fernando Various Zoning Ordinance Amendments and Contract Planning Services					
City of Culver City Objective Development Standards, Density Bonus, and Subdivision Ordinance Updates					
City of West Covina Comprehensive Development Code Update					
City of San Fernando Climate Adaptation and Resilience Plan and Open Space, Conservation, Recreation, Safety, Mobility, and Environmental Justice Elements					
City of West Hollywood Housing Element Implementation Updates					
City of Monterey Park 6th Cycle Housing Element Implementation					
City of Marina Downtown Vitalization Specific Plan					
City of Los Angeles Housing Element Rezoning Program EIR Addendum					
City of Agoura Hills Historic Preservation Ordinance					
City of Riverside Latino Historic Context					
Chapman University Specific Plan Amendment					
City of Stanton Town Center Specific Plan Update					
City of Hayward Density Bonus Ordinance Update					
Subconsultant - JZMK					
City of Mission Viejo Objective Design Standards					
City of Laguna Hills Objective Design Standards					
City of Brentwood Objective Design Standards					



Project Experience

Rincon



City of San Fernando

Various Zoning Ordinance Amendments and Contract Planning Services

San Fernando, California

Landscape Ordinance Update

Rincon has been assisting the City with a major update to their landscaping, tree preservation, and Model Water Efficient Landscape Ordinance (MWELO) standards in conformance with state law and their recently adopted Urban Forest Management Plan. Rincon staff assisted City staff in preparing for and presenting draft updates at two Planning Commission public workshops. Based on input received at these workshops, Rincon staff prepared a draft landscape ordinance update and revised graphics for additional public feedback. The draft landscape ordinance update is scheduled to be heard in early 2025.

Contract Staffing

In May 2024, Rincon began providing in-person planning staff augmentation services to the City in an effort to increase staff resources and assist with the daily responsibilities of the Planning Department. As an extension of Planning staff, Rincon reviews development applications for completeness and conformance with the City's zoning ordinance, design guidelines, and applicable General Plan and Specific Plan regulations, manages and monitors case progress, tracks time-sensitive deadlines for a range of discretionary and ministerial projects, serves as point-of-contact between the planning department and project representatives, prepares incomplete letters, approval letters, staff reports, and resolutions as well as attending public hearings.

As part of this effort, Rincon has taken a hands-on approach in understanding the City's current zoning ordinance in the context of the City's current built



Dates:

January 2024 to Present

Staff:

John Moreland, Jerry
Hittleman, Andres Sanchez

environment and existing land uses patterns. Rincon has been working with the City to identify antiquated developments standards and application review procedures that are inefficient and are inconsistent with evolving legislative requirements.

Alcohol Use Update

In 2024, Rincon updated the City's Zoning Code to add additional standards for alcohol-related uses. Specifically, the previous City ordinance lacked standards and definitions for on-sale consumption of alcohol uses. Also, the City's code lacked any processes or procedures for temporary uses and special events. We prepared standards and definitions for the City, which were adopted by City Council. We also prepared information related to temporary or special events; however, further development of temporary and special uses were postponed as it required amendments to additional sections of the Zoning Code.





City of Culver City

Subdivision and Density Bonus Ordinance Updates, and Residential/ Mixed-Use Objective Design Standards

Culver City, California

Objective Design Standards

The City's objectives for multifamily and mixed-use development standards include achieving compliance with State laws, streamlining and clarifying the development review process, adopting clear objective design standards that applicants can understand and the City can implement, and collaboratively creating standards that will result in context-appropriate, high-quality development. Rincon kicked off the project with a city tour of key projects with City staff. This tour helped the team better understand the challenges and opportunities associated with current development standards and identify best practices. Rincon prepared a flexible document that can be easily amended to reflect changes in state law. Furthermore, Rincon's scope includes testing the Objective Design Standards and developing an easy-to-use checklist for City staff.

Density Bonus Ordinance Update

Rincon initiated this effort by conducting outreach at the weekend-long La Ballona festival, three community outreach meetings in conjunction with the General Plan Update, and two Planning Commission workshops. In an effort to gain interest and data with an online survey, Rincon offered a raffle, providing gift cards from local businesses to those that took the survey. This resulted in over 100 surveys being tallied over the weekend-long festival.

The Density Bonus Ordinance update focuses on ways to increase the production of affordable housing in Culver City by going beyond state incentives. Strategies include tiered bonuses, where developers would get a higher bonus for the more units they provide, and additional bonuses



Dates:

December 2022 to Present

Staff:

John Moreland, Jerry
Hittleman, Susan Hernandez,
Susanne Huerta

for developments that provide other benefits, such as affordable units with at least three bedrooms, transit facilities, and publicly accessible open space while not compromising on the need to provide affordable units.

Subdivision Ordinance Update

Rincon is updating the City's Subdivision Ordinance to ensure it complies with applicable state laws, the current Subdivision Map Act, and facilitates streamlined review and approval of subdivisions consistent with the site plan review process, including processes and regulations to allow for small-lot subdivisions and ministerial approvals in sync with state law. Additionally, the Subdivision Ordinance effort will include Objective Design Standards and criteria for residential small lot subdivisions.





City of West Covina

Comprehensive Development Code Update

West Covina, California

While at a previous firm, John Moreland was part of the project team selected by the City of West Covina for their expertise in writing comprehensive zoning codes. This work was transferred from John's former firm and has been conducted by Rincon since August 2022. The City of West Covina Zoning Code had not undergone a comprehensive update since 1977. The project overhauled the zoning and subdivision portions of the Municipal Code.

The project team hosted an extensive outreach campaign, developed a project-specific website, and conducted an audit of the existing Zoning Code. In addition to updating the code to comply with state law and the City's Housing Element update, the goal of the update was to streamline processes and procedures at the City, reduce the number of overall zones in the city, and make the new Development Code easier to implement and less ambiguous. The scope of work included using exhibits to depict provisions that could be interpreted different ways, updating the City's land use map, and preparing new applications for the City. Rincon also included provisions to encourage retail development and/or other incentives for retailers to thrive, including altering parking standards and exempting the first 500 square feet of outdoor dining for restaurants. The updated Development Code was adopted in January 2024.



Dates:

December 2021 to August 2022 (with previous firm);
August 2022 to January 2024

Staff:

John Moreland, Jerry
Hittleman, Susan Hernandez,
Andres Sanchez



“The City of West Covina retained the services of Rincon to assist in the preparation of objective design standards for multifamily residential development and to conduct a comprehensive update to the Development Code. Rincon brought great expertise and a genuine commitment to understanding our goals and unique challenges. John Moreland’s team took the time to listen to City staff, gather input from all stakeholders, and conduct thorough assessments before offering recommendations. Rincon’s approach was both strategic and highly collaborative. Rincon demonstrated the utmost professionalism, met all deadlines, and stayed within the project budget.”

Jo-Anne Burns, Deputy Community Development Director
City of West Covina



City of San Fernando

Climate Adaptation and Resilience Plan and General Plan Element Updates: Open Space and Conservation, Safety, and Environmental Justice

San Fernando, California



Dates:

February 2021 to Present

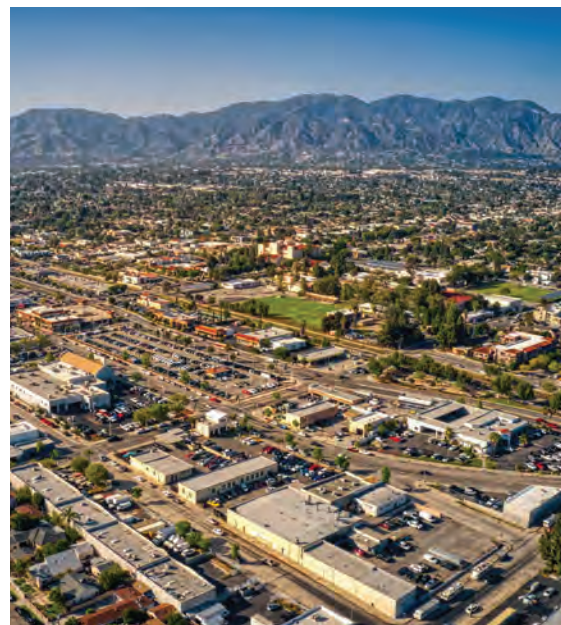
Staff:

Reema Shakra, Hannah Mize

Rincon is leading the development of a variety of long-range plans for the City, including a Climate Action and Resilience Plan (CARP) and an update to the City's Open Space and Conservation Element, as well as an update to the City's Mobility Element. The CARP will be designed to increase community resilience to climate change and reduce community-wide greenhouse gas emissions. In tandem, the General Plan Elements will complement the development of the CARP through interconnected policies.

These projects are being completed over two phases. Phase 1 focused on the foundational development of the CARP, which included preparing a greenhouse gas emissions inventory and a Climate Change Vulnerability Assessment (CCVA). The purpose of the emissions inventory is to establish a baseline to work from and track progress against, while the development of the CCVA identifies relevant climate hazards, potential impacts to vulnerable assets and populations, and the City and community's capacity to adapt to potential climate change impacts. Rincon hosted a series of asset manager interviews to better understand climate vulnerabilities in San Fernando and existing efforts to increase climate resilience. Rincon also assisted the City in obtaining additional grant funding from the Office of Planning and Resources to complete Phase 2 of the CARP, which includes a series of community engagement and outreach events, development of climate action and adaptation measures, an equity guardrails evaluation, a financing and cost effectiveness analysis, as well as development of a complete CARP framework that summarizes the work done to date and the goals for the future. Through this multi-plan development process, Rincon has helped create and maintain a coalition of multiple local partners including Community Based Organizations and a Tribe. Founded in meaningful engagement with the community, these plans are being developed to address the hurdles that arise in lived experiences.

As part of the Safety Element update, Rincon developed a preliminary CCVA and series of climate adaptation strategies to increase the resilience of vulnerable populations, systems, and resources in the community. Through the Environmental Justice update, Rincon identified relevant community environmental justice issues, including disproportionate exposure to pollution, substandard housing conditions, and inadequate tree cover. Rincon crafted a set of environmental justice strategies to address the community's environmental justice issues.



City of West Hollywood

Zoning Code Updates to Implement the Housing Element and Other Initiatives

West Hollywood, California

Rincon prepared various new Zoning Ordinance amendments for the City of West Hollywood to bring its Zoning Ordinance into compliance with state law and to regulate specific land uses within the city.

Accessory Dwelling Unit Ordinance

Rincon assisted City of West Hollywood staff with preparation of the City's Accessory Dwelling Unit (ADU) Ordinance. Rincon staff ensured that the ADU ordinance followed state law, including Senate Bill (SB) 1069, SB 2299, and recently adopted SB 229 and AB 494. In addition, Rincon staff made sure that the ADU ordinance was consistent with the City of West Hollywood General Plan Housing Element and other sections of the West Hollywood's Zoning Ordinance.

Affordable Housing/Density Bonus Ordinance

Rincon staff wrote and helped process a zone text amendment to affordable housing regulations and incentives in response to state law. The text amendments updated the code to be compliant with new legislation related to incentivizing the construction of affordable housing, specifically SB 2442, SB 2501, SB 2556, SB 1934, and SB 1505.

Ongoing Municipal Code Edits

Rincon continues to provide additional services that include updating various housing definitions and related regulations such as low barrier navigation centers, micro-units, EV charging regulation, and further ADU regulation amendments in conformance with recent updates to state law.



Dates:

Individual projects vary,
contract from April 2017 to
Present

Staff:

Susan Hernandez, Jerry
Hittleman





Project Experience

City of Monterey Park

6th Cycle Housing Element Implementation

Monterey Park, California

Rincon prepared draft amendments to the City of Monterey Park's Municipal Code to implement various Housing Element programs while ensuring alignment with the Land Use Element and State legislation. Initial steps included reviewing city documents relevant to the Municipal Code Amendments, including the General Plan-Land Use Element, 2021 – 2029 Housing Element update materials, existing Zoning and Subdivision Ordinance, and relevant City Design Guidelines. Rincon prepared a memorandum summarizing documents relevant to the Municipal Code amendments.

Following the memorandum, Rincon was responsible for drafting amendments targeted at seven specific housing programs, covering changes in zoning districts, permitted uses, densities, and design standards. The amendments included updates to maintain consistency with State housing legislation such as for transitional and supportive housing, emergency shelters, low-barrier navigation centers, and replacement housing. Other updates included the creation of a new chapter to permit and regulate the new Mixed-Use Zone, revising various sections of the Zoning Code to implement flexible development standards to encourage affordability in design, adding incentives for the development of low- and moderate-income housing, and minimizing constraints in development standards. Rincon also amended sections of the Subdivision Ordinance to create procedures and incentives for lot consolidation of housing opportunity sites identified in the Housing Element.

Collaboration with city staff to identify other provisions that should be included in the amendments to the Municipal Code occurred through biweekly meetings and working sessions. Additionally, Rincon was able to accommodate an unforeseen request to assist with an in-person public workshop. Rincon prepared a PowerPoint with an overview of the process and the proposed Municipal Code Amendments and presented the information at the in-person public workshop.

The City funded the project with a grant that required an aggressive timeline to provide deliverables within an eight-month timeline. Through effective communication and coordination, Rincon successfully finalized the amendments within the specified timeframe. A comprehensive draft of these amendments was submitted to the city on September 14, 2023, meeting the project's deadline and grant requirements.



Dates:

January 2023 to September 2023

Staff:

Kimiko Lizardi, Susan Hernandez, Hannah Mize, Jerry Hittleman, Reema Shakra





City of Marina

Downtown Vitalization Specific Plan, Affordable Housing, and Environmental Documentation

Marina, California

Rincon prepared an update of the City of Marina's Downtown Vitalization Specific Plan and a Housing Overlay district to support the City's Regional Housing Needs Assessment housing obligations and to align with Senate Bill (SB) 35 and SB 330 requirements. This includes developing a housing implementation and zoning strategy to support the City's objectives for Housing Element compliance, as well as additional redevelopment and place making objectives. The Affordable Housing Overlay zone is intended to support increased density, development incentives, affordable housing requirements, and objective development and design standards for streamlined housing review and approval. The adoption of the Affordable Housing Overlay was a critical mechanism contributing to certification of the City's 6th Cycle Housing Element. The Downtown Vitalization Specific Plan, adopted in October 2024, included objective design and development standards intended to streamline housing development, a policy foundation for a future road diet of a primary downtown corridor, transportation demand management policies, and other key infill strategies.

To support the Housing Overlay and the Downtown Vitalization Specific Plan efforts, Rincon prepared a housing overlay case study analysis, community engagement strategy to support both efforts, updated the City's land use and zoning maps, developed a public facing geographic information system data viewer, environmental document preparation, and staff reports. Rincon prepared an Initial Study-Mitigated Negative Declaration for the Housing Overlay and a Focused EIR for the Downtown Vitalization Specific Plan.



Dates:

May 2019 to Present

Staff:

Kimiko Lizardi, John Moreland



City of Los Angeles

Housing Element Rezoning Program EIR Addendum

Los Angeles, California

Rincon is working with Los Angeles City Planning staff to prepare the EIR Addendum for the City of Los Angeles Housing Element Rezoning Program. Rincon started this process by working with the City to determine the appropriate CEQA pathway that adequately analyzes the potential environmental impacts associated with the Rezoning Program. The Citywide Rezoning Program will create up to 255,432 units of new residential-zoned capacity pursuant to the Housing Element that was adopted in November 2021. The Housing Element Rezoning Program encompasses targeted citywide code amendments including the following four ordinances: the Citywide Housing Incentive Program Ordinance, an expansion to the City's existing Adaptive Reuse Ordinance, a Housing Element Sites and Minimum Density Ordinance, and a Resident Protections Ordinance.

Rincon prepared the Citywide Housing Element 2021-2029 and Safety Element Updates EIR, which conservatively assumed significant impacts for 11 of the CEQA issue areas. Rincon conducted an initial analysis to determine whether any new impacts would result from implementation of the Rezoning Program, and determined the Rezoning Program would not exceed the impacts identified in the original EIR. Therefore, an EIR Addendum was prepared in support of the ordinances under the Rezoning Program, which were adopted by the Los Angeles City Planning Commission in September 2024.



Dates:

May 2022 to November 2024

Staff:

Susanne Huerta

City of Agoura Hills

Historic Survey and Cultural Heritage Ordinance

Agoura Hills, California

Rincon has been working with the City of Agoura Hills to develop a cultural heritage ordinance to establish a local regulatory framework to recognize and manage the community's significant cultural resources. Recognizing the successful development and adoption of the ordinance requires a collaborative process, the scope of work includes several community meetings to gather input and support from a variety of individuals, stakeholders, and legislative bodies.

To help inform the development of the ordinance and future planning efforts, Rincon first completed a historic resources windshield survey of the city. The survey sought to define the architectural and historical character of Agoura Hills and included a review of primary and secondary source data, including historical aerial photographs and maps, assessor data, and past environmental documentation. Our qualified architectural historians subsequently completed a reconnaissance-level survey to confirm and document existing conditions. The findings were presented in a report, which included methods, historic context, figures depicting the results, and recommendations.

Rincon recognizes that gaining a clear understanding that the goals and objectives of the community and City leaders are critical to the development of a cultural heritage ordinance, which is tailored to the city. As such, Rincon is conducting ongoing meetings with City staff, community members, and various local commissions and bodies. Using this input, Rincon has prepared a draft ordinance that establishes a regulatory framework to support the City's cultural heritage goals. The ordinance follows the guidance of the California Office of Historic Preservation's guidance for drafting historic preservation ordinances, while being tailored to local conditions and addressing built environment, archaeological, and tribal cultural resources.



Dates:

January 2023 to Present

Staff:

Steven Treffers





City of Riverside

Latino Historic Context Statement and Historic Resources Survey

Riverside, California

In 2018, Rincon completed a Multiple-Property Documentation Format historic context statement and survey for the City of Riverside Community and Economic Development Department. The project was funded through the Certified Local Government program of the State Office of Historic Preservation. For well over a century, the Latino community in Riverside has made a vital, immeasurable contribution to the City of Riverside's growth, culture, and prosperity. As of 2018, Riverside is home to one of the oldest and most expansive citrus colonia in California. In spite of this, few context-driven studies had been completed in Riverside to guide historic resource evaluations of properties associated with the city's Latino community. The Riverside Latino Historic Context Statement and survey provide a key tool for future evaluations and designations. In order ensure consistent, context-based assessments, the study followed the Multiple-Property Documentation Format. This allowed the Rincon team not only to identify dozens of potential historic resources associated with the Latino community but also to provide a tool for future evaluations. Community support, engagement, and input were critical to the success of the project. Therefore, in the earliest project stages, Rincon coordinated with the City of Riverside to plan and lead community workshops. Our team members also conducted interviews with community leaders and members, and reviewed a wide range of materials, in English and in Spanish. Close coordination with stakeholder groups, such as the Riverside County Mexican-American Historical Society, helped Rincon build wide community support in the project. The Riverside Latino Historic Context Statement provides the City of Riverside, for the first-time, with a consistent, context-driven approach for assessing associations with Latino history and heritage. The study provides not only the first comprehensive history of Riverside's Latino community but also a proactive tool for identifying Latino-related historic resources and assisting the City of Riverside to meet its obligations under CEQA. The study received a Preservation Design Award in the Cultural Resources category in 2019 from the California Preservation Foundation.



Dates:

March to September 2018

Staff:

Shannon Carmack, Steven
Treffers

Chapman University

Chapman University Specific Plan Amendment No. 7

Orange, California

Chapman University is situated in Old Towne Orange and is a catalyst to revitalize and preserve this historic downtown. The Chapman University Specific Plan serves as a long-term Master Plan that guides and implements the physical development of the approximately 60-acre University campus. The Specific Plan establishes the land uses, development regulations, design guidelines, and infrastructure systems for the University-owned properties located within the Specific Plan area, as well as considers the existing historic neighborhood context and identifies future expansion needs for the projected campus build-out. Originally adopted in 1989, the Specific Plan was amended six times over the past decades. Rincon is preparing Specific Plan Amendment No. 7, which is a comprehensive update of the Chapman University Specific Plan that will address the projected needs for the University over the next 15 to 20 years. Staff from Rincon were involved in an extensive 21-session outreach program what included University students, faculty, staff, and alumni, as well as local community groups and neighbors. Key components of the Specific Plan include contextual guidelines that new buildings must adhere to when being developed next to historic buildings. The Specific Plan also includes streamlined processes and planning procedures, given the unique nature of the campus.



Dates:

August 2013 to July 2022
(with another firm); July 2022
to Present

Staff:

John Moreland



Subconsultant Experience

City of Laguna Hills

Objective Design Standards

Laguna Hills, California

The Mission Viejo Objective Design Standards provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legislation, the Objective Design Standards establishes an agreed upon level of quality from the City of Mission Viejo that gives developers clear direction for their development projects. The code includes chapters covering site planning, site design, building design, architectural styles and landscape.



Dates:

May 2023 to Present

Staff:

Andrew Watkins, Kevin Yuan

J Z M K
P A R T N E R S



City of Mission Viejo

Objective Design Standards

Mission Viejo, California

In response to recent changes in California state laws, JZMK created Objective Design Standards for the City of Mission Viejo used to evaluate multifamily and mixed-use residential/commercial development applications and provide direction to developers and property owners on the key design components of site planning, site design, architectural theme, and open space/landscape to streamline the project approval process. These non-subjective standards will ensure development maintains the City of Mission Viejo's vision for design quality and appearance.



Dates:

May 2023 to Present

Staff:

Andrew Watkins

J Z M K
P A R T N E R S



City of Brentwood

Objective Design Standards

Brentwood, California

The Brentwood Objective Design Standards provides additional objective design and development standards for residential development within Brentwood. Responding to recent state legislation, the Objective Design Standards establishes an agreed upon level of quality from the City of Brentwood that gives developers clear direction for their development projects. The code includes chapters covering site planning, site design, building design, architectural styles and landscape.



Dates:

August 2023 to Present

Staff:

Andrew Watkins, Kevin Yuan

J Z M K
P A R T N E R S





I know I've mentioned this before, but in my 17 years in local government, this project has genuinely been the most fun, educational, and exciting one I've worked on. We truly appreciate your professional, innovative, and collaborative approach in bringing this plan to life."

Lilly Whelan, Community Development Director
City of Pinole

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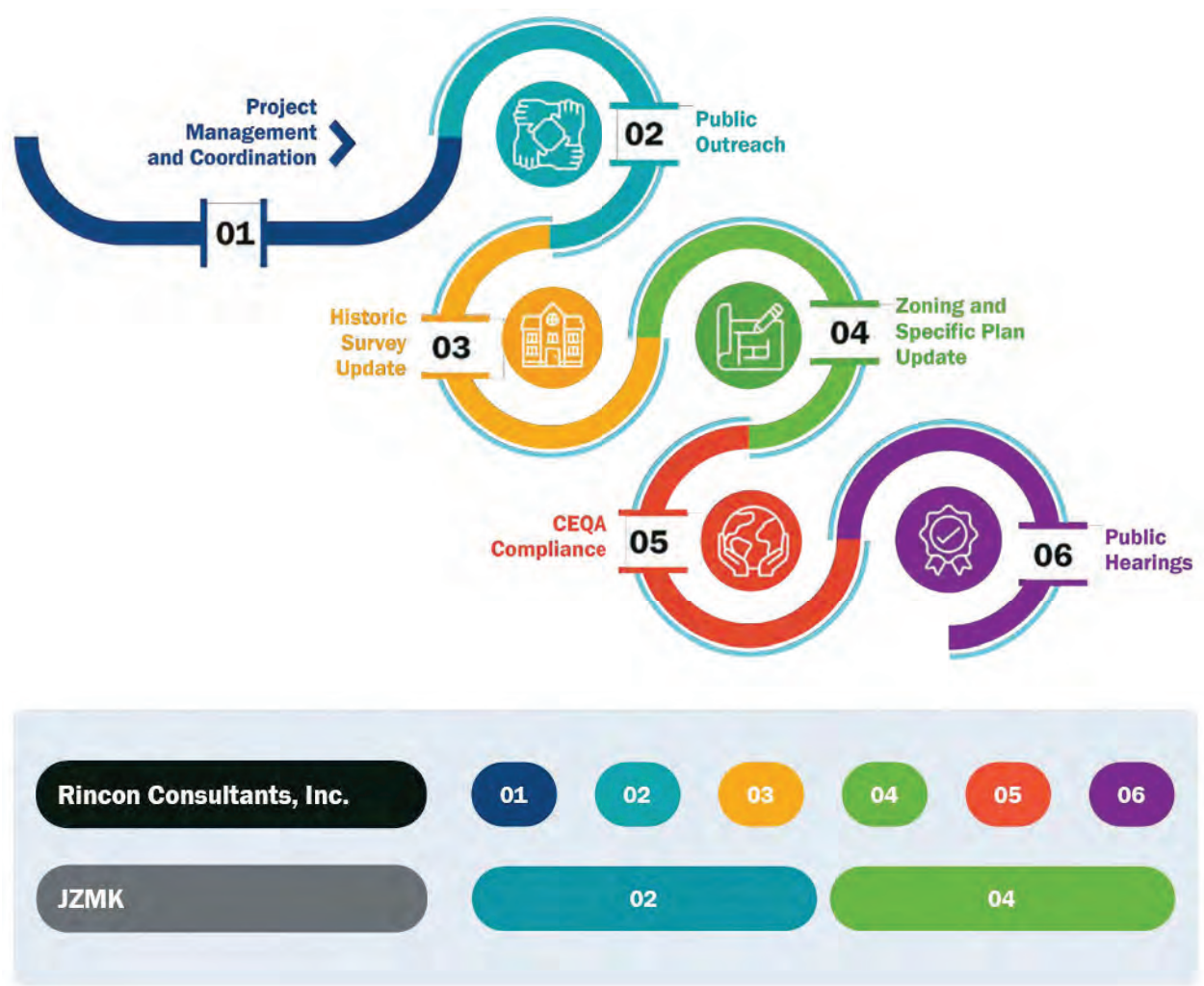
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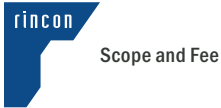
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4 Scope and Fee

Work Plan

The following Workplan Overview showcases how the Rincon team will collaborate throughout the project to accomplish the variety of services included in this scope of work. Rincon will be involved in every step of the process, which will provide consistent management, communication, and messaging in all deliverables. JZMK will support the project by providing architectural and urban design services as part of the Objective Development Standards. JZMK will also assist with updating the physical development standards found in the Zoning Code and SP-5 that may impact housing production. JZMK will support community outreach and engagement.





Scope of Work

Task 1 Project Management and Coordination

Task 1.1 – Project Kickoff Meeting

Immediately following the notice to proceed, key members of the project team will attend one kickoff meeting in person with the City to discuss the following:

- Confirmation of project objectives, scope of work, schedule, deliverable/milestone dates, communication protocols, and any applicable agency coordination
- Project Management Plan (PMP; identified in Task 1.2)
- Summary of recent projects, specific desires, and current studies, including updates on relevant studies or information since the RFP was released
- Determine schedule for standing conference calls with City staff
- Data needs, key contacts, and information sources
- Approach on the Historic Context and Historic Resources Survey
- Discuss conceptual outreach and engagement meeting schedule
- Deliverable formats and organization
- Invoice and progress reporting format and methodology
- REAP metric data collection and reporting

It is assumed that this meeting will last approximately 90 minutes. After the meeting, the project team would conduct a tour (of up to two hours) of the city area, taking photographs, analyzing existing structures, and discussing challenges as it relates to housing production, processing, and objective standards. Ideally, this tour would be conducted with the City to gain further insight into these issues impacting the city. An agenda will be prepared and distributed (along with any supporting information) at least two working days in advance of the meeting. Meeting minutes will be provided within two working days of the meeting.

Task 1.2 – Project Management Plan and Schedule

At the initial kickoff meeting, Rincon will prepare a PMP for the project. The PMP will include the following.

- Contact information for the Rincon team
- The scope of work
- The schedule



- The budget, divided into separate tasks
- Invoicing progress
- Task reporting details
- Document control
- Quality Assurance/Quality Control procedures
- Deliverables and timing of these items

It is envisioned that the PMP will be used as the base for the agenda and meeting minutes and will be continually updated as the project progresses. Any edits to the timing of the deliverables shall be immediately communicated to the City.

Part of the PMP will include the schedule. The schedule will identify all tasks, when the tasks are due, critical path items, and key milestones. The schedule will be attached to the PMP.

Task 1.3 – Project Management Meetings

To effectively manage the multiple deliverables of the project, the Project Manager and Assistant Project Manager will host regular, bi-weekly conference calls up to an hour in length to update the City on upcoming deliverables and discuss any potential issues that may impact the scope of work. Other team members may be added to the meeting, as necessary. Rincon will draft agendas at least two working days in advance of these calls via email to the City. The agendas will identify action items and the responsible party to implement said action item. Meeting minutes will be provided within two working days. Supplemental material will be provided at least 24 hours prior to the meeting.

Additionally, this task includes Rincon being available for additional, as-needed check-ins, discussions, and/or meetings totaling up to 12 hours for the duration of the project.

Task 1.4 – Monthly Invoicing and Reporting

Rincon will prepare monthly invoices and reports in accordance with applicable City policies and procedures. At the initial kickoff meeting, Rincon and the City will discuss the format and content of the monthly invoice and report. Each monthly progress report will include the following.

- Summary
- Progress narrative
- Description of tasks completed during the month
- Project schedule describing the percentage of each task/deliverable/milestone





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- Summary of costs incurred per task/milestone with info on remaining funding by task
- Schedule and schedule tracking narrative
- List of deliverables
- Management issues
- Needed corrective actions
- Statement of resolution of problems
- 30-day look ahead

Task 1.5 – Project Close-Out Files

After the final public hearing, Rincon will send all working files to the City. This includes all working GIS databases, the working files of the Specific Plan , the working files of the Zoning Code, and working files of any other deliverable the City would need to amend in the future. These files will be organized pursuant to the scope of work and sent via an FTP link. Each task will have its own individual folder. Each folder will also include a final version of the document in PDF form. All meeting agendas and minutes will also be provided. These documents will be summarized in a project closure summary excel file.

The Project Close-Out report will be provided as part of the one-hour training after adoption that is discussed further in Task 4.4. Also, approximately two to three months after the adoption of the Zoning Code and Specific Plan updates, Rincon will contact the City to ensure that the interpretation and implementation of the updated Zoning Code and Specific Plan are working at or above expectations. Should there be any issues or ambiguity, Rincon will prepare the necessary policy interpretation document or amendment documentation (including any staff reports and ordinances/resolutions) to resolve any unanticipated issues . Rincon guarantees our work product and will prepare the necessary amendment documentation for a period of up to six months after the effective date of the ordinance. This guarantee does not include state law updates that are passed after City Council adopts the Zoning Code and Specific Plan updates.

Task 1.6 – REAP Metrics Data Collection and Reporting

At the outreach meeting, Rincon will work with the City to collect existing conditions information to prepare a report on measurable outcomes of the project. This report will be provided with the project close-out documentation identified in Task 1.5.

Meetings	Deliverables
<ul style="list-style-type: none">• One Project Kickoff Meeting and Tour with City Staff• Bi-Weekly Standing Meetings over an 18-month Duration• Additional Check-ins, Discussions, and/or Meetings (Up to 12 hours)	<ul style="list-style-type: none">• Kickoff Meeting Agenda, Including Supplemental Information• Kickoff Meeting Minutes• Data Needs Request• PMP• Project Schedule• Bi-weekly Meeting Agenda, Including Supplemental Information• Bi-weekly Meeting Minutes• Monthly Invoices with Progress Reports• Project Close-Out Files with Excel Summary• REAP Metrics Data Collection and Report

Task 2 Public Outreach

Task 2.1 Community Stabilization Manual

Rincon will prepare a Community Stabilization Manual, or Affordable Housing Directory, that will provide San Fernando residents with information on affordable housing resources available to lower- and moderate-income households. Intended to implement Policy 3.4 and implementing programs under Goal 3.0, the Directory will provide information on rental assistance, local affordable housing projects, senior housing, housing legal assistance, fair housing, homeownership assistance and rehabilitation. The Directory will provide answers to frequently asked housing questions, educate residents and landlords on the City's Section 8 program and recently approved legislation, and serve as a housing resource.

Rincon will work closely with City staff to gather all relevant information before preparing a draft document for review. Rincon will address one round of consolidated comments on the draft prior to preparing the final version. It is our vision that this document will be highly visual and will communicate information graphically to the maximum extent practical. The draft will be provided in English, and both English and Spanish versions of the final version will be produced. Rincon will deliver working files and PDF files of the final version so that the City can maintain and edit in the future, as needed. This scope of work also includes the printing of 100 color hard copies of this document that the City may use or give to housing service providers. If additional copies are required, Rincon can provide them on a time and materials basis, in accordance with our standard fee schedule, attached.

Task 2.2 – Outreach and Engagement Plan

The outreach and engagement process will be designed to identify the specific needs of the San Fernando community by integrating as many voices and perspectives as possible. As a foundational step, Rincon will prepare a Public Outreach Plan that will be derived from our previous experience conducting outreach as part of the CARP and General Plan Element updates. Through our work with the City, we understand that the community is interested in and excited for the opportunity to engage in the decision-making process and participation is the greatest when the event logistics are thoughtfully designed to be culturally appropriate, inclusive for all age groups, and in locations where we can meet people where they are. During the CARP and General Plan Element updates, Rincon worked with Climate Resolve, Pacoima Beautiful, the Fernandeño Tataviam Band of Mission Indians, and the City of San Fernando to prepare a robust Public Outreach Plan that outlined the goals and activities to be completed throughout the CARP and General Plan Element development process. Based on our work to date, and the details in the RFP, we believe that components of the Public Outreach Plan will include the following.

- Purpose and Outcomes of Community Engagement Effort – including the overarching goals of the outreach and engagement process and how the feedback received will be incorporated into the final deliverables and decision-making process
- Community Profile and Interested Party Analysis – including Community Based Organizations (CBOs) anticipated to help facilitate and garner support for the project
 - One of the key elements of the Public Outreach Plan will be to build off of our work on the CARP and General Plan to identify the potential interested parties for this project, which may include property owners, developers, other internal or external agencies, neighborhood associations, service organizations, local community leaders, local residents, and other advocacy groups.
 - Our initial task will be to determine the appropriate points of contact for these groups and to develop a comprehensive matrix.
- Engagement Approaches and Methods – including anticipated schedule detailing how events will meet people where they are, anticipated timeline for public hearings, post-adoption activities, and event logistics (e.g., locations, times, invitation process, etc.)



- Metrics for Success and Measuring Reach – these will be refined with the City and could include number of people reached, number of new participants in the planning process, number of returning participants in the planning process, events hosted, location diversity, etc.
- Roles and Responsibilities – including communication protocols and timelines required by the City (i.e., one month posting for social media) and logistic coordination
- Opportunities to Address Historical Barriers to Engagement – including creating inclusive spaces where historically marginalized voices are not only heard but empowered to shape decisions, confirming everyone has a meaningful seat at the table
 - Spanish translation and interpretation
 - Meeting timing/location (e.g., weekends, nights) and venues
 - Stipends to fund community-based engagement (included in scope and budget)
 - Multi-generational (activities for children to participate in when parents or caregivers attend)

The Public Outreach Plan is intended to be a living document that is adaptive and responsive to the project and community needs. We will strategize with the City and conduct an alternate approach during the process if it is determined that the goals of the outreach and engagement program are not being met.

Task 2.3 – Outreach Events and Summary

The specific outreach and engagement deployed will build on the lessons learned during the CARP and General Plan outreach and engagement process, and specifically tailored to the feedback needs of the specific components of this scope of work. Similarly, we will utilize this framework to show the community how the various initiatives build on each other and their feedback is integrated thoughtfully throughout. To streamline future outreach initiatives, Rincon will also utilize the Public Outreach Plan to develop draft language for social media posts that can be revised as needed. It is anticipated that the public outreach and engagement events would be refined based on discussions with the City, and may include the following types of events:

- **Community Events:** Our team will plan and facilitate events for community input. Each event will provide project updates and include an open-house style format with facilitated activities for community members to provide input on the project. We will prepare exhibit materials to facilitate discussion and collect feedback. These meetings will be in-person and accessible to all, and Spanish translation services will be provided. Local elected officials will also be invited to these events. These events are anticipated to last up to two hours each.
- **Pop-up events:** To get broader reach, we anticipate working with Pacoima Now and other CBOs at pop-up events near local events and businesses where residents frequent. This could be the Outdoor Market, El

Progreso Market, Downtown San Fernando, or in conjunction with a civic event. We will work with the CBOs and the City to identify diverse locations to reach a broad audience. These events are anticipated to last up to three hours each.

- **Electronic Information:** We will post information on a dedicated City webpage. It is assumed that we will summarize information and that the City's website will host all information related to the project. We will work with the City's IT department to post all information. The Rincon team will prepare all content and direct the City's IT to make this as easy as possible on City staff.
- **Technical Advisor Meetings:** We envision that technical meetings will be needed with various internal and external government departments and the development community. These meetings would be conducted to get technical input on housing development and the City's development process. It is anticipated that these meetings will be held during business hours and be conducted virtually. These events are anticipated to last up to 90 minutes each.
- **Subcommittee Briefings:** Due to the volume of content and number of anticipated changes to the Zoning Code, we recommend hosting Planning Commission and City Council subcommittees to go over revisions to the Zoning Code, the objective design standards, the Corridors Specific Plan, and the historic survey. It is anticipated that there will be separate meetings for the Planning Commission and City Council. These meetings could be open to the public and conducted according to the Brown Act, or closed meetings with public briefings. These events are anticipated to last up to two hours each.
- **Public Hearings:** Hearings will be held before the Planning Commission and the City Council. All parties that expressed interest and/or are on the interested party matrix will be notified of these hearings, in addition to all required Brown Act notices. These events are anticipated to last up to four hours each.
- **Post-Hearing Communications:** After the hearings, Rincon will prepare flyers, handouts, and information on the website that depict the changes and new procedures for the City. This information will be visual and will include versions in both English and Spanish. All documentation will be accessible and compatible with OCR programs.

For in-person meetings and pop-up events, we assume that the City or a CBO will arrange for space and provide tents/tables, etc. Rincon would have at least one person fluent in Spanish attend in-person events, but would also anticipate that the City would provide interpretation support. Rincon will provide exhibits, run stations, and provide refreshments. For virtual events, we will host the meeting, prepare materials, and facilitate discussion. We anticipate that City staff will provide interpretation support and host the meeting on an existing, trusted City platform. Community meeting summaries and recordings will be posted to the project website so community members who may not have been able to attend in-person can still participate.

We will work with City staff to identify locations where supplemental "hard copies" of flyers or surveys can be available and to post flyers at key locations (e.g., City recreational facilities, line at grocery store, local markets, City Hall, the library, etc.) to encourage participation. All hard copies will be produced in both English and Spanish. It is anticipated that Rincon would provide draft materials in English and Rincon will prepare final versions in both English and Spanish.

Based on our current understanding of the city and the work product defined in this scope of work, we anticipate that there will be five different rounds of outreach



and engagement. Each engagement activity within each round will contain similar information, however, the information will be tailored to each audience. This outline and the anticipated number of outreach and engagement efforts serve as the baseline for scope and budgeting purposes. Through the overall engagement and outreach process, this scope is adaptable, and the number of meetings held may vary to meet the needs of the interested parties and to inform our work products. However, the final engagement and outreach activities shall be equivalent to that identified in this scope. The anticipated rounds are defined as follows:

- Round 1: Overview and goals
- Round 2: Round 1 summary, historic survey findings, and framework for Zoning Code/SP-5/Density Bonus/Objective Development Standards
- Round 3: Round 2 summary and draft Zoning Code Update/SP-5/Density Bonus/Objective Design Standards
- Round 4: Public hearings with outreach summary
- Round 5: Post-adoption communication

Round 1 Outreach: Overview and Goals

The goal of the first round of outreach is anticipated to introduce the community to the scope of work and to gain an understanding of overarching issues as they relate to the Zoning Code, housing production, process, standards, and other topics that we will identify out of our initial research. The first round of outreach is anticipated to include the following events:

- One community event
- Up to three pop-up events
- Electronic information placed on the City's website (as needed)
- Up to three technical advisor meetings
- Up to two subcommittee briefings

Round 2 Outreach: Historic Survey Findings and Zoning Framework

The goal of the second round of outreach is anticipated to present the historic survey findings, prepare a summary of the outreach conducted in the first round, and discuss key policy framework as it relates to housing production, zoning/SP-5 consistency with state law, development process at the City, and framework for Zoning Code/SP-5/Density Bonus/Objective Development Standards. The community and interested parties will be asked to provide feedback on these elements. The second round of outreach is anticipated to include the following events:

- One community event
- Up to three pop-up events
- Electronic information placed on the City's website (as needed)
- Up to three technical advisor meetings
- Up to four subcommittee briefings



Round 3 Outreach: Draft Zoning Documents

The goal of the third round of outreach is anticipated to present the draft zoning documents to the community and interested parties for review and feedback. Since some of these documents may be technical in nature and we will prepare summaries of the proposed revisions in both English and Spanish. The third round of outreach is anticipated to include the following events:

- One community event
- Up to three pop-up events
- Electronic information placed on the City's website (as needed)
- Up to three technical advisor meetings
- Up to four subcommittee briefings

Round 4 Outreach: Public Hearings

The fourth round includes the necessary public hearings in order to adopt the changes to the Zoning Code and SP-5. Public hearings are described in greater detail in Tasks 4.8 and 4.9. It should be noted that our scope includes two rounds of public hearings so that the Objective Development Standards may be approved in advance of the other project components.

- Electronic information placed on the City's website (as needed)
- Up to four public hearings

Round 5 Outreach: Post-Adoption Communication

The goal of the fifth round of outreach is to communicate the new processes, standards, and/or code revisions to the public and users of the code. Likely users include property owners, local architects and engineers, business owners, and developers. Flyers, an application, and web-based information will be prepared with the targeted audience in mind. The documents will be visual in nature. All public flyers and applications will be prepared in both English and Spanish and in an accessible format, compatible with digital text recognition programs. The fifth round of outreach will include the following events:

- Electronic information placed on the City's website (as needed)
- Post-adoption communication (up to 10 flyers/applications)

Develop and Disseminate Outreach Materials

To facilitate project-recognition, Rincon will develop a consistent brand that is used in all outreach communication. This includes consistent colors on all materials and a simple logo to help increase awareness of this extensive outreach process. As outlined in the RFP, all public-facing communication materials will acknowledge and give credit to SCAG. Rincon has experience providing outreach materials for the CARP and General Plan Element updates with clear recognition for the Office of Land Use and Climate Innovation and would similarly recognize SCAG as





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the funding agency for this scope of work in all materials. In addition to the materials detailed above, Rincon will prepare all necessary outreach collateral pieces (flyer, mailer, poster, etc.) to promote engagement activities. This scope assumes that engagement will be completed in phases and that up to four template pieces for the first four rounds of outreach will be developed in both English and Spanish. The fifth round of outreach will not include any notifications.

For each round of notification, Rincon will prepare updates to the City’s website and draft social media posts. FAQs will be developed for the website and will likely be updated as the project progresses. It is anticipated that the content of the social media posts will be similar to the emailed notices and would include links to the City’s dedicated webpage for the project.

Outreach Summary Booklet

A Public Outreach Summary Booklet will be prepared that summarizes the public outreach and engagement efforts that occurred throughout the project process such as all project-specific public meetings (both community meetings and pop-up events), meetings with interested parties, technical advisor meetings, subcommittee meetings, public hearings, and other notification efforts. The summary will be succinct and include an appendix with other relevant documents to support the outreach activities completed, including survey results other relevant engagement information. An outreach summary is essential for showcasing the results of engagement as it highlights the community’s input, demonstrates transparency, and builds trust. It also provides a clear record of how feedback was integrated into the project, ensuring accountability and fostering continued collaboration.

Meetings	Deliverables
<ul style="list-style-type: none">● Up to three Community Events● Up to nine Pop-up Events● Up to nine Technical Advisor Meetings (virtual)● Up to 10 Subcommittee Briefings	<ul style="list-style-type: none">● Community Stabilization Manual Draft and Final (working and PDF versions, as well as up to 100 color hard copies)● Public Outreach Plan● Website Content (as needed)● Draft Social Media Posts (as needed)● Project Branding with credit provided to SCAG as funder● Meeting and Event Materials and Collateral (digital and hard copies, as needed)● Outreach Summary Booklet



Task 3 Updating 2002 Historic Survey

The historic resources survey completed under this task will serve to support the City's policies and inform other aspects of the HIPP Program and future planning efforts. As detailed below, our qualified architectural historians will use existing data to the greatest extent possible, supplementing where needed to support consistency with current best professional best practices.

Task 3.1 – Background Research and Citywide Historic Context Development

Under this task, Rincon will prepare a Citywide Historic Context to guide the identification of potential historic resources in the subsequent tasks. Historic contexts are an invaluable preservation planning tool which identify significant historical and architectural themes within a given area. By understanding these significant themes, and the property types associated with them, a resource may be placed within its larger context and considered for potential historic resources eligibility.

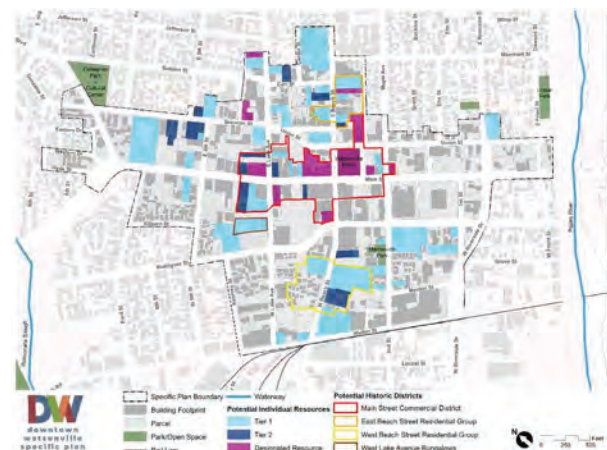
Rincon will first conduct background research to understand and define the historical development of San Fernando. This will include review previous studies and designations, Sanborn Fire Insurance Maps, historic aerial photographs, and other materials as available. We will also obtain the historic resources ArcGIS layer from the County Assessor, for incorporation into our ArcGIS platform and mapping efforts. We will also consider the City's 2002 historic resources survey and information gathered during the kickoff and community outreach meetings. Additionally, Rincon will consider the National Park Service Multiple-Property Documentation Format guidance and consider other applicable Historic Contexts using the Multiple-Property Documentation approach to identify any applicable historical and architectural themes which may provide larger context to significant trends within the larger San Fernando Valley.

The Historic Context will be developed to include a discussion of significant themes and identify associated property types. It will include figures depicting the development of San Fernando by decade and include photographs of properties representative of specific themes. We envision the document will be used to identify potential historic resources during the subsequent windshield survey and may also be considered a "living" document, which can be expanded in the future to explore specific themes and property types in more detail. We will provide the document to City staff in a digital format and finalized pending two rounds of review.

Task 3.2 – Windshield Survey

During and subsequent to the development of the Historic Context, Rincon's architectural historians will complete a windshield, also known as a reconnaissance-level survey, to update previously identified resources and identify new potentially eligible resources along commercial corridors within the city. The survey will be conducted from the public right-of-way using ArcGIS enabled tablets, which will be prepopulated with County Assessor construction dates and existing eligibility status. The tablets will be developed by our in-house GIS staff using a schema which will allow for seamless integration into the digital database which will be created on Arches. The survey will be completed by two architectural historians and take no more than five days.

We understand 228 properties were previously identified in 2002 and documented on California Department of Parks (DPR) 523A series forms. Each of these properties will be re-surveyed to confirm existing conditions and potential eligibility. In accordance with California Office of Historic Preservation guidance, each of these properties will be documented on DPR 523L Continuation Sheets and identify any changes which have occurred to the properties since they were



Watsonville Downtown Specific Plan Historic Resources Findings.



Scope and Fee

last recorded along with a photograph. Newly identified resources which have the potential to qualify as historic resources will be documented on DPR 523A forms to include an architectural description and photograph. Based on our preliminary research, we have identified approximately 4,200 parcels which were constructed prior to 1980 and are over 45 years of age, the threshold generally triggering the need for historic resources evaluation per Office of Historic Preservation guidance. For the purposes of this scope and cost estimate we have assumed up to 200 newly identified resources will be recorded, in addition to updates to the 228 previously identified resources.

The DPR forms will be appended to a survey report, which will present a summary of survey methodology, findings, and recommendations. We will provide the report and DPRs to City staff for review, and we anticipate finalized pending two rounds of review. Following confirmation from the City regarding the findings, the digital database will be finalized to include the results and transferred to the Arches platform. This scope assumes that property-specific research and evaluations will not be completed, nor will DPR 523B forms or a search of the California Historical Resources Information system.

Task 3.3 – Informational Handout

Subsequent to the Historic Context and Windshield Survey, Rincon will develop an informational handout for distribution to the public. The handout will outline the City's historic preservation-related goals and requirements related to development. It will be presented in English and Spanish and presented in a file format which can easily be uploaded to the City's website and produced for dissemination to the public.

Deliverables

- Draft and Final Citywide Historic Context
- Draft and Final Historic Resources Survey, inclusive of DPR 523 Forms and Arches Digital Database
- Draft and Final Informational Handout

Task 4 Zoning Code and Corridors Specific Plan (SP-5) Update

Task 4.1 – Existing Conditions Analysis

For the existing conditions analysis, Rincon will start with the zoning foundation we have with our ongoing activities at the City—notably the CARP and Zoning Code amendments we have worked on, and the list of zoning updates we have as part of our contract planning work. We will combine these and programs identified in the City's Housing Element to develop a working matrix of potential future updates. Rincon will then collect and evaluate other information pertaining to the Zoning Code and Corridors Specific Plan (SP-5) update, including, but not limited to the following.

- City of San Fernando General Plan (notably the Land Use, Circulation, and the Open Space/Conservation/Parks-Recreation Elements)
- City of San Fernando Zoning Code and Zoning Map
- 2002 Historic Resources Survey
- Existing Design Guidelines
- New Outdoor Dining Ordinance and Standards
- Parking Management Master Plan
- Existing City of San Fernando Application Forms, Handouts, and Flowcharts
- Staff reports for previous projects, where available

We will research these documents and conduct a Zoning Code/SP-5 audit that will focus on ways to make the City's development review process more efficient and include best practices for general processing and permits. We will also include the portions of the Zoning Code that we are already aware need to be updated, such as property line wall requirements, zoning conformance letter process, and consolidating definitions into one section to name a few. These updates will be added to the matrix, which will serve as the foundation for later tasks.

Along with the matrix, an existing conditions analysis will be prepared identifying the provisions of these documents that the team may be revising. This analysis will also identify recent state laws (including, but not limited to, AB 98, AB 2632, and SB 1211) and recommended modifications, as well as include a vulnerabilities assessment. Having people that have worked on the CARP as part of this team will allow for a quick and seamless integration of the CARP's goals into this effort.

Also included in this document will be an evaluation of the City's existing housing stock, transportation infrastructure, and general project processing outline and timing. This memo will identify any existing challenges or areas of potential concern, as well as recommendations to address said concerns. Any recommendations (other than state-mandated revisions) will include a comparative analysis identifying how the issue is addressed in other nearby and comparable jurisdictions. This analysis will serve as the framework for the Zoning Code and SP-5 update and also help focus key topics for the outreach phase.

Rincon will evaluate the risk for displacement within the city (particularly the sites that are identified in the City's Housing Element). Rincon will rely on information from the Housing Element and will also consult the Urban Displacement Project online mapping tool, American Community Survey data, and Housing and Urban Development data to confirm areas at risk to displacement and to identify population groups at highest risk.

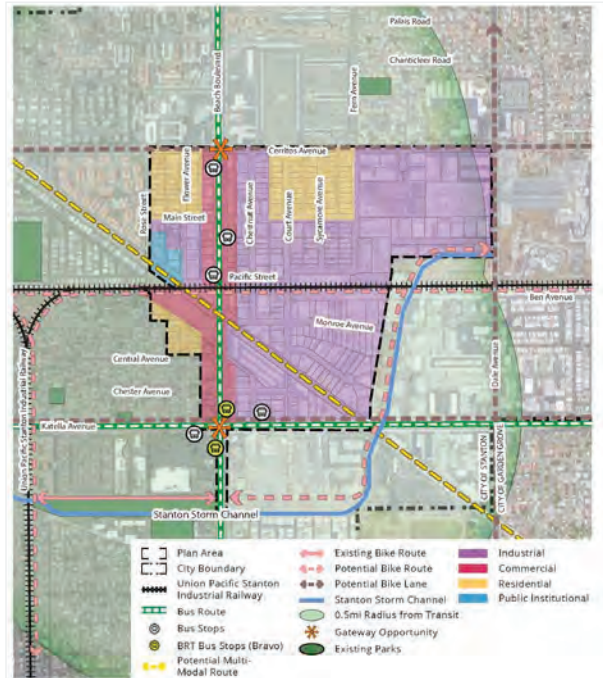
Task 4.2 – Comprehensive Zoning Code and Map Update

Zoning Code/SP-5 Framework Matrix

After the Zoning Code/SP-5 Audit identified in Task 4.1 has been conducted and the initial round of outreach has been conducted, Rincon will prepare a Zoning Code/SP-5 framework document that will serve as the playbook to comprehensively update the Zoning Code and SP-5. At this task, the matrix identified in Task 4.1 will evolve into outline, identifying the sections needed to be updated, why they need to be updated, and what they should be updated to. This framework will serve as the internal checklist to update the various sections of the Zoning Code and SP-5.

Administrative Draft of the Comprehensive Zoning Code Update

After the framework has been discussed as part of the second round of outreach and engagement activities, Rincon will begin comprehensively updating the Zoning Code. In addition to meeting the applicable legal and technical requirements, the code will include text, images, and graphics to clearly illustrate any provisions needing additional clarification so that the Code can be easily understood by government officials, developers, residents, and business owners. It is anticipated that the Zoning Code will be Euclidian in nature and will be



Opportunities, Challenges, and Existing Conditions Exhibit for the City of Stanton's Town Center Specific Plan.



Scope and Fee

reorganized into a more efficient and user-friendly document. Ambiguous guidelines, when appropriate, will be modified into objective standards. It is our experience that flexible, but adequately defined development standards can allow for market-driven innovations in urban design and spur creativity from architects and designers. Codes that include strict regulations often sit unused with limited implementation. Provisions for streamlining residential development as well as required updates pursuant to state law will also be incorporated. This scope of work also includes the required Zoning Code updates that would come from both the 2024 and 2025 legislative sessions.

Rincon will prepare and submit the Administrative Draft of the Zoning Code for City review. Rincon will revise the Administrative Draft based on comments received from the City. Revisions will be depicted in strike-through format. It is anticipated that City staff will require four weeks for review and comment on this draft.

Screencheck Draft of the Comprehensive Zoning Code Update

Once Rincon receives comments on the Administrative Draft, we will prepare and submit the Screencheck Draft of the Zoning Code for City review. Rincon will revise the Screencheck Draft based on comments received from the City. Revisions will be depicted in strike-through and in both MS Word and PDF format. It is anticipated that City staff will require four weeks for review and comment on this draft.

Public Review Draft of the Comprehensive Zoning Code Update

Once Rincon receives comments on the Screencheck Draft, we will prepare and submit the Public Review Draft of the Zoning Code for public review as part of the third round of the outreach and engagement activities. Rincon will revise the Public Review Draft based on comments received from the City. Revisions will be depicted in strike-through and in both MS Word and PDF format. It is anticipated that City staff will require four weeks for review and comment on this draft.

Public Hearing Draft of the Comprehensive Zoning Code Update

After the third round of outreach and engagement activities have concluded, Rincon will work with the City to identify, prepare and submit the Public Hearing Draft of the Zoning Code. This draft will be provided to the Planning Commission and hold a public hearing that will make a recommendation to the City Council. This scope of work allows for minor revisions to the Zoning Code Update in between the Planning Commission and City Council hearings. This scope assumes that all copies of the Zoning Code Update provided to the Planning Commission and City Council will be electronic in both MS Word and PDF format.

Final Zoning Code

After City Council approves the Zoning Code update, Rincon will prepare the Final Zoning Code. Edits will be made as required by final City staff review and formal City Council action and revisions. Rincon will work with the City and Municode to get the new Zoning Code published on the City's website. Rincon has verified that Municode accepts PDFs in order to update this Code. Since it takes Municode time to update their website, Rincon will provide a complete digital file with bookmarks and embedded hyperlinks in the PDF document. Rincon will also provide the working MS Word file of the document as well. This scope does not include any hard copies.

Zoning Map

Utilizing the existing City of San Fernando GIS database, Rincon will provide a comprehensive updated GIS Zoning Map. All information contained in the existing GIS dataset will be included and updated to be consistent with the Zoning Code update. Our proposal also includes integrating this database with the historic survey GIS database identified in Tasks 3.1 and 3.2. Rincon will provide both a static zoning map in PDF format as well as the GIS files.

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

In tandem with the Zoning Code update, Rincon will also provide updates to the Corridors Specific Plan (SP-5). It is anticipated that updates to SP-5 will occur at the same time as the Zoning Code Update. This scope assumes the Rincon will be able to use the working file of SP-5 and will provide it in the same format. It is anticipated that the updates to SP-5 will be made to be consistent with the content in the Zoning Code update, the Housing Element, and as otherwise required by state law. Similar to the Zoning Code update, Rincon will prepare the following drafts, which will be submitted at the same time as those for the Zoning Code update:

- Administrative Draft Specific Plan
- Screencheck Draft Specific Plan
- Public Review Draft Specific Plan
- Public Hearing Draft Specific Plan
- Final Specific Plan

All maps will be created with GIS files and Rincon will provide both a static zoning map in PDF format as well as the GIS files.

Task 4.4 – Development Review Process Modification

As part of the Existing Conditions Analysis identified in Task 4.1, Rincon will review the City’s development process, discuss the process with City staff, and evaluate City procedures. Similar to the work that we conducted in West Covina, we will look at the number of applications, application forms, and routing procedures to internal and external departments to conduct a thorough investigation. We will also look at ways to establish review thresholds for other departments and standard conditions of approval checklists to help facilitate their review.

Recommendations will be identified as part of the Zoning Code Framework Matrix and progress will be tracked concurrently with the Zoning Code. These processes would be discussed with internal and external departments as part of the Technical Advisor meetings. It is anticipated that procedures identified in the Zoning Code would need to be updated to reflect development review best practices to best streamline development.

As the Zoning Code update is nearing the public hearings, Rincon will prepare an application implementation guide that includes instructions, flowcharts, applicant checklists, and updated application forms. It is our experience that these applications should be simple, straightforward, and accurately depict processing timelines. Applications and flowcharts will be developed to include procedures for SB 35, SB 330, and other commonly used processes in San Fernando. It is anticipated that these documents will be predominately visual and illustrative and would be compatible with the City’s website. Rincon will provide a PDF and the working files of these materials.

Similar to the work we conducted on policy documents, our scope also includes a training of up to two-hours (in-person) for the Zoning Code and SP-5 updates after the Code is adopted.

Current Ordinance

Type of Application	Role of Review Authority			
	Director ¹	City Engineer	Commission	Council
Parcel Map	Review	Review	Approve	Appeal
Tentative Map	Review	Review	Recommend	Approve
Vesting Tentative Map	Review	Review	Recommend	Approve
Final Map ²	-	Review	-	Approve

Proposed Ordinance

Type of Application	Role of Review Authority			
	Director	City Engineer	Commission	Council
Lot Line Adjustments	Approve	Approve	-	-
Lot Mergers	Approve	Approve	-	-
Urban Lot Splits (SB 9)	Approve	Review	-	-
Multi Family Lot Split (SB 684)	Approve	Review	-	-
Parcel Map	Approve	Approve	Appeal	Appeal
Tentative Tract Map	Approve	Approve	Appeal	Appeal
Tentative Tract Map	Review	Review	Approve	Appeal
Vesting Tentative Tract Map	Review	Review	Approve	Appeal
Final Map	Approve	-	-	-

Culver City Subdivision Process Modification.



Task 4.5 – Develop Citywide Residential and Mixed-Use Objective Design Standards

Similar to our work on the Culver City Objective Design Standards and as described in Task 1.1, our team will conduct a site tour to help inform the Objective Design Standards. This scope assumes that the Objective Development Standards would be produced ahead of the Zoning Code update due to its importance.

Design Guidelines Assessment Memo

We will review existing documents including the existing Zoning Code, Single Family and Multi-family Design Guidelines, the mixed-use overlay, and SP-5. These planning documents will be incorporated into the planning process for the Citywide Residential and Mixed Use Objective Design Standards.

We will summarize findings from the review of the Design Guidelines and provide a suggested path for incorporating relevant content into the Citywide Residential and Mixed Use Objective Design Standards as well as identifying content that may be missing.

Administrative Draft

We will prepare an Administrative Draft of the Objective Design Standards for residential and mixed-use development. This content shall include text and graphics which would guide prospective developers and/or users in the uniform accomplishment of the desired objective design standards. A draft outline will include:

- Introduction, including purpose, applicability, and definitions.
- Site Planning Elements, including block size, pedestrian circulation, and public open space.
- Site Design Elements, including development ratios/density (if needed), building setbacks and stepbacks (if needed), building frontages, open space and site amenities, site access and parking, development incentives and bonuses (if any), and affordable housing requirements (if any).
- Building Design Elements, including height, massing, articulation, roof form, and entrances.
- Architectural Style, including building materials and building details.
- Landscape, including groundcover requirements, tree placement, slopes, and general site criteria.

Screencheck Draft

Based on review with City Staff, we will prepare a Screencheck Draft Objective Design Standards document that includes strike-through revisions (in PDF and Word formats).

Public Review Draft

We will prepare a Public Review Draft Objective Design Standards document to be shared with Planning Commission, City Council and the General Public and will track changes with strike-through revisions (in PDF and Word formats).

Final Objective Design Standards Document

Based on input from the Planning Commission and City Council, we will prepare a Final Objective Design Standards document (in PDF and Word formats).



Example of Culver City Objective Design standards.

Objective Design Standards Administration

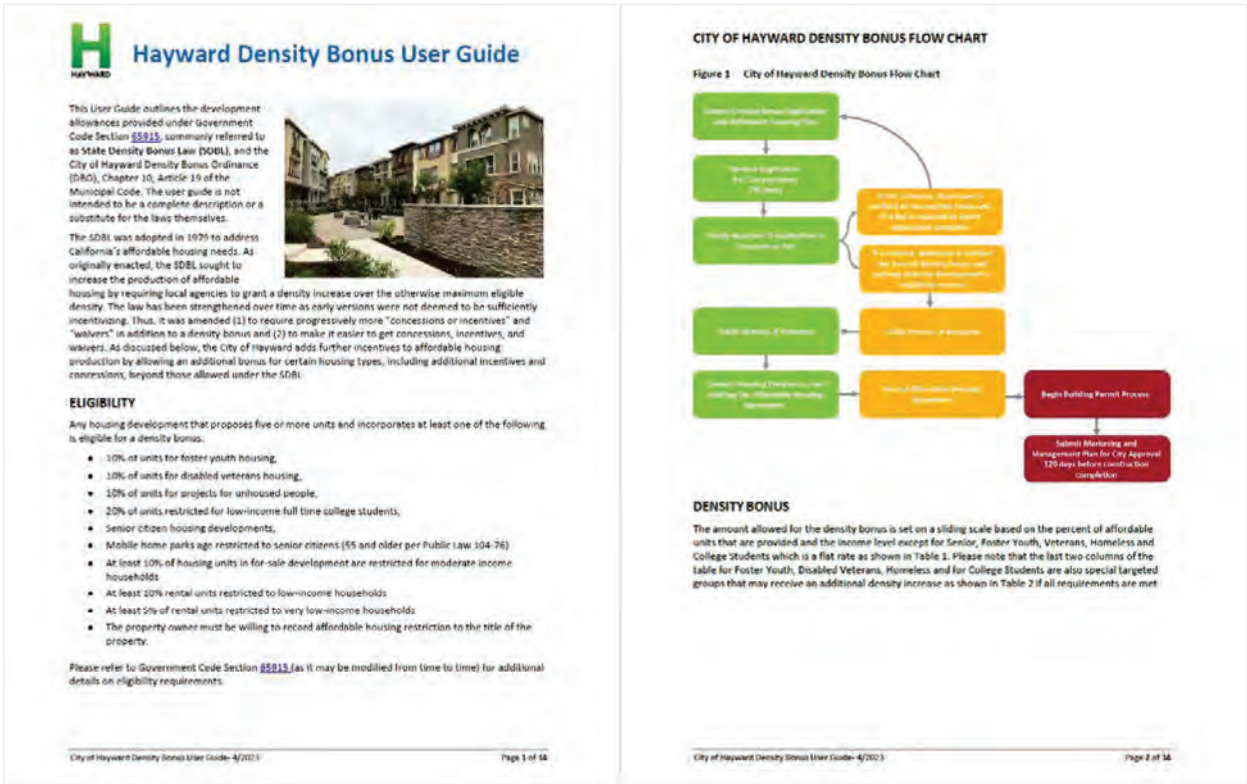
We will prepare supporting documents and provide a training session to City Staff to aid in the implementation of the Objective Design Standards. Documents will include an ODS Implementation Guide and an ODS Checklist.

Task 4.6 – Density Bonus Ordinance Update

As part of the of the overall Zoning Code update, Rincon will update the City’s Density Bonus Ordinance consistent with the City’s Housing Element. Our approach will be to prepare a Density Bonus Ordinance that is flexible and can adapt to changes in state law. This can be achieved by referencing specific sections in state law, rather than integrating it into the Code. Similar to our density bonus ordinances for Culver City, the ordinance will include local bonuses for larger families, as well as preserving historic buildings, community-focused designs, and other incentives determined as part of the outreach and engagement process.

It is anticipated that the Density Bonus Ordinance Update will occur at the same time as the Zoning Code Update. Similar to the Zoning Code update, Rincon will prepare the following drafts, which will be integrated as part of the Zoning Code update:

- Administrative Draft Density Bonus Ordinance Update
- Screencheck Draft Density Bonus Ordinance Update
- Public Review Draft Density Bonus Ordinance Update
- Public Hearing Draft Density Bonus Ordinance Update
- Final Density Bonus Ordinance Update



Example of the City of Hayward Density Bonus User Guide.



Scope and Fee

Similar to the work that we have done for the Cities of Hayward and Culver City, we will prepare a guide for implementing the new Density Bonus Ordinance, which will include a flowchart, sample calculations, and step-by-step instructions. Process reviews and training for the Density Bonus Ordinance will be conducted at the same time as for the process modification described in Section 4.4.

Task 4.7 – CEQA Compliance

Rincon prepared the Initial Study-Mitigated Negative Declaration (IS-MND) for the San Fernando Housing Element Update. Assuming potential impacts under the proposed Project would not exceed the impacts identified in the original IS-MND, we will prepare an addendum or a finding of consistency (FOC) under Section 15183 of the CEQA Guidelines. However, if the initial analysis determines that a new potential impact is identified and an addendum or FOC will not be the appropriate CEQA pathway, we will contact the City immediately to discuss how to proceed.

CEQA Initiation

Rincon's CEQA Project Manager will organize a kickoff meeting with City staff to review and confirm the project objectives and establish an operational protocol. Working schedules will be finalized and details for scheduled tasks will be discussed. We will use this opportunity to collect any relevant studies and information not already transmitted to Rincon by the City and discuss the approach to the environmental analysis.

Administrative Draft Addendum/FOC

The Addendum/FOC will include an introductory section and project description that will describe requirements of an addendum/FOC and provide a comparison of the proposed Project and the impacts under the Housing Element Update that was studied in the 2022 IS-MND. Following these sections, we will address each of the issues in the Initial Study checklist to determine whether the proposed project would create any new or increased severity significant environmental effects.

The Administrative Draft Addendum/FOC can be completed within five weeks of receipt of written authorization to proceed; however, there will be a placeholder for summary of the Tribal consultation efforts due to the 90-day consultation period under SB 18. The summary will be added within one week of the close of the consultation period. The document will be submitted electronically. We anticipate one round of the review by City staff for the Administrative Draft Addendum/FOC.

Senate Bill 18 Tribal Assistance

Because the project will require an update to a Specific Plan, it must comply with California Public Resources Code Sections 65352.3–65352.4 (SB 18), which requires local governments to conduct meaningful consultation with California Native American Tribes on the contact list maintained by the Native American Heritage Commission (NAHC). Under this task, Rincon will assist the City as the CEQA lead agency by requesting an SB 18 consultation list from the NAHC and subsequently providing letter templates, checklists, and detailed instructions to help ensure meaningful consultation with interested Native American groups. Typically, NAHC list requests are fulfilled within 10–14 business days. After receipt of letters, Native American Tribes have 90 days to respond. Rincon will aid the City in language use, methodology, emails, and formal letter replies, and in-person communication between the City and up to three interested tribal groups, which may be anticipated to respond. Rincon assumes attendance at up to six meetings may be required; virtual meetings can be substituted for in-person meetings. A table documenting these efforts alongside example letters and replies.

Final Addendum/FOC

Rincon will respond to a single round of consolidated comments from the City on the Administrative Draft Addendum/FOC. We will provide up to five hard copies and one PDF of the Final Addendum/FOC. Per the CEQA Guidelines, the Addendum/FOC will not need to circulate for public review, but must be considered by City decision makers.

Task 4.8 – Planning and Preservation Commission Review

Rincon will prepare all documents necessary for the Planning and Preservation Commission hearing. Public notices, staff reports, ordinances, and resolutions will be prepared by Rincon, in consultation and with input from the City. This task assumes that the City will provide the desired templates and mail/post all public notices.

Rincon and the project team will attend up to two Planning and Preservation Commission hearings to present the project and respond to questions. Rincon will prepare presentation materials using content developed in the previous tasks. This task assumes that the City will introduce the item and turn it over to the Rincon team. If desired, the PowerPoint design can be created by Rincon, or we can use the City’s design template. Rincon and its team will work with the City to prepare a draft and final version of the PowerPoint for each public hearing.

Task 4.9 – City Council Review and Adoption

Rincon will prepare all documents necessary for the City Council hearing. Public notices, staff reports, ordinances, and resolutions will be prepared by Rincon, in consultation and with input from the City. This task assumes that the City will provide the desired templates and mail/post all public notices.

Rincon and the project team will attend up to two City Council hearings to present the project and respond to questions. Rincon will prepare presentation materials using content developed in the previous tasks. This task assumes that the City will introduce the item and turn it over to the Rincon team. If desired, the PowerPoint design can be created by Rincon, or we can use the City’s design template. Rincon and its team will work with the City to prepare a draft and final version of the PowerPoint for each public hearing.

Meetings	Deliverables
<ul style="list-style-type: none">● Development Review Process/Density Bonus Training● Objective Design Standards Training● Up to four Public Hearings	<ul style="list-style-type: none">● Zoning Code/SP-5 audit (PDF and working file only)● Existing Conditions Analysis (PDF and working file only)● Zoning Code/SP-5 Framework Matrix (PDF and working file only)● Administrative Draft Comprehensive Zoning Code Update, including Process Modifications and Density Bonus Ordinance (PDF and working file only)● Screencheck Draft Comprehensive Zoning Code Update, including Process Modifications and Density Bonus Ordinance (PDF and working file only)● Public Review Draft Comprehensive Zoning Code Update, including Process Modifications and Density Bonus Ordinance (PDF and working file only)● Public Hearing Draft Comprehensive Zoning Code Update, including Process Modifications and Density Bonus Ordinance (PDF and working file only)



Scope and Fee

Meetings	Deliverables
	<ul style="list-style-type: none">● Final Comprehensive Zoning Code Update, including Process Modifications and Density Bonus Ordinance (PDF and working file only)● Zoning Map (PDF and working file only)● Administrative Draft Corridors Specific Plan (PDF and working file only)● Screencheck Draft Corridors Specific Plan (PDF and working file only)● Public Review Draft Corridors Specific Plan (PDF and working file only)● Public Hearing Draft Corridors Specific Plan (PDF and working file only)● Final Corridors Specific Plan (PDF and working file only, including GIS working files)● Application Implementation Guide, including flowcharts, checklists, and application forms (PDF, working files, and up to 150 printed hard copy pages)● Design Guidelines Assessment Memo (PDF and working file only)● Administrative Draft Objective Design Standards (PDF and working file only)● Screencheck Draft Objective Design Standards (PDF and working file only)● Public Review Draft Objective Design Standards (PDF and working file only)● Final Objective Design Standards (PDF and working file only)● Objective Design Standards Implementation Guide, including checklists and flowcharts (PDF and working files only)● Density Bonus Ordinance Implementation Guide, including checklists and flowcharts (PDF and working files only)● Administrative Draft Addendum/Finding of Consistency● SB 18 Tribal Notification Letter Templates● Tribal Outreach Summary● Final Addendum/Finding of Consistency

Meetings	Deliverables
	<ul style="list-style-type: none">● Staff Reports, Ordinances, Resolutions, and PowerPoint Presentation for up to two Planning Commission Hearings● Staff Reports, Ordinances, Resolutions, and PowerPoint Presentation for up to two City Council Hearings

Task 5 Final Deliverable

Task 5.1 – Adopted Zoning Code, Density Bonus Ordinance, Citywide

As identified in many of the previous tasks, Rincon will provide the final, adopted Zoning Code, Density Bonus Ordinance, Objective Design Standards, SP-5, Historical Survey and final project metrics identified in Task 1.6. These will be provided on an FTP site and/or on a flash drive in an organized manner.



Scope and Fee

Fee

Below is a summary of costs and hours necessary to complete each task for the entire team. Afterwards is Rincon's standard rates and fees.

Task # and Description	Hours	Labor Budget	Direct Expenses	Total Budget
<u>Task 1: Project Management and Coordination</u>	<u>487.00</u>	<u>\$124,544.00</u>	<u>\$268.00</u>	<u>\$124,812.00</u>
Task 1.1 Project Kick-Off Meeting	50.00	\$14,660.00	\$268.00	\$14,928.00
Task 1.2 Project Management Plan and Schedule	180.00	\$47,670.00	\$0.00	\$47,670.00
Task 1.3 Project Management Meetings	132.00	\$36,384.00	\$0.00	\$36,384.00
Task 1.4 Monthly Invoicing and Reporting	73.00	\$15,306.00	\$0.00	\$15,306.00
Task 1.5 Project Close-Out Files	34.00	\$6,102.00	\$0.00	\$6,102.00
Task 1.6 REAP Metrics Data Collection and Reporting	18.00	\$4,422.00	\$0.00	\$4,422.00
<u>Task 2: Public Outreach</u>	<u>807.00</u>	<u>\$192,649.00</u>	<u>\$23,525.00</u>	<u>\$216,174.00</u>
Task 2.1 Community Stabilization Manual	132.00	\$28,980.00	\$2,320.00	\$31,300.00
Task 2.2 Outreach and Engagement Plan	48.00	\$11,240.00	\$0.00	\$11,240.00
Task 2.3 Outreach Events and Summary	627.00	\$152,429.00	\$21,205.00	\$173,634.00
<u>Task 3: Updating 2002 Historic Survey</u>	<u>930.00</u>	<u>\$208,592.00</u>	<u>\$2,219.00</u>	<u>\$210,811.00</u>
Task 3.1 Background Research and Citywide Historic Context Statement	438.00	\$98,904.00	\$684.00	\$99,588.00
Task 3.2 Windshield Survey	464.00	\$103,272.00	\$1,535.00	\$104,807.00
Task 3.3 Informational Handout	28.00	\$6,416.00	\$0.00	\$6,416.00
<u>Task 4: Zoning Code and Corridors Specific Plan (SP-5) Update</u>	<u>2,531.00</u>	<u>\$568,680.00</u>	<u>\$3,086.00</u>	<u>\$571,766.00</u>
Task 4.1 Existing Conditions Analysis	60.00	\$14,036.00	\$0.00	\$14,036.00
Task 4.2 Comprehensive Zoning Code & Map Update	617.00	\$145,404.00	\$0.00	\$145,404.00
Task 4.3 Corridors Specific Plan (SP-5) Update	100.00	\$20,980.00	\$0.00	\$20,980.00
Task 4.4 Development Review Process Modification	88.00	\$20,092.00	\$2,000.00	\$22,092.00

Task # and Description	Hours	Labor Budget	Direct Expenses	Total Budget
Task 4.5 Develop Citywide Residential and Mixed Use Objective Design Standards	1,248.00	\$273,760.00	\$0.00	\$273,760.00
Task 4.6 Density Bonus Ordinance Update	104.00	\$23,840.00	\$0.00	\$23,840.00
Task 4.7 CEQA Compliance	162.00	\$35,424.00	\$550.00	\$35,974.00
Task 4.8 Planning and Preservation Commission Review	76.00	\$17,572.00	\$268.00	\$17,840.00
Task 4.9 City Council Review and Adoption	76.00	\$17,572.00	\$268.00	\$17,840.00
<u>Task 5: Final Deliverable</u>	<u>5.00</u>	<u>\$1,259.00</u>	<u>\$0.00</u>	<u>\$1,259.00</u>
Task 5.1 Adopted Ordinances and Documents	5.00	\$1,259.00	\$0.00	\$1,259.00
PROJECT TOTAL	3,512.00	\$1,095,724.00	\$29,098.00	\$1,124,822.00



Scope and Fee

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	January 1, 2024 – December 31, 2024
Senior Principal	\$319
Principal	\$307
Director	\$307
Senior Supervisor II	\$292
Supervisor I	\$272
Senior Professional II	\$255
Senior Professional I	\$238
Professional IV	\$211
Professional III	\$196
Professional II	\$174
Professional I	\$155
Associate III	\$130
Associate II	\$117
Associate I	\$109
Field Technician	\$94
Data Solutions Architect	\$196
Senior GIS Specialist	\$187
GIS/CADD Specialist II	\$167
GIS/CADD Specialist I	\$150
Technical Editor	\$147
Project Accountant	\$125
Billing Specialist	\$107
Publishing Specialist	\$120
Clerical	\$107

* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$400.

Reimbursable Expenses

Direct Cost	Rates
Photocopies – B/W	\$0.25 (single-sided), \$0.45 (double-sided)
Photocopies – Color	\$1.55 (single-sided), \$3.10 (double-sided)
Photocopies – 11" by 17"	\$0.55 (B/W), \$3.40 (color)
Oversized Maps	\$8.50/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$90/day
4WD and Off-Road Vehicles*	\$150/day

* Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

Direct Costs. Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 16%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation, on January 1.

Payment Terms. All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within 10 days from receipt or per the contractually required payment terms.

Equipment	Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$160
Four Gas Monitor	\$137
Flame Ionization Detector	\$110
Photo Ionization Detector	\$82
Hand Auger Sampler	\$62
Water Level Indicator, DC Purge Pump	\$46
CAPDash	\$7,500
Natural Resources Field Equipment	
UAS Drone	\$300
Spotting or Fiberoptic Scope	\$170
Pettersson Bat Ultrasound Detector/Recording Equipment	\$170
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$113
GPS (Submeter Accuracy)	\$67
Infrared Sensor Digital Camera or Computer Field Equipment	\$57
Scent Station	\$23
Laser Rangefinder/Altitude	\$11
Pitfall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.55/\$0.55
Water and Marine Resources Equipment	
Boat (20-foot Boston Whaler or Similar)	\$800
Multiparameter Sonde (Temperature, Conductivity, Turbidity, DO, pH) with GPS	\$170
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$62
Refractometer (Salinity) or Turbidity Meter	\$38
Large Block Nets	\$114
Minnow Trap	\$98
Net, Hand/Large Seine	\$57
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$114
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$144
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$170
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$57
Underwater and Marine Sampling Gear (Photo/Video Camera, Scuba Equipment [Tanks, BCD, Regulators, Wetsuits, etc.])	\$57/diver
Marine Field Package (Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$100
Insurance, Hazard, and Fees	
Historic Research Fees	\$55
L&H Dive Insurance	\$57/diver
Level C Health and Safety	\$70/person



The Rincon Team made the development of our updated Greenhouse Gas Reduction Plan simple and designed the Plan to provide a set of implementable measures that reflect the diverse voices in our community in order to reduce emissions, mitigate and adapt to climate change risks, establish resilient neighborhoods, and lead the way toward a more sustainable future. They were very responsive collaborators in the development of the plan with City staff and were mindful of budget and timelines.”

Karen Pan, Administrative Officer
City of Burbank

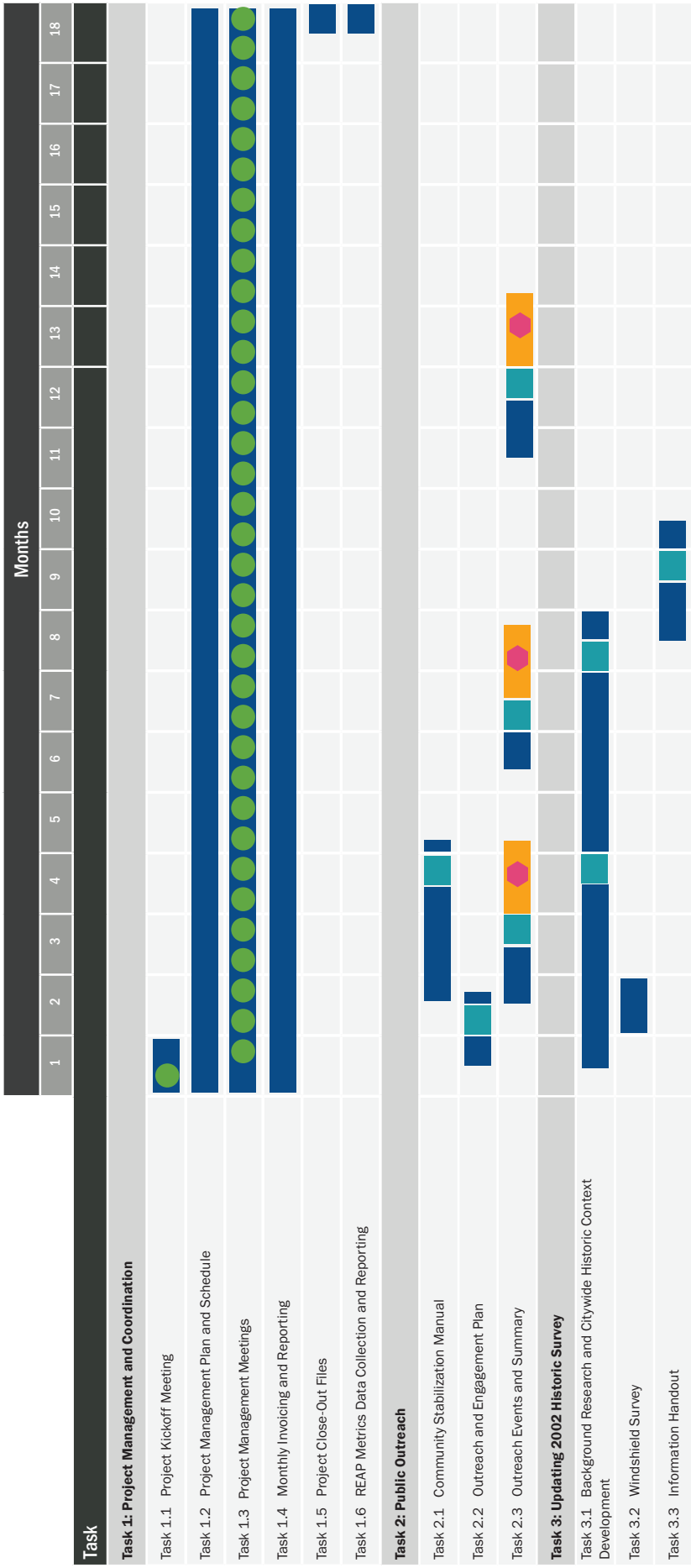
5

Project Schedule

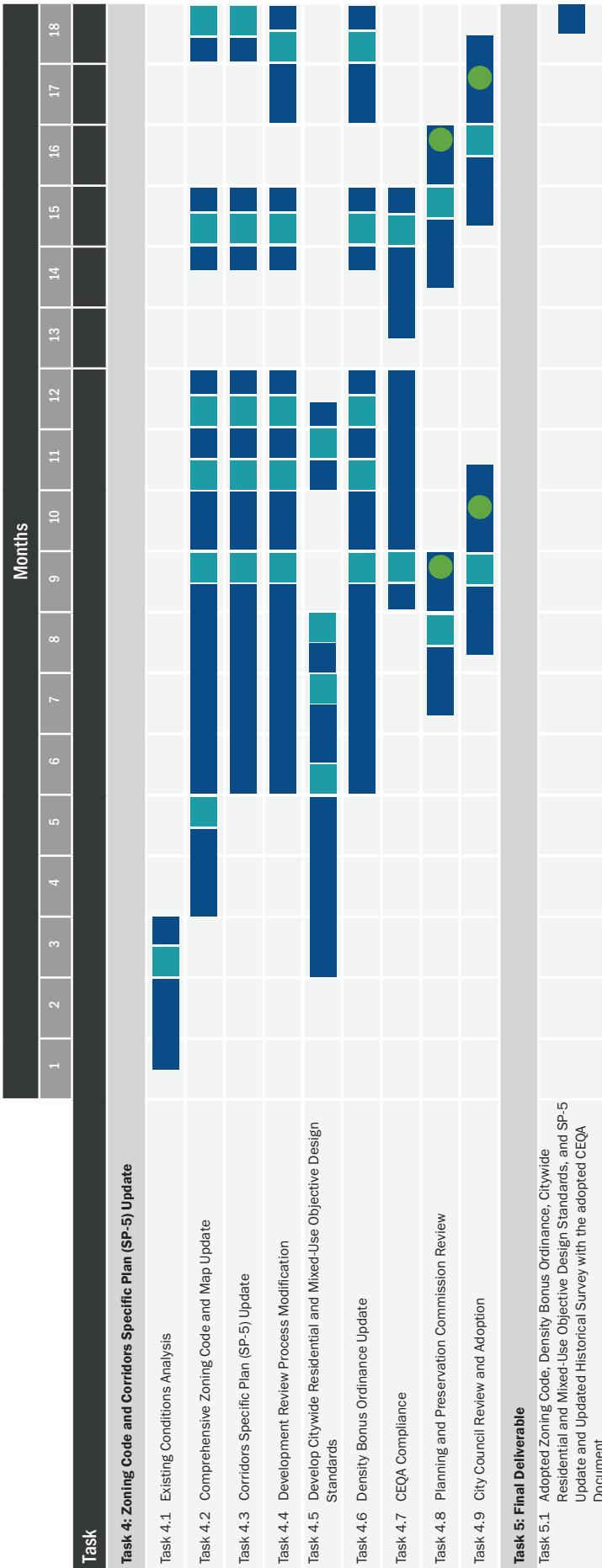


Project Schedule

5 Project Schedule



Continued on next page





We developed a great partnership with Rincon during the climate action planning process. Rincon ensured that, at its core, the City's Climate Action Plan reduced greenhouse gas emissions through equitable, achievable, and implementable actions that equally benefit all South Pasadenans. We consider them trusted advisors and look forward to working together again in the future."

Arpy Kasparian,
Environmental Services and Sustainability Manager
City of South Pasadena

A

Resumes



EDUCATION

BA, Urban Studies and Planning, University of California, San Diego

AFFILIATIONS

American Planning Association
American Planning Association San Diego Board, Programs Co-Chair

YEARS OF EXPERIENCE

22

Kimiko Lizardi

Principal-in-Charge, Healthy Communities

Kimiko oversees Rincon's statewide Healthy Communities planning practice. She has been at the forefront of managing and preparing complex land use and environmental documents that not only align with state legal requirements but also cater to the distinctive needs of her clients and their communities. Her passion lies in creating resilient, vibrant places that capture the essence of each place's unique character, culture, and community dynamics. Her expertise includes the management of large interdisciplinary consultant teams, multifaceted and multiyear projects. Kimiko has successfully completed the preparation of general plans, housing elements, specific plans, adaptation plans, and Zoning Code updates throughout California. Most recently, Kimiko served as the Principal-in-Charge for the Monterey Park Housing Element implementation effort, City of Marina Downtown Vitalization Specific Plan, City of Chino Hills Regional Housing Needs Assessment rezoning and General Plan update, and City of Huntington Park Housing, Environmental Justice, and Safety Element update and Regional Housing Needs Assessment rezoning project.

SELECT PROJECT EXPERIENCE

- Principal-in-Charge, City of Huntington Park – Housing Element, Environmental Justice, Safety Element, Rezoning and Program Environmental Impact Report, Huntington Park
- Principal-in-Charge, City of Monterey Park – Housing Element Implementation, Monterey Park
- Principal-in-Charge, City of Chino Hills – Safety Element Update, General Plan Update, and Housing Element Implementation, Chino Hills
- Project Manager, City of Pico Rivera – General Plan, Housing Element, Rezoning and Program EIR, Pico Rivera
- Principal-in-Charge, City of Marina – Downtown Vitalization Specific Plan and Housing Overlay, Marina
- Principal-in-Charge, City of Pacific Grove – Housing Element and General Plan Updates, Pacific Grove
- Project Manager, City of Bakersfield – General Plan Update, Housing Element Update, Zone Code Update and Program EIR, Bakersfield
- Principal-in-Charge, Stanislaus County – REAP Planning Services, Housing Element Rezone and Implementation, Stanislaus County
- Principal-in-Charge, Greystone Equities LLC – Liberty Groves Specific Plan, Madera County
- Principal-in-Charge, Various Clients – 6th Cycle Housing Element Updates and Focused General Plan Updates Various Counties/Cities, California





EDUCATION

MURP, California State
Polytechnic University,
Pomona

BS, Business Administration,
Pepperdine University

CERTIFICATIONS/ REGISTRATIONS

American Institute of Certified
Planners (AICP)

AFFILIATIONS

Board Member and
Newsletter Editor for largest
historic district in Long Beach
– California Heights.

YEARS OF EXPERIENCE

20+

John R. Moreland, AICP

Project Manager/Client Contact Lead

John brings 20 years of experience in managing, processing, and coordinating housing element implementation and zoning projects in over 85 jurisdictions throughout the western United States. John specializes in the preparation of Zoning Code and Specific Plan updates to promote the production of housing and to streamline municipal procedures. While with another firm, he drafted a completely new review process for the County of Orange, including the creation of new review bodies, new findings, and new applications to promote specific projects. While with the County of Orange, he developed new internal processes to help streamline entitlement review projects. He also was the Director-in-Charge for the City of West Covina Development Code Update, leading efforts to modernize and streamline the City's zoning regulations through extensive collaboration. John also worked with different architectural firms in his career and understands the residential portion of the California Building Code and how objective development standards can have an impact on the physical realm and construction costs. His work on objective development standards in Culver City focused on enhancing urban design, increasing housing opportunities, streamlining the process while ensuring that new developments adhered to sound design principles. These projects highlight John's ability to navigate complex regulatory environments and his commitment to creating sustainable, livable communities.

SELECT PROJECT EXPERIENCE

- Director-in-Charge, City of San Fernando – Landscape and Alcohol Use Code Updates, San Fernando
- Director-in-Charge/Outreach Lead, City of West Covina – Comprehensive Development Code Update, West Covina
- Director-in-Charge, City of West Covina – Housing Element Update, West Covina
- Director-in-Charge, Culver City – On-Call Services, Density Bonus, and Subdivision Ordinance Updates, and Objective Design Standards/ Housing Element Implementation, Culver City
- Director-in-Charge, City of Hayward – Density Bonus Ordinance Update, Hayward
- Director-in-Charge, City of Stanton – Town Center Specific Plan, Stanton
- Specific Plan Lead/Environmental Lead, City of Burlingame – North Rollins Specific Plan, Burlingame
- Director-in-Charge, Chapman University – Chapman University Specific Plan Amendment No. 7, Orange
- Director-in-Charge, City of Port Hueneme – Missing Middle Housing Overlay and Housing Element Implementation, Port Hueneme
- Director-in-Charge, Latigo Development – Hillcrest Specific Plan, Thousand Oaks
- Director-in-Charge, American Family Housing – 15081 Jackson Entitlement Support, County of Orange
- Director-in-Charge, American Family Housing – 1400 Bristol Homekey Permitting Support, Costa Mesa





EDUCATION

MA, Urban and Regional Planning, University of California, Los Angeles

BA, International Development Studies, Minor, Urban and Regional Studies, University of California, Los Angeles

YEARS OF EXPERIENCE

6

Susan Hernandez

Assistant Project Manager, Planner, Bilingual Spanish

Susan has a foundation in local government as a former Planner for the City of Pico Rivera. She is a skilled Planner experienced in site plan review, entitlement processing, and environmental planning. While employed with the City of Pico Rivera, Susan assisted City interested partners, including developers, residents, and business owners, navigate the City's zoning ordinances, General Plan, and City processes. She provided counter assistance to residents and developers in both English and Spanish. She processed, managed, and reviewed entitlements, including commercial and multifamily residential projects. While managing the entitlements she held community outreach meetings, prepared the staff reports and resolutions, and presented the projects to the Planning Commission. With Rincon she has assisted with a variety of long-range and environmental projects, such as General Plan zoning ordinance, subdivision ordinance, and Housing Element updates. Susan also serves as the Assistant Project Manager for the Culver City Density Bonus and Subdivision Ordinance updates.

SELECT PROJECT EXPERIENCE

- Planner, City of Monterey Park – Housing Element Implementation Zoning Ordinance Amendments, Monterey Park
- Planner
- Planner, City of West Hollywood – Various Zoning Ordinance Amendments/Housing Element Implementation, West Hollywood
- Assistant Project Manager/Planner, City of Culver City – Density Bonus, and Subdivision Ordinance Updates/Housing Element Implementation, Culver City
- Planner, City of Hayward – Density Bonus Ordinance Update, Hayward
- Planner, City of West Covina – Comprehensive Development Code Update, West Covina
- Planner, City of Kingsburg – Zoning Ordinance Updates, Fresno County
- Planner, City of Carlsbad – Zoning Ordinance Update, Carlsbad
- Planner, Stanislaus County – Housing Element Update, Stanislaus
- Planner, City of Selma – Zoning Ordinance Update, Selma
- Planner, County of Fresno – General Plan Review and Zoning Ordinance Update, Fresno County
- Planner, City of Ukiah – Demolition Ordinance Update, Ukiah





EDUCATION

MA, Urban and Regional
Planning, University of
Colorado, Denver

BA, Architecture and
Environmental Design,
University of New Mexico,
Albuquerque

YEARS OF EXPERIENCE

40+

Jerry Hittleman

Planning Advisor

Jerry has over 40 years of experience in urban planning and environmental consulting throughout California, which includes holding the Senior Planner at the City of San Diego, Planning Director at the City of Oceanside, Principal Planner at the City of Malibu, and Transportation Planner at the City of Santa Monica. Jerry specializes in managing a variety long-range and current planning projects, including, but not limited to, Housing Element updates for the cities of West Hollywood and Santa Clarita, and Zoning Code updates for the cities of West Covina, San Fernando, San Joaquin, West Hollywood, Simi Valley, Santa Monica, Hayward, Sonoma County, Trinity County, and Monterey County. He is integrally involved in Rincon's contract planning practice and also provides management level assistance with the preparation of CEQA documents.

SELECT PROJECT EXPERIENCE

- Senior Contract Planner, City of West Hollywood – Various Ordinance Updates, West Hollywood
- Senior Contract Planner, City of San Joaquin – Comprehensive Zoning Code Update, San Joaquin
- Senior Contract Planner, City of West Covina – Comprehensive Zoning Code Update
- Senior Project Manager, City of Santa Monica – Coastal Zoning Ordinance, Santa Monica
- Senior Project Manager, City of Hayward – Affordable Housing Density Bonus Ordinance Update, Hayward
- Senior Planner, City of Selma – Downtown Overlay District, Fresno County
- Senior Planner, City of Pleasanton – Sustainability Regulations, Pleasanton
- Project Manager, County of Monterey – Cannabis Regulation Update and Permitting Assistance, Monterey County
- Senior Contract Planner, City of Monterey – Processing Wireless Projects, Monterey
- Senior Contract Planner, County of Monterey – On-Call Development Permit and Cannabis Permit Processing, Monterey County
- Senior Planner, City of Marina - Affordable Housing Overlay, Marina
- Project Manager, County of Sonoma – Cannabis Cultivation Ordinance Update and IS-MND, Sonoma County
- QA/QC, City of Salinas – On-Call Planning and Environmental Services, Salinas





EDUCATION

BS, Environmental Science
and Research Management,
California State University
Channel Islands

CERTIFICATIONS/ REGISTRATIONS

Accredited Lead Greenhouse
Gas Verifier, California Air
Resource Board
(EO #H-18-103) and Low
Carbon Fuel Standard Lead
Verifier (EO #H3-20-096),
Corporate Communications –
Cornell

AFFILIATIONS

Secretary, California State
University Alumni and Friends
Board

YEARS OF EXPERIENCE

10

Hannah Mize

CARP and Displacement Policy Advisor

Hannah is an experienced project manager and expert grant writer with an understanding of how reflecting the community voices in long-range plans is imperative to successful implementation and meaningful change. She believes deeply in creating a strong technical foundation and the importance of telling the story of how collaborative, community-driven solutions help solve some of the most complex problems of our time. Hannah's experience includes working on the CARP for the City of San Fernando. Her role for this project is to be an advisor for CARP policies that will require Zoning Code/SP-5 updates. Since the CARP and the Zoning Code updates will be on similar timelines, Hannah will play an important role in integrating the recommendations of the CARP into the Zoning Code and SP-5. She is committed to infusing the voices of the community into her work, enhancing the character of our changing world through inclusive and responsive planning. She also currently manages the City of Glendale Climate Action and Adaptation Plan, which will help build regional coalitions to increase the region's infrastructure resilience, protect natural resources and cultural heritage, and reduce emissions.

SELECT PROJECT EXPERIENCE

- Project Manager, City of San Fernando – Climate Adaptation and Resilience Plan, Open Space and Conservation Element, Mobility Element, and Grant Application Support
- Sustainability Project Manager, City of Monterey Park – Sustainability Plan, Monterey Park
- GGRP Project Manager, City of Burbank – Greenhouse Gas Reduction Plan Update, Burbank
- Project Manager, City of South Pasadena – Climate Action Plan and Grant Application, South Pasadena
- Project Manager, City of Glendale – Climate Action and Adaptation Plan, Glendale
- Project Manager, City of Camarillo – Climate Action Plan and Sustainability Master Plan for Municipal Operations
- Lead Analyst, City of La Cañada Flintridge – GHG Inventory Update and Climate Action Plan, La Cañada Flintridge
- Sustainability Project Manager, City of Pasadena – Greenhouse Gas Emissions Inventory and Climate Action Plan, Los Angeles County
- Sustainability Project Manager, City of Burbank – Greenhouse Gas Reduction Plan Update, Burbank





EDUCATION

BS, Urban and Regional
Planning, California State
Polytechnic University,
Pomona

CERTIFICATIONS/ REGISTRATIONS

Certified Planner, American
Institute of Certified Planners
(no. 023226)

AFFILIATIONS

American Planning
Association (APA)

YEARS OF EXPERIENCE

19

Reema Shakra, AICP

Equity Advisor

Reema oversees Rincon's statewide Healthy Communities climate practice. She has a wide-ranging policy background, having prepared or managed General Plan updates, climate action plans, local coastal program updates, corridor plans, and climate adaptation plans. Reema has worked for over 20 years with cities and counties to shift their policy priorities towards a more resilient and equitable future. She coauthored an award-winning step-by-step guidebook for the Southern California Association of Governments region, which provides local governments with a compendium of tools, resources, and best practices to efficiently advance their climate adaptation planning process. In Los Angeles County, she has managed significant projects such as the Safety and Environmental Justice Element Update for the City of San Fernando, where she prepared updates to meet new state requirements, and the Climate Action and Resilience Plan, where she prepared a vulnerability assessment highlighting disproportionate impact of climate change on systemically vulnerable community members. Additionally, she managed the Safety, Environmental Justice, and Housing Element Update for Monterey Park, incorporating policy priorities based on extensive public engagement efforts. Furthermore, Reema led the preparation of a vulnerability assessment for the City of Glendale's Climate Action and Adaptation Plan, addressing the impacts of extreme heat, drought, and air quality on vulnerable populations. Reema's role for this project is to advise on the policy framework for the Zoning Code and SP-5 updates to ensure that the revisions are conducted in an equitable manner.

SELECT PROJECT EXPERIENCE

- Project Manager, City of San Fernando – Safety, Environmental Justice, and Housing Element Update, San Fernando
- Project Manager, City of Culver City – General Plan Update, Culver City
- Project Manager, City of Monterey Park – Safety, Environmental Justice, and Housing Element Update, Monterey Park
- Project Planner, City of Long Beach – Los Cerritos Wetlands and Oil Production Project EIR, Long Beach
- Deputy Project Manager, Los Cerritos Wetlands Authority – Los Cerritos Wetlands Restoration Program EIR, Long Beach and Seal Beach
- Project Manager, City of Pico Rivera – Planning and Environmental On-Call, Pico Rivera
- Climate Adaptation Senior Advisor, City of Glendale – Climate Action and Adaptation Plan, Glendale
- Project Manager, City of Manhattan Beach – Manhattan Beach Climate Ready, Manhattan Beach
- Project Manager, City of Beverly Hills – Climate Action and Adaptation Plan, Beverly Hills
- Senior Project Planner, City of Paramount – Climate Action Plan and Vulnerability Assessment, Paramount





Susanne Huerta, AICP

CEQA Lead

Susanne is a seasoned Director of Environmental Planning at Rincon, with extensive experience in Los Angeles County. Her 16-year experience includes managing and preparing environmental documents in compliance with CEQA and NEPA for a variety of projects, including residential, commercial, industrial, and community developments. Susanne has led significant projects, such as the Housing Element Update EIRs for the Cities of West Hollywood and Los Angeles, and multiple EIRs for the City of Burbank, showcasing her expertise in programmatic and project-level environmental impact reports. Additionally, she has prepared numerous streamlining documents for transit priority and infill projects, demonstrating her proficiency in the *CEQA Guidelines*.

EDUCATION

Master of Urban Planning,
New York University, Robert
Wagner Graduate School of
Public Service

BA, Geography, University of
California, Los Angeles

AA, Social Science, Pasadena
City College

CERTIFICATIONS/ REGISTRATIONS

American Institute of Certified
Planners (No. 026358)

YEARS OF EXPERIENCE

16

SELECT PROJECT EXPERIENCE

- Project Manager, City of West Hollywood – Housing Element Update EIR, West Hollywood
- Project Manager, City of Los Angeles – Citywide Housing Element Update EIR, Los Angeles
- Project Manager, City of Burbank – Multiple EIRs
- Project Manager, City of Los Angeles – Ventura-Cahuenga Boulevard Corridor Specific Plan Amendment, Los Angeles
- Project Manager, City of Walnut – The Terraces at Walnut Specific Plan Project EIR, Walnut
- Project Manager, City of Beverly Hills – 9000 Wilshire Boulevard Commercial Project EIR, Beverly Hills
- Project Manager, City of Pasadena – 3200 East Foothill Boulevard Mixed-Use Project Sustainable Communities Environmental Assessment (SCEA), Pasadena
- Project Manager, Little Tokyo Service Center – 414 Crocker Street Apartments Sustainable Communities Project CEQA Exemption, Los Angeles
- Project Manager, City of El Monte – On-Call Environmental Services
- Project Manager, Los Angeles County Development Authority (LACDA) – On-Call Environmental Services, Los Angeles County
- Project Manager, City of Santa Ana – On-Call Services Environmental for the Planning Division and Housing Division





EDUCATION

MA, Urban & Regional
Planning, University of
California, Irvine

BA, Political Science,
University of California, Irvine

AFFILIATIONS

Member, American Planning
Association

Member, Association of
Environmental Planners

Member, Environmental
Systems Research Institute,
Inc.

YEARS OF EXPERIENCE

5

Andres Sanchez

Planner

Andres has five years of professional land use planning and public service experience. In the City of San Fernando, he manages contract planning services, evaluating residential and commercial development applications for consistency with zoning regulations and state legislation, including CEQA. As a project manager, Andres provides guidance to developers, architects, and residents on development procedures, and reviews applications for various construction projects. In his role as a Planner for the City of West Covina's Comprehensive Development Code Update, Andres was responsible for reviewing the City's existing code and identifying sections that needed updates to align with recent changes in state legislation and the City's General Plan. Andres is also the contract planner for the City of San Fernando, where he assists with serving at the public counter, processes projects, and has developed a list of necessary Zoning Code updates for smoother reviews and implementation.

SELECT PROJECT EXPERIENCE

- Project Manager, City of San Fernando – Planning Staff Augmentation/Contract Planning, San Fernando
- Contract Planner, County of Ventura – Contract Planning, Ventura County
- Planner, City of West Covina– Comprehensive Development Code Update, West Covina
- Contract Planner, City of San Marino – Contract Planning, San Marino
- Planner, City of Hayward – Housing Element Update, Hayward
- Planner, City of San Leandro – Housing Element Update, San Leandro
- Contract Planner, City of Santa Clarita – Contract Planner, Santa Clarita
- Contract Planner, City of San Joaquin – Contract Planning, San Joaquin
- Planning Intern, City of Alhambra – Planning Assistant, Alhambra
- Planning Intern, City of Diamond Bar– Planning Assistant, Diamond Bar





EDUCATION

MS, Environmental Policy and Management, University of California, Davis

BA, Environmental Studies, University of California, Santa Barbara

YEARS OF EXPERIENCE

3

Antonia Davetas

Policy and Equity Support

Antonia has professional experience in environmental science and assessment and is adept at preparing both CEQA and NEPA environmental documentation for large- and small-scale projects. In addition to her work in CEQA and NEPA, Antonia works with Rincon's Community Planning team, specializing in public outreach and environmental justice. Skilled at technical report writing, she contributes to long-range planning projects, including rezoning, environmental justice reporting, and EIRs.

SELECT PROJECT EXPERIENCE

- Planner, City of San Fernando – Climate Action and Resilience Plan, San Fernando
- Planner, City of Huntington Park – 6th Cycle Housing Element with Associated Element and Zoning Code Updates, Huntington Park
- Planner, City of Monterey Park – 6th Cycle Housing Element and General Plan Update, Monterey Park
- Community Planner, County of Sonoma – Sonoma County Environmental Justice Technical Report, Sonoma County
- Community Planner, County of Merced – Merced County Association of Governments – Multi-Jurisdictional Housing Element, Merced County
- Environmental Planner, Bridge Housing – Berkeley Way Phase I ESA: HUD Explosives Hazards Evaluation, Berkeley
- Environmental Planner, County of San Mateo – North Fair Oaks Rezone Project, Town of North Fair Oaks
- Environmental Planner, City of American Canyon – Paoli Loop Annexation Environmental Impact Report, American Canyon
- Environmental Planner, County of San Benito– Lee Subdivision Project, San Benito County
- Environmental Planner, City of Suisun City – Class 1 Categorical Exemption Report for a General Plan Amendment to Eliminate a Planned Roadway Realignment, Suisun City





EDUCATION

MHP, Historic Preservation,
University of Southern
California, Los Angeles
Graduate Certificate Program,
Architecture & Urbanism,
University of Southern
California, Los Angeles
BA, European History,
University of California,
Santa Cruz

CERTIFICATIONS/ REGISTRATIONS

Meets and exceeds
requirements in the Secretary
of the Interior's Professional
Qualification Standards in
Architectural History and
History

YEARS OF EXPERIENCE

15

Steven Treffers, MHP

Architectural Historian

Steven has 15 years of experience with projects requiring historic resources compliance with Section 106 of the National Historic Preservation Act, CEQA, and local ordinances, including projects throughout Los Angeles County. He has supported numerous zoning ordinance developments in the region, overseeing background research to identify historic resources and assessing impacts at the programmatic level. He has also supported a variety of projects to support the identification and management of historic resources on a citywide level, including the Riverside Latino Historic Context Statement, current updates to the Long Beach Historic Context Statement, and historic resource surveys such as SurveyLA. He understands the importance of identifying historic themes and developing registration requirements to support a consistent framework for evaluating the significance of resources. His expertise in managing historic resource surveys, conducting background research, and developing mitigation measures has been instrumental in supporting general and specific plans and zoning update projects throughout his career.

SELECT PROJECT EXPERIENCE

- Director/Senior Architectural Historian, City of West Hollywood – Various Zoning Ordinance Developments, West Hollywood
- Senior Architectural Historian, City of Indio – General Plan Update, Indio
- Director and Senior Architectural Historian, HACLA - William Mead Project, City and County of Los Angeles
- Senior Architectural Historian, HACLA – One San Pedro Project, City and County of Los Angeles
- Senior Architectural Historian, City of Compton – Compton Artesia Specific Plan, Compton
- Senior Architectural Historian, City of Watsonville – Downtown Watsonville Specific Plan, Watsonville
- Senior Architectural Historian, City of Marina – Specific Plan EIR, Marina
- Senior Architectural Historian Monterey Peninsula Regional Park District – Palo Corona Regional Park General Development IS-MND, Monterey County
- Senior Architectural Historian, City of West Hollywood – 7965-7985 Santa Monica Boulevard Cultural Resources Assessment, West Hollywood
- Senior Architectural Historian, LACMTA – West Santa Ana Branch Line EIR/EIS Technical Studies, Los Angeles County





EDUCATION

BA, History, emphasis in
American History, California
State University, Long Beach
AA, Anthropology, Orange
Coast College

CERTIFICATIONS/ REGISTRATIONS

Green Strategies for Historic
Buildings, National
Preservation Institute

CEQA Workshop Training,
Association of Environmental
Professionals

Oral History Methods,
California State University,
Long Beach

Identification and Evaluation
of Mid-20th Century
Resources, National
Preservation Institute

Section 4(f) Cultural
Resources Compliance for
Transportation Projects,
National Preservation Institute

YEARS OF EXPERIENCE

24

Shannon Carmack

Principal/Architectural Historian

Shannon has more than 24 years of professional experience providing cultural resources management and historic preservation planning for large-scale and high-profile projects. Shannon prepares documentation to satisfy CEQA/NEPA, Section 106, and local historic preservation ordinances. She also provides reports and studies that assess compliance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and the California Historic Building Code. She has developed and implemented successful mitigation for countless projects that included Historic American Building Survey documentation, oral histories, and interpretive programs. In Los Angeles County, Shannon has contributed significantly to several projects. In West Hollywood, she served as the Senior Architectural Historian for the redevelopment of commercial buildings on Santa Monica Boulevard and the Lexington Tract Historic Survey. In Pasadena, she led the evaluation of the Space Bank Mini Storage Facility, highlighting its Cold War significance. For the One San Pedro Project in Los Angeles, she prepared a cultural resources study for the redevelopment of the Rancho San Pedro affordable housing community. In San Gabriel, she worked on the Alameda Corridor-East San Gabriel Trench Project, managing compliance with the Memorandum of Agreement and coordinating with various agencies.

SELECT PROJECT EXPERIENCE

- Senior Architectural Historian, City of West Hollywood – 7965-7985 Santa Monica Boulevard EIR, West Hollywood
- Principal Architectural Historian, City of Pasadena – 3200 East Foothill Boulevard Mixed-Use Project, Pasadena
- Principal Architectural Historian, City of Los Angeles – One San Pedro Project, San Pedro
- Senior Architectural Historian, City of San Gabriel – Alameda Corridor-East San Gabriel Trench Project Cultural Resources Services, San Gabriel
- Senior Architectural Historian, City of West Hollywood – Lexington Tract Historic Survey, West Hollywood
- Senior Architectural Historian, City of Long Beach – 3655 N. Norwalk Boulevard Project, Long Beach
- Principal Architectural Historian, City of Santa Ana Community Development Agency – Santa Ana Library Repair Project Cultural Resources Assessment Report, Santa Ana, Orange County





EDUCATION

Doctoral Candidate,
Organizational Change,
University of Southern
California

MA, Applied Anthropology,
San Diego State University
BA, Art History, Minor in
Chemistry, California State
University, Bakersfield

CERTIFICATIONS/ REGISTRATIONS

AICP (American Institute of
Certified Planners)
Certification No. 33473.

YEARS OF EXPERIENCE

13

Kassandra Gale, AICP

Community Engagement Lead

Kassandra brings a comprehensive portfolio of experience to the table, including her roles in land use planning, environmental resource management, and analysis, coupled with her skills in project management and community engagement. Over her 13-year career across both public and private sectors, Kassandra has proven her strengths in team leadership, long-range planning, building community partnerships, and overseeing land use and entitlements, including her time as the Assistant Planning Director for the City of Bakersfield. She is presently finalizing her Doctorate in Organizational Change and Leadership at the University of Southern California, working on a dissertation that delves into the barriers local government employees face in community participation and equity. Kassandra's blend of educational background and practical experience in planning and community engagement allows her to craft community outreach approaches that are community-relevant, effective, and adaptive.

SELECT PROJECT EXPERIENCE

- Engagement Strategist, City of Huntington Park – 6 Cycle Housing Element Update with Associated Element and Zoning Code Updates and Environmental Review, Los Angeles County
- Assistant Planning Director, Various Clients – Various Community Engagement Efforts, Bakersfield
- Engagement lead, City of Bakersfield – General Plan Update Community Outreach Program, Bakersfield
- Project Manager, City of Bakersfield – Habitat Conservation Plan, Bakersfield
- Land Use Environmental Planner and Tribal Liaison, County of San Diego – Various Projects, San Diego County
- Senior Supervising Planner, City of Morro Bay – Morro Bay Power Plant Master Plan
- Project Manager, City of Bakersfield – Majestic Gateway Project, Bakersfield
- Project Manager and Outreach Lead, City of Bakersfield – Zoning Ordinance Updates, Bakersfield
- Project Manager, City of Bakersfield – Veteran's Affairs Community-Based Outpatient Clinic, EIR, Bakersfield
- Research Project Manager, San Diego State University – Various Projects, San Diego
- Project Manager and Consultation Lead, T-Mobile/Verizon Wireless – Section 106 4G Transition Project, Los Angeles, County
- Environmental Project Manager/Associate Archaeologist, NVB Environmental Services LLC – Various Projects, Various Counties/Cities, California





ANDREW WATKINS, AIA AICP

PARTNER / DIRECTOR OF URBAN DESIGN & PLANNING

DETAILED ROLE ON PROJECT	PROJECT MANAGER
YEARS EXPERIENCE	20+
EDUCATION	HARVARD UNIVERSITY MASTERS IN ARCHITECTURE IN URBAN DESIGN SYRACUSE UNIVERSITY SCHOOL OF ARCHITECTURE BACHELOR OF ARCHITECTURE
AFFILIATIONS	AIA, AICP, LEED AP, WELL AP, ULI, BIA
CONTACT	awatkins@jzmkpartners.com

Andrew Watkins is an architect, urban designer, and planner with over 20 years of professional experience. Andrew is licensed in California and Massachusetts.

As Partner and Director of Urban Design and Planning at JZMK, his work focuses on large-scale urban design projects that explore the confluence of ecology and urbanism. Andrew has led the design of new cities, community plans, campus plans, and urban revitalization projects in diverse locales including the United States, Mexico, Saudi Arabia, UAE, Egypt, Indonesia, India, China, South Africa, Botswana, Ethiopia, Germany, Italy, and Armenia.

Andrew has particular interests in projects that engage wellness and the ecological systems of food, mobility, waste, shelter and water. He brings strong expertise in place making and creating high-quality public realms to each of his projects.

Andrew regularly speaks at and participants in several professional organizations. As a Full Member of ULI, he Chairs the national Residential Neighborhood Development Council and has served on the Health Leaders Network. He also serves locally as part of the Building Healthy Places Council and For Sale Housing Council. With the AIA, Andrew serves on the National Ethics Committee. He holds a Bachelors of Architecture from Syracuse University and a Masters of Architecture in Urban Design from the Graduate School of Design at Harvard University.

PROFESSIONAL EXPERIENCE

MISSION VIEJO OBJECTIVE DESIGN STANDARDS

CLIENT: CITY OF MISSION VIEJO

LOCATION: LOMITA, CALIFORNIA

The Mission Viejo Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legislation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

BRENTWOOD OBJECTIVE DESIGN STANDARDS

CLIENT: CITY OF BRENTWOOD

LOCATION: BRENTWOOD, CALIFORNIA

The Brentwood Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Brentwood. Responding to recent state legislation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

LAGUNA HILLS OBJECTIVE DESIGN STANDARDS

CLIENT: CITY OF LAGUNA HILLS

LOCATION: LAGUNA HILLS, CALIFORNIA

The Laguna Hills Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Laguna Hills. Responding to recent state legislation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site design, building design, architectural styles and landscape.



KEVIN YUAN
SENIOR PLANNER

ROLE ON PROJECT	SENIOR PLANNER
YEARS EXPERIENCE	10
EDUCATION	CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA MASTERS OF LANDSCAPE DESIGN UNIVERSITY OF CALIFORNIA, IRVINE BACHELORS OF ENVIRONMENTAL SCIENCE
AFFILIATION	ASLA
CONTACT	kyuan@jzmkpartners.com
LANGUAGES	ENGLISH, MANDARIN

Kevin Yuan received a Masters of Landscape Architecture from California State Polytechnic University, Pomona. Prior to his masters, he graduated with a Bachelors in Environmental Science.

Kevin's passion lies at the intersection of human behavior, ecological systems, and spatial forms within urban and rural environments. This deep-seated interest propelled him to specialize in Landscape Architecture and Urban Design, focusing on the exploration of big nature interventions in emerging urban developments.

Throughout his career, Kevin has demonstrated his expertise through various projects, notably contributing to the development of master planned communities in the dynamic region of the South East Asia and the Middle East. Additionally, he has made significant contributions to the domestic landscape, where his work has encompassed diverse projects ranging from hospitality, home campuses and commercial spaces to retail centers and high-density residential communities. His professional journey has led him to his current role as a Senior Planner at JZMK Partners, a testament to his dedication and expertise in the field.

PROFESSIONAL EXPERIENCE

BRENTWOOD OBJECTIVE DESIGN STANDARDS

CLIENT: CITY OF BRENTWOOD

LOCATION: BRENTWOOD, CALIFORNIA

The Brentwood Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Brentwood. Responding to recent state legislation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

LAGUNA HILLS OBJECTIVE DESIGN STANDARDS

CLIENT: CITY OF LAGUNA HILLS

LOCATION: LAGUNA HILLS, CALIFORNIA

The Laguna Hills Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Laguna Hills. Responding to recent state legislation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site design, building design, architectural styles and landscape.

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Office Locations

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213-788-4842

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Suite 240
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916-706-1374

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Suite 120
San Diego, California 92123
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San José, California 95113
408-577-3008

San Luis Obispo

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Suite D
San Luis Obispo, California 93401
805-547-0900

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319 East Carrillo Street
Suite 105
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805-319-4092

Ventura (headquarters)

180 North Ashwood Avenue
Ventura, California 93003
805-644-4455



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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Wendell Johnson, Public Works Director
Isabella Tapia, Interim Public Works Management Analyst

Date: May 5, 2025

Subject: A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

RECOMMENDATION:

It is recommended that the City Council:

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

BACKGROUND:

1. On December 6, 2004, the City adopted the San Fernando Specific Corridor Plan, which aimed to transform Truman Street, San Fernando Road, and Maclay Avenue into attractive, livable, and economically vibrant districts
2. On May 30, 2008, the City issued its first encroachment permit to a business for outdoor dining, intended exclusively for restaurants along Maclay Avenue.
3. On June 15, 2020, the City Council ratified Executive Order No. 2020-06-12, which allowed for temporary outdoor dining area permits within public sidewalks in commercial zones throughout the City as a component of the COVID-19 Emergency Response effort.
4. On June 24, 2020, the Public Works Engineering Division issued the first Outdoor Services permit pursuant to the Executive Order No. 2020-06-12.

A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

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5. On March 31, 2023, Los Angeles County declaration of a local public health emergency for COVID-19 ended, effectively ending staff's authority to issue Outdoor Dining Permits in the public right of way through Executive Order.
6. In the Fiscal Year (FY) 2023-2024 Adopted Budget, Community Development's objective #4 was to create an outdoor dining program to promote pedestrian friendly and community focused design, as well as supporting post-COVID business model and economic development. Due to staff vacancies, the objective was carried forward to the FY 2024-2025 Adopted Budget.
7. On October 30, 2024, the City's website was updated to include draft zoning code changes including outdoor dining. A draft outdoor dining ordinance and PowerPoint were shared via email with the San Fernando Mall Association and the San Fernando Chamber of Commerce. The draft ordinance and PowerPoint were also added to the City's website.
8. In December 2024, inserts were printed and mailed out with water bills to all residents notifying them of the zoning code updates underway and Department contact information.
9. On April 7, 2025, the City Council continued the public hearing to the May 5, 2025 City Council meeting.

ANALYSIS:

An outdoor dining program offers numerous benefits to both the community and local businesses by activating public spaces, enhancing the vibrancy of commercial districts, and supporting economic recovery and growth. It can create an inviting, flexible environment that attracts foot traffic, encourages longer visits, and increases revenue opportunities for restaurants and cafes. Additionally, outdoor dining contributes to public health and well-being by providing open-air options for socializing and dining, improving the overall atmosphere and livability of a city or neighborhood. Furthermore, outdoor dining helps create an attractive and inviting pedestrian environment that fosters a sense of place, encourages walkability, and promotes economic growth by drawing more visitors to commercial areas.

During the COVID-19 pandemic, outdoor dining was encouraged as a way to support restaurants while minimizing the risk of virus transmission. Indoor spaces posed a higher threat due to limited ventilation and close contact among patrons, prompting public health officials to recommend outdoor seating as a safer alternative. In response, many cities relaxed regulations, expanded sidewalk and street dining, and provided financial assistance to help businesses adapt. This approach not only allowed restaurants to remain open and retain employees but also provided communities with a sense of normalcy while maintaining social distancing guidelines.

Prior to COVID-19, the City permitted outdoor dining along Maclay Avenue as an element of the San Fernando Specific Corridor Plan (SP-4), which aimed to transform Truman Street, San

A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

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Fernando Road, and Maclay Avenue into attractive, livable, and economically vibrant districts. As a result, the City began issuing Encroachment Permits to restaurants along Maclay Avenue that wished to offer outdoor seating. However, no formal design or development standards were implemented at the time.

The purpose of the proposed outdoor dining ordinance is to allow for this activity on a permanent basis for restaurants, bars, and other eating and drinking establishments while providing an application, review, and fee process to ensure a high quality dining experience that improves the pedestrian experience. Further, local businesses will have the potential to improve their economic viability by allowing outdoor dining and will further act as an economic catalyst for local businesses along the City's commercial corridors.

The proposed ordinance will:

- a. Allow outdoor dining on public sidewalk associated with a restaurant, café, specialty food establishment or other eating establishment, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars.
- b. Provide design standards for outdoor furniture and layout to not impede pedestrian access.
- c. Activate the streetscape, pedestrian oriented commercial areas, and foster a sense of community.
- d. Provide a high-quality environment for patrons while assuring an appropriate outdoor design.

The proposed ordinance applies to restaurants, bars, and other eating and drinking establishments that have sufficient public sidewalk space to sustain outdoor dining activity without impeding pedestrian and ADA access. The proposed ordinance provides development and design standards and operating regulations for outdoor dining with approval by the Public Works Engineering Division for dining on the public sidewalk.

An Encroachment Permit is required for use of the public sidewalk and an application consists of:

- Application form
- Site Plan with details of proposed furniture
- Colors and Materials Sheet
- Application fee
- Sewer Capital Facility Fees

Further, the applicant will be required, at its own cost and expense, to procure and maintain in force, policies of commercial general liability insurance (CGL) in an amount not less than \$1,000,000 per occurrence and will also add the City of San Fernando as Additionally Insured. One-time sewer capital fees also apply to outdoor dining areas at a rate of \$243 per seat for a full service restaurant, or \$162 per seat for a fast food restaurant. These fees are subject to change and are intended to cover sewage treatment costs. Since the City of San Fernando does not have its own wastewater treatment facility, it relies on the City of Los Angeles for wastewater treatment services. The relationship between the amount of the fee and the cost of the portion of the facility attributed to the development as described above is set forth in the Wastewater

A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

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Rate Study dated June 28, 2004 prepared by the Public Works Director which was based on the September 14, 199 Wastewater Rate Study prepared by Black & Veach Corporation, Consulting Engineers, and which is on file in the office of the City Engineer.

The Public Works Engineering Division will review application materials for consistency with ordinance regulations such as dining location and area, barrier dimensions and style, required parking, and operating hours. In addition, the application will be routed to the Planning Division to determine if parking requirements are applicable. Engineering will inspect the outdoor dining area prior to dining operations commencing.

Outdoor dining will be permitted with an approved Site Plan Review on private property in accordance to proposed zoning code section Article IV Division 13. The same development and operating standards will apply. The Site Plan Review will be processed and approved through the Community Development Planning Division.

Development and Operating Standards.

The proposed ordinance requires dining areas ensure building ingress/egress, and provide a clear pedestrian path, free of all obstructions for pedestrian traffic. Access openings will be placed in a location that will not create confusion for visually impaired pedestrians including their ability to detect barriers or planters.

The proposed ordinance sets hours of operation citywide, 7 days a week with dining in the Downtown Specific Plan Area (SP-5) allowed to operate from 7 AM to 12 AM and for the rest of the City, from 7 AM to 11 PM. Further, smoking, live entertainment, pool tables, and televisions are prohibited in outdoor dining areas.

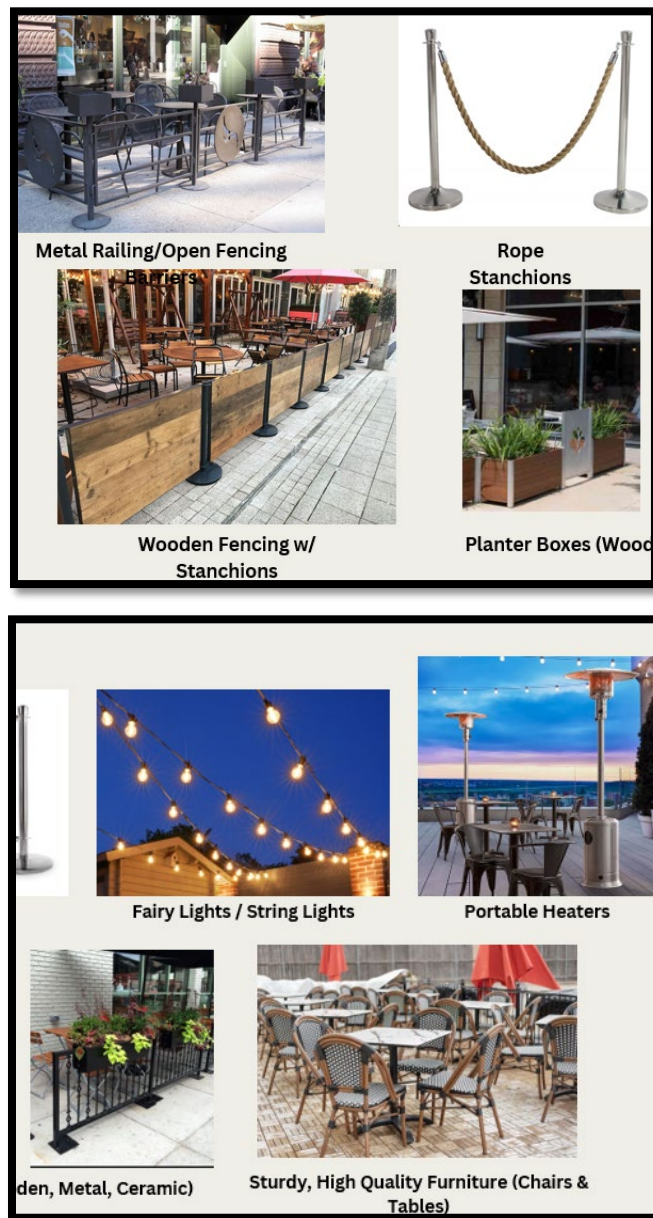
All restaurants providing outdoor dining shall post a “No Smoking” sign that follows the size and standards set by the Public Works Director. All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with Chapter 23 (Outdoor Smoking Regulations) of the San Fernando Municipal Code.

Design Examples and Prohibited Materials.

Barriers are not required unless selling alcohol. Design standards require barriers such as fences, gates, and ropes, be visually appealing while clearly separating the dining area from the rest of the sidewalk. Examples include open fencing or railing, planter boxes, and ropes and outdoor dining can also include umbrellas, lighting, and heating. Furniture must be sturdy and of good quality while added planter boxes can further visually improve the look of the outdoor dining area. These same standards are also applied to dining on private property. Outdoor dining examples are included on the next page:

A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

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The ordinance prohibits the use of fabric inserts; wooden pallets as barriers; umbrellas with advertising; and fencing made of chain link, cyclone, and chicken wire.

Parking.

Additional parking is required for outdoor dining on public sidewalks when the dining area is greater than 200 square feet or the outdoor dining area exceeds 25% of the total dining area (interior and exterior). When an outdoor dining area is proposed on a parking area of a restaurant, the required parking for the establishment may be provided off site with an approved Off-Site Parking Plan. This plan would allow for shared parking within 500 feet of the establishment.

A Continued Public Hearing to Consider Adopting an Ordinance Amending Chapter 74 (Streets, Sidewalks, and Other Public Places) of the San Fernando Municipal Code to Establish Outdoor Dining on the Public Right of Way

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Environmental Review:

The actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, 15303, 15304, and 15311. Section 15301 exempts from review minor alterations to existing public facilities, Section 15303 exempts from review the new construction of small structures, Section 15304 exempts from review minor alterations to land such as minor temporary uses of land having negligible or no permanent effects on the environment, and Section 15311 exempts from review placement of minor structures accessory to existing commercial facilities. The actions proposed herein would fall under each of these exemptions, as the actions proposed herein are minor alterations to roadways, are temporary, and are accessory to commercial uses. If this program becomes permanent, additional environmental review as appropriate will be considered. There are no features that distinguish this project from others in the exempt classes, and therefore there are no unusual circumstances that would cause these actions to fall outside of the exemptions.

BUDGET IMPACT:

The implementation of this ordinance is expected to generate additional revenue for the City. Businesses utilizing outdoor dining in the public right-of-way will be required to pay an annual encroachment permit fee of \$920, as established through the approved 2024/25 Annual Fee Schedule. This fee covers both the permit renewal and the required inspection by City staff.

Based on records of previously issued Outdoor Services permits, 22 businesses have received permits. Using this figure, the estimated annual revenue for the City would be approximately \$20,240.

CONCLUSION:

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

ATTACHMENTS:

- A. Ordinance No. 1734
- B. Outdoor Dining Permit Application

ORDINANCE NO. 1734

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING CHAPTER 74 (STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES) OF THE SAN FERNANDO CITY CODE TO ESTABLISH REGULATIONS FOR OUTDOOR DINING ON THE PUBLIC RIGHT OF WAY AND MAKING OTHER RELATED MODIFICATIONS

WHEREAS, pursuant to the City's police power, as granted broadly under Article XI, Section 7 of the California Constitution, the City Council of the City of San Fernando ("City Council") has the authority to enact and enforce ordinances and regulations for the public peace, morals and welfare of the City of San Fernando ("City") and its residents; and

WHEREAS, the authority to adopt and enforce local ordinances that regulate the public right-of-way is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, in June 15, 2020, the City Council ratified Executive Order 2020-06-03 allowing for temporary dining area permits within public sidewalks in commercial zones throughout the City; and

WHEREAS, in October 8, 2023, the State Legislature passed Assembly Bill 1217, which allows a local jurisdiction that has not adopted an ordinance that provides relief from parking restrictions for expanded outdoor dining areas shall reduce the number of required parking spaces for existing uses by the number of spaces that the local jurisdiction determines are needed to accommodate an expanded outdoor dining area; and

WHEREAS, the City seeks to promote outdoor dining to enhance the vibrancy of commercial areas, support local businesses, and provide additional dining options for the community while maintaining public safety and accessibility standards; and

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

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

SECTION 2. Municipal Code Amendment Findings. The City Council finds and determines that the amendments to Chapter 74 (Streets Sidewalks and Other Public Places) of the San Fernando Municipal Code are consistent with the General Plan, promote economic development, and serve the public health, safety, and welfare by enabling outdoor dining on the public right-of-way while ensuring adequate pedestrian access and compliance with applicable safety regulations.

SECTION 3. Sections 74-196 through 74-225 of Chapter 74 (Streets Sidewalks and Other Public Places) of the San Fernando Municipal Code are hereby repealed in their entirety and are superseded and replaced with the following new sections:

Sec 74-196. – Use of Sidewalk for Outdoor Dining

(a) This section establishes regulations for dining in the public right-of-way where such dining is accessory to a restaurant, café, specialty food establishment or other eating establishments, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars located on private property. It is the policy of the City that such public right-of-way dining should not unduly restrict or impede customary use of the public right-of-way by the general public, nor should right-of-way areas used for outdoor dining be designed in manner that detracts from the image and appearance of the surrounding area.

(b) No person shall place, construct, install, affix or otherwise maintain barriers, tables, chairs or any other furniture, equipment or personal property upon any public street, sidewalk or other portion of the public right-of-way for the purpose of providing outdoor dining services without first obtaining an encroachment permit pursuant to the procedures of this section.

(c) Encroachment permits for outdoor dining shall include the following general terms, conditions and other requirements:

- (1) A site plan drawn to scale that delineates the dimensions of the proposed outdoor dining area, furniture arrangement, path of travel, development standards and design standards described below; a colors and materials sheet of the proposed furniture and dimensions, fees, insurances, indemnification of the city from liability (in a form approved by the City Attorney), and any other plans, documents or information as required by the form provided by the Public Works Department.*
- (2) A building, electrical or mechanical permit may be required depending on the scope of the proposed outdoor dining area.*
- (3) Prior to occupancy of an outdoor dining area an inspection is required.*
- (4) An annual inspection of an outdoor dining area shall be required to ensure compliance with the limited use regulations for outdoor dining.*
- (5) Violations of the outdoor dining area standards may result in enforcement actions up to and including revocation of said permit and termination of use.*
- (6) A copy of the approved encroachment permits and/or building permit, as applicable for an outdoor dining area shall be kept on premises of the associated establishment at all times.*

- (7) Each permit issued shall be personal to the permittee and is not transferable, delegable, or assignable. Any attempted transfer, delegation, or assignment of the permit shall be void. In the event of a transfer of the business of the permittee, the transferee shall obtain a new permit prior to the operation of an outdoor dining area.*
- (8) The permittee shall, at its own cost and expense, procure and maintain in force at all times policies of commercial general liability insurance (CGL) in an amount not less than \$1,000,000 per occurrence with the City of San Fernando additional insured; and Worker's Compensation and Employer's Liability in statutory amounts.*
- (d) Encroachment permits for outdoor dining shall include the following baseline development standards:*
 - (1) Dining areas shall maintain building ingress and egress as defined by the Uniform Building Code and emergency access in accordance with California Fire Code. In addition, an unobstructed path of ingress and egress travel with a minimum 4-foot width that leads occupants directly from exit doors to the public right-of-way.*
 - (2) All furniture associated with the outdoor dining areas shall not be permanently affixed to the sidewalk or public area in which it is proposed.*
 - (3) Tables and chairs shall be placed only in the locations shown on the approved site plan.*
 - (4) Barriers to delineate the outdoor dining area are recommended, but not required unless alcohol will be served in the outdoor dining area. The barrier must be moveable and designed as specified below.*
 - (5) A clear path, free of all obstructions to the flow of pedestrian traffic, shall be provided in the public right-of-way and shall be maintained at all times. Obstructions include traffic signals or signs, light standards, parking meters, bus stops, trash receptacles, benches, trees, gates that open outward beyond the perimeter of the outdoor dining area, and similar objects.*
 - i. The clear path shall be a paved sidewalk that is at least 4 feet wide.*
 - ii. The clear path may meander from side to side to avoid obstructions, but shall maintain a continuous, common surface at least 4 feet in width that provides a direct path of travel past the outdoor dining.*
 - iii. The clear path shall be measured from the outermost point of the outdoor dining to the curb or to the nearest obstruction within the flow of pedestrian traffic, whichever is shorter.*
 - iv. Recesses in the building façade shall not be used to satisfy the clear path requirement.*

- v. *A minimum emergency service access gap of 4 feet with horizontal and vertical clearance shall be required for every 20 feet of linear street frontage.*

(6) *Outdoor dining shall be designed and operated so that it may be used by people of all abilities by complying with all of the following:*

- i. *The surface of the outdoor dining area shall be level and have a running slope and a cross slope that do not exceed 2 percent (1 unit in 50 units' horizontal).*
- ii. *The outdoor dining area shall not be located on a raised platform or in a sunken area.*
- iii. *At least one wheelchair accessible seating space shall be provided for every 20 seats, or as required by the California Building Code, or the American Disabilities Act, whichever is greater.*
- iv. *When multiple wheelchair accessible seating spaces are provided, they shall be distributed and integrated within the outdoor dining area.*
- v. *Wheelchair accessible seating spaces shall have a minimum unobstructed maneuverability dimension of 30 inches in width by 48 inches in depth.*
- vi. *Access to designated wheelchair seating spaces shall be provided through an accessible path with not less than 36 inches unobstructed width.*
- vii. *The interior of the outdoor dining area shall consist solely of moveable furnishings, including moveable tables, chairs, and umbrellas.*

(e) *Encroachment permits for outdoor dining shall require parking for the outdoor dining portion of an eating establishment under either of the following circumstances:*

- (1) *The area of the outdoor dining area is greater than 200 square feet; or*
- (2) *The area of an outdoor dining area exceeds 25% of the combined total of the gross floor area of the associated eating establishment and the area of the outdoor dining area.*

(f) *Encroachment permits for outdoor dining shall satisfy the following design-related requirements and standards:*

- (1) *A colors and materials sheet shall be included in the site plan application to provide the colors, materials of all furniture, barriers, lighting and landscaping that is to be in the outdoor dining area. Exact dimensions and specifications shall be included.*
- (2) *Dining/seating area barriers (fences, gates, ropes, etc.) shall be visually appealing, and help to separate the dining/seating area from the sidewalk.*
- (3) *Fabric inserts (natural or synthetic) of any size are not permitted to be used as a part of a barrier.*
- (4) *The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited.*
- (5) *Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines.*

- (6) Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.*
- (7) All furniture and fixtures must be of sufficiently sturdy construction as not to blow over with normal winds.*
- (8) Furniture and fixtures must not be secured to trees, lampposts, street signs, hydrants, or any other public street infrastructure by any means, whether during restaurant operating hours or when the restaurant is closed.*
- (9) Outdoor dining furniture shall be made of high-quality, durable materials that provide an attractive design and are appropriate use for outdoor use. Folding chairs, lightweight, plastic, deteriorated, U.V. damages, splintered or similar furniture will not be approved or placed in the outdoor dining area. Sealed or painted metal or wood tables are recommended.*
- (10) Upholstered chairs are permitted. Upholstery is not permitted to be of any fluorescent or other strikingly bright or vivid colors.*
- (11) All materials shall be well maintained without stains, rust, tears, or discoloration. Materials that show signs of significant wear/age be replaced.*
- (12) Awnings or umbrellas may be used in conjunction with outdoor dining, and umbrellas shall not be used as a permanent roof or shelter over the outdoor dining. Umbrellas should not be used during extreme wind.*
- (13) Umbrellas shall be constructed of a canvas-type, durable, and fade and fire-resistant material suitable for outdoor use. No plastic fabrics, plastic or vinyl-laminated fabrics, or any type of rigid materials are permitted. Umbrellas must be free of advertisements or product names.*
- (14) All parts of any umbrella (including the fabric and supporting ribs) must be contained entirely within the outdoor seating area.*
- (15) Umbrellas shall be installed and maintained so as to provide pedestrian clearance by maintaining 7 feet of clearance from the ground to the lowest edge of the umbrella. The 7 foot minimum height includes not only the umbrella frame and panels, but also any decorative borders such as fringes, tassels or other such ornamentation. No part of an umbrella may exceed a height of 9 feet above the surface of the outdoor dining area to avoid an undue visual obstruction of other businesses.*
- (16) A barrier may be in the form of open fencing, railing, landscape planters, rope or chain that must be a minimum of 3 feet, but not taller than 4 feet in height.*
- (17) If a barrier is rope or chain, the rope or chain must have a minimum diameter of one inch. Vertical support posts must be constructed of metal or wood. A stanchion base shall not be domed, and shall not be more than one-half (1/2) of an inch above the surface of the floor.*
- (18) Fabric inserts (natural or synthetic) of any size are not permitted to be used as part of a barrier. The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited. Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines. Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.*

- (19) *No banners or signage shall be displayed on the barrier of an outdoor dining area or within the outdoor dining area other than the name of the establishment that may be placed on umbrellas or on the valance of an awning with an overhang not lower than 84 inches from the finished grade of the ground of the outdoor dining area.*
 - (20) *Signage within an outdoor dining area is not permitted except with a valid City permit. The only required sign is a "No Smoking" sign, which must comply with the dimensions and standards set by the Public Works Director. No additional signage is allowed solely due to the presence of an outdoor dining area.*
 - (21) *Portable heaters, if provided, shall be located a minimum of 4 feet away from the exterior face of the building and from any combustible materials, including architectural projections, or in accordance with manufacturer recommendations, whichever is most restrictive.*
 - (22) *Planters may be made out of wood, ceramics, stone, metal or high quality thick plastic planter boxes.*
 - (23) *Planters shall contain live plant materials in healthy condition, subject to the approval of the Public Works department. Seasonal, thematic planter displays are encouraged. Stressed, dead, or dying landscape must be promptly replaced but not more than 72 hours. Artificial plants; empty planters; or planters with only bare dirt, mulch, straw, woodchips or similar material are not permitted. No thorny plants may be placed in planters.*
 - (24) *Planters shall have a self-contained watering reservoir system that prevents any leakage.*
 - (25) *Illuminated outdoor dining areas shall incorporate lighting which shall be installed to prevent glare onto, or direct illumination of, any public space or property or use.*
 - (26) *Lighting fixtures may be permanently affixed to the front of the associated eating establishment but shall not protrude into the pedestrian path. Lighting shall be mounted so that all wiring is concealed. Rope or string lights are allowed provided they are installed to the requirements of the Building Code and manufacturer's specifications. Spotlights and illumination for advertising are prohibited.*
- (g) *Encroachment permits for outdoor dining shall include the following operational conditions:*
- (1) *Outdoor dining shall be operated in a manner that meets all requirements of the Health Department of Los Angeles County and any other applicable regulations.*
 - (2) *Exclusive of the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 11:00 p.m., daily.*
 - (3) *Within the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 12:00 a.m., daily.*
 - (4) *An outdoor dining area may provide either waiter/waitress service or self-service.*

- (5) *At the end of the business day, establishments shall clean (sweep and mop) the area in and around the outdoor dining area. The outdoor dining area shall be clean and free of litter at all times. Waste receptacles are encouraged.*
- (6) *Dining equipment (including, but not limited to, tables, chairs, space heaters, barriers) must be stored in an area not visible from the public right-of-way or from any plaza area outside of business hours.*
- (7) *Live entertainment, television monitors, screens, speakers, dancing, pool tables, billiard tables, adult entertainment uses, and cover charges are prohibited in the outdoor dining area.*
- (8) *Outdoor dining shall comply with the sound level limits of the associated eating establishment in accordance with Article II (Noise) of Chapter 34 (Environment) of the San Fernando Municipal Code.*
- (9) *All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with Chapter 23 (Outdoor Smoking Regulations) of the San Fernando Municipal Code.*
- (10) *Outdoor cooking is permitted in an outdoor dining area in compliance with Los Angeles County Health Department regulations, the San Fernando Building Code and the City of Los Angeles Fire Code as adopted by reference into the San Fernando Municipal Code.*
- (11) *Establishments that propose to serve alcoholic beverages in the outdoor dining area shall comply with all applicable regulations and restrictions established by the California Department of Alcoholic Beverage Control ("ABC"), all ABC license terms and conditions, all requirements and restrictions of land use entitlement conditions established by the Planning and Preservation Commission and, if applicable, the City Council. Such establishments shall update their approvals from the ABC to include the new outdoor dining area if necessary. The outdoor dining area shall be:*
 - i. Physically defined and clearly part of the establishment it serves as an accessory use to; and*
 - ii. Supervised by a restaurant employee to ensure compliance with laws regarding the on-site consumption of alcoholic beverages.*

(h) Subject to the procedural requirements of this subsection (h), below, the Director of Public Works or their designee may immediately deny a permit application, or revoke or suspend a permit, if the Director of Public Works finds that: (1) the provisions of this chapter have not been satisfied or violated; or (2) any necessary health permits has been suspended, revoked, or canceled; or (3) the operation of the outdoor dining constitutes a public nuisance, pursuant to Article V (Nuisances) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code; or (4) if the operation of the outdoor dining endangers, jeopardizes or otherwise constitute a menace to the public convenience, health, interest, safety, or the general welfare of persons residing or working in the vicinity of the proposed use; or (5) the primary use ceases to operate at the location.

- (1) *Notice of violation of any standards of operation shall be made verbally or in writing to the permittee by the Director of Public Works or designee, any department or division head or designee, the Police Department or the Los Angeles Fire Department. A verbal notice of violation shall be followed by a written notice to the permittee. A copy of the notice shall be given to the Director of Public Works. The permittee shall immediately cure the violation upon receipt of verbal or written notice. If the violation is not cured immediately, the Director of Public Works or designee may revoke or suspend the permit.*
 - (2) *Notice of violation of the outdoor dining development or design standards shall be made in writing to the permittee by the Director of Public Works or designee, any department or division head or designee, the Police Department, or the Los Angeles Fire Department. A copy of the notice shall be given to the Director of Public Works. The permittee shall have 10 days to cure the violation. If the violation is not cured within 10 days after the issuance of the notice to the permittee, the Director may revoke or suspend the permit.*
 - (3) *The Director of Public Works or designee may immediately deny a permit application, or revoke or suspend a permit, for any single violation of this chapter, and shall immediately revoke the permit of any permittee who has committed three violations of this chapter within a twelve-month period. Any permittee whose permit application has been denied, or whose permit has been revoked or suspended, may request in writing a hearing before the Director of Public Works. The Director of Public Works shall grant the request and hold an informal hearing, where the basis for the denial, revocation or suspension shall be explained to the permittee. The permit applicant or permittee shall have the opportunity at the hearing to present evidence of compliance with the provisions of this code. If, after the hearing, the Director of Public Works lets stand their decision to deny the permit application, or revoke or suspend the permit, the permit applicant or permittee may appeal the decision of the Director of Public Works to the City Manager, or designee, whose action shall be deemed final.*
- (i) *Upon permit expiration or termination (for any reason), the permittee shall promptly and diligently remove, at its own expense, all personal property, furnishings, and equipment from the public right-of-way. All outdoor dining barriers shall be removed and the sidewalk shall be returned to its original condition. Any personal property remaining within the road right-of-way or parking area shall be removed pursuant to the laws of the State of California.*
- (j) *A violation of this chapter is subject to the administrative citation provisions of Article III (Administrative Penalties – Citations) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code.*

Sec. 74-197. Temporary use of sidewalk or roadway.

Except as otherwise prescribed in the case of outdoor dining in the public right-of-way under Section 74.196 of this chapter, above, the city council or administrative officer or the administrative officer's designee is authorized to grant temporary use of any sidewalk or roadway for any purpose at such locations and under such conditions as it deems appropriate.

Sec. 74-198. Permit terms.

Any permit granted by the city council for any encroachment under any of the sections of this division may be upon such terms and conditions as the council may fix and determine. The violation of any such terms or conditions shall be grounds for immediate revocation of such permit.

Sec. 74-199. Painting or marking sidewalk.

It shall be unlawful for any person to write, paint, mark, deface, or draw upon any sidewalk or roadway without first having obtained a permit from the city council.

Sec. 74-200. Obstruction of public way declared nuisance.

Anything placed or permitted to remain upon any sidewalk or roadway, in violation of this division, is declared to be a public nuisance. In addition to other remedies provided by law, the city engineer is authorized and empowered to abate the nuisance by removing such obstruction.

SECTION 4. CEQA Compliance. The actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, 15303, 15304, and 15311. Section 15301 exempts from review minor alterations to existing public facilities, Section 15303 exempts from review the new construction of small structures, Section 15304 exempts from review minor alterations to land such as minor temporary uses of land having negligible or no permanent effects on the environment, and Section 15311 exempts from review placement of minor structures accessory to existing commercial facilities. The actions proposed herein would fall under each of these exemptions, as the actions proposed herein are minor alterations to roadways, are temporary, and are accessory to commercial uses. If this program becomes permanent, additional environmental review as appropriate will be considered. There are no features that distinguish this project from others in the exempt classes, and therefore there are no unusual circumstances that would cause these actions to fall outside of the exemptions.

SECTION 5. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without

regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 6. Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this ____ day of _____, 2025.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1734 which was introduced on May 5, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the ____ day of _____, 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

OUTDOOR DINING ENCROACHMENT PERMIT APPLICATION

REQUIREMENTS

PURPOSE:

These regulations allow for a business to setup outdoor dining areas in the public right of way in an effort to ensure proper standards and regulations are being followed in all zones that allow commercial uses, including C-1 (limited commercial), C-2 (commercial), SC (service commercial), PD (precise development overlay), and all SP-5 districts except the General Neighborhood District (GN).

COMPLIANCE WITH THE LAW:

Businesses shall comply with all applicable laws, including:

- ☐ Americans with Disabilities Act ☐ City of Los Angeles Fire Department Codes
- ☐ California Alcoholic Beverage Control Regulations ☐ San Fernando Municipal Code
- ☐ City of Los Angeles Building & Safety Codes

PERMIT DESCRIPTION:

Applications shall be submitted to the Public Works Department and reviewed by the Public Works Department, Community Development Department, Police Department and Finance Department for compliance with the regulations and standards outlined in this form and in City of San Fernando Municipal Code Sec. 74- 196.

Per Sec. 74-196 of the Municipal Code, the City has the right to deny applications to businesses that are not in good standing, and to suspend outdoor dining use for City use.

An annual inspection of the outdoor dining area shall be required to ensure compliance with the limited use regulation for outdoor dining. An annual inspection fee shall be applied per Appendix 3 of the City's adopted fee schedule.

SUBMITTAL REQUIREMENTS:

A complete application package includes the following:

1. Completed Application (see page 2). Please Note: there is a permit fee of \$920.00.
2. Site and Floor Plans (see page 4).
3. Colors and Materials Sheet
4. Sewer Capital Facility Fees will be \$243 per outdoor seat for full service restaurant. \$162 per outdoor seat for a fast food restaurant*.

*these fees are subject to change.

5. Certificate of General Liability Insurance; must include the City of San Fernando as Additional Insured.

Questions and/or Completed Application package may be submitted to:

PUBLIC WORKS DEPARTMENT
117 Macneil Street, San Fernando, CA 91340 | (818) 898-1222 | PublicWorks@sfcity.org

OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION

Permit Or Copy Must Be On Job Site At All Times	
PERMIT NO.	DATE ISSUED
APPLICANT INFORMATION	
BUSINESS NAME	
APPLICANT ADDRESS	CITY
PHONE	EMAIL
BUSINESS LICENSE NO.	
PERMIT OVERVIEW/CONDITIONS OF APPROVAL Please initial each of the following conditions.	

**OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION**

1. LOCATION:

- _____ A. The outdoor service area must be located adjacent to the business, unless by written agreement with another property owner, and must not be located on any of the following: unpaved areas, on-street parking spaces, public parks, and right-of-way that cannot provide the minimum requirement of 4 -feet clear path of travel.
- _____ B. An outdoor service area shall not be located or operated in a manner that jeopardizes the safety of pedestrians or vehicles. The City Engineer or Director of Public Works may impose safety measures as necessary to protect the safety of pedestrians, customers, and vehicles in and around the proposed outdoor service area.
- _____ C. Use of any private property requires review by the Community Development Department.

2. NOISE:

- _____ A. The business owner must undertake appropriate measures to ensure that the level of noise associated with the outdoor service area does not disturb the right to quiet enjoyment of the neighboring properties and businesses.
- _____ B. No sound, apart from ambient noise from the utilization of the space, shall be permitted in the outside service area.
- _____ C. Amplified music is permitted to the extent it remains in compliance with the City of San Fernando's Noise Ordinance (SFMC Sec. 34-26 through 71).

3. MAINTENANCE:

- _____ A. The permittee and the property owner shall maintain the outdoor service area clear of litter, food scraps, service waste, packaging, soiled dishes, grease, and gum. At the close of business daily, the permittee and property owner shall remove all trash and clean the area in and around the outdoor service area.
- _____ B. The permittee and the property owner shall store and maintain all outdoor furniture inside whenever the outdoor service area is closed.
- _____ C. The City may temporarily suspend any permit to conduct any necessary repairs or maintenance on public facilities.

4. PARKING:

- _____ A. Use of a private parking lot to provide service will require approval from the Community Development Department to ensure adequate parking is provided to customers. Businesses must be able to demonstrate the ability to provide a minimum of 50% of their required parking spaces per City Standards.
- _____ B. Existing disabled (ADA) access parking stalls and path of travel shall not be impacted by outdoor service.

PERMIT OVERVIEW/CONDITIONS OF APPROVAL (CONTINUED) *Please initial each of the following conditions.*

6. SIGNAGE:

- _____ A. This permit does not confer any new rights for signage.

7. ALCOHOL CONSUMPTION

OUTDOOR DINING ENCROACHMENT PERMIT APPLICATION

_____ A. Alcoholic beverage consumption in the outdoor dining area requires approval from the California Department of Alcoholic Beverage Control.

8. RETAIL

_____ A. Retail uses are currently allowed indoor operations and do not qualify for this permit.

9. NON- TRANSFERABLE

_____ A. This permit is non- transferable.

10. VIOLATION

_____ A. Any violation of the above conditions will result in the revocation of the outdoor service permit.

APPLICATION IS HEREBY MADE FOR THE FOLLOWING ENCROACHMENT PERMIT

<input type="checkbox"/> RESTURANT/ DINING WILL ALCHOL BE SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO ABC PERMIT NO. _____	<input type="checkbox"/> BARBER/ HAIR SALON	<input type="checkbox"/> GYM/ FITNESS	<input type="checkbox"/> PERSONAL CARE TYPE OF SERVICE:	<input type="checkbox"/> PLACE OF WORSHIP	<input type="checkbox"/> OTHER PLEASE DESCRIBE:
---	--	---------------------------------------	---	--	---

DESCRIPTION OF PROPOSED ENCROACHMENT AREA

LOCATION(S)

NO. OF DAYS		FROM		TO		NO. OF TABLES		NO. OF CHAIRS	
MONDAY HOURS	TUESDAY HOURS	WEDNESDAY HOURS	THURSDAY HOURS	FRIDAY HOURS	SATURDAY HOURS	SUNDAY HOURS			
INSURANCE COMPANY (LIABILITY) <i>Must include City of San Fernando as Additional Insured</i>						POLICY NO.			
INSURANCE COMPANY (WORKMAN'S COMP)						POLICY NO.			

OUTDOOR DINING ENCROACHMENT
PERMIT APPLICATION

IN CONSIDERATION FOR ISSUANCE OF THIS PERMIT, APPLICANT AGREES TO HOLD THE CITY HARMLESS FROM ANY CLAIMS OR JUDGEMENTS FOR DAMAGED OR OTHER RELIEF AGAINST THE CITY AS A RESULT OF ACTS OR OMISSIONS OF THE APPLICATION IN THE PERFORMANCE OF WORK RELATED TO THE ABOVE REFERENCED PERMITS WHETHER THE CONDITIONS GIVING RISE TO CLAIMS OR JUDGEMENT WAS CREATED IN WHOLE OR IN PART BY THE APPLICANT.

SPECIAL PROVISIONS

OWNER IS RESPONSIBLE FOR RENEWAL OF PERMITS. FAILURE TO DO SO MAY RESULT IN CITATION.

APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY

REVIEWED BY

☐ PUBLIC WORKS ☐ PLANNING ☐
BUILDING AND SAFETY

FINAL
CLEARANCE
DATE

PUBLIC WORKS ENGINEER

DATE

SITE PLAN Draw a sketch of the area on which the proposed encroachment area will be located. Show the extent of the proposed outdoor dining area including the seating arraignment, width of right-of-way, width of the clear path of travel, length of furniture (i.e., tables, chairs, stanchions), a colors and material sheet of the proposed furniture, etc.

NO. OF TABLES

NO. OF CHAIRS

OTHER EQUIPMENT & QUANTITIES

APPROXIMATE SQUARE FOOTAGE OF OUTDOOR
SERVICE AREA



CERIFICATION *I hereby certify that the above diagram is true and correct.*

APPLICANT SIGNATURE

DATE

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: May 5, 2025

Subject: Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1732 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code in its Entirety

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 1732 (Attachment "A") that was introduced for first reading at the City Council meeting of April 7, 2025, in title only, and waive all further readings titled, "An Ordinance of the City Council of the City of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code" in its entirety.

BACKGROUND:

1. On September 30, 1985, the City Council adopted Ordinance No. 1249, a Comprehensive Zoning Ordinance repealing and replacing the San Fernando Zoning Code.
2. On June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies and Programs aimed at addressing the City's housing needs.
3. On February 20, 2024, the City Council adopted Urgency Ordinance No. U-1723 to establish regulations for establishments selling alcohol.
4. On March 18, 2024, the City Council adopted Urgency Ordinance No. U-1725 extending the temporary moratorium on the installation of artificial turf and synthetic grass.
5. On August 12, 2024 and September 9, 2024, the Planning and Preservation Commission considered and discussed proposed landscape standards.
6. On October 30, 2024, the website was updated to include draft zoning code changes pertaining to landscape standards and outdoor dining. A draft outdoor dining ordinance and PowerPoint were shared via email with the San Fernando Mall Association and the San Fernando Chamber of Commerce.

Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1732 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code in its Entirety

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7. In December 2024, inserts were printed and mailed out with water bills to all residents notifying them of the zoning code updates underway and Department contact information.
8. On January 27, 2025, at a duly noticed public hearing, the Planning and Preservation Commission unanimously approved Resolution No. 2025-001, recommending the City Council adopt an Ordinance to repeal and replace the City of San Fernando's Zoning Code.
9. On March 3, 2025, a duly notice public hearing was held before the City Council to consider Ordinance No. 1732 to repeal and replace Chapter 106 (Zoning) of the San Fernando Municipal Code. There were two (2) public speakers that provided public comments. The City Council continued the public hearing to April 7, 2025.
10. On April 7, 2025, the City Council held a public hearing to consider Ordinance No. 1732 to repeal and replace Chapter 106 (Zoning) of the San Fernando Municipal Code. There was one (1) public speaker who made comments related to existing nonconforming code regulations and (1) letter received in support of the proposed landscaping and tree protection amendments. The City Council approved the first reading of the Ordinance on a three (3) to two (2) vote. Subsequent to the City Council meeting staff met with the speaker to clarify the non-conforming code section to address his concerns.

ANALYSIS:

A zoning code is a critical component of a city's legal framework for land use and development. It establishes detailed regulations that regulate how land can be used, what activities are permitted in specific areas, and the standards for building and infrastructure. As part of the municipal code, the zoning code serves as a tool to implement the broader goals outlined in the city's general plan. Since certification of the City's Housing Element in 2022, staff has been working to implement the policies and programs included in the Housing Element in accordance with state law. Among the programs and policies in the City's Housing Element is to amend the City's Zoning Code to comply with State Housing Laws and to organize the code in a user-friendly format.

The last comprehensive update to the City's Zoning Code was in 1985. Since then, the zoning code has been amended through succession targeted piecemeal updates as the needs have arisen. After nearly 40 years, the opportunity has come for a comprehensive review of the entire zoning code to ensure that it is easy to understand, is organized and internally consistent, and compliant with State law requirements and restrictions. This comprehensive update will make the zoning code more accessible and understandable for residents, property owners, business owners, prospective applicants, and City staff, while aligning the code with state law, community needs, and City policies.

The City has held two previous Public Hearings to review and discuss adopting a repeal and replace of the Zoning Code. Below are notes from the most recent Public Hearing held on April 7, 2025 and staff's revision to Ordinance No. 1732 in response to Council direction.

Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1732 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code in its Entirety

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April 7, 2025 City Council Comments.

On April 7, 2025, the City Council held a public hearing to introduce Ordinance No. 1732, a repeal and replace of the zoning code to implement a comprehensive update. Staff provided additional information as requested at the March 3rd meeting regarding the amendments related to tree preservation.

Council approved the first reading of Ordinance No. 1732 on a 3-2 vote with the following revisions:

- The removal of trees on private property shall not be subject to review by the Planning and Preservation Commission;
- If there is a low-income household that requests financial assistance for an arborist of their choice, the City shall provide it within reason as determined by staff; and
- Staff reserves the right to inspect the tree if there is concern regarding the data provided in the Arborist report.

The proposed amendment was revised to incorporate the direction by Council as shown below:

- B. ~~The planning and preservation commission upon a recommendation from~~ The Director is authorized to approve the removal of a heritage tree, native tree, or protected tree based on the findings of a report prepared by an International Society of Arboriculture (ISA) certified arborist, confirming one or more of the following factors:
1. The tree is dead.
 2. The tree has reached an over-protected condition for its pre-existing location and will result in the deterioration of surrounding hardscaped areas potentially resulting in a health and safety hazard.
 3. The tree which is infected with a disease which cannot be treated successfully, or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity.
 4. The tree has a severe void of heartwood due to wood consuming organisms which could potentially cause catastrophic failure (i.e., collapse).
 5. A tree has been determined to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk.
 6. The tree requires extensive root pruning because of excessive hardscape damage resulting in the severe reduction of its capacity to support itself thereby creating a potential safety hazard.
 7. A healthy living tree that has caused damage to any underground utility as a result of root blockage.
 8. A tree that is causing an immediate threat to the health and safety or general welfare of the property owner or the public.
 9. The removal is necessary to prevent a substantial inconvenience or financial hardship to the property owner as determined by the community development Director.

Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1732 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code in its Entirety

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The foregoing notwithstanding, the City, acting through the Director, shall have discretion to conduct such additional inspections as the Director may deem warranted to confirm the findings of the arborists report before authorizing removal for any of the reasons stated above.

- C. Property owners that met United States HUD low income household income limits may request that the City contracted Arborist prepare the required report described in subsection B above.

Public Comments Received on April 7, 2025

A letter from Tree People in support of Ordinance No. 1732 was submitted to the record. In addition, one public comment was made questioning the legal non-conforming section in the zoning code update. Staff clarified that the legal non-conforming section was a carryover and not a proposed amendment as part of the update.

On April 16, 2025, staff subsequently met with the business owner that had questions related to the legal non-conforming section of the Zoning Code and was able to address his concerns. At the conclusion of the meeting, the business owner expressed that he received the clarification he needed and he was satisfied with the current code.

Proposed Ordinance No. 1732 is summarized below by the four main goals of the update to the zoning code. Details of the updated language are included in Attachment “B” and the full zoning code is provided as a hyperlink identified as Attachment “A” Exhibit “A”.

If the City Council approves the second reading of Ordinance No. 1732 on May 5, 2025, it will be effective on June 5, 2025.

Reorganization.

The City’s Zoning Code, codified and located under Chapter 106 of the Municipal Code, is organized into six (6) articles (i.e., six subparts). Each article is further divided into divisions and subdivisions. This organizational structure has been preserved to ensure its consistency with the other similarly organized chapters of the Municipal Code. Proposed changes include updating the titles of the articles and overall reorganization of the subsequent divisions and subdivisions. Additionally, information throughout the code has been consolidated into charts where applicable. This approach provides a far more efficient way of presenting information, eliminating the need to cross-reference multiple sections as in the previous code format.

The proposed revised table of contents is illustrated below:

<i>Original Table of Contents</i>	<i>Proposed Table of Contents</i>
Article I. - In General	Article I. – General Provisions
Article II. - Administration	Article II. – Base and Overlay Zones
Article III. - Zones	Article III. – General Regulations

Discussion and Consideration to Approve a Second Reading to Adopt Ordinance No. 1732 Amending Chapter 106 (Zoning) of the San Fernando Municipal Code in its Entirety

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Article IV. - Building Line Chart	Article IV. – Standards for Specific Land Uses and Activities
Article V. - General Development Standards	Article V. – Administration
Article VI. - General Regulations	Article VI. – Definitions

The sections that have been added are detailed in Attachment “B”. To ensure clarification, clarity and structure to the zoning code, the following revisions are proposed:

- **Article I, Division 2. – Interpretation of Zoning Code Provisions.** This section provides rules for resolving questions about the meaning or applicability of any requirement of the zoning code. The rules provided in this section are intended to ensure consistent interpretation and application of the provisions of the zoning code.
- **Article II, Division 2. – Residential Zones (R).** This section is revised to organize data of all residential zones into tables. Residential accessory structures has been expanded to include the same setbacks for a two-story accessory structure than a single family home.
- **Article II, Division 3. – Commercial Zones (C).** This section is revised to organize data of all commercial zones into tables.
- **Article II, Division 4. – Industrial Zones (M).** This section is revised to organize data of all industrial zones into tables.
- **Article V, Division 6. – Site Plan Review.** This article has been revised to set clear thresholds for planning projects that require a site plan review. Also, the exceptions to site plan review are codified in this update as well as the application process.
- **Article V, Division 9. – Modifications.** This article was revised to reference allowed modifications that were identified in various sections of the previous code.
- **Article VI. – Definitions.** This article brings together all the definitions that were located in various sections throughout the zoning code chapter. It also includes definitions for uses that were missing or key terms.
- **Sec. 106-2. – Authority.** This section was revised to clarify authority.
- **Sec. 106-3. – Purpose.** This section was revised to clarify the relationship between General Plan and California Environmental Quality Act (CEQA).
- **Sec. 106-4. – Structure of Development Code.** This section provides the structure of the zoning code.
- **Sec. 106-6. – Applicability.** This section clarifies to what or whom the zoning code shall apply.
- **Sec. 106-11. – Rules of Interpretation.** This section explains terminology used and how to interpret the zoning code.
- **Sec. 106-16. – Procedural Requirements.** This section states that failure to follow the procedural requirements contained in this chapter shall not invalidate City actions taken in absence of a clear showing of intent.

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- **Sec. 106-189. – Projections Into Required Setback Area.** This section provides a chart of building protections that are allowed to extend into the required setbacks and provides the amount of the allowed encroachment.
- **Sec. 106-190. – Access.** This section clarifies that access every structure shall have access to a public street.
- **Sec. 106-284. – Location of Parking.** This revision allows for non-residential uses to have shared parking within 500 feet through an approved shared parking agreement.
- **Sec. 106-324. – Driveway Access and Traffic Sight Clearance.** This revision compiles all driveway standards. It also provides standards for a circular driveway.
- **Sec. 106-374. – All Zones.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all properties.
- **Sec. 106-375. – Residential Zones.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all residential properties.
- **Sec. 106-376. – Commercial, Industrial, and Mixed-Use Zones/Properties.** This is part of the wall and fences section that has been updated to list all wall and fence standards that apply to all commercial/industrial and mixed use properties.
- **Sec. 106-377. – Construction Materials.** This is part of the wall and fences section that has been updated to list acceptable and prohibited materials.
- **Sec. 106-379. – Permits.** This is part of the wall and fences section that clarifies permits needed.
- **Sec. 106-380. – Inspection.** This is part of the wall and fences section that clarifies inspections needed.
- **Sec. 106-808. – Purpose.** This describes the purpose of Article V. - Administration.
- **Sec. 106-809. – Summary of Planning Permits and Actions.** This section adds a table that shows a brief summary of the permits and actions that are administered under the zoning code.
- **Sec. 106-810. – Application Process and Fees.** This section describes who may submit an application, what constitutes an application and what fees are to be paid at the time of application.
- **Sec. 106-811. – Application Review.** This section describes the application process.
- **Sec. 106-875. – Post-Approval Procedures.** This section states that a conditional use permit shall expire if the use is discontinued after one (1) year. It does allow for an extension of time of up to an additional year of time.
- **Sec. 106-1019. – Purpose.** This section states that City Council may amend the zoning code whenever required by public necessity, convenience and general welfare.

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Housing Element Programs.

The City of San Fernando's certified and adopted 2021-2029 Housing Element identified a number of zoning code amendments to comply with state law as goals and policies of its housing plan. Specifically, Goal 5.0 of the City's Housing Element is aimed *to reduce and remove government barriers, where feasible and legally permissible, to reduce cost of housing production and facilitate both ownership and rental opportunities for all residents*. Policy 5.1 calls to amend the City's zoning code and specific plan to comply with recently adopted state regulations. The amendments to the code below are to comply with state law pertaining to Accessory Dwelling Units (ADUs), transitional and supportive housing, low barrier navigation centers, employee and farmer worker housing.

- **Article II, Division 2. – Residential Zones (R).** Added ADUs, employee housing, supportive and transitional housing as a permitted use in all residential zones and low barrier navigation centers as permitted in R2 and R3 zones.
- **Article II, Division 6. – Overlay Zones, Subdivision III. – MUO Mixed Use Overlay.** This was adopted by City Council on February 11, 2025.
- **Article IV, Division 1. – Accessory Dwelling Units.** This division has been updated to comply with state law, but also includes objective development standards.
- **Article V, Division 3. – Zone Clearance.** This division establishes a "streamlined development" process under the zone clearance for those projects in which the state requires a ministerial review and approval.
- **Article V, Division 6. – Site Plan Review.** This article is updated to include language pertaining to findings for approval of a housing development project as required by state law.
- **Sec. 106-278. – Parking Spaces Required.** This adds the citation that state law requires an exception to the required parking if a project is within one-half mile of public transit.

City Policies and Procedures.

The current zoning code contains broad thresholds for application review processes. Historically, these processes and thresholds were refined and clarified through internal policies rather than codified standards. This was intended to provide staff with maximum discretion in evaluating project applications.

As part of the proposed code update, staff has incorporated department policy-driven thresholds and processes directly into the zoning code. By formalizing these procedures, the updated code ensures that applicants and the public have clear and consistent information about review processes and decision-making criteria. This approach not only supports greater accountability but also streamlines project evaluation by aligning established practices with codified standards. Updates proposed for this purpose are below.

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- **Article V, Division 4. – Administrative Planning Review.** This division codifies thresholds for level of review for planning applications that do not require full Site Plan Review or Conditional Use Permit review that had been previously set in department policy.
- **Article V, Division 5. – Temporary Use Permit and Special Event Permit.** This division codifies the Special Events Permit process that the City has had in process since 2017.
- **Article V, Division 3. – Zone Clearance.** This division codifies the practice of reviewing permitted land uses for compliance with various sections of the zoning code.

Development Standards for Specific Land Uses.

The current zoning code has minimal development standards for specific types of land uses. The following common land uses have been added as part of the proposed update to begin the regular practice of adding standards to ensure quality development in the City. The exceptions are Article III, Division 4.- Landscape Standards for Private Property; Article IV, Division 21.- Outdoor Dining, and Article IV, Division 22.- Establishments Selling Alcohol. These divisions were added because of efforts that begin separately but because of timing were incorporated into this larger update.

- **Article III, Division 6. – Screening.** This section was added to address multi-story building abutting a residential property and also to ensure screening of mechanical equipment in developments.
- **Article III, Division 4. – Landscape Standards for Private Property.** This article has been added to establish city-wide landscape standards as directed by City Council to accomplish the following goals:
 - Prohibition of the installation of synthetic grass and artificial turf prior to the expiration of the moratorium on artificial turf
 - Create Hardscape and landscape standards and requirements;
 - Comply with the State Model Water Efficient Landscaping Ordinance (MWEL0);
 - Comply with the State Low Impact Development (LID) requirements for stormwater management;
 - Develop drought-tolerant planting standards compliant with MWD rebate program requirements; and
 - Establish a private tree protection standards, as recommended by the San Fernando Urban Forest Management Plan.
- **Article IV, Division 15. – Animal Boarding, Pet Day Care, Veterinary Clinics and Animal Hospital.** This section was added to create standards.
- **Article IV, Division 16. – Automatic Teller Machines (ATMS).** This section was added to create standards.

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- **Article IV, Division 17. – Drive-Through Establishments.** This section was added to create standards.
- **Article IV, Division 18. – Live/Work Development.** This section was added to create standards.
- **Article IV, Division 19. – Temporary Storage Containers.** This section was added to create standards.
- **Article IV, Division 20. – Vehicle Fueling and Electric Vehicle (EV) Charging.** This section was added to create standards.
- **Article IV, Division 21. – Outdoor Dining.** This article has been added to develop standards for outdoor dining on private property that will mirror the regulations that will be set forth for outdoor dining on the public right of way. This is a department work plan item approved by the City Council as part of the 2024-2025 Adopted Budget. The goal is to replace the outdoor dining permitted during COVID by setting standards in place for review.
- **Article IV, Division 22. – Establishments Selling Alcohol.** This division has been added to move these standards from Chapter 22- Business of the City of San Fernando Municipal Code.

This comprehensive update to the zoning code is a critical step toward ensuring the City's growth is managed effectively and in alignment with state law, local policies, and community goals. By reorganizing the code for clarity and accessibility, implementing housing element programs, and codifying established policies and practices, the City will create a more equitable, sustainable, and predictable framework for development. This update not only enhances regulatory consistency but also supports economic development, public confidence, and the preservation of community character, positioning the City to better serve its residents and businesses for years to come.

Environmental Review.

Pursuant to Section 15061(b)(3) of the Guidelines for the Implementation of the California Environmental Quality Act ("CEQA") of 1970, as amended, the lead agency has determined that the proposed activity is exempt from CEQA. The City as the lead agency has determined with certainty that the proposed activity will not have a significant effect on the environment as the proposed amendments are intended to reorganize the zoning code for better functionality, comply with applicable State provisions, and streamline implementation and administration of the zoning ordinance, correct inconsistencies and clarify ambiguities. In addition, under California Public Resources Code section 21080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of sections 66310 to 66342 of the Government Code, which is California's ADU law and which regulates JADUs, as defined by Sections 66333 to 66339. Therefore, the proposed ordinance is also categorically exempt from CEQA under the Class 3 exemption set forth in State CEQA Guidelines section 15303. The Class 3 exemption categorically exempts from CEQA, among other things, the construction and location of new, small structures and the conversion of existing small structures from one (1) use to another.

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Section 15303 specifically lists the construction of appurtenant accessory structures and garages as examples of activities that expressly falls within this exemption.

Planning and Preservation Commission Review.

The Planning and Preservation Commission ("Planning Commission") held a public hearing to consider the project at a special meeting on January 27, 2025. The Commission expressed support for the repeal and replacement of the City's zoning. The Planning Commission unanimously approved the adoption of Resolution No. 2025-001 recommending that the City Council repeal and replace Chapter 106 (Zoning) of the San Fernando Municipal Code (Attachment "C").

BUDGET IMPACT:

The preparation of these ordinances was an enhancement approved by the City Council as part of the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council adopt Ordinance No. 1732 (Attachment "A") that was introduced for first reading at the City Council meeting of April 7, 2025, in title only, and waive all further readings titled, "An Ordinance of the City Council of the City of San Fernando, California Repealing and Replacing Chapter 106 (Zoning) of the San Fernando Municipal Code" in its entirety.

ATTACHMENTS:

- A. Ordinance No. 1732, including:
 - Exhibit "A": Chapter 106 (Zoning) ([provided digitally through weblink](#))
- B. New Section to Chapter 106 (Zoning)
- C. Planning Commission Resolution

ORDINANCE NO. 1732

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, REPEALING AND REPLACING CHAPTER 106 (ZONING) OF
THE SAN FERNANDO MUNICIPAL CODE**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the "City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, the City has identified a need to reorganize and amend its zoning code to improve its usability, clarity, and consistency while ensuring compliance with new state laws and implementing policies and programs identified in the City's Housing Element; and

WHEREAS, the City has identified a need to codify policies and procedures to improve public access to said policies and procedures; and

WHEREAS, the City has identified a need to set certain development standards to facilitate application review and processing; and

WHEREAS, the Planning and Preservation Commission, as part of its special meeting of January 27, 2025, conducted a duly noticed public hearing on the proposed code reorganization and amendments, and all testimony was received and made part of the public record; and

WHEREAS, the City prepared a revised zoning code that includes new articles, divisions, and sections, as well as modifications to existing provisions to enhance the organization, functionality, and compliance of the zoning code as detailed in Exhibit "A" attached hereto.

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

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

SECTION 2. Environmental Findings. This project has been determined to be exempt from the requirements of the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment. The text amendments are administrative and regulatory in nature, focused on improving clarity, consistency, and compliance with existing State mandates and the 6th Cycle Housing Element, and do not involve any physical development or changes in land use. Therefore, there is no potential for the project to result in direct or indirect environmental impacts.

SECTION 3 Zoning Text Amendment Findings. Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

- a. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plans.

The proposed code reorganization aligns with and supports the San Fernando General Plan by ensuring clarity, accessibility, and consistency in the implementation of zoning regulations. Specifically:

- Consistency with Land Use Objectives: The reorganization provides clear guidance for implementing land use policies outlined in the General Plan, ensuring that zoning designations align with the intended character and uses of various districts within the city.
- Policy Alignment: The amendment enhances the usability of the zoning code, making it easier for stakeholders, including residents, developers, and staff, to understand and comply with the city's development standards. This supports the General Plan's goals of promoting orderly growth, sustainable development, and efficient land use practices.
- Program Implementation: By improving the structure and organization of the zoning code, the proposed amendment facilitates the effective execution of General Plan programs, such as fostering economic development, housing opportunities, and infrastructure improvements.
- Enhanced Transparency: The amendment eliminates redundancies and clarifies ambiguities, fostering greater transparency and ensuring that the zoning code serves as a reliable tool for implementing the General Plan's vision and objectives.

- b. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The proposed code reorganization supports the public interest and enhances public welfare by improving the efficiency and effectiveness of zoning regulations as described below:

- Clarity and Accessibility: The reorganization simplifies the zoning code structure, making it easier for the public, property owners, and developers to understand and comply with city regulations, thus reducing potential disputes and enforcement challenges.
- Promoting Public Safety: By ensuring consistency and clarity in development standards, the amendment supports the city's ability to enforce regulations that protect public health and safety, such as those related to building codes, setbacks, and environmental safeguards.
- Streamlining Processes: The amendment enhances the convenience of navigating the zoning code, thereby streamlining the permitting process and reducing delays for property owners and developers, all while maintaining regulatory standards.
- Community Welfare: A well-organized zoning code promotes orderly development, enhances property values, and ensures land uses that are compatible with community needs and expectations, contributing positively to the overall quality of life in San Fernando.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its Regular Meeting held this 5th day of May 2025.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1732 which was introduced on April 7, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 5th day of May, 2025 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Julia Fritz, City Clerk

NEW DIVISIONS AND SECTIONS TO CHAPTER 106 (ZONING)**NEW DIVISION LIST****ARTICLE 1. GENERAL PROVISIONS****DIVISION 2. - INTERPRETATION OF ZONING CODE PROVISIONS.****Sec. 106-9. - Purpose.**

This section provides rules for resolving questions about the meaning or applicability of any requirement of this chapter. The rules provided in this section are intended to ensure consistent interpretation and application of the provisions of this chapter.

Sec. 106-10. – Authority.

The Director shall have the responsibility and authority to interpret the requirements of this chapter unless specified otherwise in this chapter.

Sec. 106-11. – Rules of interpretation.

- A. *Terminology.* When used in this chapter, the words "shall," "must," "will," "is to," and "are to" are always mandatory. "Should" is not mandatory but is strongly recommended; and "may" is permissive. The present tense includes the past and future tenses; and the future tense includes the present. The singular number includes the plural number, and the plural the singular, unless the natural construction of the word indicates otherwise. The words "includes" and "including" shall mean "including but not limited to" The words "buildings and structures" are referred to as "structures."
- B. *Common words use.* If not specifically defined herein, or the context otherwise requires, then words of common use shall be defined as found in standard dictionaries.
- C. *Number of days.* Whenever a number of days is specified in this chapter, or in any permit, condition of approval, or notice issued or given as provided in this chapter, the number of days shall be construed as calendar days, unless otherwise specified. Time limits will extend to the following working day where the last of the specified number of days falls on a weekend, a City-recognized holiday, or a day the City is not open for business.
- D. *Minimum requirements.* When any regulation of this chapter is being interpreted and applied, all provisions shall be considered to be minimum requirements, unless stated otherwise (such as height limits and site coverage requirements for structures, and the numbers and size of signs allowed are maximums, not minimums).
- E. *State law requirements.* Where this chapter references provisions of State law (e.g., The California Government Code, Subdivision Map Act, Public Resources Code, and the like), the reference shall be construed to be the current State law provisions, as they may be amended from time to time.
- F. *Residential zones.* Whenever this chapter refers to "residential zones," it shall mean properties in the R1, R2, R3, RPD overlay and residential zones with a PD overlay.
- G. *Calculations – rounding.* Wherever this chapter requires calculations to determine applicable requirements, any fractional result of the calculation shall be rounded to the next higher whole number when the fraction is 0.5 or greater, and to the next lowest whole number when the

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fraction is less than 0.5. In the case of the number of dwelling units, numerical quantities that are a fraction of whole numbers shall be rounded to the next higher whole number.

- H. *Zoning map boundaries.* If there is uncertainty about the location of any zoning district boundary shown on the official Zoning Map, the following rules are to be used in resolving the uncertainty:
 - 1. Where district boundaries approximately follow lot, alley, or street lines, the lot lines and street and alley centerlines shall be construed as the district boundaries;
 - 2. If a district boundary divides a parcel, and the boundary line location is not specified by distances printed on the zoning map, the location of the boundary will be determined by the scale on the zoning map; and
 - 3. Where a public street or alley, railroad, or utility right-of-way is officially vacated or abandoned, the property that was formerly in the right-of-way will be included within the zoning district of the adjoining property on either side of the centerline of the vacated or abandoned right-of-way or easement.
- I. *Allowable uses of land.* If a proposed use of land is not specifically listed in Division 2 (Residential Zones), Division 3 (Commercial Zones), Division 4 (Industrial Zones), Division 5 (Specific Plan Zones) and Division 6 (Overlay Zones) of Article II, the use shall not be allowed, except as follows.
- J. *Applicable standards and permit requirements.* When the Commission determines that a proposed use not listed in Article II is equivalent to a listed use, the proposed use will be treated in the same manner as the listed use in determining where it is allowed, what permits are required, and what other standards and requirements of this chapter apply.
- K. *Procedure for Interpretations.* At the written request of any interested person, or at the Director's discretion, the Director may determine the meaning or applicability of any requirement of this Title and may issue an official interpretation.
- L. *Request for interpretation.* A request shall be written that specifically states the provision(s) in question and provides any information to assist in the review.
- M. *Record of interpretations.* Official interpretations shall be:
 - 1. In writing, and shall quote the provisions of this Title being interpreted, and explain their meaning or applicability in the particular or general circumstances that caused the need for interpretation; and
 - 2. Distributed to the Council, Commission, City Attorney, City Clerk, and all pertinent staff.
- N. *Appeals and referral.* Any interpretation of this chapter by the Director may be appealed to the Commission as provided in Division 2 of Article V of the SFMC. The Director may also refer any interpretation to the Commission for a determination.
- O. *Amendments.* Any provision of this Chapter determined by the Director to need refinement or revision should be corrected by amending this chapter as soon as is practical. Until amendments can occur, the Director will maintain a complete record of all official interpretations, available for public review, and indexed by the number of the section being interpreted.
- P. *Procedure for unlisted uses.* Any use may be permitted which in the judgment of the commission, as evidenced by resolution in writing, are similar to and no more objectionable than any of those enumerated in the applicable zone district.

Subdivision III. – MUO Mixed Use Overlay

Sec. 106-171. – Intent and purpose.

The MUO mixed use overlay zone is established to provide development opportunities for integrated, complementary residential and commercial development on the same parcel or a contiguous group of parcels. The MUO zone may be applied as an additional zone classification to land zoned C-1 limited commercial zone or C-2 commercial zone.

Sec. 106-172. – Use regulations.

- A. Property may be developed solely for residential uses at a density range of 20-35 units per acre.
- B. Property may be developed solely for uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district.
- C. Uses mandated by state law to be permitted in mixed use zone districts are permitted in the Mixed Use Overlay (Transitional and Supportive Housing, Low Barrier Navigation Centers and Accessory Dwelling Units).
- D. If property is developed with a mix of residential and non-residential uses within the same project area, the following are required:
 1. For the commercial component, property may be developed with uses permitted or conditionally permitted in accordance with the provisions of the underlying zoning district, except for the specific limitation identified in section 106-72.
 2. Commercial uses are required on the ground floor adjacent to arterial streets and at all corners adjacent to arterial streets.
 3. On corner parcels, the non-residential use shall turn (wrap around) the corner for a distance of at least 30-feet, or at least 50% of the building façade, whichever is less. The termination of use shall occur at an architectural break in the building.
 4. For buildings located within 20 feet of a public street, the non-residential component of a mixed-use project shall contain at least 60% pedestrian-oriented commercial uses intended to increase pedestrian activity on the adjacent streets. Other non-residential uses may be substituted for commercial uses, if authorized by a resolution of the Planning and Preservation Commission, provided, it can be demonstrated that such non-residential use will increase pedestrian activity on the adjacent streets and is not a prohibited use listed below.
 5. All commercial tenant spaces on the ground floor shall have a minimum depth of 30 feet.
 6. Overall commercial floor area shall be a minimum of 25% of the project's total gross floor area.
 7. Residential uses shall occupy a minimum of 50% of the project's total gross floor area.
 8. The minimum residential density permitted is 20 units per acre.
 9. The permitted residential component of the mixed-use project includes:
 10. Multiple-family dwellings;
 11. A live-work unit, defined as a dwelling unit that combines residential and commercial or office space within the same space, shall be considered a residential unit or development in the Mixed Use Overlay. A live-work unit or development must comply

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with all building code requirements which may require size, separation and use requirements and limitations.

12. The following uses and activities shall not be permitted within the Mixed Use Overlay zone when a mixed use project is proposed:
 - a. Vehicle maintenance or repair (e.g., body or mechanical work, including boats and recreational vehicles), vehicle detailing and painting, upholstery, or any similar use.
 - b. Storage of flammable liquids or hazardous materials beyond that normally associated with a residential use.
 - c. Manufacturing or industrial activities, including but not limited to welding, machining, or any open flame work.
 - d. Any activity or use, as determined by the responsible review authority to not be compatible with residential activities and/or to have the possibility of affecting the health or safety of live/work unit residents due to the potential for the use to create dust, glare, heat, noise, noxious gases, odor, smoke, traffic, vibration or other impacts, or would be hazardous because of materials, processes, products, or wastes.
1. After approval, a mixed-use building shall not be converted to entirely residential use.
2. A City-approved covenant shall be executed by the owner of each residential unit within a mixed use development for recording in the land records of Los Angeles County, and shall include statements that the occupant(s) understand(s) and accept(s) the person is living in a mixed use development, and that commercial activities are permitted pursuant to the regulations in the SFMC. If the project includes rental residential units, the project owner shall execute such covenant and a copy of the recorded covenant shall be provide to each new occupant of the rental units.

Sec. 106-173. – Density and massing development standards.

Any project developed pursuant to this division shall comply with the following, and any permit issued shall be subject to such provisions established as conditions of approval. Please note if residential uses are not proposed, only the Development Standards of the underlying zone district apply:

TABLE 106-186: DEVELOPMENT STANDARDS – MIXED-USE OVERLAY (MUO)				
District	MUO (100% Commercial)	MUO (100% Residential)	MUO Mixed-Use	Additional Regulations
Density (du/acre)	N/A	20-35	20-35	
Yards/ setbacks (ft.)				See sections 106-188 and 106-189 for additional requirements on setbacks.
Front (min./max.)	(1)	5/10 (3)(4)	0/15 (2)(4)	Reference to living wall requirements
Street side (min./max.)	(1)	5/10 (3)(4)	0/0 (2)(4)	

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Interior Side (min.)	(1)	5 [5]	0 (5)	
Rear	(1)	5 [5]	0 (5)	
Maximum height (ft.)	(1)	45 (7)	45 (7)	
Building site coverage (max. %)	(1)	80	80	
Open space standards (sq ft.)				See section 106-173 C.
Private (min.)	-	80	60	
Common (min.)	-	100	100	
Specific Limitations:				
<p>(1) Follow the base zone district (Section C-1 & C-2) development standards.</p> <p>(2) A 0-15-foot setback is allowed to accommodate pedestrian-oriented outdoor uses and amenities which the Director of Community Development determines are appropriate to an urban setting, such as outdoor patio dining areas, plazas and courtyards, fountains, public art, entry forecourts, and landscaping.</p> <p>(3) A reduced setback may be permitted if the ground floor is used for non-living areas such as manager's office, gym, etc.</p> <p>(4) A 15-foot setback is required when abutting single family residential uses to match front yard setback.</p> <p>(5) A 10-foot setback is required if proposed or existing uses will abut existing or proposed non-residential uses.</p> <p>(6) Applies to the non-residential components of the project only</p> <p>(7) Certain Roof mounted structures may exceed height. See Division 6 of Article III.</p>				

A. General Standards

1. Screening. When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
 - a. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
 - b. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
2. Security Barriers.
 - a. Any security barriers installed on the windows or the doors of the premises shall be installed only on the interior of the building and in compliance with all City Building, Zoning, and Fire Codes.
 - b. Security barriers shall meet the following criteria:
 - i. Only open grill design security systems located on the inside of the building shall be permitted on elevations visible from the street.
 - ii. Open grill design security systems shall be primarily transparent with not less than seventy-five percent (75%) visibility from the street.

- iii. Solid roll-down security doors are prohibited unless part of a vehicle loading bay.
- iv. Interior security gates shall be opened and fully retracted during the hours of operation.

B. Building Standards

1. Façade modulation and articulation.

- a. Building Length Articulation. At least one projection or recess shall be provided for every 50 horizontal feet of wall in one of the following manners:
 - i. Projections or recesses for buildings 50 feet wide or less shall be exempted from the building length articulation requirement; projections or recesses for buildings greater than 50 feet in width but less than 100 feet in width shall be no less than 12 inches in depth; or projections or recesses for buildings 100 feet wide or wider shall be no less than 24 inches in depth.
 - ii. The depth and width of the projection or recess shall be proportionate to the overall mass of the building.
- b. Building Height Articulation. In order to maintain a human scale for multi-story buildings, the height of façades shall be broken into smaller increments as follows:
 - i. Ground Floor. A substantial horizontal articulation of the façade shall be applied at the top of the first story. This element shall be no less than 18 inches tall, and should project from the adjacent wall plane. It shall be designed as a cornice, belt course, or a similar architectural element which is appropriate to the style of the building.
 - ii. Top Floor. Buildings or portions of buildings which are three stories in height or taller shall also provide articulation for the top story of the building. This may be accomplished by a color change, material change, a cornice/belt course at the bottom of the uppermost story, by stepping the uppermost story back, or similar measures.

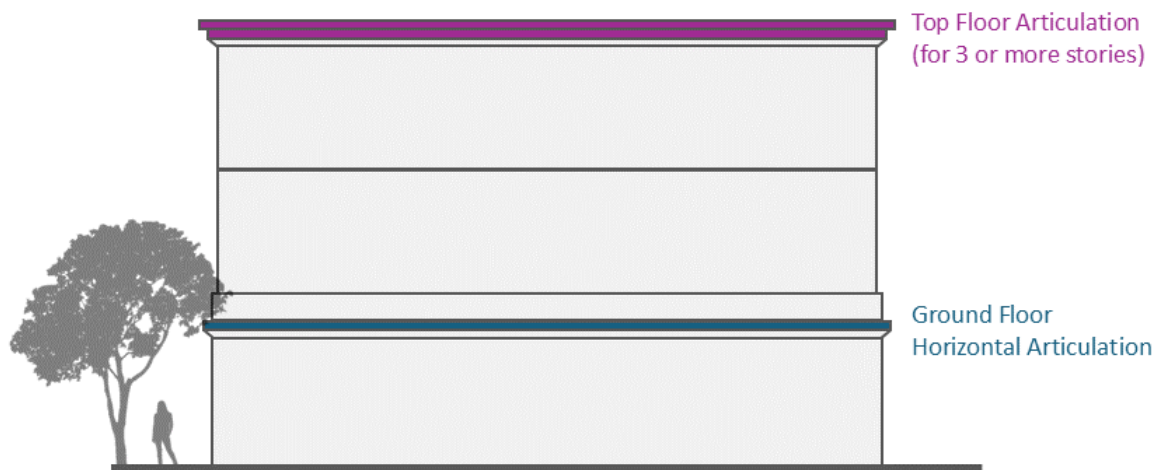


Figure 106-173.1. Building Height Articulation

- c. Blank building facades shall be prohibited. Building facades without the use of windows or doors shall not span a continuous horizontal length greater than 20 feet across any story.

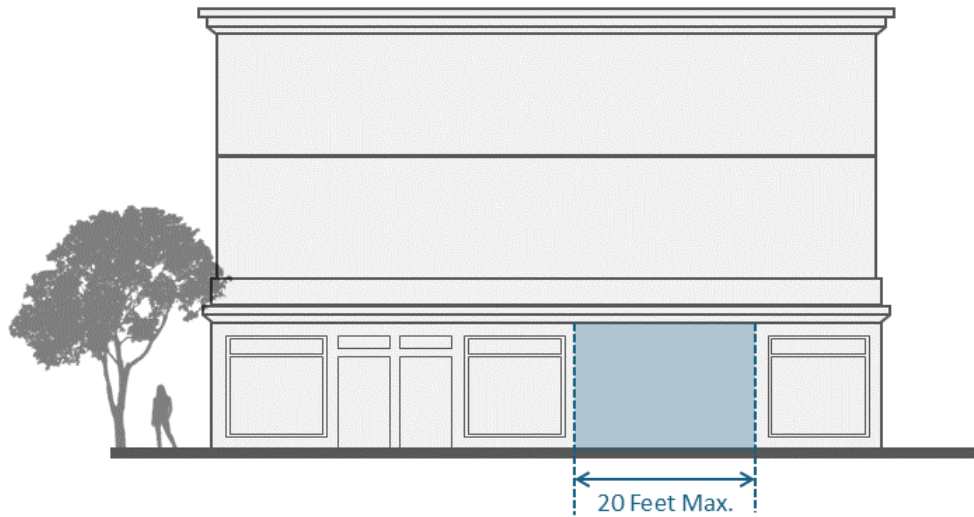


Figure 106-173.2. Blank Façade

- d. Façade design.
 - i. The street-facing façade shall use of at least two different façade materials or colors, each covering a minimum of 20 percent of the street-facing façade.
 - ii. All façade materials and colors, such as siding, window types, and architectural details, used on the street-facing façade shall be used on all other building façades.
- 2. Transparency. Placement and orientation of doorways, windows, and landscape elements shall create strong, direct relationships with the street. Street-facing façades of all buildings shall incorporate windows and openings providing light to adjacent spaces, rooms, and uses.
 - a. Commercial ground-floor uses. Windows and openings facing streets shall constitute a minimum of 50% of street-facing building faces. Windows shall provide a clear and transparent view into ground floor-uses or shall display merchandise to reinforce a pedestrian scale. Film may be provided to protect from the sun or as required to satisfy State or local energy efficiency requirements as long as some level of transparency is maintained.
 - b. Commercial upper-floor uses. Windows and openings facing streets shall constitute a minimum of 40% of street-facing building faces.
 - c. Residential ground-floor uses. Windows and openings facing streets shall constitute a minimum of 30% of street-facing building faces.
 - d. Residential upper-floor uses. Windows and openings facing streets shall constitute a minimum of 20% of street-facing building faces.

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- C. Open Space Standards. Maintaining open space areas provides recreational opportunities, allows sunlight to enter into living spaces and provides a spacious and inviting feel. Open space requirements are as follows:
1. Private open space(s) attached to residential units shall be designed to avoid direct visibility into the interiors of adjacent units.
 2. Any common open space shall measure at least 15 feet in length in any direction. A minimum of 25 percent of the total area of the common open space shall be landscaped.
 3. The following regulations apply to required residential open space areas within all mixed-use zoned lots.
 - a. More than one open space area may be provided on a lot. The sum of square footages for all eligible open space areas on a lot shall comprise the total open space area for that lot.
 - b. Required side or rear yard areas may be included in the calculated open space area but a required front yard area may not.
 - c. All required open space shall be usable. Usable open space shall be improved to support residents' passive or active use. Such open space shall be located on the same parcel as the dwelling units for which it is required. The computation of such open space shall include no obstructions other than devices and structures designed to enhance its usability, such as swimming pools, changing facilities, fountains, planters, benches, and landscaping.
 - d. Open space areas shall have no parking, driveway or right-of-way encroachments.
 - e. Usable open space does not need to be located on the ground. Rooftop gardens and rooftop landscaping, including rooftops above parking structures, may be used to satisfy the open space requirement. Rooftop open space features and vertical projections such as sunshade and windscreen devices, open trellises, and landscaping shall not exceed 16-feet in height beyond the maximum permitted height.
 4. Landscaping. A landscaping plan for all common open areas shall be submitted with the other plans. Approval of the landscape element shall include approval of an acceptable watering system, and assurance of continued maintenance.
 - a. New development shall plant new trees and bushes along the main street frontage to the full extent.
 5. Fences, walls, and hedges.
 - a. Whenever a mixed-use zoned lot shares a side or rear property line with a residentially zoned lot, and non-residential uses are located within 15 feet of that side or rear property line, a six-foot tall solid masonry wall shall be provided, along or adjacent to all such side and rear lot lines. The wall shall conform to the height regulations applicable to front yard areas of the residentially zoned lot having the common lot line. A landscape buffer shall also be provided along the shared lot lines.
 - b. Roll down security gates or fencing may not be on the exterior of buildings.

D. Parking Standards

1. Applicable Standards. The applicable standards and requirements, including number of minimum parking stalls, required in Division 3 of Article V of this chapter shall apply, with the following additional standards in this subsection.
2. Parking reduction in proximity to transit. Pursuant to Government Code § 65863.2, the required off-street vehicular parking may be waived for certain projects within one-half mile distance of public transit, as applicable.
3. Parking reduction for mixed-use and residential projects. A reduction in off-street parking requirements may be granted pursuant to Division 3 of Article V.
4. Screening.
 - a. Screening. Any parking structure with at least one floor of parking at grade or above, and which contains primary property frontage along a primary street, shall incorporate wrapped residential uses or retail businesses with shopping windows viewable from the sidewalk along the ground floor, or two or more of the following features:
 - i. Display or shopping windows;
 - ii. Landscape material (e.g., foundation plantings, vertical trellis with vines, planter boxes with cascading landscape material) that results in the parking structure being adequately screened from adjoining parcels;
 - iii. Architectural detailing and articulation that provides texture on the façade or structure openings and effectively integrates the parking structure into the basic building design.
 - b. Surface parking. Surface parking shall be located on the interior side or rear of the site to the greatest extent practicable. Surface parking between the sidewalk and buildings shall be prohibited unless no alternatives are feasible.

E. Site Standards

1. Access and circulation.
 - a. Building entrances.
 - i. Street-facing primary entrances for non-residential uses shall be accessible to the public during business hours. Residential and non-residential entries shall be clearly defined features of front façades, and of a scale that is in proportion to the size of the building and number of units being accessed. Larger buildings shall have a more prominent building entrance, while maintaining a pedestrian scale.
 - ii. When non-residential and residential uses are located in the same building, separate exterior pedestrian entrances, elevators and lobbies shall be provided for each use. The entrances for non-residential uses shall be designed to be visually distinct from the entrances for residential uses.

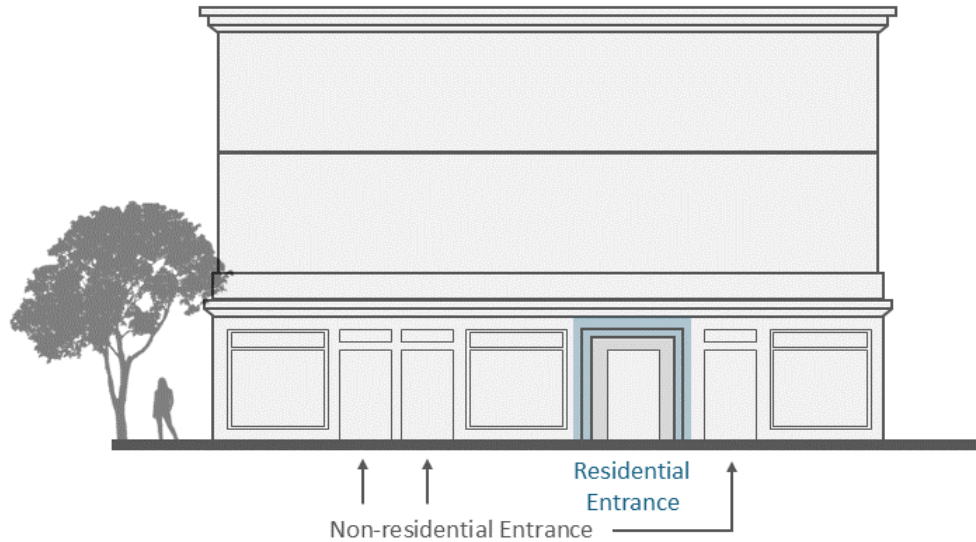


Figure 106-173.3. Building Entrances

- b. Pedestrian access. Pedestrian access from the adjacent street public right-of-way shall be incorporated into all ground floor uses within the MUO zone.
- c. Development projects shall promote walkability and connectivity to include design and orientation standards including:
 - i. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas and pedestrian amenities.
 - ii. Lighting shall be incorporated along sidewalks or other pedestrian walkways to enhance the pedestrian environment and provide for public safety. Lighting shall be low mounted and downward casting in a manner that reduces light trespass onto adjacent properties.
 - iii. Connections between on-site walkways and the public sidewalk shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage. Such walkway shall be the shortest practical distance between the primary entry and sidewalk, generally no more than 125% of the straight-line distance.
2. Exterior lighting. Lighting for non-residential uses shall be appropriately designed, located, and shielded to ensure that they do not negatively impact the residential uses in the development nor any adjacent residential uses. All exterior lighting shall be 90 degrees cutoff downlight. The rays of any such lighting shall be confined to the property. No spillover shall be permitted.
3. Trash and Recycling. Recycling and refuse storage facilities for non-residential uses shall be separate from residential uses, clearly marked, located as far as possible from residential units and shall be completely screened from view from the residential portion of the development. Recycling and refuse storage facilities for non-residential uses shall be compatible in architectural design and details with the overall project. The location and design of trash enclosures shall mitigate nuisances from odors when residential uses might be impacted. Trash areas for food service and sales uses, when occupying the same building as residential uses, shall be refrigerated to control odor.

4. Signs. The applicable provisions for signs in Division 9 of Article III shall apply.
5. Loading and unloading. Where applicable, the covenants, conditions, and restrictions of a mixed-use development shall indicate the times when the loading and unloading of goods may occur on the street, provided that, in no event, shall loading or unloading take place after 10:00 p.m. or before 7:00 a.m. on any day of the week.
6. Uses restricted to indoor. All non-residential uses must be conducted wholly within an enclosed building. The following uses or businesses are exceptions to this rule:
7. Outdoor dining and food service in conjunction with a cafeteria, café, restaurant or similar establishment;
 - a. Other sales and display areas as approved through a conditional use permit or similar discretionary permit; and
 - b. Other uses as approved by the Planning and Preservation Commission through a Conditional Use Permit process.
8. Outdoor sale and display location. No outdoor sale or display area shall occupy any required parking spaces or required yard areas.

Sec. 106-174. – Procedure.

- A. Development of land in a MUO mixed use overlay zone for mixed use development shall be approved with a site plan review procedure, unless proposed non-residential uses require a conditional use permit. In that case, a conditional use permit is required. Housing development projects with 20% affordable units shall be processed ministerially under the Zone Clearance, Streamlined Development process.
- B. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a sewer and water capacity analysis prepared by a licensed engineer that shows that existing or proposed sewer and water infrastructure is adequate to support operations of the mixed use development.
- C. As part of the Site Plan Review or Conditional Use Permit submittal, the applicant shall submit a copy of a fiscal analysis that provides a detailed evaluation of the potential financial impacts on municipal services, including any projected increase in costs of providing municipal services like police, fire, and code enforcement services.

DIVISION 4. – LANDSCAPE STANDARDS FOR PRIVATE PROPERTY

Sec. 106-342. – Purpose.

This division establishes requirements for landscaping on private property to improve the livability and attractiveness of the city, enhance the appearance of development, provide shade, reduce heat and glare, control soil erosion, conserve water, screen and buffer incompatible land uses, reduce paving, increase permeable surfaces, enhance the quality of neighborhoods, and improve air quality.

Sec. 106-343. – Applicability.

The provisions of this section shall apply to all development and land uses as follows:

- A. Development Projects. All projects that require an administrative or discretionary permit, including conditional use permits, site plan review for major remodels as described in subsections (C) and (D) below, and subdivisions shall provide landscaping in compliance with this section.

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- B. Model Water Efficient Landscape Ordinance (MWELo). All projects that require landscape and irrigation plans compliant with MWELo shall provide landscaping in compliance with this section.
- C. Existing Development. Any application for the expansion of an existing multifamily residential, commercial, or industrial development that results in a 20 percent or more of the existing square footage or 500 square feet, whichever is less.
- D. Single Family Dwellings. Projects involving the new construction of one or more single-family dwellings, or an addition of 500 square feet or more to an existing single-family dwelling, shall be required to submit landscape and irrigation plans.
- E. Parking Lots. Redesigned or resurfaced multi-family, commercial, or industrial parking lots when the work is in association with a development project, or if grading is required.

Sec. 106-344. – Landscape design and irrigation plans.

The project applicant shall submit a landscape design plan and irrigation plan that meets the criteria set forth in this section for all projects that meet the applicability standards above. All landscape design and irrigation plans shall be prepared by a California licensed landscape architect or other qualified professional and shall include the following:

- A. Plans showing landscape areas, hardscape areas, and allowable impervious surfaces.
- B. The project applicant shall ensure that the defensible space required by the city code is maintained and shall avoid fire-prone plant materials and mulches.
- C. A description of the type and size of all proposed plant materials.
- D. Any proposed stormwater facilities.
- E. A description of all hardscape materials and features.
- F. Irrigation plans shall accompany the landscape design plan and incorporate low water use systems as required by the California Model Water Efficient Landscape Ordinance.

Sec. 106-345. – Landscaping standards.

- A. *Tree Requirement.* All new development projects require a minimum one 15-gallon, native canopy tree within a street facing setback.
- B. *Residential zones.* The following landscaping standards shall apply to all residential properties within the R-1, R-2, R-3, RPD zones:
 1. A minimum of 20 percent of the lot area not comprised of buildings or required vehicular access and parking areas shall be comprised of pervious surfaces such as landscaping, gravel, rocks, or other similar pervious materials.
 2. A minimum of 50 percent of all street-facing yard areas between the principal dwelling unit and the public or private street curb, shall be maintained as a landscaped area. Hardscape areas containing impervious surfaces shall only be used for the purpose of pedestrian and vehicular access, and paved patios and decks.
 3. No more than 50 percent of the required landscaped areas may consist of decorative features such as boulders, river and lava rock, fountains, ponds, rock riverbeds, pedestrian bridges, arbors and pergolas with a maximum height of 9 feet.
 4. Mulch may be used as an integral part of required landscaped areas.
 5. The following standards shall apply to multi-family residential properties with surface parking lots:

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- a. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent automatic irrigation system.
 - b. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
6. No vehicle shall be parked in a required landscape area.

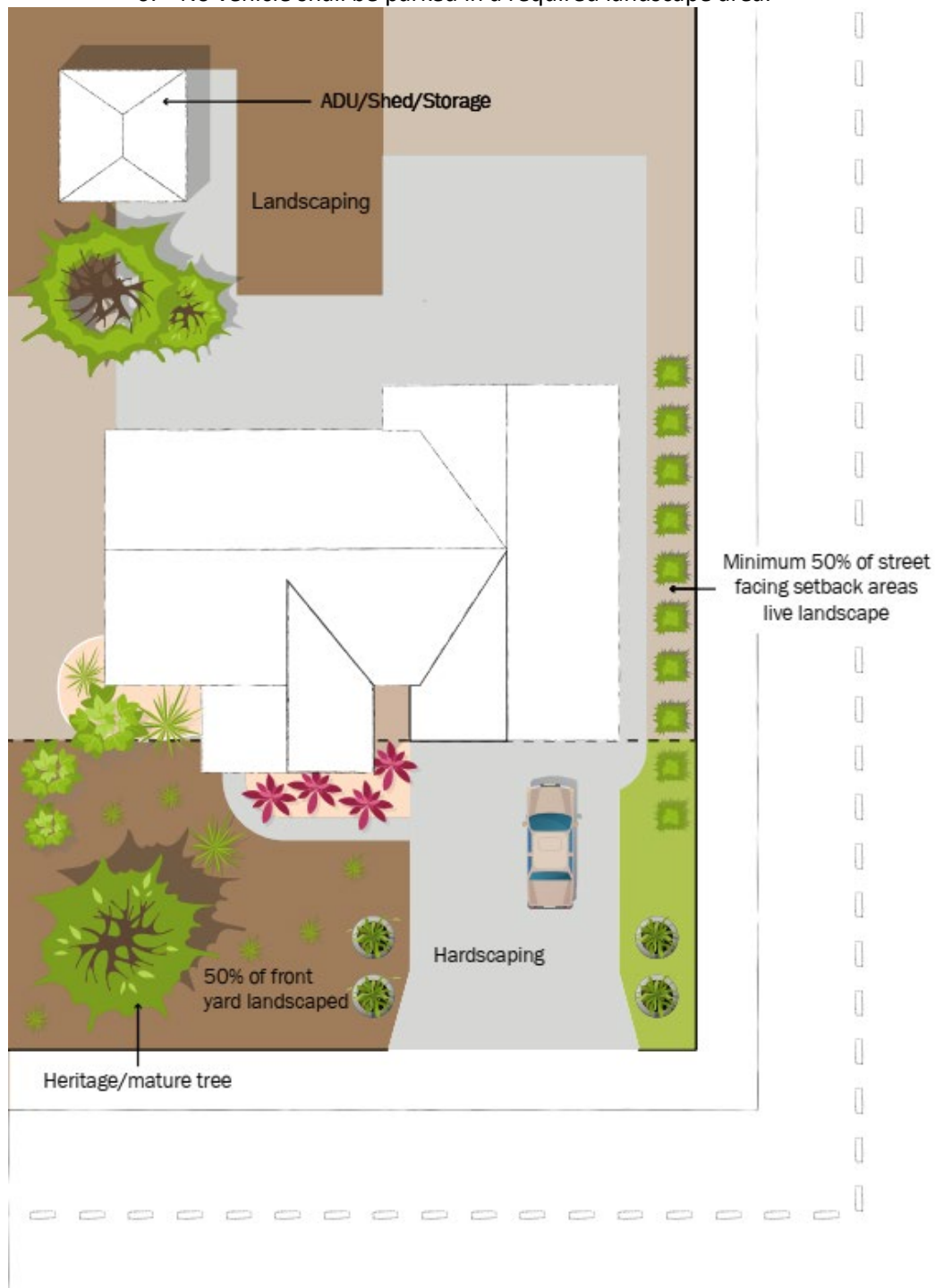


Figure 106-345-1. Residential Landscaping Diagram

C. *Commercial zones.* The following landscaping standards shall apply to all commercial properties within the C-1 and C-2 zones:

1. A minimum 50 percent of all street facing setback areas shall be maintained as a landscaped area except for driveways, pedestrian walkways, or parking aisles.
2. For commercial buildings where no setback is provided on a street facing part of the building, a minimum 25 percent of the wall area shall be planted with a living wall or minimum 2-foot wide planter boxes or planting beds.
3. The following standards shall apply to commercial properties with surface parking lots:
 - a. A minimum of 2 percent of parking lot area shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
 - b. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way.
 - c. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
 - d. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
 - e. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development Director that landscaping is not necessary to fulfill the purpose of this section.

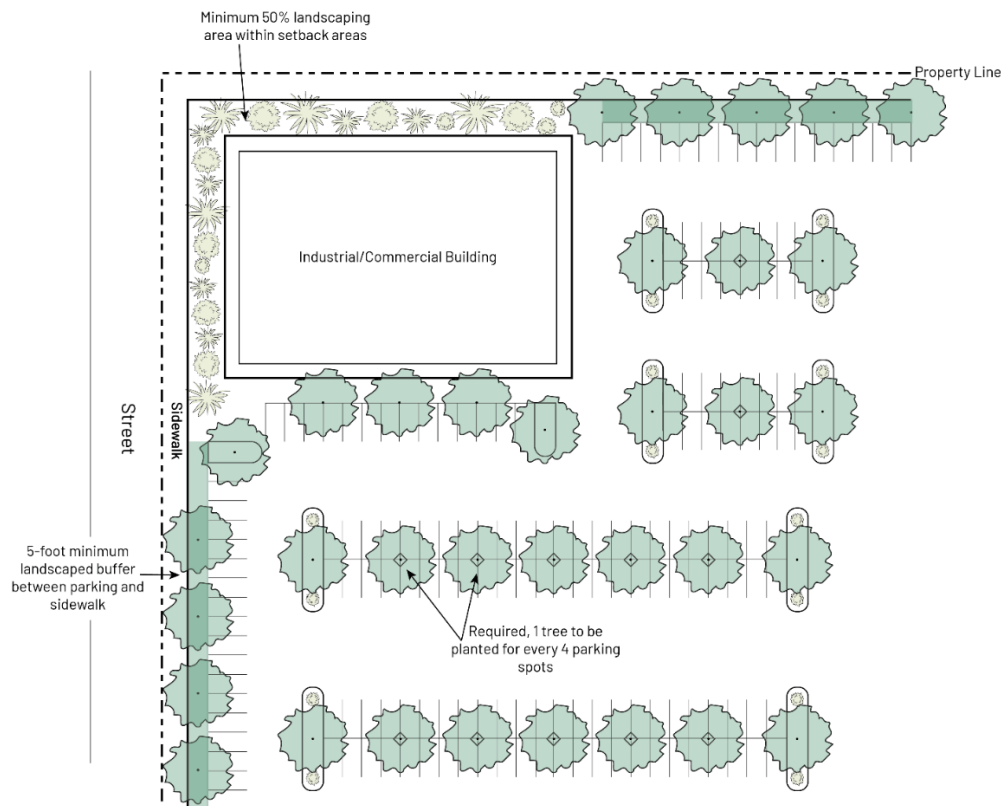


Figure 106-345-2. Commercial Parking Lot Landscaping Diagram

D. *Industrial zones.* The following landscaping standards shall apply to all industrial properties within the M-1 and M-2 zones:

1. A minimum 50 percent of all street facing setback areas shall be maintained as a landscaped area except for driveways, pedestrian walkways, or parking aisles.
2. For industrial properties with parking lots the following standards shall apply:
 - a. A minimum of 2 percent of parking lot areas shall be landscaped and shall be so arranged as to emphasize visual attractiveness as viewed by the public from surrounding streets and walkways.
 - b. A minimum 5-foot landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent automatic irrigation system.
 - c. Parking lot canopy trees shall be provided at the ratio of one (1) tree for every four (4) parking spaces.
 - d. The total area of any project not devoted to lot coverage and paving shall be landscaped, irrigated, and maintained in compliance with the requirements of this section.
 - e. All areas of a project site not intended for a specific use, including pad sites held for future development, shall be landscaped, unless it is determined by the community development Director that landscaping is not necessary to fulfill the purpose of this section.

Sec. 106-346. – Modification to landscape standards.

The community development Director may modify the landscape requirement by a maximum 1 percent in the required setback areas, open space areas, and areas not devoted to lot coverage and paving. The modification may only be approved if the Director finds that the project provides: a higher overall quality of landscape design than would normally be expected for a similar development project; a superior landscape maintenance plan; and for outdoor dining activities, special paving or other examples of exceptional architectural quality in the project's design.

Sec. 106-347. – Plant materials and planting standards.

Plant materials shall be of a type and placement compatible with the project site and surrounding land uses as follows:

- A. Artificial turf is prohibited.
- B. Invasive plant species are prohibited.
- C. Landscape planting shall emphasize drought-tolerant and native species and be suitable for the soil and climatic conditions of the site.
- D. Native plant material or compatible, nonnative plant material shall be selected.
- E. Plant materials shall be provided in the following sizes and shown on the landscape plan:
 1. The minimum acceptable size for trees shall be a 15-gallon.
 2. Newly planted trees shall be supported with stakes or guy wires.
 3. Shrubs shall be a minimum size of five gallons. When planted to serve as a hedge or screen, shrubs shall be planted with two or four feet of spacing, depending on the plant species.
 4. Shrubs and hedges shall not exceed three feet in height within the front and street side setback areas.
 5. Ground cover shall be generally spaced at a maximum of six to eight inches on center. When used as ground cover, minimum one-gallon sized shrubs may be planted 10 to 24 inches on center.

- F. Trees planted within ten feet of a street, sidewalk, paved trail or walkway shall be a deep-rooted species or shall be separated from paved surfaces by a root barrier to prevent physical damage to public improvements
- G. A minimum distance of 15 feet is required between the center of trees to street light standards, water meters, back-flow prevention systems, sewer cleanouts and fire hydrants.
- H. New and replacement tree species shall be in conformance with the City of San Fernando Urban Forest Management Plan or as approved by the community development Director.

Sec. 106-348. – Landscape maintenance standards.

The following landscape maintenance standards are required for all landscaped areas in the City:

- A. All landscaping shall be permanently maintained in a healthy and thriving condition at all times, in compliance with the approved landscape design plan.
- B. Lawn and ground cover shall be trimmed or mowed regularly. All planting areas shall be kept free of weeds and debris.
- C. All plantings shall be kept in a healthy and growing condition. Fertilization, cultivation, and tree pruning shall be a part of regular maintenance. Good horticultural practices shall be followed in all instances.
- D. Irrigation systems shall be kept in working condition. Adjustments, replacements, repairs and cleaning shall be a part of regular maintenance.
- E. Stakes and ties on trees shall be checked regularly for correct functions. Ties shall be adjusted to avoid creating abrasions or girdling on trunks or branches.

Sec. 106-349. – Enforcement.

Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating any provisions of these landscape standards or failing to comply with any order or regulation made hereunder, shall be subject to the penalties set forth in Chapter 1 Article III of the San Fernando Municipal Code.

Sec. 106-350. – Tree preservation and protection on private property.

The following regulations apply to the protection, preservation, maintenance, removal, and replacement of any heritage tree, protected tree, or native tree on private property:

- A. A heritage or protected tree that is a threat to the public welfare as determined by the Los Angeles Fire Department, San Fernando Police Department, or San Fernando Public Works Director or removal as directed by a county, state, or federal agency, or an insurance provider shall be exempt from obtaining a zoning clearance, administrative permit, or discretionary permit approval for its removal.
- B. The Director is authorized to approve the removal of a heritage tree, native tree, or protected tree based on the findings of a report prepared an International Society of Arboriculture (ISA) certified arborist confirming one or more of the following factors:
 - 1. The tree is dead.
 - 2. The tree has reached an over-protected condition for its pre-existing location and will result in the deterioration of surrounding hardscaped areas potentially resulting in a health and safety hazard.

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3. The tree which is infected with a disease which cannot be treated successfully, or there is a strong potential that the pathogen could spread to other trees in the immediate vicinity.
4. The tree has a severe void of heartwood due to wood consuming organisms which could potentially cause catastrophic failure (i.e., collapse).
5. A tree has been determined to be a hazard because of its high potential for failure due to considerable dead or dying foliage, branches, roots or trunk.
6. The tree requires extensive root pruning because of excessive hardscape damage resulting in the severe reduction of its capacity to support itself thereby creating a potential safety hazard.
7. A healthy living tree that has caused damage to any underground utility as a result of root blockage.
8. A tree that is causing an immediate threat to the health and safety or general welfare of the property owner or the public.
9. The removal is necessary to prevent a substantial inconvenience or financial hardship to the property owner as determined by the community development Director.

The foregoing notwithstanding, the City, acting through the Director, shall have discretion to conduct such additional inspections as the Director may deem warranted to confirm the findings of the arborists report before authorizing removal for any of the reasons stated above.

- C. Property owners that met the United States HUD low income household income limits may request that the City's contracted Arborist to prepare the required report as described in subsection B above.
- D. Where it has been determined that preservation of a heritage tree, native tree, or protected tree is infeasible, replacement tree(s) shall be provided at a 1:2 ratio as follows:
 1. Replacement trees shall be planted on the site where the tree has been removed, except in instances where on-site planting and future tree survival is shown to be infeasible in which case the community development Director shall authorize other off-site locations where maintenance will be guaranteed.
 2. If the relocation or replacement tree is to be planted on private property, the owner of the proposed suitable relocation site consents in writing to the placement of a relocated or replacement tree.
 3. Replacement trees shall be canopy trees as defined in this section.
 4. The property owner shall sign a covenant to maintain the tree and replace it in 3 years if it dies. Follow up with survival of required trees after 3 years. Trees that have not survived establishment must be replaced.
- E. Tree protection before construction. Construction projects that will impact more than 1,200 sq ft of land must submit a Tree Protection Plan as a part of building plan check outlining what measures will be taken to protect existing trees during construction including:
 1. The location, species, DBH, and condition of trees
 2. The Tree Protection Zone for all trees to be preserved
 3. Tree fencing (to be installed under dripline)
 4. Erosion control
 5. Tree pruning
 6. Soil compaction mitigation

7. Irrigation
 8. Tree maintenance schedule
 9. A Tree Root Plan will be required in the case of grading or excavation. Tree plans should be approved and overseen by a certified arborist.
- F. Tree protection during construction. Care shall be exercised by all individuals, developers and contractors working near heritage trees or protected trees so that no damage occurs to such trees. During construction, these trees shall be protected in the following manner:
1. All trees to be saved shall be enclosed/delineated by an appropriate temporary construction barrier, such as fencing or other mechanism, prior to commencement of work. Barriers are to remain in place during all phases of construction and may not be removed without the written consent of the community development Director.
 2. Such barrier(s) must be located a distance from the trunk base of two times the trunk diameter, up to a maximum of 15 feet, unless otherwise approved in writing by the community development Director.
 3. No fill material shall be placed within three feet from the outer trunk circumference of any tree.
 4. No fill materials shall be placed within the drip line of any tree in excess of 18 inches in depth. This guideline is subject to modification to meet the needs of an individual tree species, as determined by a certified arborist or licensed landscape architect.
 5. No substantial compaction of the soil within the drip line of any tree shall be undertaken.
 6. No construction, including structures and walls, that disrupts the root system shall be permitted. As a guideline, no cutting of roots should occur within a distance equal to 3½ times the trunk diameter, as measured at ground level. Actual setback may vary to meet the needs of individual tree species as determined by a certified arborist or licensed landscape architect. When some root removal is necessary, the tree crown may require thinning to prevent wind damage.
 7. Any tree that dies as a result of construction must be replaced with two 15 gallon size trees with a mature tree canopy of at least 20 ft and low water requirement.
- G. The community development director, through city police officers, building inspectors, community preservation officers and members of the community development department, in the course of their duties, when monitoring construction activities, shall check for compliance with the provisions of this article. Any irregularities or suspected violations of this article shall be reported immediately to the community development Director.
- H. Immature trees may be relocated or removed without a permit.

Sec. 106-351. – Model Water Efficient Landscape Ordinance (MWELo) requirements.

Landscape design plans are required to comply with California MWELo standards as follows:

- A. Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the city, who are constructing a new (single-family, multi-family, public, institutional, commercial, or industrial) project with a landscape area greater than 2,500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo, including sections related to use of compost and mulch as delineated in this section. Other requirements of the MWELo are in effect and can be found in 23 CCR, Division 2, Chapter 2.7.

- B. Property owners or their building or landscape designers that meet the threshold for MWELo compliance above shall:
1. Comply with Sections 492.6 (a)(3)(B)(C),(D) and (G) of the MWELo, which requires the submittal of a landscape design plan with a soil preparation, mulch, and amendments section to include the following:
 - a. For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than six percent organic matter in the top six inches of soil are exempt from adding compost and tilling.
 - b. For landscape installations, a minimum three-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife up to five percent of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - c. Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel modification plan guidelines or other applicable local ordinances.
 2. The irrigation plan shall include sustainable landscaping principles and must prevent irrigation runoff, low head drainage and overspray.
 3. The installation of synthetic grass or artificial turf in landscaping plans for private development is prohibited.
 4. The MWELo compliance items listed in this section are not an inclusive list of MWELo requirements; therefore, property owners or their building or landscape designers that meet the threshold for MWELo compliance outlined in [section 70-147\(a\)](#) shall consult the full MWELo for all requirements.
 5. Comply with LID stormwater management standards by encouraging the construction of roofs on new private development that directly runoff into vegetated areas onsite, or include a rain gutter that is directed toward vegetated areas.
- C. If, after the adoption of this article, the California Department of Water Resources, or its successor agency, amends 23 CCR, Division 2, Chapter 2.7, Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELo September 15, 2015 requirements in a manner that requires city to incorporate the requirements of an updated MWELo in a local ordinance, and the amended requirements include provisions more stringent than those required in this section, the revised requirements of 23 CCR, Division 2, Chapter 2.7 shall be enforced.

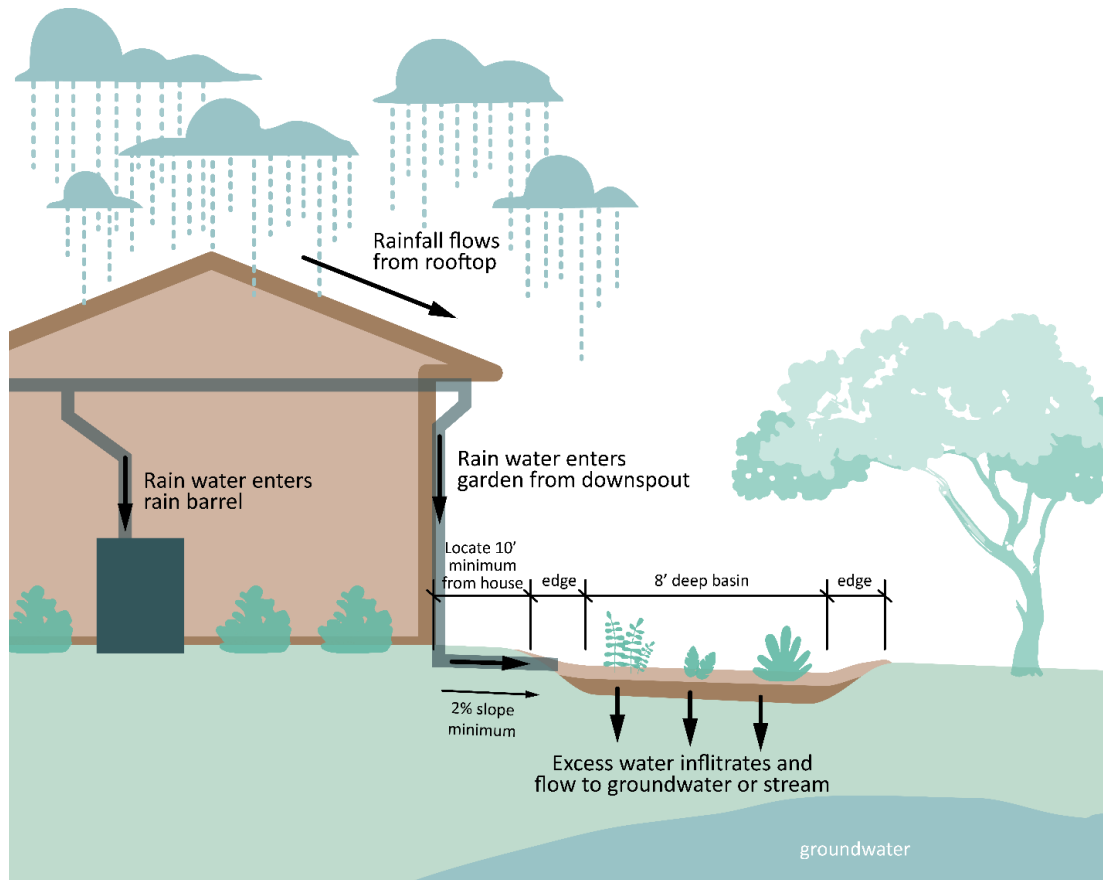


Figure 106-351. Example of MWELO Compliance

Sec. 106-352. - Reserved.

DIVISION 5. – LIGHTING

Sec. 106-353. – Outdoor lighting.

General Standards for Outdoor Lighting. Exterior lighting shall comply with the following requirements:

- A. All lighting shall be energy-efficient (e.g., LED, or other lighting technology) with a rated average bulb life of not less than 10,000 hours.
- B. All lighting shall be shielded and/or recessed so that direct glare and reflections are confined to the maximum extent feasible within the boundaries of the site, and shall be directed downward and away from adjoining properties and public rights-of-way.
- C. Permanently installed lighting shall not blink, flash, or be of unusually high intensity or brightness.
- D. All outdoor lighting for non-residential uses shall be on a time clock or photo-sensor system and turned off during daylight hours and during hours when the building(s) is not in use and the lighting is not required for security.
- E. All lighting fixtures on the site should be uniform or compatible with respect to base support, finish material texture, color, and/or style of poles and luminaires. Landscaping and pedestrian walkway lights shall be less than four feet in height.

- F. Maximum Height. Freestanding light poles and luminaires shall not exceed the following maximum heights:
- G. 15 feet for residential and mixed-use projects.
- H. 18 feet for non-residential projects, or a lesser height determined by the Director, to mitigate any impacts to adjoining properties.
- I. Security Lighting.
 - 1. Multiple-Family Residential Developments. Aisles, passageways, and entryways/recesses related to and within the building complex shall be illuminated with an intensity of at least one-quarter foot-candles at the ground level during the hours of darkness.
 - 2. Non-Residential Developments. All exterior doors, during the hours of darkness, shall be illuminated with a minimum of one-quarter foot-candles of light.

ARTICLE III. – GENERAL REGULATIONS

DIVISION 6. – SCREENING

Sec. 106-364. – Screening.

- A. *Screening*. When a multi-story building is proposed and the second story or above is located within 50 feet of the side or rear yard of a single-family lot, screening measures should be applied to provide a reasonable degree of privacy.
 - 1. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior of the unit, incorporating wing walls or louvers, using glass block or other translucent material, and other such methods.
 - 2. Sufficiency of Screening. The Planning and Preservation Commission shall determine the sufficiency of the proposed screening measures and may require additional measures.
- B. *Equipment Screening*. All of the following equipment and spaces shall be screened on all sides and subject to the standards of this section:
 - 1. Solid walls and/or fences of six feet in height shall screen mechanical equipment, garbage receptacles, loading areas, and other unsightly areas, and provide privacy at the back of lots and alongside streets.
 - 2. All rooftop mechanical equipment shall be placed behind a permanent parapet wall and shall be completely screened from view.
 - 3. Screening shall be equal in height to the highest portion of the equipment or ducting and shall be permanently maintained.

All wall air conditioner units shall be screened from view with material that is compatible and in harmony with the architectural styling and detailing of the building.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 1. – ACCESSORY DWELLING UNITS

Subsections A. through K. establish the standards for the development of an Accessory Dwelling Unit and Subsection L. establishes the standards for the development of a Junior Accessory Dwelling Unit through a ministerial process, in compliance with section 106-42 (Use regulations) and California Government Code Sections 66310 to 66342. If any provision of this Chapter or the underlying zoning district standards conflict with state law, the latter shall govern per Government Code Section 66316.

- A. *Minimum Lot Size.* No minimum lot size shall be required for an accessory dwelling unit.
- B. *Statewide Exemption Accessory Dwelling Unit.* As established by Government Code Section 66313, development standards in this section shall apply to the extent they do not prohibit the construction of an accessory dwelling unit of up to 800 square feet that is up to 18 feet in height if detached or 25 feet in height if attached, with four-foot side and rear yard setbacks.
- C. *Maximum Unit Size.*
 - 1. The maximum permitted unit size of an attached accessory dwelling unit, or an accessory dwelling unit located entirely within a proposed or existing primary dwelling unit, shall not exceed 850 square feet for a one-bedroom unit or 1,200 for a two or more-bedroom unit, or 50% of the gross square footage of the primary dwelling unit on the lot, whichever is less, except as noted in section b. above.
 - 2. The maximum permitted size of a detached accessory dwelling unit shall not exceed 850 square feet for a one-bedroom unit or 1,200 square feet for a two or more-bedroom unit.
 - 3. Maximum permitted unit size shall include any living area as defined in the California building code confined from exterior wall to exterior wall.
- D. *Minimum Unit Size.* The minimum unit size of an attached or detached accessory dwelling unit shall be at least 150 square feet, including a kitchen and at least one 3/4 bathroom.
- E. *Zones in which Accessory Dwelling Units may be Constructed.* The construction, use, and maintenance of accessory dwelling units shall be permitted in areas zoned to allow single-family or multiple-family dwelling residential use, or mixed-use. For purposes of this division, a multiple-family dwelling unit is two or more attached dwelling units on a single property.
- F. *Accessory Dwelling Unit Density and Development Standards.*
 - 1. *Single-family Dwellings.* Accessory dwelling units are allowed on a property containing existing or proposed single family dwellings under the following circumstances:
 - a. No more than one accessory dwelling unit per lot within the proposed or existing square footage of a single-family dwelling or existing square footage of an accessory structure that meets specific requirements such as exterior access and setbacks for fire and safety.
 - b. No more than one detached new construction accessory dwelling unit. A new construction-attached accessory dwelling unit may be constructed in lieu of the new construction detached accessory dwelling units.
 - c. No more than one junior accessory dwelling unit per lot within the proposed or existing space of a single-family dwelling that meets specific requirements such as exterior access and setbacks for fire and safety as described in Subsection I.
 - d. The maximum height for accessory dwelling units shall be 18 feet in height and an additional two (2) feet for roof pitch to align with the roof pitch of the primary dwelling

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unit if detached or 25 feet in height if attached. For accessory dwelling units proposed above a garage, the maximum height of the accessory dwelling unit shall not exceed one (1) story from floor to ceiling height.

2. *Multiple-family Dwellings.* Accessory dwelling units are allowed on a property containing multiple-family dwellings or mixed-use structures on a lot containing multiple-family dwelling units under the following conditions:
 - a. The number of accessory dwelling units shall not exceed 25% of the number of existing units, minimum one unit.
 - b. The accessory dwelling units shall only be located within areas that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages which are attached or detached. Non-livable space used to create accessory dwelling units must be limited to residential areas within a mixed-use development and not the areas used for commercial or other activities.
 - c. The maximum height shall be 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multiple-family, multistory dwelling.
 - d. Each accessory dwelling unit must comply with state building standards for dwellings.
 - e. A maximum of eight detached, accessory dwelling units shall be allowed on a property with existing multiple-family dwelling units, not to exceed the number of existing units on the lot.
 - f. A maximum of two detached accessory dwelling units shall be allowed on a property with a proposed multiple-family dwelling.
- G. *Minimum Room Dimensions.* Minimum room dimensions, including ceiling heights, floor area and width, shall meet the Uniform Building Code regulations in effect at the time of construction.
- H. *Location.*
 1. Accessory dwelling units may be within, attached to, or detached from and on the same lot as, a proposed or existing single-family dwelling, or within or detached from a multiple-family dwelling, and subject to compliance with front, side, and rear yard setback standards of the underlying zone except as allowed in subsection b above.
 2. Accessory dwelling units may be located entirely within a proposed or existing primary dwelling unit or existing accessory structure; provided, the accessory dwelling unit has independent exterior access from the existing primary dwelling or accessory structure.
 3. An ADU created within an existing accessory structure may be expanded up to 150 square feet without application of local development standards, but this expansion shall be limited to accommodating ingress and egress.
- I. *Parking.* Parking for an accessory dwelling unit and replacement parking is not required.
- J. *Habitability.* Accessory dwelling units are fully habitable and shall include independent kitchen and bathroom facilities. Accessory dwelling units shall be independent from the main dwelling without internal access.
- K. *Occupancy, Sale, and Rental Restrictions.* Owner occupancy is not required for accessory dwelling units. Accessory dwelling units shall not be sold or conveyed separately from the primary residence, except when sold by a qualified nonprofit corporation to a qualified buyer in accordance with Government Code Sections 66340 and 66341. Accessory dwelling units shall not be used for rentals of terms of 30 days or less unless
- L. *Setbacks.*
 1. An accessory dwelling unit shall have side and rear yard setbacks of at least four feet from lot lines. An accessory dwelling unit shall abide by the front yard setback requirements of the zone in which it is located.

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2. An accessory dwelling unit constructed entirely within a proposed or existing primary dwelling unit or accessory structure, which has side and rear setbacks that are sufficient for fire safety, as determined by the City of Los Angeles Fire Department, shall not be subject to setback standards for new development.
 3. An accessory dwelling unit constructed above, or as a second story to, a garage or other accessory structure shall be setback a minimum of four feet from side and rear lot lines. An accessory dwelling unit constructed above, or as a second story to, a garage or other accessory structure shall abide by the front yard setback requirements of the zone in which it is located.
- M. *Junior Accessory Dwelling Units.* In addition to an accessory dwelling unit as provided in this section, Junior accessory dwelling units are permitted within an existing or proposed single family residence, including attached garages, consistent with state law. The following establishes standards for junior accessory dwelling units.
1. *Maximum Unit Size.* A junior accessory dwelling unit may be up to 500 square feet.
 - a. Maximum permitted unit size shall include any livable space from exterior wall to exterior wall.
 2. *Density.* No more than one junior accessory dwelling unit is allowed on a property.
 3. *Location.* A junior accessory dwelling unit shall be located entirely within a proposed or existing primary dwelling unit, subject to the following:
 - a. A junior accessory dwelling may be in an attached garage but may not be in a detached accessory structure.
 - b. A junior accessory dwelling unit shall have separate exterior access independent from the proposed or existing primary dwelling unit.
 - c. A junior accessory dwelling unit may share significant interior connection to the primary dwelling if they are sharing a bathroom facility.
 4. *Parking.* Parking for a junior accessory dwelling unit and replacement parking is not required.
 5. *Habitability.* Junior accessory dwelling units shall include an efficiency kitchen which shall include a cooking facility with appliances, a food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
 6. *Occupancy, Sale, and Rental Restrictions.* Owner occupancy is required in either the remaining portion of the primary residence, another dwelling unit on the same lot, or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization. These occupancy restrictions shall be enforced through recordation of deed restrictions or covenant agreement recorded against the property per Government Code Section 66333. The form of the deed restriction will be provided by the City and shall provide that: The junior accessory dwelling units shall not be sold separately from the primary dwelling, except as may otherwise be permitted by State law; the JADU is restricted to the approved size and other attributes allowed by this section.
 7. *Conveyance.* Junior accessory dwelling units shall not be sold separately from the primary dwelling unit and shall not be used for rentals of terms of 30 days or less.
- N. *Other Development Standards and Requirements.*
1. Unless stated in this section, all other development standards for accessory dwelling units and junior accessory dwelling units shall apply according to the zone in which the subject property is located; including but not limited to, setbacks, building height, and distance between structures.
 2. *Conversion of Existing Structures.* For the purpose of converting an existing structure into an accessory dwelling unit or junior accessory dwelling unit, an existing structure is defined as one of the following:

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- a. A structure that has been erected prior to the date of adoption of the appropriate building code that does not present a threat to public health and safety or one for which a legal building permit has been issued
3. When a garage is converted into an ADU or JADU, the garage door must be removed and replaced with windows or entry doors.
4. *Architectural requirements.* Accessory dwelling units shall be subject to the following architectural requirements.
 - a. The materials and colors of the exterior walks, roof, windows, and doors shall be the same as the materials and colors of the primary dwelling.
 - b. The roof slope shall match the dominant roof slope of the primary dwelling, whereby the dominant roof slope means the slope shared by the largest portion of the roof.
 - c. Exterior lighting shall be limited to down-lights or as otherwise required by the building or fire code.
5. *Entrances.* Entrances for accessory dwelling units constructed above garages shall not face adjacent properties.
 - a. An exterior entrance to the second story of an accessory dwelling unit shall not project into any required minimum setback and shall be located to either face the primary dwelling unit and/or the side and/or rear property line that it is furthest away from.
6. *Pedestrian walkways.* ADUs shall provide pedestrian access to the sidewalk that is at least 4 feet wide.
7. *Landscape requirements.* Landscape screening must be planted and maintained between the accessory dwelling unit and the side and rear lot lines of the property in accordance with Division 4 of Article III.
8. *Fire Sprinklers.* Fire sprinklers are required in an accessory dwelling unit if sprinklers are required in the primary residence. The construction of an accessory dwelling unit does not trigger the requirement for fire sprinklers to be installed in the existing primary dwelling.
9. *Solar panels.* New construction accessory dwelling units are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, non-manufactured, detached accessory dwelling unit (though some exceptions apply). Per the California Energy Commission (CEC), the solar systems can be installed on the accessory dwelling unit or on the primary dwelling unit. Accessory dwelling units that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the Energy Code requirement to provide solar systems.
- O. *Application Process.* The following is the ministerial application process for accessory dwelling units and junior accessory dwelling units.
 1. A building permit is required for accessory dwelling units and junior accessory dwelling units. The completed building permit application shall be submitted to the Building Safety Division on an application form prepared by the Building Official and shall include the submittal requirements. In order to be deemed complete, plans shall comply with all current applicable development standards, any applicable Department handouts, and any additional information required by the Building Official in order to conduct a thorough review.
 2. The Building Division shall approve or deny the application within 60 days of acceptance of a complete application if there is an existing single-family or multifamily dwelling on the lot, as established for accessory dwelling units in Government Code Sections 66314-66332 and for junior accessory dwelling units in Government Code Sections 66333-66339. If the permit application to create or serve an accessory dwelling unit or a junior accessory dwelling unit is submitted concurrently with a permit application to create a new single-family or multifamily

dwelling on the lot, no permit for the accessory dwelling unit or the junior accessory dwelling unit shall be issued until the permit application to create the new single-family or multifamily dwelling has been adjudicated, but the application to create or serve the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the project is denied, the applicant will receive a full list of comments with remedies to correct any Code deficiencies.

3. Prior to Building Permit issuance, applicant for an accessory dwelling unit shall submit an Address Assignment Request Fee and Application to the Public Works Department.
4. Prior to Building Permit issuance, projects resulting in the addition of 750 square feet or more for an accessory dwelling unit located at the subject property shall pay all impact fees of this Code, except that any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g. the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling). For the purposes of this Paragraph, impact fees do not include any connection fee or capacity charge for water or sewer service.
5. Prior to the Building Permit issuance, projects resulting in 500 square feet or more for an accessory dwelling unit located at the subject property shall pay all school impact fees.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 4. – ANIMAL BOARDING, PET DAY CARE, VETERINARY CLINICS AND ANIMAL HOSPITAL

Sec. 106-567. – Purpose.

This section provides operational standards for kennels, pet day care facilities, veterinary clinics and animal hospitals in compliance with the development standards within the underlying zone district.

Sec. 106-568. – Operational standards.

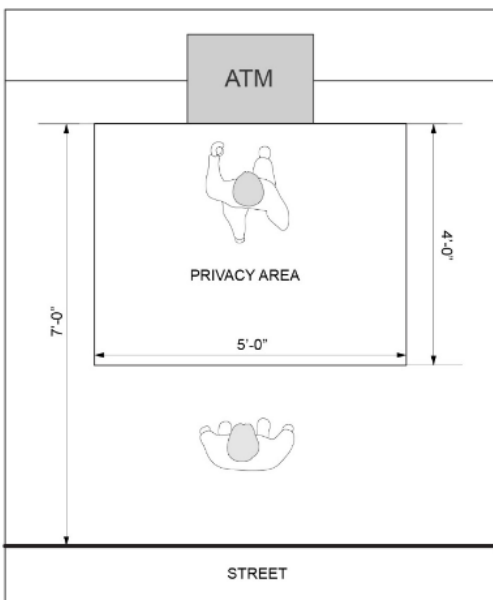
- A. All operations must be conducted within a completely enclosed building.
- B. Outdoor dog runs and training activities are permitted only within the M-1 and M-2 Zone, and when the facility is located at least 200 feet from a residential zone.
- C. The areas within the building where animals are boarded shall be sufficiently soundproofed to prevent a disturbance or become a nuisance to surrounding properties, as determined by the Director.
- D. The areas of the building where animals are boarded shall have a minimum of 10 air changes per hour.
- E. Animal isolation areas shall have 100% fresh air, with all air exhausted and none returned to the ventilation system.
- F. Public access areas shall be provided with a separate ventilation system from the animal boarding and treatment areas.
- G. The areas used for animal boarding, isolation, and treatment shall be constructed of easily-cleaned materials.
- H. All areas where animals are present shall be cleaned a minimum of twice daily in order to provide appropriate odor control and sanitation.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES**DIVISION 5. – AUTOMATIC TELLER MACHINES (ATMS)****Sec. 106-569. – Purpose.**

This section provides location, development, and operating standards for automatic teller machines (ATMs) in compliance with the development standards within the underlying zone district.

Sec. 106-570. – Development standards.**A. Location requirements.**

1. Setback from an adjacent street curb or alley by a minimum of seven feet.
2. A privacy area immediately in front of each ATM, measuring at least five feet wide by four feet deep, shall be provided. Methods for defining the privacy area shall be approved by the Director.
3. Located to not eliminate or substantially reduce any landscaped areas.
4. Located to ensure the safety and security of patrons.

B. Design. All construction and modifications to the exterior of the structure pertaining to the installation of the ATMs shall be completed in a manner consistent with the architectural design of the structure, and in conformance with all applicable City architectural standards and guidelines.**C. Lighting.** Each exterior ATM shall be provided with security lighting in compliance with Division 5 of Article III or State law, whichever is more restrictive.**D. Maintenance.** Each ATM shall be provided with receptacles sufficient in size and number to accommodate trash and smoking materials generated by users of the ATM.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 7. – DRIVE-THROUGH ESTABLISHMENTS.

Sec. 106-601. – Purpose.

This section provides standards for the location, development, and operation of drive-in and drive-through facilities in compliance with the development standards within the underlying zone district, which shall be designed and operated to effectively mitigate problems of congestion, excessive pavement, litter, noise, traffic, and unsightliness.

Sec. 106-602. – Development standards.

- A. *Drive aisle length.* The drive-through aisle shall provide a minimum of 140 feet of queuing length, of which at least 60 feet shall be provided before an on-site menu board. The drive aisle shall be measured along the centerline, from the entry or beginning of a drive-aisle to the center of the farthest service window area.
- B. *Drive aisle width.* Drive aisles shall have a minimum 10-foot interior radius at curves, and a minimum 12-foot width.
- C. *Drive aisle separation.* Each drive aisle shall be separated by curbing and landscaping from the circulation routes necessary for ingress or egress from the property, or access to any off-street parking spaces.
- D. *Drive aisle entrance.* Each entrance to a drive aisle and the direction of traffic flow shall be clearly designated by signs and/or pavement markings, as deemed necessary by the Director.
- E. *Walkways.* To the extent possible, pedestrian walkways should not intersect the drive aisles. Where they do, they shall have clear visibility and be emphasized by enhanced paving or markings, as deemed necessary by the Director.
- F. *Circulation Plan.* A parking and vehicle circulation plan encompassing adjoining streets and alleys shall be submitted for review and approval. Such plan shall provide for safe pedestrian access from parking lots to the main door and shall comply with applicable requirements of the American with Disabilities Act.
- G. *Trash receptacle provision.* A minimum of one outdoor trash receptacle shall be provided onsite.
- H. *Noise generating equipment.* No noise-generating compressors or other such equipment shall be placed on or near any property line adjoining any residential zoned property.
- I. *Speaker system noise.* Drive-through speaker systems shall emit no more than 50 decibels four feet from the vehicle and the speaker, and shall not be audible above the daytime ambient noise levels beyond the property boundaries. The system shall be designed to compensate for ambient noise levels in the immediate area and shall not be located within 30 feet of any residentially zoned property.
- J. *Screening.* Each drive aisle shall be appropriately screened with a combination of landscaping, low walls, and/or berms to prevent headlight glare from impacting adjoining land uses, public rights-of-way, and parking lots, as deemed necessary by the Director.
- K. *Decorative wall.* A six-foot-high, solid decorative masonry wall shall be constructed on each property line that adjoins a residential developed parcel. The design of the wall and the proposed construction materials shall be subject to the approval of the Director.

Sec. 106-603. – Operational standards.

- A. *Hours of operation.* When located on a site adjacent to or separated by an alley from any residentially zoned property, a drive-through establishment shall not operate between the hours of 10:00 p.m. and 7:00 a.m.
- B. *Litter.* Employees shall collect on-site and off-site litter generated by customers at least once per business day.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 8. – ESTABLISHMENTS SELLING ALCOHOL

Sec. 106-604. – Purpose.

The language of this division shall apply to all establishments selling alcohol, including bars, breweries, distilleries, tap rooms, tasting rooms, clubs, restaurants, and wine bars. The purpose of the language codified within this article is to set forth regulations and enforcement procedures that:

- A. Address community problems associated with the on-site consumption of alcoholic beverages, such as litter, loitering, graffiti, misconduct, and escalated noise levels;
- B. Ensure that there is no degradation of the deemed approved activities;
- C. Prevent such prohibited activities and activities contrary to deemed approved activities from becoming public nuisances; and
- D. Ensure such adverse impacts are monitored, mitigated and/or controlled such that they do not negatively contribute to the change in character of the areas in which they are located.

Sec. 106-605. – Application procedure.

The applicant shall be required to submit to the Planning Division the following:

- A. A floor plan shall be reviewed and approved to identify the areas in which all on-site sale and consumption of alcoholic beverages shall occur. This shall be limited to the confines of the building and approved outdoor patio or dining area.
- B. A plan to encourage use of ride share programs, designated drivers, and other methods to discourage intoxicated driving shall be established, and documentation of such a program shall be provided.
- C. A security plan shall be submitted for review and approval prior to the opening of the business.
 1. Security personnel shall be required by the City for establishments with occupancy load of over 100 people.
 2. The doors to the establishment shall remain closed except upon entering and exiting the business.
 3. The security plan shall include a video surveillance system and exterior lighting plan, satisfactory to the Community Development Director or designee, shall be submitted and approved prior to issuing a Certificate of Occupancy. The video surveillance system shall be installed to assist with monitoring of both the interior and exterior the property. A Digital Video Recorder (DVR) or similar video recording device, capable of exporting images in TIFF, BMP, or JPG format shall be used. Recording shall be retained for no less than 30 days. Exterior lighting shall clearly illuminate the common areas surrounding the building including, but not limited to, the entrance and exit doors and the business address.

Sec. 106-606. – Operational requirements.

- A. Prior to the service of alcohol within the establishment, the operator shall obtain a valid license from the ABC and provide a copy of the license to the Planning Division.
- B. The City reserves the right to request of the ABC additional conditions, such as hours of operation restrictions, restriction of the type of alcohol sold, or other conditions that the City may deem necessary in order to reduce potential impacts.
- C. Should the ABC issue a license suspension or citation, the operator shall provide a copy of said suspension or citation to the Planning Division.
- D. The operating business shall comply with all applicable noise regulations.

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- E. The operator shall be responsible for requiring that there be no loitering on the site, on the public right-of-way and or/ in front of adjacent properties at any time and that all customers shall leave the site no later than 30 minutes after closing, after which, only employees shall be allowed on the premises.
- F. Litter and trash receptacles shall be located at convenient locations, both inside and outside establishment, and trash and debris shall be removed on a daily basis.
- G. The property shall be maintained in a clean and neat manner at all times and shall comply with property maintenance standards as set forth in the San Fernando Municipal Code.
- H. Exterior public telephones shall not be located on the premises.
- I. Graffiti shall be removed within 48 hours of its application.
- J. No person shall appear in a state of nudity in any bar, club, or similar business establishment.
 - 1. For the purposes of this section, "nudity" means the showing of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of any part of the nipple or below the nipple.
- K. Bona fide eating establishments (restaurants) shall only sell alcoholic beverages during hours that meals are being served and gross receipts from alcohol sales shall not exceed fifty percent (50%) of the total revenue of the business.
- L. Special events are permitted with the approval of a Special Event Permit in compliance with San Fernando Municipal Code section 106-1112 (Temporary Uses and Structures: Religious and entertainment assembly).
- M. No establishment may sell alcoholic beverages for on-premises or off-premises consumption unless a Conditional Use Permit for alcoholic beverages has been approved for such establishment or unless exempted by this Code section or another operative plan.
- N. No new establishment selling alcohol shall be permitted within 200 feet of either a residence, family day care home, schools for minors, child day care facility, convalescent home, a residential care home-retirement home, or any residentially zoned lot or parcel.
- O. Tasting rooms for breweries, wine blending facilities, wineries, or distilleries shall be allowed to be open to the public during from 11:00 A.M. to 12:00 A.M. daily.
- P. Bars and bona fide eating establishments (restaurants) are prohibited from selling any spirits for consumption off of the premises. The consumption of spirits shall be limited to the restaurant or drinking area as defined per applicable licenses from the ABC. However, beer and wine may be purchased for off-site consumption, provided that the beer and wine may not be consumed within any public common area near the establishment, within any public right-of-way, or outside of any nearby property.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 12. – LIVE/WORK DEVELOPMENT

Sec. 106-652. – Purpose.

This section provides location, development, and performance standards for live/work developments in compliance with the development standards within the underlying zone district.

Sec. 106-653. – Applicability.

- A. The provisions in this section shall regulate the conversion and new construction of live/work uses, where allowed by the applicable zoning districts.
- B. Except as specifically provided in this section, live/work projects shall be in compliance with the development standards within the underlying zone district.
- C. Where an Owner-Participation Agreement, Disposition and Development Agreement, or Development Agreement with the City applies to a land parcel, and the provisions of such agreement differ from the Live/Work Development Standards, the provisions of the agreement shall prevail.

Sec. 106-654. – Use regulations.

- A. *Permitted uses/occupations.* The following uses/occupations are permitted in live/work units:
 - 1. Accountant;
 - 2. Architect;
 - 3. Artist and artisan;
 - 4. Attorney;
 - 5. Computer software- and multimedia-related professional;
 - 6. Engineer;
 - 7. Fashion, graphic, interior and other designer;
 - 8. Insurance, real estate and travel agent;
 - 9. Photographer;
 - 10. Psychologist/psychiatrist;
 - 11. Other similar uses/occupations, as determined by the Director, may be permitted, provided that the allowed uses/occupations are permitted by the underlying zone.
- B. *Occupancy and Employees.*
 - 1. At least one of the full-time employees of the live/work unit must be a full-time resident of the live/work unit and shall possess a valid Business License Certificate.
 - 2. Only one residential component per live/work unit shall be allowed.
 - 3. The residential component shall not be rented separately from the working space.
 - 4. No more than one employee, other than the resident(s) of the live/work unit, shall be permitted on site at any given time in units that are less than or equal to 1,499 square feet.
 - 5. No more than 2 employees, other than the resident(s) of the live/work unit, shall be permitted on site at any given time in units that are greater than or equal to 1,500 square feet.
- C. *Business activity.* None of the uses permitted shall be operated in an objectionable manner, due to fumes, odor, dust, smoke, gas, noise, or vibrations that are or may be detrimental to properties and occupants in the neighborhood and/or to any other uses and occupants on the same property.
- D. *Special and/or temporary events.* Special and/or temporary events in live/work units shall be required to follow the permit process for special and/or temporary events contained in Division 9 of Article V. – Temporary Use Permit and Special Event Permit.
- E. *Covenant.* A City-approved covenant shall be executed by the owner of each live/work unit and shall include statements that the occupant(s) understand(s) and accept(s) he/she is living in a live/work unit and must operate a business from said unit. The covenant shall also set forth the required use conditions as described in this section.
 - 1. The residential component shall be contiguous with, and integral to, the working space, with direct access between the two areas, and not as a separate stand-alone dwelling unit.
 - 2. Only one residential component per live/work unit shall be allowed. The residential component space and the business component space shall only be used as one contiguous habitable space and, if rented, shall only be rented together as one tenant space.

3. Any lease between the owner and a tenant, or between a tenant and a subtenant, shall refer to the fact that the live/work unit is subject to the above-referenced covenant.
4. A resident in any live/work unit shall operate a business from the unit and shall possess a San Fernando Business License Certificate in good standing for business activities conducted within the unit.

Sec. 106-655. – Development standards.

- A. *Unit size and dimension.* The minimum square footage of a live/work unit shall be 700 square feet.
- B. *Floor plans.* A live/work unit may include a single level floor plan or a multiple-level floor plan.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 13. – OUTDOOR DINING

Sec. 106-656. – Intent and purpose.

The purpose of this division is to establish requirements for outdoor dining area that is accessory to a restaurant, café, specialty food establishment or other eating establishments, bars, taverns, cocktail lounge, craft breweries/distilleries, tap rooms, tasting rooms or wine bars on when located on private property.

Sec. 106-657. – Requirements.

- A. The outdoor dining area shall require approval of a planning review. See also section 74-196 of the San Fernando Municipal Code, "Use of Sidewalk for Outdoor Dining."
- B. Prior to the installation of any structural, mechanical, electrical or plumbing improvements associated with the outdoor dining or sitting area, a Building permit shall be obtained.
- C. Prior to occupancy of an outdoor dining or seating area an inspection is required.

Sec. 106-658. - Development standards.

- A. Base Zone regulations for setbacks, and maximum lot coverage, and emergency access in accordance with the California Fire Code, shall apply.
- B. Dining areas shall maintain building egress as defined by the Uniform Building Code.
- C. Tables and chairs shall be placed only in the locations shown on the approved site plan.
- D. Barriers to delineate the outdoor dining area are recommended, but not required unless alcohol will be served in the outdoor dining area. The barrier may be either permanently installed or moveable.
- E. When located immediately adjacent to a residential use, or other sensitive uses, provisions shall be made to minimize noise, light, and odor impacts on the residential use.
- F. Outdoor dining may be covered or uncovered. Awnings or umbrellas may be used in conjunction with outdoor dining, but shall not be used as a permanent roof or shelter over the outdoor dining.
- G. Outdoor dining shall be designed and operated so that it may be used by people of all abilities by complying with all of the following:
 1. The surface of the outdoor dining area shall be level and have a running slope and a cross slope that do not exceed 2 percent (1 unit vertical in 50 units' horizontal).
 2. The outdoor dining area shall not be located on a raised platform or in a sunken area, unless an accessible ramp is provided in accordance with the California Building Code, or the American Disabilities Act, whichever provides greater accessibility.
 3. Access openings should be placed in a location that will not create confusion for visually impaired pedestrians.

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4. At least one wheelchair accessible seating space shall be provided for every 20 seats, or as required by the California Building Code, or the American Disabilities Act, whichever is greater.
 5. When multiple wheelchair accessible seating spaces are provided, they shall be distributed and integrated within the outdoor dining area.
 6. Wheelchair accessible seating spaces shall have a minimum unobstructed maneuverability dimension of 30 inches in width by 48 inches in depth.
 7. Access to designated wheelchair seating spaces shall be provided through an accessible path with not less than 48 inches unobstructed width.
- H. Parking for the outdoor dining portion of an eating establishment shall only be required if and only for the area over the thresholds identified below:
1. The area of the outdoor dining area is greater than 200 square feet; or
 2. The area of an outdoor dining area exceeds 25% of the combined total of the gross floor area of the associated eating establishment and the area of the outdoor dining area.
- I. When outdoor dining is proposed on the parking area for the establishment, the required parking can be provided as described in the San Fernando Municipal Code [section 106-284](#).

Sec. 106-659. – Design standards.

- A. A colors and materials sheet shall be included in the site plan application to provide the colors, materials of all furniture, barriers, lighting and landscaping that is to be in the outdoor dining area. Exact dimensions and specifications shall be included.
- B. Dining/seating area barriers (fences, gates, ropes, etc.) shall be visually appealing, and help to separate the dining/seating area from the sidewalk.
- C. Fabric inserts (natural or synthetic) of any size are not permitted to be used as a part of a barrier.
- D. The use of chain-link, cyclone fencing, chicken wire or similar material is prohibited.
- E. Materials not specifically manufactured for fencing or pedestrian control are prohibited unless they are expressly allowed elsewhere in these guidelines.
- F. Materials such as buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc. are not permitted and shall not be used as components of a barrier.
- G. All furniture and fixtures must be of sufficiently sturdy construction so as not to blow over with normal winds.
- H. Furniture and fixtures must not be secured to trees, lampposts, street signs, hydrants, or any other public street infrastructure by any means, whether during restaurant operating hours or when the restaurant is closed.
- I. Outdoor dining furniture shall be made of high-quality, durable materials that provide an attractive design and are appropriate use for outdoor use. Folding chairs, lightweight, plastic, deteriorated, U.V. damages, splintered or similar furniture will not be approved or placed in the outdoor dining area. Sealed or painted metal or wood tables are recommended.
- J. All materials shall be well maintained without stains, rust, tears, or discoloration. Materials that show signs of significant wear/age shall be replaced.
- K. Umbrellas shall be constructed of a canvas-type, durable, and fade and fire-resistant material suitable for outdoor use. No plastic fabrics, plastic or vinyl-laminated fabrics, or any type of rigid materials are permitted.
- L. Umbrellas shall be installed and maintained so as to provide pedestrian clearance by maintaining 7 feet of clearance from the ground to the lowest edge of the umbrella.
 1. The 7-foot minimum height includes not only the umbrella frame and panels, but also any decorative borders such as fringes, tassels, or other such ornamentation.
 2. No part of an umbrella may exceed a height of 9 feet above the surface of the outdoor dining area to avoid an undue visual obstruction of other businesses.

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- M. Umbrellas shall be set back a minimum of 3 feet from the neighboring property measured from the outer most edge of the umbrella to the property line.
- N. Umbrellas must be free of advertisements or product names.
 - 1. Umbrellas must not contain signage for the restaurant or for any other entity in the form of wording, logos, drawings, pictorial or photographic representations, or any other similar identifying characteristics.
- O. All parts of any umbrella (Including the fabric and supporting ribs) must be contained entirely within the outdoor seating area.
- P. Umbrellas must blend appropriately with the surrounding built environment.
- Q. Umbrella fabric must be one solid color, and is not permitted to be a fluorescent or other strikingly bright or vivid color.
- R. Barriers made of walls, railings, fences, planter boxes, solid wood fences or concrete walls or a combination thereof are acceptable.
- S. Barriers shall be no taller than 4 feet in height, unless the barrier is preexisting and exceeds 4 feet in height or a barrier greater than 4 feet in height is required pursuant to another section of the Municipal Code or other codes. Railing and fencing must be constructed of metal, (aluminum, steel, iron, or similar) or wood and must be of a dark color (either painted or stained).
- T. To ensure their effectiveness as pedestrian control devices and their ability to be detected by persons with vision impairments, barriers must meet the following measurements:
 - 1. Planters may not exceed a height of 36 inches above the level of the sidewalk. Plants may not exceed a height of 108 inches (8 feet) above the level of the sidewalk.
 - 2. In the case of a rope or chain enclosure, the rope or chain must not exceed 27 inches above the sidewalk surface.
 - 3. All barriers must be detectable to visually impaired pedestrians who employ a cane for guidance. Therefore, the bottom of the barriers must be no greater than 27 inches above the sidewalk surface.
 - 4. Fences or other perimeter enclosures with a height of between 36 inches and 48 inches must be at least 50 percent open (see-through) in order to maintain visibility of street level activity. Any enclosure with a height over 48 inches must be at least 80 percent open (see-through).
 - 5. Any access opening within the barrier must measure no less than 44 inches in width.
- U. When abutting public property, a barrier may be in the form of open fencing, railing and /or landscape planters that must be a minimum of 3 feet, but not taller than 4 feet in height.
- V. If a barrier is moveable, it shall be affixed while the establishment is open for business. Rope or chain barriers are permitted. The rope or chain must have a minimum diameter of one inch. Vertical support posts must be constructed of metal or wood. A stanchion base shall not be domed, and shall not be more than one-half (1/2) of an inch above the surface of the floor.
- W. A stanchion or other vertical supporting member that has a base must not be a tripping hazard.
- X. No banners or signage shall be displayed on the barrier of an outdoor dining area or within the outdoor dining area other than the name of the establishment that may be placed on umbrellas or on the valance of an awning with an overhang not lower than 84 inches from the finished grade of the ground of the outdoor dining area.
- Y. Portable heaters, if provided, shall be located a minimum of 4 feet away from the exterior face of the building and from any combustible materials, including architectural projections, or in accordance with manufacturer recommendations, whichever is most restrictive.
- Z. Planters may be made out of wood, ceramics, stone, or high quality thick plastic planter boxes.
- AA. Planters shall contain live plant materials in healthy condition. Seasonal, thematic planter displays are encouraged. Stressed, dead, or dying landscape must be promptly replaced. Artificial plants; empty planters; or planters with only bare dirt, mulch, straw, woodchips or similar material are not permitted.
- BB. Planters shall have a self-contained watering reservoir system that prevents any leakage.

- CC. Illuminated outdoor dining areas shall incorporate lighting which shall be installed to prevent glare onto, or direct illumination of any public space or property or use.
- DD. Lighting shall be mounted so that all wiring is concealed. Rope or string lights are allowed provided they are installed to the requirements of the Building Code and manufacturer’s specifications. Spotlights and illumination for adverting are prohibited.

Sec. 106-660. – Operating standards.

- A. Outdoor dining shall be operated in a manner that meets all requirements of the Health Department of Los Angeles County and any other applicable regulations.
- B. Exclusive of the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas city-wide shall be limited to the hours between 7:00 a.m. and 11:00 p.m., daily.
 - 1. Within the Downtown District of the SP-5 zone, the hours of operation of outdoor dining areas shall be limited to the hours between 7:00 a.m. and 12:00 a.m., daily.
 - 2. When the primary use requires a conditional use permit, the hours and days of operation of the outdoor dining area shall be identified in the approved conditional use permit.
- C. An outdoor dining area may provide either waiter/waitress service or self-service.
- D. The outdoor dining area shall be clean and free of litter at all times. Waste receptacles are encouraged.
- E. Dining equipment (including, but not limited to, tables, chairs, space heaters, barriers) may remain in place when not in use if located on private property; dining equipment, if stored, may not be stored in an area visible from the public right-of-way or from any plaza area.
- F. Live entertainment, television monitors, screens, dancing, pool tables, billiard tables, adult entertainment uses, and cover charges are prohibited in the outdoor dining area.
- G. Food trucks are permitted with an approved conditional use permit pursuant to Division 7 of Article V.
- H. Outdoor dining shall comply with the sound level limits of the associated eating establishment in accordance with San Fernando Municipal Code [Chapter 34 Article II](#).
- I. All forms of vaping, smoking and the use of tobacco products in the outdoor dining area shall comply with San Fernando Municipal Code [Chapter 23](#).
- J. Outdoor cooking is permitted in an outdoor dining area in compliance with the LA County Health Department, CA Building Code and City of LA Fire Code.
- K. Establishments which propose to serve alcoholic beverages in the outdoor dining area shall comply with the standards established by the California Department of Alcoholic Beverage Control and shall update their approvals from said department to include the new outdoor dining area if necessary. The outdoor dining area shall be:
 - 1. Physically defined and clearly part of the establishment it serves as an accessory use to; and
 - 2. Supervised by a restaurant employee to ensure compliance with laws regarding the on-site consumption of alcoholic beverages.

Sec. 106-661. – Denial, Revocation, or Suspension of Permit

- A. Violations of the outdoor dining area standards may result in enforcement actions up to and including revocation of said permit and termination of use.
- B. A violation of this chapter is subject to the administrative citation provisions of subject to [SFMCA Article III](#) of this code.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 19. – TEMPORARY STORAGE CONTAINERS

Sec. 106-758. – Purpose.

This section provides location, development, and operating standards for temporary storage containers in compliance with the development standards within the underlying zone district.

Sec. 106-759. – Approval by the director.

Temporary storage containers shall be allowed, subject to approval of a Zoning Clearance application as required in section 106-1023.

Sec. 106-760. – Applicability.

Temporary storage containers may be allowed if unusual circumstances exist that require the use of a temporary storage container, as determined by the Director. Unusual circumstances include, but are not limited to, construction, business relocation, natural disasters, and residential rehabilitation activities.

Sec. 106-761. – Development standards.

- A. A temporary storage container shall:
 - 1. Not be located in a parking area unless a zoning clearance is obtained;
 - 2. Not be located in a landscaped area; unless a zoning clearance is obtained;
 - 3. Be located on-site not more than 180 days during any consecutive 12-month period;
 - 4. Require the submittal of a zoning clearance with the Planning Division, in accordance with section 106-849 if proposed for more than 180 days during any consecutive 12-month period.
- B. Fences, walls, and/or landscaping, or other methods approved by the Director shall be required to properly screen the temporary storage container from a public street, right-of-way, or adjacent residential zoning districts.
- C. No signs, other than the operating company identification, shall be allowed on a temporary storage container.
- D. The use of a temporary storage container for seasonal storage shall be prohibited.

ARTICLE IV. – STANDARDS FOR SPECIFIC LAND USES AND ACTIVITIES

DIVISION 21. – VEHICLE FUELING AND ELECTRIC VEHICLE (EV) CHARGING STATIONS

Sec. 106-763. – Purpose.

This section provides location, development, and operating standards for vehicle fueling and/or EV charging stations in compliance with section 106-766.

Sec. 106-764. – Permitted uses.

Vehicle fueling or EV charging stations shall be limited to selling vehicle fuels, other fuels and other supplying goods necessary for electric vehicles or zero emission vehicles, and supplying goods and services required in the operation and maintenance of motor and/or electric vehicles. These shall include the following.

- A. Automotive retail sales. The retail sale of batteries, motor fuels, tires, lubricants, and oils.

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- B. Repairs. Incidental minor repairs, including brake, lubrication, tire, and tune up service, shall be conducted entirely within an enclosed structure, in compliance with the standards in Division 6 of Article IV and where allowed by the zone, subject to the standards of the underlying zone.
- C. Convenience store. A new or existing vehicle fueling or EV charging station may include an onsite convenience store as an accessory use, where allowed by the zone.

Sec. 106-765. – Prohibited uses.

The following uses and services are prohibited at vehicle fueling or EV charging stations.

- A. Autobody and fender repair, painting, upholstery work, and dismantling.
- B. Tire recapping, machine work or welding.
- C. Overhauling, replacement, or repairing of differentials, engines, front suspension, and transmissions.

Sec. 106-766. – Operational standards.

All vehicle fueling or EV charging stations shall comply with the following operational standards.

- A. Location and display of accessories, batteries, and tires for sale shall be on or within three feet of the pump island or the main structure's exterior;
- B. No vehicle rental activities shall be conducted on the vehicle fueling or EV charging station site; and
- C. All outdoor/open storage of materials shall be limited to a maximum area of 150 square feet, and shall be enclosed by a 6-foot-high, solid decorative masonry wall, subject to the approval of the Director.
- D. All EV charging systems shall meet the requirements of the California Electrical Code, the California Building Code, the California Green Building Standards Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, accredited testing laboratories, and rules of the Public Utilities Commission regarding safety and reliability.

Sec. 106-767. – Development standards.

All vehicle fueling or EV charging stations shall comply with the following development standards.

- A. If a vehicle fueling or EV charging station adjoins a zone or overlay that allows residential uses, a 6-foot-high, solid decorative masonry wall, in compliance with Division 7 of Article III (Walls and Fences), shall be installed along the property line that adjoins the property that is zoned to allow residential.
- B. A 3-foot-wide planting strip shall be located on the station site along the entire length of the wall separating the vehicle fueling or EV charging station from adjacent property that allows residential uses and public street rights-of-way, except for driveway openings. All unpaved areas shall be landscaped in compliance with Division 4 of Article III (Landscaping Standards for Private Property).
- C. A planter area of not less than 100 square feet shall be provided at the corner of two intersecting streets, in compliance with Chapter Division 4 of Article III (Landscaping Standards for Private Property).
- D. Additional landscaping may be required by the Director to screen the vehicle fueling or EV charging station from adjacent residential properties.
- E. All exterior light sources, including canopy, flood, and perimeter, shall be energy efficient, stationary, and shielded or recessed within the roof canopy, to ensure that all light, including glare or reflections, is directed away from adjoining properties and public rights-of-way, in compliance with section 106.353 (Outdoor Lighting).

Sec. 106-768. – Site maintenance.

All vehicle fueling or EV charging stations shall comply with the following maintenance standards.

- A. Used or discarded automotive parts or equipment, or permanently disabled, junked, or wrecked vehicles, shall not be located outside of the main structure.

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- B. A refuse storage area, completely enclosed with a masonry wall not less than five feet high, with a solid gated opening, and large enough to accommodate standard-sized commercial trash bins, shall be located to be accessible to refuse collection vehicles.
- C. Driveways and service areas shall be maintained and kept free of oil, grease, and other petroleum products, in addition to litter. These areas shall be periodically cleaned with equipment that dissolves spilled oil, grease, and other petroleum products without washing them into the drainage, gutter, and sewer system.
- D. Additional Conditions. Additional conditions (e.g., hours of operation, sign regulations, structure materials and design) may be imposed by the applicable review authority as deemed reasonable and necessary to protect the public health, safety, and general welfare of the community.

ARTICLE V. - ADMINISTRATION**DIVISION 3. - ZONE CLEARANCE****Sec. 106-823. - Purpose.**

This section establishes procedures for conducting a Zone Clearance to verify that each new or expanded use or structure complies with all of the applicable requirements of this Code and with any applicable policies or standards of the General Plan and any operative plans.

(Ord. No. 1270, § 30.745, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1585, §§ 1, 2, 12-1-2008)

Sec. 106-824. - Applicability.

- A. *Establishment of a Permitted Use.* A Zone Clearance is required to confirm that the establishment of a new use is permitted as a matter of right and that no Conditional Use Permit or other entitlements are required prior to securing a business license certificate and commencing operations.
- B. *Other Activities.* A Zone Clearance shall be required for any other activity for which a Zone Clearance is specifically required elsewhere in this Code.
- C. *Streamlined Development.* A Zone Clearance is required for all streamlined development as defined in Section 65913.4 of the California Government Code and any other process the City deems should be a ministerial review but requires routing and review for compliance. The Zone Clearance for Streamlined Development shall be processed like a Site Plan Review but shall be reviewed and approved or denied ministerially (i.e., compliance with discretionary findings, discretionary conditions of approval, and review by the Planning and Preservation Commission are not required or permitted).
- D. *Exceptions.*
 - 1. No Zone Clearance shall be required for the continuation of previously approved or permitted uses, structures, or uses and structures that are not subject to any Building Code or Zoning Code regulations.
 - 2. A change in building use that complies with this Code shall require a Building Permit if the use is in a different Building Code occupancy group class, such as conversion of a retail building to public assembly or residential use.

Sec. 106-825. - Review authority.

If the Director determines that the proposed use or building is allowed as a matter of right by this Code, and conforms to all the applicable development and use standards, the Director shall issue a Zone Clearance.

Sec. 106-826. - Application.

- A. Application for a Zone Clearance shall be filed in a manner consistent with the requirements contained in Division 1 of this article.
- B. The Director may request that the Zone Clearance application be accompanied by a written narrative, operational statement, plans, and other related materials necessary to show that the proposed development, alteration, or use of the site complies with all applicable provisions of this Code. The Director may require attachments of other written or graphic information, including, but not limited to, statements, numeric data, site plans, floor plans, and building elevations and sections, as a record of the proposal's conformity with the applicable regulations of this Code.
- C. Applications for Streamlined Development shall be subject to the same material and document requirements as a Site Plan Review, as applicable.

Sec. 106-827. - Notice.

Public notice shall not be required.

Sec. 106-828—106-843. – Reserved.**ARTICLE V. - ADMINISTRATION****DIVISION 4. – ADMINISTRATIVE PLANNING REVIEW****Sec. 106-844. – Purpose.**

The purpose of this chapter is to establish thresholds for level of review for planning applications that do not require a full Site Plan Review or Conditional Use Permit review. Applications applied for under this division shall be reviewed and approved administratively.

Sec. 106-845. – Findings and decisions.

The Review Authority shall only approve an application for a minor or major administrative planning review if it finds that the application is consistent with the purposes of this article and with the following:

- A. The applicable standards and requirements of this Code;
- B. The General Plan and any applicable Specific Plan, Community Plan, ordinances or policies the City has adopted;
- C. Any applicable design guidelines or standards the City has adopted;
- D. Any approved Tentative Map, Conditional Use Permit, Variance, or other planning or zoning approval that the project required.

Sec. 106-846. – Thresholds for review.

No change in the use or structure for which a permit or other approval has been issued is permitted unless the permit is modified as provided for in this Code. For the purpose of this section, when an applicant is proposing to amend, alter, expand buildings or uses, or otherwise revise a specific project or an existing developed site, staff will be required to determine the type of application (Site Plan Review or Conditional Use Permit) and level of review based on the following below:

- A. *Minor Administrative Planning Review.* The Director may approve minor changes to approved plans that are consistent with the original findings and conditions approved by the Review Authority and would not intensify any potentially detrimental effects of the project or create a new unanticipated impact that may or may not be significant. Minor projects typically **do not** require the review of other departments or agencies. Minor projects include, but are not limited to, the following:

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- a. *Residential Minor Administrative Planning Review:* Architectural or exterior material, treatments or color changes which **do not** change the basic form and theme of an existing building or conflict with the original architectural form and theme of an existing building; and which **do not** require the review of other departments (excepting Building & Safety) or agencies.
 - a. Any interior alterations that do not increase the number of rooms, bedrooms, or the gross floor area within a structure, or change or intensify the permitted use of that structure or the height of the building.
 - b. On-site changes to a previously approved site plan which **do not** change the basic form and/or function of an existing site; and, not requiring the review of other departments or agencies.
 - c. Landscape modifications which **do not** alter the general concept or reduce the effective amount of landscaping not requiring the review of other departments or agencies.
 - d. Structural additions or alterations to existing residential projects not requiring the review of other departments or agencies, and/or which **do not** propose additional units exceeding density requirements for respective districts, and **do not** require a change to entitlement type.
 - e. Parking lot configurations not changing the previously approved circulation of the parking lot.
 - b. *Non-Residential Minor Administrative Planning Review:*
 - a. Minor structural additions to non-residential projects not requiring the review of other departments or agencies.
 - b. Construction of fences, walls, and screens on non-residential property which **do not** include vehicular or emergency service pedestrian gates.
 - c. Any addition of solar covered parking structures less than or equal to 1,000 square feet not requiring the review of other departments or agencies.
 - d. On-site changes to a previously approved site plan which **do not** change the basic form and/or function of an existing site; and, not requiring the review of other departments or agencies.
 - e. Landscape modifications which **do not** alter the general concept or reduce the effective amount of landscaping not requiring the review of other departments or agencies.
 - f. Parking lot configurations not changing the previously approved circulation of the parking lot.
- B. *Major Administrative Planning Review.* Major administrative planning reviews typically require the review of a limited number of other departments or agencies. Major administrative planning reviews include, but are not limited to, the following:
 - a. *Residential Major Administrative Planning Review:*
 - a. Structural additions or alterations to existing residential projects requiring the review of a limited/abridged number of other departments or agencies, and which **do not** propose additional units exceeding density requirements for respective districts or require a change to entitlement type.
 - b. New construction or additions to residential buildings of less than 200 square feet.
 - c. Construction of a new residential building(s) within existing residential projects exceeding either 50 percent of the existing number of units or 50 additional units, whichever is less

and, which **do not** propose additional units exceeding density requirements for respective districts and **do not** require a change to entitlement type.

- b. *Non-Residential Major Administrative Planning Review:*
 - a. Structural additions to non-residential projects requiring the review of a limited/abridged number of other departments or agencies.
 - b. Structural additions to non-residential projects or the construction of a new building(s) or structure(s) on developed and previously entitled land or parcels.
 - c. Addition of a drive-through facility to an existing or previously approved building.
 - d. New construction or expansion of existing parking lots into areas not previously utilized for parking or on-site vehicular circulation that change the previously approved circulation of the parking lot.
 - e. Any change or modification to an existing Conditional Use Permit (or other application type requiring noticing), which does not require or warrant re-noticing.
- C. *Full Review.* Projects that do not fit the above criteria and projects that require a full entitlement review, as determined by the Director, shall be considered full Site Plan Reviews and/or full Conditional Use Permits. Examples of this include, but are not limited to, the following:
 - a. New use on vacant/undeveloped land.
 - b. Changes resulting in additional environmental impacts not previously assessed; or, which are not eligible for a CEQA Exemption.
 - c. Construction of a new building on undeveloped land or parcel.
 - d. Expansion of a building or use encompassing a land area not included in the previously approved entitlement.
 - e. Establishment of a new conditional use.
 - f. Expansion of a conditional use with no previously approved Conditional Use Permit on record.
 - g. Structural additions to non-residential projects that result in 20 percent or more of the existing square footage or 500 square feet, whichever is less.
 - h. Structural additions to existing residential projects that are 200 square feet or more or add another level to the existing residential structure.

ARTICLE V. - ADMINISTRATION

DIVISION 5. – TEMPORARY USE PERMIT AND SPECIAL EVENT PERMIT

Sec. 106-847. – Purpose.

The intent and purpose of this Division is to establish a process for reviewing proposed temporary uses and special events to ensure that basic health, safety, and community welfare standards are met, while approving suitable temporary uses and special events, with the minimum necessary conditions or limitations consistent with the temporary nature of the activity. A Temporary Use Permit and Special Event Permit allows for short-term activities that might not meet the normal development or use standards of the applicable zoning district but are considered acceptable due to their temporary nature.

Sec. 106-848. – Applicability.

- A. *Permit Requirement.* A Temporary Use Permit or Special Event Permit approved by the applicable review authority shall be required for all uses identified in this Division and shall be issued before the commencement of the activity.
- B. *Exempt Activities.* The following temporary uses are exempt from requiring a Temporary Use Permit or Special Event Permit and other city approval. Uses other than the following shall comply with this division.
 - 1. On-site contractor's construction yards, in conjunction with an approved construction project. The activity shall cease upon completion of the construction project, or the expiration of the companion building permit authorizing the construction project.
 - 2. Promotional activities related to the primary product lines of a retail business, and similar activities (e.g., book readings and signings at bookstores, opening receptions at art galleries).
 - 3. Emergency public health and safety activities.

Sec. 106-849. – Allowed Temporary uses and special events.

The following temporary uses and special events may be allowed, subject to a Temporary Use Permit or Special Event Permit by the applicable review authority. Uses other than the following shall comply with the use and development regulations and permit requirements that otherwise apply to the property, except uses that are exempt from the provisions of this Division in compliance with Sec. 106-848 (Applicability).

A. *Temporary Use Permit:*

- 1. *Storage.* Enclosed temporary storage, unrelated to a construction project, or exceeding 180 days, but in no case exceeding a maximum of one (1) year. See Division 19 of Article IV (Temporary Storage Containers) for specific standards.
- 2. *Temporary entertainment and exhibit uses.* Indoor or outdoor temporary entertainment and exhibit uses related or not related to the primary use of the property and compatible with the zoning district of the site and surrounding land uses. These temporary uses may include, but are not limited to, art exhibits and installations, museums, live or motion picture theatres, and interactive or immersive attractions, and may be permitted for more than twelve (12) days but not more than six (6) consecutive months.
- 3. *Temporary outdoor sales.* Temporary outdoor sale of merchandise, in any commercial, industrial, or SP-5 zoning district, in compliance with the following provisions:
 - a. There shall be no more than four (4) sales in any calendar year.
 - b. Each sale shall be limited to three (3) consecutive days.
 - c. The merchandise displayed shall be that customarily sold on the site.
 - d. The site utilized for a permanently established business holding a valid business license certificate as required.
- 4. *Temporary real estate sales offices.* A temporary real estate sales office may be established within the area of an approved development project, solely for the first sales of homes. A permit for a temporary real estate office may be approved for a maximum of one (1) year.
- 5. *Temporary structures.* A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.
- 6. *Temporary work trailers.* A trailer or mobile home as a temporary work site for employees of a business may be allowed during construction or remodeling of a permanent commercial or manufacturing structure, when a valid building permit is in force. The permit for a temporary work trailer may be granted for up to one (1) year.
- 7. *Seasonal sales.* The annual sales of holiday related items such as Christmas Trees, pumpkin lots/patches and similar items may be permitted in accordance with the following standards:

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- a. Time Period. Seasonal sales, including Christmas Tree and pumpkin lots, associated with holidays are allowed up to a month preceding and one week following the holiday.
 - b. Goods, signs, and temporary structures. All items for sale, as well as signs and temporary structures, shall be removed within five days after the end of sales, and the appearance of the site shall be returned to its original state.
 - c. Parking. The Director may require a shake-off area or alternative design to ensure that dirt is not deposited onto public streets.
8. *Temporary use of unattended collection boxes.* A collection box is permitted as a temporary accessory to a principal permitted use with approval of site plan review by the community development Director pursuant to Division 6 of Article V of this chapter and subject to the following:
- a. *Definition.* For the purpose of this section, "collection box" means an unattended canister, receptacle, or similar device, used for soliciting and collecting donations of salvageable goods and movable property, but not money or evidences of debt. This term does not include a recyclables container regulated by Chapter 70 of this Code.
 - b. *Prohibition.* No person, individual, firm, corporation, partnership, association, club, society, or other entity shall engage in any of the following without a permit in accordance with this section: (i) place, install, or maintain on any real property a collection box held out to the public for donations; (ii) extract any item from a collection box; or (iii) allow, aid, abet, or suffer any such action.
 - c. *Application.*
 - i. Any requirement to show particular information on the site plan may be waived as the Director deems appropriate.
 - ii. The application shall include:
 - A. The signed and notarized written consent to the application by the owner of the subject parcel of land;
 - B. Contact information for the person responsible for the ongoing maintenance of the collection box; and
 - C. Other information deemed appropriate by the Director.
 - iii. A permit may be issued only to a nonprofit entity that is eligible to solicit donations of salvageable personal property pursuant to Welfare and Institutions Code Section 148.3.
 - d. *Duration.*
 - i. Written approval of a collection box under this section shall be considered a temporary permit and shall be valid for a period not longer than 24 months as set forth in the permit, unless otherwise provided by this section. The permit shall terminate earlier than the expiration stated therein if: (1) the permit is revoked on the grounds of non-compliance with the permit or other law; or (2) the collection box is abandoned for 30 days after the mailing date of the city's written notification to the permit holder of the abandonment.
 - ii. The permit holder and the owner, tenant, and person or entity in control of the parcel of land on which the collection box is placed shall be jointly and severally liable for costs incurred in removing an unpermitted or abandoned collection box. The Director may require a cash bond or other guarantee of removal of the temporary use upon expiration of the permit.
 - e. *Zones.* Collection boxes are prohibited in the city's residential zones, except on properties with any of the following land uses approved by conditional use permit: churches, temples or other places of religious worship or similar places of assembly, schools, nursery schools, hospitals, sanitariums, large community care facilities, museums, and libraries. This division shall prevail over the restriction against temporary

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structures at places of religious worship. The Director may issue a temporary permit pursuant to this section for a period longer than 24 months if the applicant demonstrates that the collection box is customarily incidental to the principal use in accordance with the city zoning ordinance.

- f. *Location.* No collection box shall be placed:
 - i. Within 500 feet of another collection box or a salvage and recycling business, or within 30 feet of the property line of any adjacent residentially zoned parcel. The Director shall have discretion to waive or modify these distance restrictions if justified by the following: (i) the collection box is customarily incidental to the principal use; (ii) it will cause no significant adverse effect on adjacent property; and (iii) the public necessity, convenience, general welfare or good zoning practice.
 - ii. Within a yard setback.
 - iii. Within a required off-street parking space.
 - g. *Conditions of approval.* Approvals shall be limited to one collection box per property. The Director may impose conditions on a collection box permit to ensure compatibility with surrounding uses and to preserve the public health, safety, and welfare, including, without limitation, aesthetics and periodic review of compliance with this section.
 - h. *Maintenance.* The collection box shall have a firmly closing lid. The permit holder and the parcel owner shall be responsible to:
 - i. Maintain the premises in a clean, sanitary condition at all times, free from discarded items, garbage, and other waste.
 - ii. Regularly empty contents to ensure the collection box does not exceed its capacity.
 - iii. Remove any graffiti or material placed outside of the collection box within 24 hours.
 - i. *Size.* The collection box shall not exceed six cubic yards in volume or six feet in height.
9. *Other Temporary Uses.* The Director of Recreation & Community Services shall have the discretion to determine the required permit type for temporary and special uses not listed in this Division.

B. *Special Event Permit:*

- 1. *Carnivals, fairs, and festival events.* Carnivals, fairs, and festival events are subject to the following standards:
 - a. *Location.* Carnivals, fairs, and festival events are limited to areas within Commercial or Employment districts, or on property owned by a school or church.
 - b. *Time limit.* When abutting or adjacent to a Residential District or a street that serves a Residential District the hours of operation shall be limited to 7 a.m. to 10 p.m.
 - c. *Lighting.* Lighting shall be hooded and directed away from residential uses.
- 2. *Special events and sales.* Other short term special events may be permitted in accordance with the following standards:
 - a. *Location.* Events are limited to non-residential districts.
 - b. *Number of events.* No more than six events at one site shall be allowed within any 12-month period. Events shall not last more than five days per event and there shall be a minimum of fourteen (14) days between events.
 - c. *Products.* The outdoor display area shall be directly related to a business occupying a primary structure on the same site.
 - d. *Existing parking.* The available parking shall not be reduced to less than ninety percent (90%) of the minimum number of spaces required by this Chapter.

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3. *Indoor events.* All event centers, as defined and permitted by this Chapter, shall comply with the following standards, in addition to those identified in section 106-853 and section 106-852 (Conditions of Approval).
 - a. Conformance with all applicable Building and Fire Code requirements for assembly uses including, but not limited to, egress, seismic retrofitting, and restrooms.
 - b. Provision of off-street parking in accordance with Division 3, Subdivision II (Off-Street Parking and Loading).
 - c. Conformance with the following public health, safety, and welfare standards:
 - i. When abutting residential uses or zoning, delivery and retrieval of event materials/props and set-up and take-down operations and activities shall occur only between the hours of 8:00 a.m. to 8:00 p.m. Monday through Friday and 9:00 a.m. to 8:00 p.m. Saturday and Sunday.
 - ii. Event staff shall monitor vehicle parking and retrieval to ensure there is no excessive noise before, during, or after events.
 - iii. Event staff shall instruct event attendees to remain respectful of nearby residential areas and signage shall be clearly and conspicuously posted and maintained in parking areas with the following wording: “Event Guests and Event Staff, please remain respectful of nearby residential and commercial neighbors and refrain from making loud noises, playing music at high volumes, and accelerating vehicle engines. Thank you for your cooperation.”
 - iv. Event staff shall utilize at least one (1) 3-yard plastic recycle bin, one (1) 3-yard plastic refuse bin, and one (1) green waste bin sized to Public Works Environmental Programs and Operation Division standard, which must be located and filled within the interior of the event center building. After each event, all bins must be located on the outside of the event center building for City trash pick-up operations.
 - v. All events and event-related activities shall occur within the interior of the event center building. No event-related activities or storage of event materials/props shall be permitted exterior of the event center building.
4. *Outdoor events.* The following outdoor events may be allowed:
 - a. Entertainment and assembly events. Outdoor entertainment and assembly events, including concerts, fairs, farmers’ markets, festivals, flea markets, food events, fund-raisers, live entertainment, parades, outdoor sporting events, public relations activities, rummage sales, secondhand sales, swap meets, and other similar events designed to attract large crowds, and which are held on private or public property, for up to 6 days per calendar year or as determined appropriate by the Director of Recreation and Community Services.
5. *Other special events.* The Director of Recreation and Community Services shall have the discretion to determine the required permit for temporary and special uses not listed in this Division.

(Ord. No. 1651, § 3, 2-16-2016)Sec. 106-850. – Review authority.

- A. *Director Review.* The Director shall be responsible for the review and approval of all permits for temporary uses not reviewed by the Recreation & Community Services Committee on Permits and Licenses.
- B. *Committee on Permits and Licenses.* The Recreation and Community Services Department oversees the Committee responsible for the review and approval of all permits for special events, unless reviewed by the Director.

Sec. 106-851. – Application filing and processing.

An application for a Temporary Use Permit or Special Event Permit shall be filed with the applicable authority and processed as follows.

- A. *Application Contents.* The application shall be made on forms made by the Community Development Department and shall be accompanied by the information identified in any applicable City handouts and permit applications.
- B. *Time for Filing.* A temporary use or special event permit application shall be filed as follows:
 1. *Temporary use permit.* A temporary use permit application shall be filed at least 14 days in advance of the proposed commencement of the use.
 2. *Special event permit.* A special event permit application shall be filed with the Recreation and Community Services Department at least 7 days in advance of a proposed minor event, and 14 days in advance of a proposed major event. The Director or Committee shall determine whether a proposed special event or temporary event is minor or major, based on the characteristics of, and activities associated with, the event, and the likely impacts on the surrounding community.
 3. *Additional permits required.* Temporary uses and special events may be subject to additional permits and other city approvals, licenses, and inspections required by applicable laws or regulations.

Sec. 106-852. – Conditions of approval.

The review authority may impose reasonable and necessary specific design, locational, and operational conditions in approving Temporary Use Permit or Special Event Permit as follows:

- A. The use or event is limited to a duration that is no more than the maximum allowed duration, as determined appropriate by the review authority.
- B. The site is physically adequate for the type, density, and intensity of use being proposed, including provision of services (e.g., sanitation and water), public access, and the absence of physical constraints.
- C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing land uses on-site and in the vicinity of the subject property.
- D. The temporary use or activity will be removed and the site restored as necessary to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by this Chapter.
- E. The use or event will comply with all applicable provision of local, State and Federal laws or regulations.
- F. Any other pertinent factors affecting the operation of the temporary use or special event will be addressed, including the following, to ensure the orderly and efficient operation of the proposed use or event, in compliance with the intent and purpose of this Division
 1. Conditions may require the provision of
 - a. Sanitary and medical facilities.
 - b. Security and safety measures.
 - c. Solid waste collection and disposal.
 2. Conditions may regulate:
 - a. Nuisance factors, including the prevention of glare or direct illumination of adjacent properties, dirt, dust, gasses, heat, noise, odors, smoke, or vibrations.
 - b. Operating hours and days, including limitation of the duration of the use or event to a shorter time period than that requested.
 - c. Temporary signs.

- d. Temporary structures and facilities, including height, placement, and size, and the location of equipment and open spaces, including buffer areas and other yards.

Sec. 106-853. – Development and operating standards.

- A. *General Standards.* Standards for floor areas, heights, landscaping areas, off-street parking, setbacks, and other structure and property development standards, which apply to the category of use or the zoning district of the subject parcel, shall be used as a guide for determining the appropriate development standards for temporary uses and special events. However, the review authority may authorize an adjustment from the specific requirements as deemed necessary and appropriate.
- B. *Standards for Specific Temporary Activities.* Specific temporary land use activities shall comply with the development standards identified in Article III (General Regulations), as applicable to the use, in addition to those identified in section 106-849 and section 106-852 (Conditions of approval).

Sec. 106-854. – Post-approval procedures.

The approval or denial of a Temporary Use Permit or Special Event Permit may be appealed in compliance with Division 2 of Article V The procedures of Sec.106-809 (Summary of Planning Permits and Actions) shall apply to the approval of the permit.

- A. *Condition of the Site Following a Temporary Use or Special Event.* Each site occupied by a temporary use or special event shall be cleaned of debris, litter or any other evidence of the temporary activity, on completion or removal of the activity, and shall thereafter be used in compliance with the provisions of this Chapter.
- B. *Revocation.* A Temporary Use or Special Event Permit may be revoked or modified, with only a 24-hour notice, in compliance with Division 2 of Article V (Hearing and Appeals).
- C. *Extension of the Permit.* The Director may extend the operational length of a temporary use or special event if the delay is beyond the control of, and was not the result of actions by, the permittee.
- D. *Expiration of Permit.* A Temporary Use Permit or Special Event Permit shall be considered to have expired when the approved use has ceased or been suspended.

NEW SECTION LIST

ARTICLE I. GENERAL PROVISIONS

DIVISION 1. – INTRODUCTORY PROVISIONS

Sec. 106-4. – Structure of the development code.

- A. *Organization of regulations.* This Code consists of six articles:
 - 1. Article I: General Provisions
 - 2. Article II: Base and Overlay Zones
 - 3. Article III: General Regulations
 - 4. Article IV: Standards for Specific Land Uses and Activities
 - 5. Article V: Administration
 - 6. Article VI: Definitions
- B. *Types of regulations.* This Code contains five types of regulations controlling the use and development of property:
 - 1. *Use regulations.* These regulations specify land uses permitted, conditionally permitted, or specifically prohibited in each zoning district, and include special requirements, if any, applicable to specific uses. Use regulations for base zoning districts and for overlay districts are in Article II of this Code. Certain regulations that are applicable in some or all districts, and performance standards which govern special uses, are in Article III.
 - 2. *Development standards.* These regulations control the height, bulk, locations, and appearance of structures. Development regulations for base zoning districts and for overlay districts are in Article II of this Code. Certain development regulations that are applicable to some or all districts are in Article III. These include regulations for specific uses, development and site regulations, performance standards, parking, and signage.
 - 3. *Administrative regulations.* These regulations contain detailed procedures for the administration of this Code, and include common procedures, processes, and standards for discretionary entitlement applications and other permits. Administrative regulations are in Article V.
 - 4. *Definitions.* Article VI provides definitions and articulates use classifications and terms and definitions used in this Code.

ARTICLE I. GENERAL PROVISIONS

DIVISION 1. – INTRODUCTORY PROVISIONS

Sec. 106-16. - Procedural requirements.

Failure to follow the procedural requirements contained in this chapter shall not invalidate City actions taken in absence of a clear showing of intent.

ARTICLE III.- GENERAL REGULATIONS

DIVISION 1. – GENERALLY

Sec. 106.190. – Access.

- A. *Access to streets.*
 - 1. Every structure shall be constructed upon, or moved to, a legally recorded parcel with a permanent means of access to a public street, in compliance with City standards.
 - 2. All structures shall be properly located to ensure safe and convenient access for servicing, fire protection, and parking.
 - 3. Parcels located on a private street, which were legally established before the effective date of this Title, are exempt from the required compliance with the latest adopted City standards for private streets.
- B. *Pedestrian access.* All multiple-family residential, non-residential, or mixed use developments shall provide a minimum of one pedestrian walkway of no less than four feet in width, from each adjoining street frontage connecting said street with either the main building entrance or common pedestrian corridor.
- C. *Access to Accessory Structures.* Accessory structures and other on-site architectural features shall be properly located to ensure that they do not obstruct access to main structures or accessory living quarters.

ARTICLE III. – GENERAL REGULATIONS

DIVISION 7. – WALLS AND FENCES

Sec. 106-374. – All zones.

The following standards shall apply to all walls and fences city-side.

- A. The height of a wall or fence located along an interior property line shall be measured from the higher natural or established grade of the two abutting properties.
- B. Jacuzzi, spa, swimming pools and other similar outdoor water features shall be fenced in compliance with the Uniform Building Code.
- C. Screening of outdoor uses and equipment shall be provided in compliance with Division 6 of this article or as specified in Article IV for specific land uses and activities.
- D. Temporary fencing may be approved as deemed necessary and appropriate by the Director.
- E. If a fence or wall obstructs the view of a property address from the street right-of-way, the address numbers shall be located on the fence so that they are clearly visible from the street right-of-way.
- F. Decorative lighting fixtures may exceed the maximum allowed height for walls and fences along a street-facing property line shall reflect light down and away from adjoining properties so that the light emitted does not create a public nuisance or offense, in compliance with other applicable SFMC provisions.

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- G. Lighting fixtures may be attached to the side of a fence along an interior property line, provided that they do not project above the top of the fence.
- H. Fences or walls shall not incorporate electrical currents, razor ribbon or wire, barbed wire, concertina ribbon, protruding fragments of broken glass or similar materials shall be permitted.
- I. Chain link is prohibited within any front or side yard area except as part of a temporary construction fence.
- J. The Director may administratively approve fences and walls that exceed the maximum heights identified in this section, in compliance with Division 9 of Article V (modifications, 20% or less).

ARTICLE V. - ADMINISTRATION**DIVISION 1. – GENERALLY****Sec. 106-808. – Purpose.**

The purpose of this article is to identify the bodies, officials, and administrators with designated responsibilities under various divisions of the Zoning Code. Subsequent divisions of Article V provide detailed information on procedures, applications, and permits, including Code text and zoning map amendments, and enforcement. When carrying out their assigned duties and responsibilities, all bodies, administrators, and officials shall interpret and apply the provisions of this Code to implement the policies and achieve the objectives of the General Plan.

Sec. 106-809. – Summary of planning permits and actions.

The following table shows, for ease of reference, a brief summary of the permits and actions that are administered under this Code. The table is not regulatory. For complete regulations, procedures, and requirements, see Divisions 2 through 14 of Article V – Administration. For purposes of this chapter, the following definitions shall apply:

- A. *Ministerial*. Review of plans to determine compliance with codified standards. An example of a ministerial action is the Building Division approving a building permit application.
- B. *Discretionary Quasi-Judicial*. Decisions made by administrative or executive officials or local boards and commissions that apply general rules or policies to specific circumstances. An example of a Discretionary Quasi-Judicial action is the Planning & Preservation Commission approving a Conditional Use Permit for a drive-thru facility.
- C. *Discretionary Legislative*. Decisions made by elected bodies and establish general rules or policies that have a wider impact. An example of a Discretionary Legislative action is the City Council approving a General Plan Amendment.

TABLE 106-831: PLANNING PERMITS AND ACTIONS			
Proposed Activity	Permit or Action Required	Type of Decision	Review Authority
Use-Only Proposals			
Establishment of a (P) Permitted Use	Zone Clearance	Ministerial	Director of Community Development
Establishment of a (C) Conditional Use	Conditional Use Permit	Discretionary Quasi-Judicial	Planning & Preservation Commission

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Establishment of a Temporary use	Temporary Use Permit	Discretionary Quasi-Judicial	Director of Community Development
Development Proposals			
Development of a (P) Permitted Use	Site Plan and Planning Review	Discretionary Quasi-Judicial	Director of Community Development
Request for relief from property development standards due to unique conditions in conjunction with a Site	Variance	Discretionary Quasi-Judicial	Planning & Preservation Commission
Request for minor accommodations to prescribed development standards	Modification	Discretionary Quasi-Judicial	Director of Community Development
Other Proposals or Actions			
Minor changes to approved plans, consistent with original findings and conditions	Minor Administrative Planning Review	Ministerial	Director of Community Development
Changes to a discretionary permit or changes to approved plans that would affect findings or conditions	Major Administrative Planning Review	Discretionary Quasi-Judicial	Director of Community Development
Violation of conditions or terms of permit	Revocation of Permit	Discretionary Quasi-Judicial	Planning & Preservation Commission
Modifications of or exceptions from regulations to ensure equal access to housing for individuals with disabilities	Reasonable Accommodation for Housing	Discretionary Quasi-Judicial	Director of Community Development
Proposals to change a regulation within this Code	Zoning Text Amendment	Discretionary Legislative	City Council
Proposal for development which complies to regulations of an existing district, but not the one currently applied to the site	Zoning Map Amendment	Discretionary Legislative	City Council
Change of the General Plan land use designation for a site	General Plan Amendment	Discretionary Legislative	City Council

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Request to qualify for vesting and processing benefits offered under SB 330	Preliminary Application Pursuant to Section 65951.1	Discretionary Quasi-Judicial	
Request to qualify for ministerial review under SB 35 (SB 423)	Preliminary Application Pursuant to Section 65951.1	Ministerial	
Large, multi-phase project which needs certainty regarding regulations over time in exchange for public benefits	Development Agreement	Discretionary Legislative	City Council

Sec. 106-810. - Application process and fees.**A. Applicant.**

1. The property owner(s) shall sign all applications.
2. If the application is made by someone other than the owner, written proof, satisfactory to the Director, of the right to act as the owner's agent or to use and possess the property as applied for, shall accompany the application.
3. Written proof of authorization must be signed and dated by the property owner and expressly state what the agent is authorized to do on behalf of the owner.

B. Forms and Materials.

1. *Application Forms.* The Director shall prepare and issue application forms and lists that specify the information that will be required from applicants for projects subject to the provisions of this Code.
2. *Supporting Materials.* The Director may require the submission of supporting materials as part of the application, including, but not limited to, operational statements, photographs, plans, drawings, renderings, models, material and color samples, and other items necessary to describe existing conditions on the project site and in the vicinity and the proposed project and to determine the level of environmental review pursuant to the California Environmental Quality Act.
3. *Availability of Materials.* All materials submitted becomes the property of the City, may be distributed to the public, and shall be made available for public inspection. At any time, upon reasonable request, and during normal business hours, any person may examine an application and materials submitted in support of or in opposition to an application in the Planning Division offices. Unless prohibited by law, copies of such materials shall be made available at a reasonable cost.

C. Application Fees.

1. *Payment of Application and Processing Fees.* No application shall be accepted as complete and processed without payment in full of the required application and review fee per the Master Fee Schedule.
2. *Multiple Applications.* The City's processing fees are in accordance with the adopted fee schedule. Cost savings may be incurred due to similar documents being prepared for a single project, such as CEQA review.

Sec. 106-811. - Application review.

Except as required by State law, each application filed with the Planning Division shall be initially processed as follows:

- A. *Completeness Review.* The Division shall review an application for completeness and accuracy before it is accepted as being complete and officially filed. The Division will consider an application complete when:
 - 1. All necessary application forms, documentation, exhibits, materials, maps, plans, reports, and other information specified in the application form, any applicable Division handout, or any additional information on standard checklists, forms, or documents required by the Director have been provided and accepted as adequate; and
 - 2. All necessary fees and deposits have been paid and accepted.
- B. *Notification of Applicant.* The applicant shall receive written notification, within 30 days of submittal, that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the written notification, must be provided.
- C. *Expiration of Application.* If a pending application is not deemed complete within 6 months after the first filing with the Division, the application shall expire and be deemed withdrawn, and any remaining deposit amount shall be refunded, subject to administrative processing fees.
- D. *Extension of Application.* The Director may grant one 6-month extension, upon written request of the applicant. After expiration of the application and extension, if granted, a new application, including fees, plans, exhibits and other materials, will be required to commence processing of a new project application on the same property.
- E. *Additional Information.* After the application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project, in compliance with the California Environmental Quality Act.
- F. *Referral of Application.* At the discretion of the Director, or where otherwise required by this Title, State, or Federal law, an application filed in compliance with this Title may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

ARTICLE V. - ADMINISTRATION**DIVISION 6. – SITE PLAN REVIEW****Sec. 106-855. – Purpose.**

The purpose of the site plan review procedure is to enable the Director to check development proposals for conformity with the sections of this chapter in a manner that is also consistent with the general plan, any applicable specific plans, and adopted design guidelines.

Sec. 106-856. – Applicability.

- A. *Development.* A Site Plan Review Permit shall be required for all projects that propose development, as defined in Article VI – Definitions of this Code, of property within the City of San Fernando in addition to:

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1. All new construction or exterior alteration of any existing building or structure which also requires a conditional use permit or a variance;
 2. All new construction or major remodel of any existing building or structure in the PD overlay, RPD zone, or SP-5 zone;
 3. All new construction or exterior alteration of any existing building or structure in a residential zone that involves 200 square feet or more of floor area or will extend the structure to a second floor;
 4. All new construction or exterior alteration of any existing building or structure in a commercial or industrial zone that results in a 20 percent or more of the existing square footage or 500 square feet, whichever is less.
 5. All new construction of any freestanding sign in all commercial and industrial zones, other than a monument sign or any electronic message center sign.
 6. All new construction or alteration of any wireless communication facility that is determined not to be exempt pursuant to section 106-771 of this Code. Generally speaking, these facilities are located on private property, including city owned property not located within the public right-of-way.
- B. *Exceptions.* No Site Plan Review Permit shall be required for the following:
1. To confirm that the establishment of a new use with no development is permitted as a matter of right.
 2. The continuation of previously approved or permitted uses, structures, or uses and structures, that are not subject to any Building Code or Zoning Ordinance regulations.
 3. Sign permit applications proposing new or revised signage that meet the standards of Division 9 of Article III - Signs
 4. Administrative Planning Review as outlined in Division 7 of this article.

Sec. 106-857. – Procedure.

- A. The applicant shall submit copies of the site plan to the Director. The number of copies required shall be as determined by the Director. The applicant shall be required to pay appropriate fees as determined by city council resolution for processing site plan review applications.
- B. The site plan shall be reviewed by the Director for conformity with sections of this chapter, the general plan, any applicable specific plans, adopted design guidelines, policies and ordinances of the City. The plans may be conditionally approved and signed by the Director which conditional approval stipulates that the development as shown, with any changes noted by the Director, conforms to the development regulations of the zone.
- C. Certain development regulations in the various zones are subject to commission review and approval. In these instances the site plan review application shall be submitted to the commission and the items in question shall be placed on the agenda. The commission may approve, disapprove or approve the proposed development with conditions on the site plan review application. The commission's findings shall be noted on the plans and recorded in the commission minutes.
- D. When a Site Plan Review is required, no building permit shall be issued until the site plan review application has been approved in accordance with this section, and no certificate of occupancy shall be issued unless the development complies with the approved site plan review and all conditions attached thereto.
- E. If the Director determines that there are unusual circumstances or special conditions related to an application, the Director may defer action and refer such application to the planning and preservation commission for final decision.
- F. The applicant may appeal the decision of the Director or the planning and preservation commission pursuant to section 106-817.

(Ord. No. 1270, § 30.745.1, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1585, §§ 1, 2, 12-1-2008)

Sec. 106-858. – Application.

Except as required by State law, each application filed with the Planning Division shall be initially processed as follows:

- A. *Completeness Review.* The Division shall review an application for completeness and accuracy before it is accepted as being complete and officially files. The Division will consider an application complete when:
 - 1. All necessary application forms, documentation, exhibits, materials, maps, plans, reports, and other information specified in the application form, any applicable Division handout, or any additional information required by the Director have been provided and accepted as adequate; and
 - 2. All necessary fees and deposits have been paid and accepted.
- B. *Notification of Applicant.* The applicant shall receive written notification, within 30 days of submittal, that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the written notification, must be provided.
- C. *Expiration of Application.* If a pending application is not deemed complete within 6 months after the first filing with the Division, the application shall expire and be deemed withdrawn, and any remaining deposit amount shall be refunded, subject to administrative processing fees.
- D. *Extension of Application.* The Director may grant one 6-month extension, upon written request of the applicant. After expiration of the application and extension, if granted, a new application, including fees, plans, exhibits and other materials, will be required to commence processing of a new project application on the same property.
- E. *Additional Information.* After the application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project, in compliance with the California Environmental Quality Act.
- F. *Referral of Application.* At the discretion of the Director, or where otherwise required by this Title, State, or Federal law, an application filed in compliance with this Title may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.

Sec. 106-859. – Findings and Decisions.

A Site Plan Review may be approved, with or without conditions, only after first making specific findings as outlined below, and any additional findings required for the approval of specific land uses in Article IV.

- A. *Findings for Approval of Non-Housing Development Projects.* The Review Authority shall only approve a Site Plan Review Permit application for a non-housing related project if it finds that the application is consistent with the purposes of this article and with the following:
 - 1. The applicable standards and requirements of this Code;
 - 2. The General Plan and any applicable Specific Plan, Community Plan, ordinances or policies the City has adopted;
 - 3. Any applicable design guidelines/standards the City has adopted;
 - 4. Any approved Tentative Map, Conditional Use Permit, Variance, or other planning or zoning approval that the project required;
 - 5. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, streetlights, traffic control devices, and the width and pavement of adjoining street and alleys) will be available to serve the subject site.
 - 6. The proposed development will not be substantially adverse to the public health, safety, or general welfare of the community, nor be detrimental to surrounding properties or improvements.
- B. *Findings for Approval of Housing Development Projects.*

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1. The Project does not have a specific, adverse impact on public health or safety. A “specific adverse impact” means a significant, quantifiable, direct and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions in existence on the date the application was deemed complete.
 2. The Project is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and with all applicable development and objective design standards, as existed on the date the application was deemed complete.
 3. The Project is consistent with the General Plan and any applicable specific plan.
 4. The existing or proposed public facilities necessary to accommodate the Project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.
- C. *Findings for Denial or Reduced Density of Housing Development Projects.* Housing development projects consistent with the General Plan, Zoning Code, and objective design standards can only be denied if the findings in Gov. Code 65589.5(j)(1) can be made.
- D. *Findings for Denial or Reduced Density of Housing Development Projects with 20% Affordability.* Housing development projects with 20% affordable units and consistent with the General Plan, Zoning Code, and objective design standards can only be denied if the findings in Gov. Code 65589.5(d) can be made. Certain affordable housing projects shall be processed under the Zone Clearance, Streamlined Development process.

Sec. 106-860. – Conditions of approval.

In granting approval of a Site Plan Review Permit, the Review Authority may impose conditions that are reasonably related to the application and deemed necessary to achieve the purposes of this article, the General Plan, and any applicable operative plan or policy the City has adopted. The conditions shall ensure compliance with the applicable criteria and standards established by this Code or mitigation required pursuant to the California Environmental Quality Act (CEQA) review. Conditions may be related to the following objectives:

- A. The proposed design will not lead to an overburdening of existing or planned infrastructure capacities, including, but not limited to, capacities for water, runoff, storm water, wastewater, and solid waste systems;
- B. The proposed design will ensure that the proposal conforms in all significant respects with the General Plan and with any other applicable plans or policies and design guidelines adopted by the City Council;
- C. The proposed design will achieve the general purposes of this Code or the specific purpose of the zoning district in which the project is located;
- D. The proposed project shall mitigate any potential impacts identified as a result of the environmental review conducted in compliance with the California Environmental Quality Act.
- E. The proposed project shall provide the public facilities necessary to accommodate the Project (e.g., fire protection devices, parkways, public utilities, sewers, sidewalks, storm drains, street lights, traffic control devices, width and pavement of adjoining streets and alleys, etc.).

Sec. 106-861. – Post-approval procedures.

Procedures relating to appeals, notices, revocations and modifications, as identified in Article V (Administration) in addition to those identified in Article IV (Standards for Specific Land Uses and Activities), shall apply following the approval of a Site Plan Review.

Secs. 106-862—106-866. – Reserved.

ARTICLE V. - ADMINISTRATION

DIVISION 7. – CONDITIONAL USE PERMITS

Subdivision I. – In General

Sec. 106-875. - Post-approval procedures.

Conditional Use Permits granted pursuant to the provisions of this Chapter that are valid and in effect, shall run with the land and shall continue to be valid upon a change of ownership of the site or structure that was the subject of the use permit application. However, should the activity approved by the use permit be discontinued for a consecutive period of one year with two 6-month extensions as approved by the Director, the use permit shall be deemed to be expired and shall become null and void. An applicant may request an extension by filing a written application with the Director at least 30 days, but no more than six months prior, to the expiration of the approval. Upon expiration, further continuation of the activity on-site will require approval of a new Conditional Use Permit.

ARTICLE V. - ADMINISTRATION

DIVISION 10. - AMENDMENTS TO GENERAL PLAN TEXT, GENERAL PLAN LAND USE MAP, ZONING CODE TEXT, ZONING MAP, AND SPECIFIC PLAN AMENDMENTS

Sec. 106-1019. – Purpose.

The city council may amend this chapter whenever required by public necessity, convenience and general welfare.

RESOLUTION NO. 2025-01

**RESOLUTION OF THE PLANNING AND PRESERVATION COMMISSION OF
THE CITY OF SAN FERNANDO RECOMMENDING TO THE CITY COUNCIL OF
THE CITY OF SAN FERNANDO ADOPT AN ORDINANCE REPEALING AND
REPLACING CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL
CODE**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the "City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, the City has identified a need to reorganize and amend its zoning code to improve its usability, clarity, and consistency while ensuring compliance with new state laws and implementing policies and programs identified in the City's Housing Element; and

WHEREAS, the City has identified a need to codify policies and procedures to improve public access to said policies and procedures; and

WHEREAS, the City has identified a need to set development standards to facilitate application review and processing; and

WHEREAS, the Planning and Preservation Commission, as part of its special meeting of January 27th, 2025, conducted a duly noticed public hearing on the proposed code reorganization and amendments, and all testimony was received and made part of the public record; and

WHEREAS, the City prepared a revised zoning code that includes new articles, divisions, and sections, as well as modifications to existing provisions to enhance the organization, functionality, and compliance of the zoning code as detailed in Exhibit "B" attached hereto.

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

SECTION 1. Recitals.

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

SECTION 2. Environmental Findings

This project has been determined to be exempt from the requirements of the California Environmental Quality Act under CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment. The text

amendments are administrative and regulatory in nature, focused on improving clarity, consistency, and compliance with existing State mandates and the 6th Cycle Housing Element, and do not involve any physical development or changes in land use. Therefore, there is no potential for the project to result in direct or indirect environmental impacts.

SECTION 3. Zoning Text Amendment Findings

Pursuant to San Fernando City Code Section 106-19 (Zoning Text Amendments) the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

1. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plan.

The proposed code reorganization aligns with and supports the San Fernando General Plan by ensuring clarity, accessibility, and consistency in the implementation of zoning regulations. Specifically:

- **Consistency with Land Use Objectives:** The reorganization provides clear guidance for implementing land use policies outlined in the General Plan, ensuring that zoning designations align with the intended character and uses of various districts within the city.
- **Policy Alignment:** The amendment enhances the usability of the zoning code, making it easier for stakeholders, including residents, developers, and staff, to understand and comply with the city's development standards. This supports the General Plan's goals of promoting orderly growth, sustainable development, and efficient land use practices.
- **Program Implementation:** By improving the structure and organization of the zoning code, the proposed amendment facilitates the effective execution of General Plan programs, such as fostering economic development, housing opportunities, and infrastructure improvements.
- **Enhanced Transparency:** The amendment eliminates redundancies and clarifies ambiguities, fostering greater transparency and ensuring that the zoning code serves as a reliable tool for implementing the General Plan's vision and objectives.

2. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The proposed code reorganization supports the public interest and enhances public welfare by improving the efficiency and effectiveness of zoning regulations as described below:

- **Clarity and Accessibility:** The reorganization simplifies the zoning code structure, making it easier for the public, property owners, and developers to understand and comply with city regulations, thus reducing potential disputes and enforcement challenges.
- **Promoting Public Safety:** By ensuring consistency and clarity in development standards, the amendment supports the city's ability to enforce regulations that protect public

health and safety, such as those related to building codes, setbacks, and environmental safeguards.

- **Streamlining Processes:** The amendment enhances the convenience of navigating the zoning code, thereby streamlining the permitting process and reducing delays for property owners and developers, all while maintaining regulatory standards.
- **Community Welfare:** A well-organized zoning code promotes orderly development, enhances property values, and ensures land uses that are compatible with community needs and expectations, contributing positively to the overall quality of life in San Fernando.

SECTION 4. Determination.

Based on the findings outlined in Section 3 above, the Planning and Preservation Commission of the City of San Fernando does hereby recommend that the City Council adopt an ordinance reorganizing and amending Chapter 106 of the San Fernando Municipal Code as set forth in Exhibit "A" and Exhibit "B".

SECTION 5. Record of Proceeding

The documents and other materials that constitute the record of the proceedings upon which the Planning and Preservation Commission's decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as materials that support the staff reports for the proposed project and are located in the Community Development Department of the City of San Fernando at 117 Macneil Street, San Fernando, CA 91340. The custodian of these documents is in the City Clerk of the City of San Fernando.

SECTION 6. Certification of the Resolution

The Secretary of the Planning and Preservation Commission of the City of San Fernando, California, shall certify the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED by the Planning and Preservation of the City of San Fernando at the special meeting held this 27th day of January 2025, by the following votes:

AYES: F. Sanchez, M. Lua, F. Diaz, F. Solorio, C. Martinez

NOES: None

ABSENT: None

ABSTAIN: None



CECILIA MARTINEZ,
CHAIRPERSON

ATTEST:



ERIKA RAMIREZ, SECRETARY TO THE
PLANNING AND PRESERVATION
COMMISSION

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: May 5, 2025

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

RECOMMENDATION:

It is recommended that the City Council:

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

BACKGROUND:

1. In 2020, Los Angeles Unified School District's (LAUSD) school board voted to make cuts to the District's Los Angeles School Police Department and remove School Police from campus grounds, creating an alternative campus patrol policy.
2. On August 7, 2023, the City Council approved a partnership with LAUSD to enter into a non-financial Memorandum of Understanding (MOU) Education Compact (Contract No. 2185) to support students and families in San Fernando.
3. On February 3, 2025, the City Council received presentations from the Los Angeles District Attorney and the San Fernando Police Department on current law enforcement policies and crime statistics relevant to the City. The City Council requested staff to develop an advocacy letter urging LAUSD to enhance police presence on campuses and improve partnerships with law enforcement agencies.
4. On March 3, 2025, the City Council considered the approval and distribution of a legislative advocacy letter to Board Member Gonez (Attachment "A"). The City Council directed staff to invite Board Member Gonez to present to City Council on School Safety, and table sending

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

Page 2 of 3

the letter to LAUSD to the April 7, 2025 City Council Meeting, pending Councilmember meetings with Member Gonez to discuss school policy and collaboration efforts.

5. On April 7, 2025, the City Council continued this item to the Regular City Council Meeting on May 5, 2025, to provide sufficient time for all interested City Councilmembers to meet with Board Member Gonez, per City Council direction provided at the March 3, 2025 Regular Meeting.

ANALYSIS:

On June 30, 2020, the LAUSD Board of Education directed School Police (LASPD) to limit operations to campus patrol. Currently, LASPD operates under a "patrol model," where officers patrol neighborhoods surrounding schools and respond to incidents as needed. In specific cases of heightened safety concerns, such as recent incidents at Washington Preparatory High School and Northridge Middle School, the district has temporarily assigned officers to those campuses during particular times, like dismissal, but not on a permanent basis. Since the inception of these limited policing policies, parent groups and residents of San Fernando have expressed concern, citing increased rates of violence, gang activity, and physical altercations on campuses.

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

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

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

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

Page 3 of 3

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

BUDGET IMPACT:

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

CONCLUSION:

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

ATTACHMENTS:

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



THE CITY OF SAN FERNANDO

CITY COUNCIL

May 5, 2025

MAYOR
MARY MENDOZA

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

VICE MAYOR
MARY SOLORIOCOUNCILMEMBER
JOEL FAJARDOCOUNCILMEMBER
VICTORIA GARCIACOUNCILMEMBER
PATTY LÓPEZ**Re: Support for Police Presence and Partnerships on School Campuses**

Dear Board Member Gonez,

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

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

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

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

OFFICE OF THE
CITY COUNCIL

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1201

WWW.SFCITY.ORG

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

DISTRICT 6 BOARD MEMBER KELLY GONEZ

Support for Police Presence and Partnerships on School Campuses

Page 2 of 3

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

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

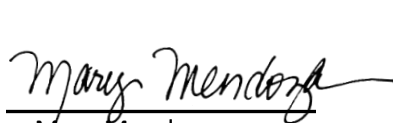
1. **Reestablish On-Campus Police Presence** – Assign dedicated campus police officers to each LAUSD school in the City of San Fernando, and throughout the District, to deter crime, prevent violence, and foster positive relationships between students and law enforcement.
2. **Enhance Community Policing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

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

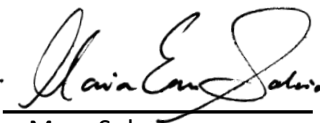
Thank you for your leadership and commitment to the students and families of our shared community. We look forward to your response and to working together to continue building safer and more resilient schools across the San Fernando Valley.

Sincerely,

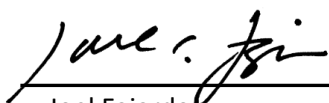
COUNCILMEMBER ELECTRONIC SIGNATURES



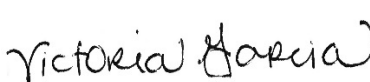
Mary Mendoza
Mayor



Mary Solorio
Vice Mayor



Joel Fajardo
Councilmember



Victoria Garcia
Councilmember



Patty López
Councilmember

DISTRICT 6 BOARD MEMBER KELLY GONEZ

Support for Police Presence and Partnerships on School Campuses

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

Reported Incident Data

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

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julio Salcedo, Recreation & Community Services Director

Date: May 5, 2025

Subject: Discussion and Consideration of the Memorandum of Understanding between the City of San Fernando and Pueblo Y Salud, Inc. a non-profit organization Regarding the Maintenance and Upkeep of the César E. Chávez Memorial

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss and consider the Memorandum Of Understanding (MOU) between City of San Fernando and Pueblo Y Salud, Inc. regarding the Maintenance and Upkeep of the César E. Chávez Memorial; and
- b. Provide staff direction, as appropriate.

BACKGROUND:

1. On June 7, 1993, the City Council approved declaring March 31st an official City holiday honoring the late farmworker and civil rights leader César E. Chávez, thus becoming the first City in the country to establish the César E. Chávez Holiday.
2. On March 31, 1994, the first César E. Chávez Commemoration and Pilgrimage through the streets of San Fernando was celebrated at Las Palmas Park. This event was done in collaboration with Pueblo Y Salud and the César E. Chávez Commemoration Committee (CCCC).
3. On March 12, 2003, the City celebrated the César E. Chávez Memorial groundbreaking ceremony.
4. In October 2013, the CCCC began discussions with City staff to initiate improvements and restore the César E. Chávez Memorial.

Discussion and consideration of the Memorandum of Understanding between the City of San Fernando and Pueblo Y Salud, Inc. a non-profit organization

Page 2 of 4

5. On March 11, 2014, the CCCC presented a proposal to the Parks, Wellness, and Recreation Commission, which included fund-raising to restore the César E. Chávez Memorial, a 10-year Memorial Celebration, and the César E. Chávez March. The Parks, Wellness, and Recreation Commission approved a motion recommending that the item be presented to the City Council for consideration.
6. On August 8, 2014, the CCCC submitted a revised proposal requesting to focus on fundraising for restoration of the César E. Chávez Memorial.
7. On October 06, 2014, City Council approved a three-year MOU with Pueblo Y Salud for the purposes of providing community programming, events and fundraising efforts (Attachment "A").
8. On March 21, 2022, City Council approved reestablishing a formal partnership with CCCC by extending the term of the MOU with Pueblo Y Salud to 2027.
9. On March 17, 2025, Council directed staff to return to a future meeting with Pueblo Y Salud MOU for discussion.

ANALYSIS:

A Memorandum of Understanding (MOU) is a formal, written agreement between two or more parties that outlines the terms and details of a mutual understanding or partnership. It is often used in government, nonprofit, and business settings to establish cooperative relationships without creating a legally binding contract. It is important for the City to have agreements with nonprofits for upkeep and programming because such partnerships promote shared responsibility and reduce financial strain on the city. Nonprofits often bring valuable expertise in areas like art, history, and community engagement, enhancing the quality of related programming. Their strong local ties help foster civic pride and make the programming more accessible and meaningful to the public. Formal agreements also ensure clear roles and long-term stewardship, preventing neglect or confusion. Additionally, nonprofit-led cultural and educational activities can transform programming into a vibrant hub for learning and dialogue.

Pueblo Y Salud, Inc. (PYS) was founded in 1991 to serve the community in the areas of education, civic participation, health, and culture. The organization's goal is to empower individuals to make informed decisions through educational presentations, community workshops and leadership sessions. Their public health programs seek to improve community standards to reduce frequency of health risks in San Fernando. Pueblo Y Salud focuses on assessing how economic and social conditions contribute to behaviors and attitudes, which worsen or promote unhealthy lifestyles within a community.

Discussion and consideration of the Memorandum of Understanding between the City of San Fernando and Pueblo Y Salud, Inc. a non-profit organization

Page 3 of 4

The César E. Chávez Commemorative Committee (CCCC) is a sub-committee of PYS. CCCC consists of members whose goals are to embody the principles and values of César E. Chávez by educating and empowering the San Fernando community and its youth to build diverse relationships that develop socially responsible civic activism and community service. CCCC has been an active partner by providing assistance with the inception, design, and fundraising for the César E. Chávez Memorial.

The currently City has a Cooperative Use Agreement, which is similar to a MOU, with Pueblo Y Salud (PyS). Under the Agreement, PyS is responsible for leading community programming, public events, and restoration efforts related to the César E. Chávez Memorial. PyS serves as the fiscal agent for the César E. Chávez Commemoration Committee and coordinates volunteer-driven cleanups and maintenance efforts at the memorial site. PYS is also tasked with developing and submitting quarterly schedules for youth and cultural programs to be held at City park facilities, when applicable, ensuring these activities align with public policies and community needs.

Additionally, through the Agreement, PyS is responsible for managing fundraising efforts, including grant applications and events, to support memorial restoration and educational initiatives. The recent installation of a commemorative plaque on the Statue of César E. Chávez and Clean up Days was funded through efforts by PyS and CCCC.

The City is responsible for granting PyS access to designated park facilities, including the César E. Chávez Memorial, for approved public programs and events. The City retains ownership and oversight of the facilities, including final approval on proposed programming schedules, restoration plans, and use of materials. It also reserves priority use of park spaces for City-sponsored events and may require additional safety measures, such as insurance or security. Through the Agreement, the City collaborates with PyS on identifying and approving restoration needs at the memorial, supports grant efforts, and ensures all activities comply with City regulations and public safety standards. Importantly, the City remains responsible for the regular maintenance of the César E. Chávez Memorial and covers all costs associated with that ongoing upkeep, ensuring the site remains clean, safe, and accessible to the public.

As part of the ongoing efforts through this MOU, the organization successfully financed and installed a commemorative plaque at the site, further honoring the legacy of César E. Chávez and enhancing the educational value of the memorial for visitors. On May 11, 2024, Pueblo y Salud coordinated a César Chávez Day of Service, which brought community members together for a day of hands-on engagement, including a thorough site clean-up and guided educational mini-tours to inform participants about the life and impact of Chávez. Most recently, Pueblo y Salud has initiated outreach to organize future fundraising events, aiming to support additional educational programs and restoration efforts at the memorial.

Discussion and consideration of the Memorandum of Understanding between the City of San Fernando and Pueblo Y Salud, Inc. a non-profit organization

Page 4 of 4

BUDGET IMPACT:

There is no budget impact incurred by the discussion and consideration of this item.

CONCLUSION:

Staff recommends that the City Council discuss and consider the Memorandum Of Understanding (MOU) between City of San Fernando and Pueblo Y Salud, Inc. regarding the maintenance and upkeep of the César E. Chávez Memorial; and provide staff direction, as appropriate.

ATTACHMENTS:

A. Contract No. 1762

MEMORANDUM OF UNDERSTANDING
(Parties: City of San Fernando and Pueblo Y Salud, Inc.)

THIS COOPERATIVE USE AGREEMENT (“Agreement”) is made and entered by and between Pueblo Y Salud, Inc., a non-profit organization (hereinafter referred to as “PYS”) and CITY OF SAN FERNANDO, a California municipal corporation (hereinafter referred to as the “City”). For purposes of this Agreement the capitalized term “Parties” may refer to either PYS or City. The capitalized term “Party” may refer to either PYS or City interchangeably.

RECITALS

This AGREEMENT is made and entered into with respect to the following facts:

WHEREAS, PYS and the City are entering into this Agreement for the purposes of providing community programming, events, and fundraising efforts, respectively; and

WHEREAS, PYS is the lead agency and fiscal agent for the César E. Chávez Commemoration Committee; and

WHEREAS, the César E. Chávez Commemoration Committee has taken an active role in the inception, design, and previous fundraising efforts for construction of the César E. Chávez Memorial; and

WHEREAS, the City owns and operates Recreation Park located at 208 Park Ave. and the César E. Chávez Memorial, located on Truman St. (APN 2522-034-900), in the City of San Fernando (the “Park Facilities”); and

WHEREAS, PYS has submitted to City a proposal to provide public programming and restoration efforts at the César E. Chávez Memorial, attached hereto as Exhibit “A” (the “Proposal”); and

WHEREAS, PYS represents to City that based upon its experience, its ability to exert influence over community members to support the César E. Chávez Memorial and to mobilize community members to serve as coordinators and volunteers, PYS is an appropriate entity to provide such Public Programs at the Park Facilities.

WHEREAS, City has determined that a Memorandum of Understanding for the public programming at Park Facilities and restoration efforts of the César E. Chávez Memorial by PYS will maximize and enhance the community benefit of the facility by enhancing the aesthetics, public safety, and providing residents access to quality programming/events not offered in the City and compliment the efforts of the César E. Chávez Memorial; and

WHEREAS, PYS and City seek a collaborative relationship to provide public programming at Park Facilities and restoration efforts at the César E. Chávez Memorial subject to certain modifications and refinements under this Agreement.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties hereto agree as follows:

1. Term. The term of this Agreement shall be Three (3) years, commencing September 15, 2014 and ending September 14, 2017.
2. Park Ownership. This Agreement shall not be read to inhibit the ability of City to exercise its rights, or to relinquish City from its responsibilities, as regards to ownership of the Park Facilities. PYS agrees it has no rights or obligations related to ownership of, or the contents inside, the Park Facilities.
3. City Facilities Access. City shall grant PYS access to the Park Facilities i.e. multi-purpose room, banquet room, classroom, clubrooms, gyms and green space for purposes of conducting Public Programs/events, fundraising efforts, assisting City in maintenance of the Cesar E. Chavez Memorial, conducting memorial cleanups with volunteers, and/or other activities conducive to reflecting the legacy of César E. Chávez and other cultural events within the Park Facilities and preserving the Park Facilities as a clean and safe public environment.
4. Public Programs and PYS-Sponsored Events.
 - i. Commencing October 1, 2014, PYS shall provide to the Director of Recreation and Community Services (the "Director"), for his or her approval, a calendar of proposed Public Programs and PYS-Sponsored Events ("proposed programming schedule") for the three (3) month period of October 1, 2014 through December 31, 2014, and provide a new proposed programming schedule for each subsequent three (3) month period within thirty (30) days prior to the start of the proposed programming schedule.
 - ii. PYS proposed programming schedule shall be consistent with Park Facilities policies and guidelines as identified in Article I of Chapter 54 of the San Fernando City Code and the Park's public purposes.
 - iii. Within fifteen (15) calendar days of receipt of PYS's proposed programming schedule, the Director shall provide PYS with notice of approval of the proposed programming schedule, any City proposed changes to the proposed programming schedule, and/or any Park Facilities scheduling conflicts.
 - iv. City shall provide PYS reasonable priority use of the Park Facilities upon receipt and approval of a proposed programming schedule.
 - v. The availability of the Park Facilities for use by PYS for Public Programs and PYS-Sponsored Events shall remain subject to prior approved and reserved uses of the Park Facilities.
 - vi. City retains first priority of use the Park Facilities for City sponsored or co-sponsored events.
 - vii. City reserves the right to impose additional requirements for Public Programs and PYS-Sponsored Events, including, without limitation, insurance requirements and requirements as identified in Chapter 54 ("Parks and

Recreation") of the San Fernando City Code, as deemed necessary to protect the health, safety, and/or welfare of the community.

- viii. PYS shall not use City's name to suggest endorsement or sponsorship of Public Programs or PYS-Sponsored Events without prior approval of the City Manager.
- ix. PYS shall use the Park Facilities in accordance with Federal, State, and local laws and regulations.
- x. PYS and City shall conduct a walk-through of the Park Facilities immediately prior to the start of the first Public Program or PYS-Sponsored Event approved under this Agreement and once every twelve (12) months thereafter. During the walkthrough, PYS and City shall complete a checklist detailing the condition and contents of the Park Facilities ("walk-through checklist"). At the end of each approved Public Program or PYS-Sponsored Event, PYS shall return the Park Facilities to the condition described in the walk-through checklist. PYS shall take full financial responsibility for any damage to the Park Facilities or loss of contents, as detailed in the walk-through, checklist that occurs as a result of PYS use of the Park Facilities and will be required to pay for same based on the current cost of repair or replacement.
- xi. The Director, in his or her sole discretion, may require a certain number of security officers for a Public Program or PYS-Sponsored Event. PYS shall be responsible for procuring and paying for security officers.

5. Fees.

- i. City shall waive park rental fees, permit fees, and/or deposits for use of the Park Facilities for Public Programs and PYS-Sponsored Events that provide services to the Park Facilities for which specific knowledge of the legacy of César E. Chávez is required.
- ii. PYS shall compensate the City for any city staff they may be required to assist with the implementation and/or clean-up of any Public Programs and PYS-Sponsored Events.

6. Memorial Restoration. PYS shall provide the City with expertise on restoration efforts for the César E. Chávez Memorial.

- i. PYS shall coordinate with the City to identify components of the César E. Chávez Memorial that are in need of repair and/or improvements.
- ii. PYS shall seek recommendations/guidelines regarding the identified improvement at the César E. Chávez Memorial.
- iii. City shall provide PYS with specifications for all material identified for replacement and/or installation.

- iv. PYS shall assist the City by researching potential improvement material and costs of material.
 - v. The City shall have the final decision for any restorations at the César E. Chávez Memorial.
- 7. Fundraising. PYS shall conduct periodical fundraisers as needed to provide funding for educational programs specific to the legacy of César E. Chávez and/or restoration efforts of the César E. Chávez Memorial.
 - i. PYS shall conduct a fundraiser in year one (1) of this agreement specific to restoring the César E. Chávez Memorial, which include: a.) revitalizing of the mural; b.) replacement of the bronze plaques.
 - 1. PYS shall assume the lead of fundraising efforts and fiduciary agent for all funds collected for restoration of the César E. Chávez Memorial. Fiscal responsibilities shall include processing checks, purchase orders, disbursement of funds, and appropriate subcontracts with consultants and vendors for material and labor costs as directed by City of San Fernando. Fiscal reports on the distribution of funds will be provided as needed by City of San Fernando. PYS will complete all required financial reports within 10-business days of request.
 - 2. At the direction of City of San Fernando, PYS will obtain any necessary approvals to move funds or add line items to the budget as directed by City of San Fernando..
 - 3. PYS will have the right to decline City of San Fernando projects that may not be in alignment with the PYS Vision or Mission, are not part of restoration of the César E. Chávez Memorial, and/or in those instances where PYS is planning to apply to the same funder and therefore may create a conflict of interest.
 - 4. The PYS Director must have the approval of the PYS Board of Directors to assume the role of lead fundraising and fiduciary agent for all funds collected for restoration of the César E. Chávez Memorial.
 - ii. PYS shall apply for grants and/or conduct fundraisers for educational programs specific to the legacy of César E. Chávez and/or maintenance of the César E. Chávez Memorial.
 - iii. The City shall apply for grants for educational programs specific to the legacy of César E. Chávez and/or maintenance of the César E. Chávez Memorial.
- 8. Maintenance/Clean-up. PYS shall coordinate with the Director for Clean-up efforts at the César E. Chávez Memorial.

9. Indemnification. Each Party shall be responsible for any personal injury or property damage which occurs as a result of their use of the other's facilities. Without limitation of the foregoing, each Party agrees to protect, indemnify, defend and hold the other Party and its elected officials, officers, employees, attorneys, contractors, volunteers and agents (collectively, the "Indemnitees"), free and harmless from and against (collectively, "Indemnify") any and all claims, causes of action, demands, damages, liens, liabilities, losses, costs and expenses (including reasonable attorneys' fees and costs of litigation) (collectively, "Losses") that the Indemnitees may suffer or incur (as determined by final arbitration or court decision or by the agreement of the Parties, except that an indemnifying Party's duty to defend the Indemnitees pursuant to this Section does not require any prior determination by final arbitration or court decision or agreement of the Parties) to the extent that such Losses are a result of (a) the negligence or willful misconduct of the indemnifying Party at the other Party's facilities and/or in the use of equipment by the indemnifying Party, or (b) the failure of the indemnifying Party to comply with the terms of this Agreement, in each case to the fullest extent permitted by law. A Party shall have no duty to Indemnify the Indemnitees (and the Indemnitees shall be liable to the other Party to the extent otherwise liable under applicable law) to the extent that any Losses are caused by the negligence or willful misconduct of the Indemnitees, or by the failure of the Indemnitees to comply with the terms of this Agreement, provided such willful misconduct or negligence is determined by agreement between the Parties or by arbitration or by a court of competent jurisdiction.
10. Insurance. PYS shall obtain and maintain, at sole cost and expense, comprehensive liability and property damage coverage, insuring against claims for injuries to persons and property occurring in, upon or about Park Facilities (as a result of the PYS use of such City Facilities hereunder) that has a limit of liability, per occurrence and aggregate, of not less than Two Million Dollars (\$2,000,000) for injuries to person or persons, and not less than One Million Dollars (\$1,000,000) for property damage.
- A. Such coverage shall (a) name the City and City's elected and appointed officials, officers, employees, agents and volunteers as additional insured, (b) contain a provision that the policy will not be cancelled without at least thirty (30) days' prior notice to the City, (c) provide that coverage afforded thereby will be primary and that any coverage carried by the City shall be noncontributing with respect thereto, and (d) contain a waiver of any right of subrogation against the City that arises, or might arise, by reason of any payment under such policy or by reason of any act or omission of the City.
- B. PYS shall provide the City with a certificate of insurance evidencing such coverage no later than the seven (7) calendar days prior to the first scheduled use of City Facilities under this Agreement.
11. Termination.
- A. Section 1 of this Agreement notwithstanding, the City may terminate this Agreement at any time upon five (15) days prior written notice to PYS. PYS may terminate this Agreement at any time upon thirty (30) days' prior written notice to City.

- B. Notwithstanding the issuance by either Party of written notice to terminate this Agreement pursuant to Section 9(A), the Parties shall continue to be bound by the terms and conditions of this Agreement up to the effective date of any termination for convenience. Each Party reserves the right to rescind any notice of intent to terminate for convenience prior to the effective date of any such termination.

12. Miscellaneous Provisions.

- A. Non-Liability of Officials. No elected or appointed official, officer, employee, agent or volunteer of Parties shall be personally liable for any amounts due hereunder, and no judgment or execution thereon entered in any action hereon, shall be personally enforced against any such elected or appointed official, officer, employee, agent or volunteer.
- B. Representatives. The City's Representative shall be the City Manager. PYS's Representative shall be the Executive Director. Notice to Party's Representative shall be considered notice to the Party.
- C. Communications. Parties shall regularly review, and address concerns, responsibilities and other issues surrounding, proposed times of use of facilities.
- D. Assignments. No Party shall assign this Agreement or any right or privilege any Party may have under this Agreement without the prior written consent of the other Party.
- E. Successors and Assigns. This Agreement shall be binding on all the successors and assigns of the Parties.
- F. Governing Law/Venue. The Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the State of California locating in the City of Los Angeles, California.
- G. Records. Parties shall keep a record of use and mutually review this data annually.
- H. Notice. Any notice, request, direction, instruction, demand, consent, waiver, approval or other communication required or permitted to be given hereunder shall not be effective unless it is given in writing and delivered (a) in person, (b) by certified mail, postage prepaid, return receipt requested, (c) by facsimile, or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and addressed to the parties at the addresses stated below, or at such other address as either party may hereafter notify the other in writing as aforementioned:

PYS: 1024 N. Maclay Ave. M-13
San Fernando, CA 91340
Attention: Ruben Rodriguez, Executive Director
Telephone: (818) 837-2272

Facsimile: (818) 837-2271
Email: rodriguez@pys.org 0

City: City of San Fernando
117 McNeil Street
San Fernando, California 91340
Attention: Brian Saeki, City Manager
Telephone: (818) 898-1202
Facsimile: (818) 361-7631
Email: bsaeki@sfcity.org

- I. Service of any such notice or other communications so made shall be deemed effective on the day of actual delivery (whether accepted or refused), as evidenced by confirmed answerback if by facsimile (provided that if any notice or other communication to be delivered by facsimile is unable to be transmitted because of a problem affecting the receiving party's facsimile machine, the deadline for receiving such notice or other communication shall be extended through the next business day), as shown by the addressee's return receipt if by certified mail, and as confirmed by the courier service if by courier; provided, however, that if such actual delivery occurs after 5:00 p.m. (local time where received) or on a non- business day, then such notice or demand so made shall be deemed effective on the first business day immediately following the day of actual delivery. No communications via electronic mail shall be effective to give any notice, request, direction, demand, consent, waiver, approval or other communications hereunder.
- J. Attorney's fees. In the event that legal action is necessary to enforce the provisions of this Agreement, the parties agree that the prevailing party shall be entitled to recover attorney's fees from the opposing party in any amount determined by the court or arbitrator to be reasonable.
- K. Construction of Agreement. This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- L. Ambiguities. The doctrine that any ambiguity contained in a contract shall be construed against the party whose counsel has drafted the contract is expressly waived by each of the Parties hereto with respect to this Agreement.
- M. Captions. Captions and paragraph headings used in this Agreement are for convenience of reference only and shall not be used in construing any part of this Agreement.
- N. No Third Party Benefit. This Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement.

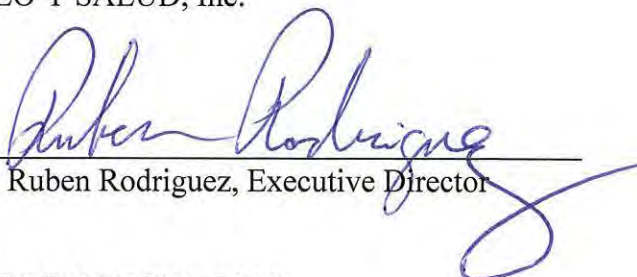
- O. Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- P. Effect of Waiver. No waiver of a breach of any provision of this Agreement by either party shall constitute a waiver of any other breach of the same provision or any other provision of this Agreement. Failure of either Party to enforce at any time, or from time to time, any provision of this Agreement, shall not be construed as a waiver of such provision or breach. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.
- Q. Entire Agreement. This Agreement constitutes the entire agreement between Kadima and the City with respect to the subject matter hereof and supersedes all prior offers and negotiations, oral and written. This Agreement may not be amended or modified in any respect whatsoever except by an instrument in writing duly signed and delivered by Kadima and the City.
- R. Amendment or Modification. No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.
- S. Counterparts. This Agreement may be executed in counterparts, each of which so executed shall be deemed an original irrespective of the date of the execution, and such counterparts shall together constitute one and the same agreement.
- T. Authority. The persons signing below represent and warrant that this Agreement has been duly approved by the governing body of each signatory's respective public agency entity and they have authority to enter into this Agreement on behalf of the public agency entities for which they are signing this Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, Pueblo Y Salud, Inc. and the City hereto have entered into this agreement.

PYS:

PUEBLO Y SALUD, Inc.


By: 
Ruben Rodriguez, Executive Director

CITY:

CITY OF SAN FERNANDO

By: 
Brian Saeki, City Manager

APPROVED AS TO FORM:

By:  for
Rick Olivarez, City Attorney

Date: 3-23-15



PUEBLO Y SALUD, INC.

1024 N. Maclay Ave., Ste M13, San Fernando, CA 91340 • (818) 837-2272 • FAX (818) 837-2271
39130 3RD ST. E Palmdale, CA 93550*(661)208-4450*fax#661-208-4457* www.pys.org

February 11, 2014

Executive Director
Ruben Rodriguez

BOARD OF DIRECTORS

Jose L. De Paz
President

Everto Ruiz
Treasurer

Hector De Paz
Member

Jose Hernandez, Ph.D.
Member

Dear City of San Fernando,

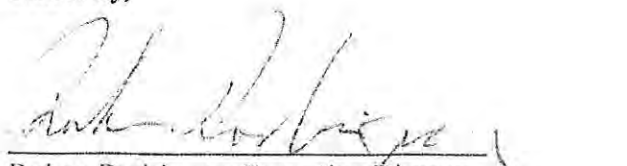
The San Fernando Valley Cesar E. Chavez Commemorative Committee (CCCC) is formally requesting to re-establish a beneficial working relationship with the City of San Fernando by collaborating on a strategic plan to celebrate the legacy of the late Cesar Chavez.

The CCCC is comprised of area residents and community leaders who recognize and strive to embody the principles and values of the late labor leader through various events that include: a youth conference, Cultural Arts Festival, Art and Essay Contest, and annual Cesar E. Chavez March for Justice. These activities honor the ideals, work, and vision of Cesar Chavez with the ultimate goal of keeping his spirit alive. It is the intent of the Committee to inspire future generations to promote justice and equality for all Americans in a non-violent manner.

The City of San Fernando, preceding the State of California's decision, became the first in the nation to designate his birthday, March 31, as an official holiday and for 15 years collaborated with various community organizations to commemorate the life of Cesar Chavez. In 2004, the *Historic* and *Visionary* City of San Fernando honored the great civil rights and labor leader through the creation of the largest Cesar Chavez Memorial in the nation. The construction of this inspiring tribute was the culmination of efforts between the CCCC and the Cultural Arts Commission of the City of San Fernando. We believe that the time has come to bring back this synergistic partnership.

The attached proposal details our immediate goals with respect to renewing a potential relationship between the City of San Fernando and the Cesar Chavez Commemorative Committee. The goals include the restoration of the memorial and celebration of the 10 year anniversary memorial dedication. In addition, the committee is recommending reestablishing the Cesar Chavez March. Through our collaborative efforts we can continue to foster the legacy of Cesar Chavez. He may not be physically present among us, but many citizens of San Fernando and the surrounding communities still draw inspiration and encouragement from his devotion to non-violent social change.

Sincerely,


Ruben Rodriguez, Executive Director
Member: CCCC



PUEBLO Y SALUD, INC.

1024 N. Maclay Ave., Ste M13, San Fernando, CA 91340 • (818) 837-2272 • FAX (818) 837-2271
39130 3RD ST. E Palmdale. CA 93550*(661)208-4450*fax#661-208-4457

CESAR CHAVEZ COMMEMORATIVE COMMITTEE LEGACY OF CESAR CHAVEZ PROJECT

Executive Director
Ruben Rodriguez

BOARD OF DIRECTORS

Jose L. De Paz
President

Everto Ruiz
Treasurer

Hector De Paz
Member

Jose Hernandez, Ph.D.
Member

OVERVIEW

Project Background

The City of San Fernando has recognized Chavez's impact to promote justice and equality for all Americans by becoming the first in the nation to designate his birthday, March 31, as an official holiday. In 2004, the Historic and Visionary City of San Fernando continued to support the legacy of Cesar Chavez through the creation of the largest Cesar Chavez Memorial in the nation. The memorial is the largest of its kind in the Nation and the construction of this memorial was the culmination of efforts by between the CCCC and the City of San Fernando. The Cesar E. Chavez Commemorative Committee (CCCC) of the San Fernando Valley is formally requesting to reestablish a beneficial working relationship with the City of San Fernando by collaborating on a strategic plan that celebrates the legacy of the late Cesar Chavez.

Project Overview

The project will consist of organizing a 3-year partnership with the City of San Fernando to honor and celebrate the accomplishments of Cesar Chavez by establishing collaborative efforts that include: 1.) Restoring the Cesar Chavez Memorial, 2.) Celebrating the 10 year anniversary of the Cesar Chavez Memorial Dedication, 3.) Reestablish the Cesar Chavez March in the City of San Fernando. In addition, considering the economic situation of the city this proposal is designed to be a cost-neutral project.

Delivery of Reestablishing the Cesar Chavez Memorial

- Due to unfortunate acts of vandalism to the monument, a number of the sponsorship plaques have been stolen. The CCCC would like to explore ideas with the City in order to have these plaques replaced. An option that the CCCC has contemplated is to replace the original copper plaques with engraved granite plaques. The CCCC requests the following from the city:

- o City to provide CCCC with database of sponsors whose plaques have been stolen.
- o City to grant CCCC permission to fundraise monies to replace stolen plaques.
- o City to grant the CCCC "Right of Entry" to replace stolen plaques.

- Now that we are upon the 10-year anniversary of the completion of the Memorial, the CCCC believes that it would be a great opportunity to address the eroding conditions of the memorial. The CCCC requests the following from the city:

- o City to provide CCCC permission to fundraise monies to revitalize the memorial by selling bricks to fund annual maintenance costs.
- o City to establish a city account specifically for memorial maintenance revenue that is restricted from other use and safely secured.

City of San Fernando Requesting City to Celebrate the 10 Year Anniversary of the Memorial Dedication

The CCCC would like to celebrate the 10-year anniversary of the memorial dedication by requesting from the city the following:

- City to facilitate access to the Cesar Chavez memorial to plan and implement a celebration on an agreed upon date. Date _____

Deliverable #3 Reestablishing the Cesar E. Chavez March for Justice

- The CCCC would love to bring the Cesar E. Chavez March for Justice back to the City of San Fernando where it originated. The CCCC would like to renew our working relationship with the goal of bringing back the March in 2015.
- The CCCC request from the city the following:
 - City to provide assistance with the planning and implementation of the event requesting minimal resources from city personnel and resources.



PUEBLO Y SALUD, INC.

Main Office: 1024 N. Maclay Ave., Ste. M-13, San Fernando, CA 91340 (818) 837-2272 Fax (818) 837-2271
Palmdale Office: 39130 3rd St. East Palmdale, CA 93550 (661) 208-4450 Fax (661) 208-4457 www.pys.org

August 8, 2014

Sylvia Ballin, Mayor and Councilmembers
City of San Fernando
117 Macneil Street
San Fernando CA. 91340

Executive Director
Ruben Rodriguez

Honorable Mayor and Councilmembers,

BOARD OF DIRECTORS

Jose L. De Paz
President

Evertto Ruiz
Treasurer

Hector De Paz
Member

Jose Hernandez, Ph.D.
Member

Bruno Hernandez
Member

The following is a revision to the proposal submitted to the City of San Fernando on February 11, 2014 by the Cesar E. Chavez Commemorative Committee. The original proposal asked to establish a three year partnership between Pueblo y Salud, Inc. /Cesar E. Chavez Commemorative Committee (PYS/CCCC) and the City of San Fernando to honor and celebrate the accomplishments of Cesar E. Chavez by establishing a collaborative effort to: 1.) Restore the Cesar E. Chavez Memorial 2.) Celebrate the 10th year anniversary of the Memorial Dedication. 3.) Reestablish the Cesar E. Chavez March for Justice in the City of San Fernando.

After assessing the vandalism damage, needed repairs, lack of maintenance and total cost, there have been discussions amongst the Park Director, Ismael Aguila and several members of the CCCC, it was concluded that the work could be carried out at minimal cost to the city but we would have to leave out deliverable num. 3.) The Cesar E. Chavez March for Justice for this coming year (2015) and request that the city reconsider it for the following year (2016). The reasoning being that the City of San Fernando would be in a better financial position to pay for a part of the cost for the March at that time. As to the two remaining deliverables originally proposed, PyS/CCCC would still like to move forward as requested in the following order of priority 1.) Rehabilitate the Cesar E. Chavez Memorial by October 20, 2014 and 2.) Celebrate the 10-year anniversary of the memorial on October 22, 2014. The Projected cost for the repairs is:

A Mural Restoration	\$ 9,000
B. Mural Re-coat	\$ 2,000
C. Replacement, 14 Stolen Plaques	\$ 1,400
D. Labor cost	\$ 3,000
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Total	\$ 15,400

We believe that PyS/CCCC can raise most of the money to cover the cost of the repairs by selling engraved bricks, as was done when the memorial was built. Therefore, we request authorization to place the bricks, which will be sold, at the memorial and the City, to also, authorize access to the memorial and a small portion of San Fernando Recreation Center (area closest to the memorial) to have the tenth year celebration of the memorial dedication on October 22, 2014. We also ask that the City contribute to the effort with in kind contribution and cost if we fall short in our fund raising effort.

Respectfully Requested

Ruben Rodriguez, Executive Director
Member: CCCC

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: May 5, 2025

Subject: Discussion and Consideration Regarding the Rudy Ortega Park – Maintenance and Cleanliness

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 May 5, 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**CLEAR FORM****DISCUSSION/CONSIDERATION****CITY COUNCILMEMBER INFORMATION**

NAME

Patty Lopez

TITLE

Council Member

ITEM INFORMATIONSUBJECT *Title of**Rudy Ortega Park – Maintenance & Cleanliness***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 \$

Over the past five years, Rudy Ortega Park has been the subject of ongoing complaints related to neglect, vandalism, drug use, and unsafe conditions—particularly in and around the restroom facilities. Despite multiple community reports, the park continues to deteriorate, posing health and safety risks to residents, including schoolchildren who visit the park regularly.

Key concerns include:

*Individuals occupying restrooms for drug use and other inappropriate activities.
Lack of regular cleaning and maintenance; graffiti and unsanitary conditions persist.
Unclear accountability regarding which contractor or department is responsible for upkeep.
Security cameras appear to be unmonitored, and illegal activity continues even in view of them.
Residents have expressed frustration and concern, with some incidents requiring police intervention. There is an urgent need for the city to:
Conduct a full inspection of the park facilities.
Reinstate consistent maintenance and cleaning schedules.
Ensure the security system is operational and monitored.
Review and enforce maintenance contracts.
Increase public safety presence as needed.*

ATTACHMENTS *Do you have any attachments to include?*

☒ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

That the City Manager and appropriate Department Directors take immediate corrective action regarding the conditions of Rudy Ortega Park, with a focus on public safety, maintenance, and sanitation.

Immediate city action is necessary to restore Rudy Ortega Park to a condition that meets the health, safety, and recreational standards expected by residents and taxpayers. Community members request city leadership to visit the park in person and witness the conditions firsthand.

Potential reallocation of existing departmental resources or contractual enforcement. Costs associated with inspection, increased maintenance, and security are expected to be minimal compared to the long-term public health and safety risk.

During the presentation, we will display the photos on the monitor to provide visual evidence of the current conditions at Rudy Ortega Park.









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AGENDA REPORT

To: Vice Mayor Mary Solorio and Councilmembers

From: Mayor Mary Mendoza

Date: May 5, 2025

Subject: Discussion and Consideration to Form an Ad Hoc Committee for the 2026 FIFA World Cup and 2028 Olympic Games Preparation and Opportunities

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 May 5, 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 Mendoza

TITLE

Mayor

ITEM INFORMATION

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

Formation of an Ad Hoc Committee for the 2026 FIFA World Cup and 2028 Olympic Games Preparation and Opportunities

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 \$ f

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

With the 2026 FIFA World Cup and the 2028 Olympic Games scheduled to take place in the Greater Los Angeles region, there is a unique opportunity for the City of San Fernando to engage in regional efforts and identify ways our community can benefit. These global events are expected to generate significant economic activity, tourism, and cultural programming throughout Southern California. Establishing an Ad Hoc Committee will allow the City to proactively assess potential impacts, explore local engagement strategies, and ensure we are prepared to take advantage of any relevant opportunities that may arise.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the City Council approve the formation of an Ad Hoc Committee focused on preparation and opportunity development related to the 2026 FIFA World Cup and 2028 Olympic Games. The Committee will explore strategies, partnerships, and programs that align with the City of San Fernando's interests and report its findings and recommendations back to the City Council. It is further recommended that Mayor Mary Mendoza and Councilmember Victoria Garcia be appointed to serve as members of the Ad Hoc Committee.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: May 5, 2025

Subject: Discussion and Consideration Regarding Fiscal Year 2025-2026 Budget Process

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 May 5, 2025, City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

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

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Victoria Garcia

TITLE

Councilmember

ITEM INFORMATION

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

Discussion regarding Fiscal Year 2025-2026 Budget Process

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.*

Seek consensus to obtain information regarding unspent allocated funds from previous year(s), such as positions that were not filled or programs that were not started or implemented, or equipment that was not purchased, as well as with the resources currently being used for current projects, to assist the City Council with planning for the 2025-2026 budget.

ATTACHMENTS *Do you have any attachments to include?*☐ Yes ☒ NoRECOMMENDATION *Indicate the direction you are recommending.*

Provide direction to provide the City Council with information regarding unspent allocated funds from previous year(s), as well as with the resources currently being used for current projects, to assist the City Council with planning for the 2025-2026 budget.