

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 – 5:30 PM Regular Meeting – 6:00 PM Monday, June 2, 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 MEETING5:30 P.M.(CLOSED SESSION)

#### **ROLL CALL**

#### APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

#### PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

#### RECESS TO CLOSED SESSION

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 – INFORMAL PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER CITY MANAGER EMPLOYMENT CONTRACT

Title: City Manager

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#### **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 <u>cityclerk@sfcity.org</u> no later than <u>12:00 p.m. the day of the meeting</u>, 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 <u>call-in between 6:00 p.m. and 6:15 p.m.</u> 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.

#### <u>CALL TO ORDER - REGULAR MEETING</u> 6:00 P.M. (OPEN SESSION)

#### ROLL CALL

#### **TELECONFERENCING REQUESTS/DISCLOSURE**

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



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#### PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

#### **APPROVAL OF REGULAR MEETING AGENDA**

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

#### PRESENTATIONS

- A. ANNUAL RECOGNITION
  - PRIDE MONTH JUNE 2025

#### DECORUM AND ORDER

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

#### PUBLIC STATEMENTS

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

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

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

#### CONSENT CALENDAR

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



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#### 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- a. August 4, 2008 CC Meeting c.
- c. November 17, 2008 CC Special Meeting
- b. October 20, 2008 CC Meeting
- d. March 3, 2025 CC Special & Regular Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-061 approving the Warrant Register.

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

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

#### 4) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A PERMIT PAYMENT POLICY

Recommend that the City Council:

- a. Adopt Resolution No. 8385, approving updates to City Policies and Procedures to include the addition of a Permit Payment Policy; and
- b. Authorize the City Manager to take related actions to execute and implement the updated policies and procedures.

#### 5) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATIVE SERVICES/CITY TREASURER, SENIOR ACCOUNTANT, OR DESIGNEE TO INVEST SURPLUS FUNDS

Recommend that the City Council adopt Resolution No. 8381 authorizing the Director of Administrative Services/City Treasurer, Senior Accountant or designee to invest surplus funds.

#### 6) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2025-2026

Recommend that the City Council adopt Resolution No. 8382, approving the annual Investment Policy for Fiscal Year 2025-2026.

#### 7) CONSIDERATION TO APPROVE AN AGREEMENT ACCEPTING A DONATION OF ARTIFACTS FROM THE WHITAKER-RODGERS FAMILY FOR DISPLAY AT THE LOPEZ ADOBE HISTORICAL SITE

Recommend that the City Council:

a. Approve an Artifact Donation Agreement with the Whitaker-Rodgers family, descendants of Geronimo and Catalina Lopez (Contract No. 2364) accepting the donation of artifacts for display in the Lopez Adobe; and



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b. Authorize the City Manager, or designee, to execute all related agreement documents required for receiving the donation pursuant to the terms and conditions set by the City.

#### 8) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA ARTS COUNCIL FOR FUNDING SUPPORT OF THE MARIACHI MASTER APPRENTICE PROGRAM

Recommend that the City Council:

- a. Authorize the preparation and submittal of a grant application to the California Arts Council in the amount of \$25,000 to support the Mariachi Master Apprentice Program; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

#### **PUBLIC HEARING**

#### 9) A PUBLIC HEARING TO PRESENT THE STATUS OF STAFF VACANCIES AND RECRUITMENT AND RETENTION EFFORTS AS REQUIRED BY ASSEMBLY BILL 2561

Recommend that the City Council:

- a. Conduct a public hearing regarding the status of vacancies and recruitment and retention efforts in accordance with Government Code Section 3502.3; and
- b. Pending public testimony, receive and file City's Position Vacancy and Recruitment and Retention Efforts Report for Fiscal Year 2024-2025.

#### **ADMINISTRATIVE REPORTS**

#### 10) DISCUSSION AND CONSIDERATION TO AWARD A PROFESSIONAL SERVICES CONTRACT WITH PLANSMAN INC. FOR DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE PROJECT

Recommend that the City Council:

- a. Award a Professional Services Contract to Plansman Inc. (Contract No. 2365) in an amount not to exceed \$60,000, for design services for the Downtown Trash Enclosure Project; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the contract and all related documents.

#### 11) DISCUSSION OF FISCAL YEAR 2025-2026 BUDGET STUDY SESSION NO. 2

Recommend that the City Council:



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- a. Review and discuss the Fiscal Year 2025-2026 Proposed Budget; and
- b. Provide direction to staff, as appropriate.

### 12) DISCUSSION AND CONSIDERATION TO APPROVE OUTREACH LETTER TO THE MEXICAN CONSULATE

This item was agendized by Councilmember Patty Lopez.

#### 13) DISCUSSION AND CONSIDERATION REGARDING DISPLAYING OFFICIAL PHOTOS AT CITY HALL

This item was agendized by Councilmember Patty Lopez.

### 14) DISCUSSION AND CONSIDERATION TO ADOPT A RESOLUTION RECOGNIZING JUNE AS FATHERS' MONTH

This item was agendized by Councilmember Patty Lopez.

#### 15) DISCUSSION AND CONSIDERATION REGARDING PROACTIVE RESPONSE TO ILLEGAL FIREWORKS

This item was agendized by Vice Mayor Mary Solorio.

#### STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

#### **GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES**

**ADJOURNMENT** The meeting will adjourn to its special meeting on June 16, 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 <u>www.sfcity.org</u>. 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 <u>www.sfcity.org</u>. 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 <u>cityclerk@sfcity.org</u> at least 48 hours prior to the meeting.



### PRESENTATIONS -ANNUAL RECOGNITIONS

INCORPORATED AUG. 31 1911

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### PRIDE MONTH June 2025

PROCLAMATION

WHEREAS, the uprising at the Stonewall Inn in June 1969, sparked a liberation movement to resist harassment and persecution to which lesbian, gay, bisexual, transgender and queer (LGBTQ+) Americans were commonly subjected, marking the beginning of a movement to outlaw discriminatory laws and practices against LGBTQ+ Americans— a call to action that continues to inspire us to live up to our Nation's promise of equality, liberty, and justice for all.

WHEREAS, historic United States Supreme Court rulings in recent years have struck down regressive laws, affirmed the right to marriage equality, and secured workplace protections for LGBTQ+ individuals in every State and Territory;

WHEREAS, Pride Month is a time to recognize the valuable contributions of the LGBTQ+ individuals across our country, recall the trials the LGBTQ+ community has endured and rejoice in the triumphs of trailblazing individuals who have bravely fought — and continue to fight — for full equality.

WHEREAS, we celebrate the progress we have made in creating a community more inclusive and accepting of gays, lesbians, bisexuals, and the transgender while recognizing that LGBTQ+ individuals continue to suffer discrimination, hostility and exclusion at almost every level of society, including in areas of housing, employment, healthcare, family law, immigration, religious, and marriage equality;

WHEREAS, each day, more lesbian, gay, bisexual, transgender and queer people are elected to public offices across the country, serve in the United States Armed Forces, occupy the highest positions in business, participate in religious and spiritual communities, and serve as role models for all.

WHEREAS, our Nation continues to witness a tragic spike in violence against transgender women of color. LGBTQ+ individuals — especially youth who defy sex or gender norms — face bullying and harassment in educational settings and are at a disproportionate risk of self-harm and death by suicide;

WHEREAS, society at large increasingly supports LGBTQ+ equality, it is essential to acknowledge that the need for multi-cultural education and awareness remains vital to end discrimination and prejudice;

WHEREAS, to achieve a just and fair society, we must not only respect one another, but also appreciate our differences, recognize the common good in all of us, and celebrate diversity as one of our greatest strengths;

WHEREAS, all people deserve to live with dignity and respect, free from fear and violence, and protected against discrimination, regardless of their gender identity or sexual orientation and we understand the unique challenges faced by sexual and gender minorities – especially transgender and gender non-conforming individuals – and are taking steps to address them;

WHEREAS, the City of San Fernando commends the bravery and courage of all those in the LGBTQ+ community that face adversity and various forms of violence. Continued opposition and oppression against LGBTQ+, especially LGBTQ+ black, indigenous, Latinx and people of color make it important for neighbors to stand up and show solidarity and support for our LGBTQ+ residents and the community at large;

WHEREAS, in the four decades since the Stonewall Riots, civil rights for LGBTQ+ people have grown substantially, and LGBTQ+ pride celebrations have taken place around the country every June.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL on behalf of the City of San Fernando and all of the residents thereof, proclaims June 2025, and every June thereafter, as Lesbian, Gay, Bisexual, Transgender and Queer Pride Month (LGBTQ+) in the City of San Fernando and call upon all residents to eliminate prejudice everywhere it exists, to celebrate the great diversity of our city, and proclaim support for efforts, including raising the Pride Progress Flag at City Hall, that increase awareness, acceptance, and inclusion of Lesbian, Gay, Bisexual, Transgender and Queer individuals.

TORIC

June 2, 2025

Councilmember

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SAN FERNANDO

June 2, 2025 CC Special & Regular Mtg

### Regular Meeting San Fernando City Council

June 2, 2025 CC Special & Regular Mtg



June 2, 2025 CC Special & Regular Mtg



#### SAN FERNANDO CITY COUNCIL MINUTES

#### August 4, 2008 – 6:00 P.M. REGULAR MEETING

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

#### CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 6:06 p.m.

#### Present:

Council:	Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas, Councilmembers Steven Veres, and Maribel De La Torre
Staff:	City Administrator José E. Pulido, City Attorney Michael Estrada, and City Clerk Elena G. Chávez
Absent:	Councilmember Dr. Jose Hernández
PLEDGE OF ALLEGIANCE	Mayor Martinez
<b>INVOCATION</b>	Mayor Martinez

#### PRESENTATION

The following presentation was made:

SMALL BUSINESS AWARD: AUGUST

Elisa Chávez – State Farm Insurance

#### APPROVAL OF AGENDA

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

#### **PUBLIC STATEMENTS – WRITTEN/ORAL**

John Arroyo Benita Rivera Juana Cuiriz Mr. Cano Violett Quintero Mercedes Galen Child (no name given) **Nick Kalogris** Jose Ramirez Moira Hernandez Casillas Carol O'Brian Hernandez Francisco Arrizon Elvira Orozco Lesley Aisenman Sergio Ramos Margarita Montanez Irene Tover Brenda Esqueda Norma Ramirez Veronica Casillas Beto Ruiz Cesar Miranda Cathe Casillas Ana Brown Joe Ruelas Julie Cuellar Francisco Verdin **Oscar Arrizon** Erica Arroyo

#### **CONSENT CALENDAR**

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

- 1) APPROVAL OF MINUTES OF:
  - a) JANUARY 22, 2008 REGULAR MEETING
  - b) JULY 2, 2007 REGULAR MEETING
- 2) APPROVAL OF WARRANT REGISTER NO'S. 07-072 AND 08-081
- 3) ACCEPTANCE OF OFFICE TRAFFIC SAFETY DUI GRANT AL09105

- 4) ACCEPTANCE OF URBAN AREA SECURITY INITIATIVE GRANT FUNDS FISCAL YEAR 2007
- 5) EMERGENCY PREPAREDNESS SERVICES PLAN IMPLEMENTATION PHASE I
- 6) ARTICLE XIIIB APPROPRIATIONS (GANN) LIMIT FISCAL YEAR (FY) 2008-2009

The motion carried unanimously.

It was noted that Mayor Martinez and Councilmember De La Torre stepped away from the dais at 8:10 p.m.

#### PUBLIC HEARINGS

7) RESOLUTION CERTIFYING THAT THE CITY OF SAN FERNANDO IS IN CONFORMANCE WITH THE REGIONAL CONGESTION MANAGEMENT PROGRAM

Mayor Pro Tem Ruelas opened the public hearing.

Mayor Pro Tem Ruelas opened public comment. There being none, public comments were closed.

Motion by Councilmember Hernandez, seconded by Councilmember Veres to approve a resolution certifying that the City of San Fernando is in conformance with the 2008 Congestion Management Program (CMP) for Los Angeles County, and approving the City's 2008 CMP Local Development Report for the reporting period from June 1, 2007 to May 31, 2008. The motion carried, with Mayor Martinez and Councilmember De La Torre absent.

#### Item heard out of order

9) RESOLUTION ADOPTING REVISIONS TO THE FEE AND CHARGE STRUCTURES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT

Mayor Pro Tem Ruelas opened the public hearing.

Mayor Pro Tem Ruelas opened public comment. There being none, public comments were closed.

Mayor Martinez and Councilmember De La Torre returned to the meeting.

Motion by Councilmember Hernandez, seconded by Mayor Pro Tem Ruelas to adopt a Resolution Establishing Fees and Charges to Defray Costs for Community Development Department (CDD) costs. The motion carried unanimously.

8) SAN FERNANDO HISTORIC PRESERVATION ORDINANCE AND ENVIRONMENTAL ASSESSMENT

Councilmembers Veres and Hernandez left the dais due to declared conflicts of interest.

Mayor Martinez opened the public hearing.

Mayor Martinez opened public comments. The following individuals provided comments in support:

Donna McCleary Richard Arroyo

There being no further comments, Mayor Martinez closed public comments.

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Ruelas to introduce for first reading, in title only, and waive all further reading of "An Ordinance of the City Council of the City of San Fernando Amending San Fernando Municipal Code Chapter 106 (Zoning) to Establish Provisions for the Preservation of Historic Resources,"; and to amend Section 2-467 Composition of appointment of members, as follows:

- (a) The historical commission shall consist of seven members. Five members shall be appointed each by a different appointing Councilperson, and two members shall be appointed at large;
- (b) A majority of the members shall be residents of the city; and at least two members shall be appointed from among professionals in the field of historical preservation, if such professionals are available to serve as members.

The motion carried by the following vote:

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

#### NEW BUSINESS

10) APPROVAL OF A RESOLUTION AND RELATED BOND DOCUMENTS REGARDING THE SAN FERNANDO PENSION OBLIGATION BONDS (POB) SERIES 2008

Motion by Mayor Martinez, seconded by Councilmember Hernandez to adopt a Resolution Authorizing the Issuance of Pension Obligation Bonds (POB), Approving the Form and Authorizing the Execution and Delivery of a Trust Agreement and Other Documents in Connection Therewith and Authorizing a Validation Action and Other Related Matters. The motion carried by the following vote:

ROLL CALL

AYES:Hernandez, Ruelas, Martinez - 3NAYES:De La Torre - 1ABSENT:NoneABSTAIN:Veres - 1

#### **GENERAL COUNCIL COMMENTS**

Councilmember De La Torre requested that a status report regarding the Business Improvement District be brought back to a future Council meeting; reported graffiti at Fourth Street and Alexander and spoke about runaway grocery store shopping carts throughout the city.

Councilmember Hernandez had no updates to report.

Mayor Pro Tem Ruelas suggested that Councilmembers that are on the Pool Facility ad hoc committee meet to discuss swimming pool facilities design options.

Councilmember Veres commented on trash services in the city, specifically in commercial areas.

Mayor Martinez responded to Mayor Pro Tem Ruelas that she would be available to attend an ad hoc meeting either this Wednesday or Thursday.

#### STAFF COMMUNICATION

Staff reported on construction updates regarding the pool facility.

#### ADJOURNMENT

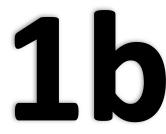
By consensus, the meeting adjourned at 10:50 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of August 4, 2008 regular 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 June 2, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

June 2, 2025 CC Special & Regular Mtg



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#### SAN FERNANDO CITY COUNCIL MINUTES

#### OCTOBER 20, 2008 – 6:00 P.M. REGULAR MEETING

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

#### CALL TO ORDER/ROLL CALL

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

Present:

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

#### PLEDGE OF ALLEGIANCE

Mayor Martinez

#### **APPROVAL OF AGENDA**

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

#### **PUBLIC STATEMENTS – WRITTEN/ORAL**

Juana Cuiriz Adriana Gomez H. Romero M. Hernandez

#### **CONSENT CALENDAR**

Mayor Martinez requested to pull Item Nos. 4 and 5 for discussion.

#### SAN FERNANDO CITY COUNCIL MINUTES – October 20, 2008 Page 2

Mayor Pro Tem Ruelas requested to pull Item No. 2 for discussion.

Motion by Councilmember Hernandez, seconded by Mayor Martinez to approve the remaining Consent Calendar items:

- 1) APPROVAL OF MINUTES OF:
  - a) OCTOBER 6, 2008 SPECIAL MEETING
  - b) OCTOBER 6, 2008 REGULAR MEETING
- 3) ORDINANCE AMENDING SECTION 22-436 OF CHAPTER 22 OF THE SAN FERNANDO MUNICIPAL CODE REGARDING FEES FOR PERMITS FOR TOBACCO RETAILERS
- 6) MISSION COMMUNITY HOSPITAL SUBLEASE AMENDMENT WITH THE PARTNERS IN CARE FOUNDATION
- 7) AMPLIFIED SOUND PERMIT: LAS GALERIA GITANA GRAND OPENING ART EXHIBIT, 120 N. MACLAY AVENUE

The motion carried with Councilmember Veres absent.

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

2) APPROVAL OF WARRANT REGISTER NO. 10-02

The motion carried with Councilmember Veres absent.

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

- 4) AMENDMENTS TO MEMORANDA OF UNDERSTANDING (MOUS) BETWEEN THE CITY AND THE SAN FERNANDO PUBLIC EMPLOYEES' ASSOCIATION (SFPEA) AND THE SAN FERNANDO MANAGEMENT GROUP (SFMG) TO IMPLEMENT THE 4/10 WORK SCHEDULE
- 5) MENUDO FESTIVAL BUDGET RESOLUTION

Recommend adoption of a Resolution amending the Fiscal Year 2008-2009 Adopted Budget.

The motion carried with Councilmember Veres absent.

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#### **CONTINUED BUSINESS**

8) ADOPTION OF A RESOLUTION AND APPROVAL OF BOND DOCUMENTS RELATED TO THE SAN FERNANDO PENSION OBLIGATION BONDS (POB), SERIES 2008 ISSUANCE

Motion by Mayor Martinez, seconded by Councilmember Hernandez to adopt a Resolution Approving the Form of and Authorizing the Preparation and Distribution of an Official Statement and the Execution and Delivery of a Continuing Disclosure Agreement relating to the Issuance of Pension Obligation Bonds and other related matters. The motion carried by the following vote:

ROLL CALL

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

#### OLD BUSINESS

Councilmember Hernandez stated he would be recusing himself from discussion due to a conflict of interest and left the dais.

9) SAN FERNANDO HISTORIC PRESERVATION ORDINANCE NO. 1583

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas to introduce for first reading, in title only, and waive all further reading of Ordinance No. 1583, "An Ordinance of the City Council of the City of San Fernando amending the San Fernando City Code Division 3 (Historical Commission) of Article V (Boards, Commissions, Committees, Agencies and Authorities) of Chapter 2 (Administration), and establishing Division 14 (Historic Preservation) of Article VI (General Regulations) of Chapter 106 (Zoning)" subject to any other non-substantive revisions deemed necessary by the City Attorney and City staff. The motion carried by the following vote:

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

Councilmember Hernandez returned to the dais.

#### SAN FERNANDO CITY COUNCIL MINUTES – October 20, 2008 Page 4

#### **GENERAL COUNCIL COMMENTS**

Councilmember De La Torre thanked city staff for their work during the Marek fire emergency.

Councilmember Hernandez thanked city staff for their work during the Marek fire emergency.

Mayor Pro Tem Ruelas spoke about concerns with outside agencies and the lack of available resources provided and thanked staff for their work during the Marek fire emergency.

Mayor Martinez thanked city staff for their work during the Marek fire emergency.

#### STAFF COMMUNICATION

None

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

A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)

Title: City Administrator

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

City Representatives: Mayor Unrepresented Employee: City Administrator

No reportable action.

#### ADJOURNMENT (9:20 P.M.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of October 20, 2008 regular 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 June 2, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

June 2, 2025 CC Special & Regular Mtg



#### SAN FERNANDO CITY COUNCIL MINUTES

#### NOVEMBER 17, 2008 – 4:30 P.M. SPECIAL MEETING

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

#### CALL TO ORDER/ROLL CALL

Mayor Martinez called the meeting to order at 5:00 p.m.

Present:

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

#### **APPROVAL OF AGENDA**

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

AYES:Hernández, Ruelas, Martinez – 3NOES:NoneABSENT:De La Torre, Veres – 2

#### **PUBLIC STATEMENTS – WRITTEN/ORAL**

None

#### **STUDY SESSION**

#### SAN FERNANDO REGIONAL POOL FACILITY UPDATE

I. Project Construction

#### SAN FERNANDO CITY COUNCIL SPECIAL MEETING MINUTES – November 17, 2008 Page 2

- a) Punch List Items
- II. Pool Programming
- III. Pool Operation
- IV. Dedication Recognition

Temporary Public Works and Parks Director Ron Ruiz gave an update and responded to questions from Councilmembers.

#### ADJOURNMENT (5:20 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 November 17, 2008, special meeting as approved by the San Fernando City Council.

Julia Fritz City Clerk

The current sitting members of the City Council approved the minutes as to form only during the meeting of June 2, 2025, and are not validating the accuracy of the minutes since they were not part of the City Council during that time period.

June 2, 2025 CC Special & Regular Mtg



#### CITY OF SAN FERNANDO CITY COUNCIL

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

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

#### <u>CALL TO ORDER/ROLL CALL – SPECIAL MEETING</u> 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 Councilmember Patty Lopez
- Staff: City Manager Nick Kimball and City Attorney Richard Padilla
- Absent: Councilmember Victoria Garcia

#### APPROVAL OF AGENDA

Motion by Councilmember Lopez, seconded by Vice Mayor Solorio to approve the agenda. The motion carried, with Councilmembers Joel Fajardo and Victoria Garcia absent.

#### PUBLIC STATEMENTS None

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

By consensus, Councilmembers recessed to Closed Session.

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

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

#### SAN FERNANDO CITY COUNCIL MINUTES – Special and Regular Meeting March 3, 2025 Page 2 of 8

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

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

One (1) Matter

#### RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney Padilla mentioned that Councilmember Garcia arrived into Closed Session at 5:21 p.m. and stated there was no reportable action as a result of the Closed Session meeting.

#### ADJOURNMENT (6:05 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 6:06 p.m.

- Present: Council: Mayor Mary Mendoza, Vice Mayor Mary Solorio, and Councilmembers Joel Fajardo (via teleconference), Victoria Garcia (arrived at 6:10 p.m.), and Patty Lopez
  - Staff: City Manager Nick Kimball, City Attorney Richard Padilla, Police Chief Fabian Valdez, Deputy City Manager/Economic Development Kanika Kith, Director of Administrative Services 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**

Councilmember Joel Fajardo requested to participate remotely using the teleconferencing rules of AB 2449. Motion by Councilmember Lopez, seconded by Vice Mayor Solorio to approve Councilmember Fajardo's request. The motion carried, with Councilmember Garcia absent.

#### PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

#### APPROVAL OF AGENDA

Motion by Councilmember Lopez, seconded by Vice Mayor Solorio to approve the agenda. The motion carried, with Councilmember Garcia absent.

It was noted that Councilmember Victoria Garcia arrived in the meeting at 6:10 p.m.

#### PRESENTATIONS

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

#### PUBLIC STATEMENTS

Miguel Montanez spoke regarding concerns related to increased gang graffiti activities throughout the city.

Tomik Hakoopian spoke regarding an accident near Brand Boulevard and talked about traffic safety concerns.

Liz Castaneda spoke in support of Agenda Item No. 12.

Maria Luisa Palma spoke about concerns with student safety at Los Angeles Unified School District campuses and is in support of Agenda Item No. 5.

Lupita Gonzalez spoke in opposition of Agenda Item No. 12.

Hector Perez spoke in support of Agenda Item No. 12.

Rob spoke in opposition of Agenda Item No. 5.

Caller ID 4366 spoke about student and campus safety at Los Angeles Unified School District schools and is in support of Agenda Item No. 5.

Christina Bernal spoke in support of Agenda Item No. 12.

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Priscilla Estrada spoke in support of Agenda Item No. 12.

Danara Castaneda spoke in support of Agenda Item No. 12.

Natasha Sanchez-Brooks spoke in support of Agenda Item No. 12.

Zayurit Gadillo-Lopez spoke in support of Agenda Item No. 12.

Ricardo Benitez spoke in support of Agenda Item No. 11.

Claudia Martina Morva spoke in general on Agenda Item No. 12.

David Calero spoke in general on Agenda Item No. 12.

#### CONSENT CALENDAR

Councilmember Fajardo pulled Item No. 5 for discussion; and Councilmember Garcia pulled Item No. 4 for discussion.

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve Item nos. 1, 2, 3, 6, and 7.

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. May 11, 2009, 6 p.m. CC Special d. June 1, 2009 CC Special Meeting Meeting
  - b. May 11, 2009, 7 p.m. CC Special e. December 9, 2024 CC Special Meeting Meeting
  - c. May 26, 2009 CC Special Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES
- 6) CONSIDERATION TO ADOPT A RESOLUTION APPROPRIATING GRANT FUNDS FROM THE SOUTHERN CALIFORNIA ASSOCIATIONS OF GOVERNMENTS' REGIONAL EARLY ACTION PROGRAM 2.0 GRANT, AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH RINCON CONSULTANTS INC. TO IMPLEMENT THE GRANT PROGRAM
- 7) CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1731 ADOPTING A MILITARY EQUIPMENT USE POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481

The motion carried, unanimously.

Motion by Councilmember Garcia, seconded by Vice Mayor Solorio to:

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

The motion carried, unanimously.

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

Motion by Vice Mayor Solorio, seconded by Councilmember Garcia to invite Board Member Gonez to provide a presentation on school safety. The motion carried, unanimously.

Motion by Vice Mayor Solorio to table sending advocacy letter to the April 7, 2025 City Council meeting, pending Councilmember meetings with Board Member Gonez to discuss school safety policy and proposed collaboration efforts related to safety on school campuses. The motion carried by the following vote:

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

#### Item heard out of order

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

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

Motion by Councilmember Garcia, seconded by Vice Mayor Solorio to approve the Celebration Expo and waive city fees. The motion carried unanimously.

Motion by Vice Mayor Solorio to approve the request from the Outdoor Market to use the city seal on the printed material and social media, to co-sponsor and waive 50% of fees and utilize the Business Improvement District account to pay remaining 50% for the April 26, 2025 Outdoor Market event; refer future Outdoor Market fee waiver requests to the Ad Hoc Committee to develop fee waiver recommendations; and invite ICON CDC to provide a presentation to the City Council on merchant survey results. The motion carried by the following vote:

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

It was noted that the City Council recessed the meeting at 9:32 p.m. and reconvened at 9:45p.m.

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

Commander Chiasson presented the staff report and responded to Councilmember questions. The City Council received and filed the presentation.

The City Council directed staff to send information on upcoming CERT training opportunities to Councilmembers, City Staff and the public; provide Councilmembers with information on their roles in responding to emergencies; follow up with Los Angeles Fire Department to provide information to residents on how to "Harden their Home" on proactive fire preventative measures; and to potentially host a workshop at City Hall on same.

It was noted that Councilmember Garcia left the meeting at 10:46 p.m.

#### PUBLIC HEARING

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

Mayor Mendoza opened the public hearing.

Director of Community Development Ramirez and Housing Coordinator Marquez presented the staff report and responded to Councilmember questions.

Mayor Mendoza opened public comments, there being none, the public comment period was closed.

Motion by Councilmember Lopez, seconded by Vice Mayor Solorio to adopt Resolution No. 8370 approving the allocation of Permanent Local Housing Allocation Funds for Fiscal year 2027-2028, in the amount of \$79,615; and authorize the City Manager, or designee, to submit documentation conveying the City Council's Resolution to the Los Angeles County Community Development Authority for approval. The motion carried, with Councilmember Garcia absent.

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

Mayor Mendoza opened the public hearing.

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

Mayor Mendoza opened public comments,

The following submitted a speaker card and spoke:

Brent Bell Miguel Montanez

Mayor Mendoza closed the public comment period.

The City Council continued the hearing to a date certain of April 7, 2025.

#### **ADMINISTRATIVE REPORTS**

11) DISCUSSION AND CONSIDERATION REGARDING HOSTING AN IMMIGRATION EVENT

Item was continued to the March 17, 2025 City Council meeting.

13) DISCUSSION AND CONSIDERATION REQUESTING A REPORT ON THE CONDITION AND REPAIR PROGRESS OF THE CESAR E. CHAVEZ MURAL

Item was continued to the March 17, 2025 City Council meeting.

14) DISCUSSION AND CONSIDERATION REGARDING LEGAL PROCESSES FOR COMMISSIONER NOMINATIONS

The Item was continued to the March 17, 2025 City Council meeting.

#### STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

None

#### **GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES**

None

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#### ADJOURNMENT (12:01 a.m.)

Mayor Mendoza adjourned the meeting to the regular meeting on March 17, 2025.

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

Julia Fritz, CMC City Clerk



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То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Erica D. Melton, Director of Administrative Services
Date:	June 2, 2025
Subject:	Consideration to Adopt a Resolution Approving the Warrant Register

#### **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 25-061 (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. 25-061, including: Exhibit A: Payment Demands/Voucher List

ADMINISTRATIVE SERVICES DEPARTMENT 117 MACNEIL STREET, SAN FERNANDO, CA 91340 (818) 898-7307 WWW.SFCITY.ORG

#### **RESOLUTION NO. 25-061**

#### 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. 25-061

## 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 2<sup>nd</sup> day of June 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. 25-061, 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 2<sup>nd</sup> day of June 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 June 2025.

Julia Fritz, City Clerk

EXHIBI	Г "А"
RES. NO	<b>). 25-06</b> 1

vchlist Voucher List Page: 1 05/28/2025 1:29:42PM CITY OF SAN FERNANDO Bank code : bank3 Voucher Date Vendor Invoice PO # Description/Account Amount 240475 6/2/2025 894194 4LEAF, INC J4163N DEVELOPMENT OF STANDARD OPERA 13351 001-152-0000-4270 83.19 001-150-0000-4270 13351 81.81 J4231F DEVELOPMENT OF STANDARD OPERA 13351 495.00 001-152-0000-4270 660.00 Total : 240476 6/2/2025 888356 ADVANCED AUTO REPAIR 1707 VEHICLE MAINT. REPAIRS AND MINOR 13369 041-320-0225-4400 758.80 1708 VEHICLE MAINT. REPAIRS AND MINOR 13369 041-320-0225-4400 420.05 VEHICLE MAINT. REPAIRS AND MINOR 1711 13369 041-320-0311-4400 253.28 Total : 1.432.13 240477 6/2/2025 894315 AG LAWNMOWER SHOP 0571 SMALL EQUIPMENT REPAIR (LAWNMO' 13283 001-311-0000-4300 177.00 Total : 177.00 AGUAS FRESCAS-LOPEZ ADOBE TOUF 240478 6/2/2025 895046 AGUAS FRESCAS BY LIZ 000017 001-423-0000-4300 38.00 Total : 38.00 240479 6/2/2025 893813 ALMANZA, LAURAMARIE C REIMB. ADDT'L GUESTS-SENIOR TRIP TO PAN 004-2383 144.86 144.86 Total : 240480 726551 6/2/2025 100184 ANDERSON TROPHY CO. TROPHIES FOR YOUTH AND ADULT SP 017-420-1334-4300 13224 154.35 726695 TROPHIES FOR YOUTH AND ADULT SP 017-420-1330-4300 1,248.08 13224 Total : 1,402.43 240481 6/2/2025 100222 ARROYO BUILDING MATERIALS, INC FOR MISC. LOCAL HARDWARE SUPPLI 307442 13257 043-390-0000-4300 226.53 307559 FOR MISC. LOCAL HARDWARE SUPPLI

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240481	6/2/2025	100222 ARROYO BUILDING MATERIALS, INC	(Continued)			
				13257	043-390-0000-4300	284.33
			307689		FOR MISC. LOCAL HARDWARE SUPPLI	
				13257	001-311-0000-4300	226.53
			307699		FOR MISC. LOCAL HARDWARE SUPPLI	
				13257	001-311-0000-4300	226.53
			307947		FOR MISC. LOCAL HARDWARE SUPPLI	
				13257	001-311-0000-4300	258.39
			308227		FOR MISC. LOCAL HARDWARE SUPPLI	
				13257	001-311-0000-4300	296.22
			308235		FOR MISC. LOCAL HARDWARE SUPPLI	
				13257	001-311-0000-4300	242.92
					Total :	1,761.45
240482	6/2/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-MAY 2025	
					001-222-0000-4220	240.89
					Total :	240.89
240483	6/2/2025	892412 AT&T MOBILITY	287297930559X0510202		MDT MODEMS-PD UNITS-APRIL	
240400	0/2/2020	002412 Ard MODELTT	201201000000000000000000000000000000000		001-222-0000-4220	1,024.68
					Total :	1,024.68
					Total .	1,024.00
240484	6/2/2025	891209 AUTONATION SSC	427146		FORD GENUINE PARTS FOR FLEET	
				13299	041-320-0311-4400	1,248.99
					Total :	1,248.99
240485	6/2/2025	893176 AUTOZONE STORE 5681	05681475791		MISC SMALL TOOLS	
240400	0/2/2020		00001410101		041-320-0000-4340	177.83
			05681475792		VEHICLE MAINT-WA2571	111.00
			03001473732		070-383-0000-4400	63.13
					Total :	240.96
						270.50
240486	6/2/2025	893013 AYSON, LEILANI	MAY 2025		INCLUSIVE ZUMBA INSTRUCTOR	
				13209	017-420-1337-4260	455.00
					Total :	455.00
240487	6/2/2025	100283 BADGER METER, INC.	1730208		NEW 3/4-INCH TO 2-INCH WATER METE	
240407	0/2/2023	100203 DADGER METER, INC.	17 50200		NEW 3/4-INGITTO 2-INCH WATER METE	

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240487	6/2/2025	100283 BADGER METER, INC.	(Continued)			
				13262	070-385-0700-4600	6,176.18
					Total :	6,176.18
240488	6/2/2025	892784 BARAJAS, MARIA BERENICE	MAY 2025		TOTAL BODY CONDITIONING CLASS IN	
				13210	017-420-1337-4260	840.00
					Total :	840.00
240489	6/2/2025	892426 BEARCOM	5887196		MAINTENANCE AGREEMENT FOR RAD	
				13309	001-135-0000-4260	9,991.40
				13309	043-390-0000-4260	1,332.19
				13309	070-381-0000-4260	532.88
				13309	072-360-0000-4260	932.53
				13309	070-384-0000-4260	532.86
					Total :	13,321.86
240490 6/2/2	6/2/2025	893591 BIOMEDICAL WASTE DISPOSAL	151961		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					Total :	110.00
240491	6/2/2025	893940 BOB BARKER COMPANY	INV2129893		INMATE CLOTHING	
					001-225-0000-4350	249.95
			INV2130081		INMATE CLOTHING	
					001-225-0000-4350	116.75
					Total :	366.70
240492	6/2/2025	888800 BUSINESS CARD	042425		CHATGPT PLUS MONTHLY SUBSCRIPT	
					001-105-0000-4380	20.00
			051425-1		CDD RESOURCE BOOKS	
					001-150-0000-4360	153.54
			051425-2		FOOT REST	
					001-420-0000-4300	55.91
			051525		TRANSPORTATION RO OXNARD STRA	
					007-440-0443-4260	1,657.65
			051525		2025 CEQA BOOK	
					001-150-0000-4360	132.33
			051525		BOOKS-2025 SUBDIVISION MAP ACT &	

Voucher List

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240492	6/2/2025	888800 BUSINESS CARD	(Continued)			
			051525-1		001-150-0000-4360 FENCING-REC PARK	304.3
			051525-2		001-190-0000-4267 MONITOR PRIVACY SCREENS	1,392.0
					001-150-0000-4300	146.9
			051625		SUPPLIES FOR REC PROGRAMS 001-423-0000-4300	336.9
			051625		ANNUAL SUBSCRIPTION RENEWAL 001-422-0000-4380	119.4
			051625		2024 CEQA ESSENTIALS WEBINAR RE 001-150-0000-4380	225.0
			051925		IPAD FOR INTAKE FORMS 001-105-0000-4300	367.5
			051925-1		MICROWAIVE 001-101-0000-4300	131.8
			051925-2		PATIO UMBRELLA 001-420-0000-4300	222.5
			052025		CITY LOGO STICKERS	
			052025-1		001-105-0000-4300 SIGN HOLDER STANDS	596.7
			052025-2		001-105-0000-4300 OFFICE SUPPLIES	142.7
			052025-3		001-107-0305-4300 OFFICE SUPPLIES	128.1
					001-107-0305-4300 Total :	246.5 6,380.2
240493	61010005		051005			
240493	6/2/2025	888800 BUSINESS CARD	051325		K9 PROGRAM STICKERS 001-225-0000-4270	119.0
					Total :	119.0
240494	6/2/2025	892465 CANON SOLUTIONS AMERICA, INC.	6011806748		FY 2024-2025 CANON MAINTENANCE 8	
			6011896139	13211	001-135-0000-4260 FY 2024-2025 CANON MAINTENANCE 8	395.2
			0011000100	13211	001-135-0000-4260	1.945.2

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#### EXHIBIT "A" RES. NO. 25-061

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240494	6/2/2025	892465 892465 CANON SOLUTIONS AM	ERICA, INC. (Continued)		Total :	2,340.49
240495	6/2/2025	895054 CAPITAL RIVERS CONNECT	INV-1010		ICSC CONFERENCE FLIERS	
					001-107-0000-4270	2,485.00
					Total :	2,485.00
240496	6/2/2025	894600 CARGILL, INCORPORATED	2910984326		NSF CERTIFIED BULK SALT FOR THE I	
				13240	070-384-0000-4300	6,329.95
			2910989123		NSF CERTIFIED BULK SALT FOR THE I	
				13240	070-384-0000-4300	6,362.21
					Total :	12,692.16
240497	6/2/2025	103948 CDW GOVERNMENT, INC.	AD8899T		DEEP FREEZE SOFTWARE FOR 22 LAF	
				13408	001-422-0000-4300	3,747.70
					Total :	3,747.70
240498	6/2/2025	894010 CHARTER COMMUNICATIONS	187701601050125		PW OPS CABLE SRV 05/05/25-06/04/25	
					043-390-0000-4260	141.55
			187701701050125		CITY HALL CABLE SRV 05/05/25-06/04/2	
					001-190-0000-4220	202.01
			187701801050725		INTERNET SRV 05/10/25-06/09/25	4 000 00
					001-190-0000-4220 Total :	1,399.00 1,742.56
					Total .	1,742.30
240499	6/2/2025	100731 CITY OF LOS ANGELES	WP250000058		WASTE WATER OPERATIONS & MAINT	
				13286	072-360-0629-4260	299,546.00
			WP250000059	13287	CAPITAL PORTION OF ASSSC-FY22-23 072-365-0629-4600	000 456 00
			WP250000140	13267	WASTE WATER OPERATIONS & MAINT	230,156.00
			WI 230000140	13286	072-360-0629-4260	5,869.19
					Total :	535,571.19
240500	6/2/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF250000012		FIRE SERVICES-JUNE 2025	
		-			001-500-0000-4260	116,872.50
					Total :	116,872.50
240501	6/2/2025	103029 CITY OF SAN FERNANDO	7460-7500		REIMB. TO WORKER'S COMP ACCT	
					006-1038	14,398.88

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240501	6/2/2025	103029 103029 CITY OF SAN FERNANDO	(Continued)		Total :	14,398.8
240502	6/2/2025	894794 CIVICA LAW GROUP, APC	16213		CODE ENFORCEMENT LEGAL SERVICI	
				13188	001-110-0000-4270	5,282.6
			16214		CODE ENFORCEMENT LEGAL SERVICI	
				13188	001-110-0000-4270	355.5
					Total :	5,638.1
240503	6/2/2025	100805 COOPER HARDWARE INC.	142703		MISCELLANEOUS SUPPLIES	
210000	0/2/2020		112100	13255	070-383-0000-4310	93.7
			142876	10200	MISCELLANEOUS SUPPLIES	55.13
				13255	043-390-0000-4300	39.4
			142877		MISCELLANEOUS SUPPLIES	
				13255	043-390-0000-4300	11.79
			142970		MISCELLANEOUS SUPPLIES	
				13255	043-390-0000-4300	17.5
			143087		MISCELLANEOUS SUPPLIES	
				13255	070-384-0000-4310	154.0
			143088		MISCELLANEOUS SUPPLIES	
				13255	070-384-0000-4310	19.6
			143090		MISCELLANEOUS SUPPLIES	
				13255	070-384-0000-4310	26.2
					Total :	362.4
240504	6/2/2025	892687 CORE & MAIN LP	W710348		WATER SERVICE & FIRE HYDRANT SU	
				13256	070-385-0700-4600	1,643.5
			W911397		WATER SERVICE & FIRE HYDRANT SU	
				13256	070-385-0700-4600	7,302.3
					Total :	8,945.8
240505	6/2/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25011303264		CITYWIDE CURB PAINTING/STRIPING	
240000	0/2/2020		NE-1 W-20011000204	13344	121-311-3689-4600	17,724.1
				13344	032-311-0560-4600	23,396.5
			RE-PW-25031004562	10011	CITYWIDE CURB PAINTING/STRIPING	20,000.0
				13344	032-311-0560-4600	201.9
				13344	025-311-0560-4600	54.7
			RE-PW-25051205752		INDUSTRIAL WASTE CHARGES-APRIL	

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240505	6/2/2025	102003 COUNTY OF LOS ANGELES	(Continued)			
				13301	072-360-0000-4450	4,032.61
					Total :	45,410.05
240506	6/2/2025	895022 CRAFTWATER ENGINEERING INC	24-088-1		CARLISLE STREET GREEN ALLEY PRO	
				13424	010-310-0847-4260	17,552.30
			24-088-3		CARLISLE STREET GREEN ALLEY PRO	
				13424	010-310-0847-4260	40,053.80
					Total :	57,606.10
240507	6/2/2025	893904 CRICKET CONSULTING	1649		SCADA PROGRAMMING, EQUIP., INSTA	
				13225	070-384-0000-4260	360.00
					Total :	360.00
240508	6/2/2025	892888 CWE	F25231		REGIONALPARK INFILTRATION PROJE	
				12523	010-310-0620-4600	4,590.39
					Total :	4,590.39
240509	6/2/2025	887121 DELL MARKETING L.P.	10815266478		(1) COMPUTER AND MONITOR FOR KIC	
				13432	110-150-0536-4300	2,360.21
			10815286879	10.100	(2) DELL COMPUTER WORK STATIONS	
				13433	001-423-0000-4300 Total :	4,029.55 6,389.76
					Total .	0,303.70
240510	6/2/2025	895045 DIAZ, FERNANDO	JAN'25-APR'25		COMMISSIONER'S STIPEND	
			MAX 2025		001-150-0000-4111	400.00
			MAY 2025		COMMISSIONER'S STIPEND 001-150-0000-4111	100.00
			OCT 2024		COMMISSIONER'S STIPEND	100.00
					001-150-0000-4111	100.00
					Total :	600.00
240511	6/2/2025	891425 DIAZ, MARISOL	REIMB1		SUPPLIES-VARIOUS EVENTS	
					004-2346	904.01
					004-2382	109.98
			REIMB2		001-420-0000-4300 REFRESHMENTS-SENIOR MOTHER'S [	56.27
			REIVID2		REFRESHMENTS-SENIOR MOTHERS L	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
240511	6/2/2025	891425 DIAZ, MARISOL	(Continued)			
			TRAVEL		004-2346 PER DIEM & MILEAGE-CPRS FINANCIA 001-422-0000-4360	134.3 <sup>.</sup> 129.9
					Total :	1,334.50
240512	6/2/2025	894863 DIXON RESOURCES UNLIMITED	4628	13290	RESIDENTIAL PARKING PERMIT IMPLE 001-310-0000-4270	4,392.50
					Total :	4,392.50
240513	6/2/2025	890401 ENVIROGEN TECHNOLOGIES INC	0016132-IN	13361	MAINT., REPAIR, PARTS, LABOR & EXT 070-384-0857-4260	10,700.63
					Total :	10,700.63
240514	6/2/2025	893983 FRITZ, JULIA	REIMB.		WELLNESS BENEFIT-FY24/25 001-115-0000-4140	745.00
					Total :	745.00
240515	6/2/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598-		PAC 50 TO SHERIFFS 001-222-0000-4220	527.06
			209-150-5250-081292-		RADIO REPEATER (POLICE) 001-222-0000-4220	43.19
			209-151-4941-102990- 209-151-4942-041191-		POLICE PAGING 001-222-0000-4220 CITY YARD AUTO DIALER	39.30
			209-151-4943-081292-		070-384-0000-4220 RADIO REPEATER (POLICE)	57.34
			209-188-4362-031792-		001-222-0000-4220 POLICE PHONE LINES	43.19
			209-188-4363-031892-		001-222-0000-4220 VARIOUS PHONE LINES	2,599.74
			818-361-0901-051499-		001-190-0000-4220 SEWER FLOW MONI (P. W.)	775.1
			818-361-2472-031415-		072-360-0000-4220 PW PHONE LINE 070-384-0000-4220	76.13
			818-361-3958-091407-		070-384-0000-4220 CNG STATION	799.46

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240515	6/2/2025	892198 FRONTIER COMMUNICATIONS	(Continued)			
			818-365-0007-060223-		074-320-0000-4220 EOC PHONE LINES 001-222-0000-4220	72.09 436.51
			818-365-0026-071223-		PD NON EMERGENCY PHONE LINE 001-222-0000-4220	430.51
			818-831-5002-052096-		PD SPECIAL ACTIVTIES PHONE 001-222-0000-4220	69.75
			818-837-7174-052096-		PD SPECIAL ACTIVTIES PHONE 001-222-0000-4220	17.18
			818-838-1841-112596-		ENGINEERING FAX MODEM 001-310-0000-4220 Total :	32.62 6,037.20
240516	6/2/2025	893890 FULL CLIP	DEP		DE9-ENTERTAINMENT-4TH OF JULY E\ 001-1230	480.00
					001-1230 Total :	480.00 480.00
240517	6/2/2025	893953 GALE, PAUL JOHN	MAY 2025	13231	SHOTOKAN KARATE CLASSES 017-420-1326-4260	189.00
240518	6/2/2025	895053 GARCIA, AARON	849529		Total : REFUND-FACILITY RENTAL DEPOSIT	189.00
240310	0/2/2023		043023		001-2220 <b>Total</b> :	165.00 <b>165.00</b>
240519	6/2/2025	887167 GRISWOLD INDUSTRIES	917988		MATL'S FOR BOOSTER PUMPS	
					070-384-0000-4300 Total :	2,168.02 2,168.02
240520	6/2/2025	890594 HEALTH AND HUMAN RESOURCE	E0345583		EAP-JUNE 2025 001-133-0000-4260	302.90
					Total :	302.90
240521	6/2/2025	891937 HERNANDEZ, JOSE	REIMB.		REIMB-SENIOR CLUB ACTIVITIES 004-2380	313.34
					Total :	313.34

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240522	6/2/2025	893729 HOUSEAL LAVIGNE ASSOCIATES LLC	6135		PROFESSIONAL CONSULTING-HOUSIN 001-150-0000-4270 Total :	358.7 <b>358.7</b>
240523	6/2/2025	894775 IBARRA, SERGIO	REIMB.		LEADERSHIP ACADEMY REFRESHMEN 001-190-0000-4267 Total :	269.2 <b>269.2</b>
240524	6/2/2025	891777 IRRIGATION EXPRESS	15311685-00 15311806-00	13258	IRRIGATION SUPPLIES FOR REPAIRS { 070-384-0000-4310 IRRIGATION SUPPLIES FOR REPAIRS {	83.2
				13258	001-311-0000-4300 Total :	39.0 <b>122.2</b>
240525	6/2/2025	894916 JJ PROPERTY MAINTENANCE	122973	13372	CITY-WIDE JANITORIAL SERVICES-MA\ 043-390-0000-4260 Total :	17,000.0 <b>17,000.0</b>
240526	6/2/2025	894478 JL GROUP, LLC	24071AA.1	13251	INTERNAL INVESTIGATIONS 001-112-0000-4270 Total :	22,395.9 <b>22,395.9</b>
240527	6/2/2025	101990 L.A. COUNTY METROPOLITAN	6024659		TAP CARD SRV-FEB 2025 007-440-0441-4260	38.4
			6025048		TAP CARD SRV-APRIL 2025 007-440-0441-4260 Total :	19.2 <b>57.6</b>
240528	6/2/2025	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC - 13003 BORDEN 070-384-0000-4210	9.355.3
			494-750-1000		WATER - 12900 DRONFIELD 070-384-0000-4210	108.9
			500-750-1000		ELECTRIC-13655 FOOTHILL 070-384-0000-4210	104.5
			594-750-1000		ELECTRIC - 12900 DRONFIELD 070-384-0000-4210	4,477.4
			657-750-1000		ELECTRIC - 14060 SAYRE	

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240528	6/2/2025	101971 L.A. MUNICIPAL SERVICES	(Continued)			
					070-384-0000-4210	3,583.16
			694-750-1000		ELECTRIC - 13180 DRONFIELD	
					070-384-0000-4210	14,468.03
			993-750-1000		WATER - 13003 BORDEN	
					070-384-0000-4210	957.07
					Total :	33,054.46
240529	6/2/2025	887164 LARA, ELENA	TRAVEL		PER DIEM & MILEAGE-POST ORGANIZ	
					001-222-0000-4360	161.12
					Total :	161.12
240530	6/2/2025	892477 LOWES	9747-78573		CLEANING MATERIALS	
					043-390-0000-4300	70.77
			9747-97688		MAT'LS TO REPAIR SINK-PIONEER PAR	
					043-390-0000-4300	35.01
					Total :	105.78
240531	6/2/2025	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO	
					007-440-0441-4220	39.20
					Total :	39.20
240532	6/2/2025	894221 MELTON, ERICA D.	27-43		PETTY CASH REIMBURSEMENT	
					001-101-0000-4300	35.97
					001-105-0000-4300	10.95
					001-130-0000-4300	47.17
					001-133-0000-4300	161.34
					001-140-0000-4300	9.84
					001-155-0000-4300	40.59
					001-190-0000-4267	50.75
					001-222-0000-4300	115.00
					028-155-0000-4300	25.00
					043-390-0000-4360	29.46
					Total :	526.07
240533	6/2/2025	893442 MENDOZA, MARY	REIMB1		WELLNESS BENEFIT REIMBFY24/25	
					001-101-0107-4140	600.00

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240533	6/2/2025	893442 MENDOZA, MARY	(Continued)			
			REIMB2		LODGING & TRANSPORTLOCC CITY L	
					001-101-0107-4370	384.66
			REIMB3		PARKING FEE - VALLEY ECONOMIC AL 001-101-0107-4370	19.80
					Total :	1,004.46
					iotai.	1,004.40
240534	6/2/2025	892140 MICHAEL BAKER	1224728		CDBG ADMINISTRATIVE & COMPLIANC	
				13434	026-152-0561-4260	1,253.00
				13434	026-107-0185-4260	4,645.00
			1228461		CDBG ADMINISTRATIVE & COMPLIANC	
				13434	026-152-0561-4260 026-107-0185-4260	471.00 863.50
			1242333	13434	CDBG ADMINISTRATIVE & COMPLIANC	863.50
			1242000	13434	026-152-0561-4260	824.25
				13434	026-107-0185-4260	745.75
			1242334		CDBG ADMINISTRATIVE & COMPLIANC	
				13434	026-107-0185-4260	1,766.25
			1242335		CDBG ADMINISTRATIVE & COMPLIANC	
				13434	026-107-0185-4260	1,020.50
			1242369	10101	CDBG ADMINISTRATIVE & COMPLIANC	4 000 50
			1245401	13434	026-107-0185-4260 CDBG ADMINISTRATIVE & COMPLIANC	1,962.50
			1245401	13434	026-107-0185-4260	2.885.00
			1247661	10404	CDBG ADMINISTRATIVE & COMPLIANC	2,000.00
				13434	026-107-0185-4260	2,081.50
					Total :	18,518.25
240535	6/2/2025	893402 MILITARY TRIBUTE BANNERS	250102357		VETERAN RECOGNITION BANNERS	
240333	0/2/2023	033402 MIEHART HIDDIE DAMMERS	230102337		017-420-1355-4300	1,578.00
					Total :	1,578.00
						1,010.000
240536	6/2/2025	102226 MISSION LINEN SUPPLY	523859947		LAUNDRY SERVICES FOR PD	
				13252	001-225-0000-4350	334.45
					Total :	334.45
240537	6/2/2025	893934 MORA, JUAN LUIS	NCB-0425		BASEBALL CONSULTANT AND UMPIRE	

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240537	6/2/2025	893934 MORA, JUAN LUIS	(Continued)			
				13270	017-420-1330-4260 Total :	3,060.0 <b>3,060.0</b>
240538	6/2/2025	894150 MORA-ZAMORA, ERENDIRA	JUNE 2025		MUSIC ENTERTAINMENT FOR SENIOR	
				13207	004-2380	1,200.0
					Total :	1,200.0
240539	6/2/2025	025 102336 NATIONAL CONSTRUCTION RENTALS	7808005		RENTAL OF TEMP FENCE & GATE-1344	
					070-384-0000-4260	83.2
					Total :	83.2
240540	6/2/2025	894100 ODP BUSINESS SOLUTIONS , LLC	412713761001		OFFICE SUPPLIES	
					070-381-0000-4300	98.0
			415251458001		ITEM RETURNED	
			420502144001		043-390-0000-4300 PRINTER TONERS	-115.8
			420502144001		043-390-0000-4300	321.4
			420645894001		OFFICE SUPPLIES	02111
					001-130-0000-4300	88.2
					Total :	391.8
240541	6/2/2025	894870 ONYX PAVING COMPANY INC	24064-2		FOG SEAL COATING OF PARKING LOTS	
				13363	024-335-0335-4600	61,849.0
				13363	012-335-0335-4600	13,762.5
					024-2037 012-2037	-3,092.4 -688.1
					Total :	71,830.9
240542	6/2/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-213336		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	070-384-0000-4300	17.3
			4605-228903		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	072-360-0000-4400	25.4
			4605-229296		VEH. SERVICE, MAINT. & REPAIR PART	
			4605 220276	13387	041-320-0225-4400 VEH. SERVICE, MAINT. & REPAIR PART	80.9
			4605-229376	13387	041-320-0225-4400	12.0

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240542	6/2/2025	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued)			
			4605-229793		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	041-320-0225-4400	57.23
			4605-229969		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	041-320-0311-4400	91.8
			4605-230430		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	041-320-0225-4400	181.1
			4605-230647		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	041-320-0311-4400	15.7
			5752-129870		VEH. SERVICE, MAINT. & REPAIR PART	
				13387	041-320-0225-4400	31.8
					Total :	513.6
240543	6/2/2025	894991 PAYMENTUS GROUP INC	INV15-163045		ONLINE TRANSACTION FEES-APR'25	
					072-360-0000-4435	943.9
					070-382-0000-4435	943.9
					Total :	1,887.9
240544	6/2/2025	894746 PRECISION CIVIL	31143		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	685.0
			31168	10110	ON CALL PLANNING SERVICES	000.0
			01100	13179	001-150-0000-4270	2.047.5
			31517	10110	ON CALL PLANNING SERVICES	2,011.0
			01011	13179	001-150-0000-4270	292.5
			31580	10110	ON CALL PLANNING SERVICES	202.0
			01000	13179	001-150-0000-4270	712.5
				10110	Total :	3,737.5
240545	6/2/2025	889264 PRECISION CONCRETE CUTTING	CSF 050225-02		CITYWIDE SIDEWALK ASSESSMENT	
2.3040	0/2/2020		55. 000220-02	13337	121-311-0866-4600	36.645.5
			CSF 050725-03	10007	CITYWIDE SIDEWALK ASSESSMENT	30,043.3
			00120-00	13337	121-311-0866-4600	20,927.6
				10007	Total :	57,573.2
240546	6/2/2025	102688 PROFESSIONAL PRINTING CENTERS	23376		PRE-PRINTED FORMS	
240040	0/2/2020	102000 FROFESSIONAL FRINTING CENTERS	20070	13274	070-382-0000-4300	93.3
				13274 13274	070-382-0000-4300 072-360-0000-4300	93.3
				13214	012-300-0000-4300	93.3

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240546	6/2/2025	102688 PROFESSIONAL PRINTING CENTERS	(Continued)			
			23379		PRE-PRINTED FORMS	
				13274	001-152-0000-4230	382.57
				13274	001-152-0000-4300	167.72
					Total :	737.04
240547	6/2/2025	102738 QUINTERO ESCAMILLA, VIOLETA	MAY 2025		SENIOR MUSIC CLASS INSTRUCTOR	
				13217	017-420-1323-4260	880.00
					Total :	880.00
240548	6/2/2025	894910 R.C. BECKER INC.	13285R1		BUS SHELTER CONSTR. PROJ (EIGHT	
				13378	010-311-0175-4600	75,211.84
					010-2037	-3,760.58
					Total :	71,451.26
240549	6/2/2025	894408 RINCON CONSULTANTS INC	65311		CLIMATE ACTION & RESILIENCE PLAN	
				13199	032-150-0578-4270	22,949.46
			65414		ON-CALL PLANNING SERVICES	
				13181	001-150-0000-4270	484.25
			65443		ON-CALL PLANNING SERVICES	
				13181	001-150-0000-4270	103.34
				13181	001-140-0000-4270	4,130.84
				13181	001-150-0000-4270	1,907.82
					Total :	29,575.71
240550	6/2/2025	894952 ROBERT D. NIEHAUS, INC.	9770		WATER & SEWER UTILITY RATE STUDY	
				13403	070-381-0000-4270	6,280.00
					Total :	6,280.00
240551	6/2/2025	892856 SALAS, JUAN	REIMB.		DEPT & SENIOR CLUB SUPPLIES	
					001-420-0000-4300	484.60
					001-422-0000-4300	318.53
					004-2380	91.91
					Total :	895.04
240552	6/2/2025	894782 SALCEDO, JULIO	REIMB.		WELLNESS BENEFIT-FY 24/25	
					001-420-0000-4140	750.00

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240552	6/2/2025	894782 894782 SALCEDO, JULIO	(Continued)		Total :	750.00
240553	6/2/2025	103057 SAN FERNANDO VALLEY SUN	10932		RFP-ENGINEERING SERVICES WELL 2. 001-115-0000-4230	65.00
			19015		2ND READING-ORD NO. 1733 BUILDIN( 001-115-0000-4230 AD: PROPOSED BUDGET TOWN HALL I	150.00
			19024		001-190-0000-4267 2ND READING-ORD NO. 1732 REPLACI	939.02
			19025		001-115-0000-4230 1ST READING-ORD NO. 1734 OUTDOO 001-115-0000-4230	60.00 45.00
					001-115-0000-4230 Total :	45.00 1,259.02
240554	6/2/2025	103064 SAN GABRIEL VALLEY CITY	061825		MONTHLY MEETING ON 06/18/25 001-105-0000-4370 001-107-0000-4370 Total :	160.00 80.00 <b>240.00</b>
240555	6/2/2025	892619 SIMONZAD, BENNY	TRAVEL		PER DIEM-POST ORGANIZATIONAL WE 001-225-0000-4360 Total :	90.00 <b>90.00</b>
240556	6/2/2025	894701 SKY ELEMENTS LLC	3276	13428	DRONE SHOW FOR INDEPENDENCE D 001-1230 Total :	30,000.00 <b>30,000.00</b>
240557	6/2/2025	103184 SMART & FINAL	119		CANDY-SENIOR FEST	
			120		004-2346 SNACKS FOR SENIOR TRIP	11.99
			121		004-2383 SNACKS-IMMIGRATION WORKSHOP	40.22
			175		001-420-0000-4300 REFRESHMENTS-SENIOR FEST	128.92
			327		004-2346 SODAS-SENIOR CLUB 004-2380	394.53 227.41

Page:

vchlist

#### EXHIBIT "A" RES. NO. 25-061

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05/28/2025	1:29:42P	И	CITY OF SAN FERM	IANDO		
Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240557	6/2/2025	103184 103184 SMART & FINA	L (Continued)		Total :	803.07
240558	6/2/2025	103202 SOUTHERN CALIFORNIA ED	ISON CO. 700826276547		ELECTRIC - 799 JESSIE (INFILTRATION 043-390-0000-4210 Total :	60.80 <b>60.80</b>
240559	6/2/2025	894672 SPATIG, JENNIFER	TRAVEL		PER DIEM-POST ORGANIZATIONAL WE 001-222-0000-4360	90.00
					Total :	90.00
240560	6/2/2025	894311 SPECTRUMVOIP	592125		CITYWIDE LONG DISTANCE VOIP SRV: 001-190-0000-4220	251.14
					Total :	251.14
240561	6/2/2025	103251 STANLEY PEST CONTROL	189504		PEST EXTERMINATION FOR CITY FACI	
				13374	043-390-0000-4330	1,350.00
					Total :	1,350.00
240562	6/2/2025	894275 STAPLES, INC.	6030491967		MASKS	10.00
			69030491968		001-190-0000-4300 BREAK ROOM SUPPLIES	19.88
					001-190-0000-4300	193.34
					Total :	213.22
240563	6/2/2025	894649 STERLING ADMINISTRATION	N 859123		ADMINISTRATIVE FEE: APRIL 2025	
					001-133-0000-4260	50.00
			861767		FSA FUNDING CONTRIBUTION 004-2365	1,092.08
					Total :	1,142.08
240564	6/2/2025	894130 SUNBURST UNIFORMS	2303		UNIFORMS & ACCESSORIES	
				13333	001-225-0000-4325	1,393.71
			2304	13333	UNIFORMS & ACCESSORIES 001-225-0000-4325	637.28
			2305	13333	UNIFORMS & ACCESSORIES	037.20
				13333	001-225-0000-4325	687.64
			2306		UNIFORMS & ACCESSORIES	
				13333	001-225-0000-4325	760.93

Voucher List

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vchlist 05/28/2025	1:29:42PI	м	Voucher List CITY OF SAN FERNAN	IDO		Page: 18
Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240564	6/2/2025	894130 SUNBURST UNIFORMS	(Continued)			
			2307		UNIFORMS & ACCESSORIES	
				13333	001-225-0000-4325	640.41
			2308		UNIFORMS & ACCESSORIES	
				13333	001-225-0000-4325	527.74
					Total :	4,647.71
240565	6/2/2025	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST	
					043-390-0000-4210	75.53
			084-220-3249-3		GAS-505 S HUNTINGTON	
					043-390-0000-4210	127.01
			088-520-6400-8		GAS-117 MACNEIL	
					043-390-0000-4210	111.20
			090-620-6400-2		GAS-120 MACNEIL	
					043-390-0000-4210	40.95
					070-381-0000-4210	20.47
			110 007 0101 0		072-360-0000-4210	20.47
			143-287-8131-6		GAS-208 PARK	470 57
			162-020-7432-0		043-390-0000-4210 GAS-828 HARDING	173.57
			102-020-7432-0		043-390-0000-4210	16.14
					Total :	585.34
0.40500	0/0/0005	ANALASA THE LANGUAGE BROOMING	1010			
240566	6/2/2025	894052 THE LANGUAGE PROS, INC.	1912		LANGUAGE SERVICES	
			1959	13383	001-101-0000-4270	600.00
			1959	13383	LANGUAGE SERVICES 001-101-0000-4270	1,395.09
				13363	Total :	1,995.09
040567	6/0/0005	200017 THE WALKING MANLING	E 405 4		CODE COMPLIANCE WORKSLICE DOC	
240567	6/2/2025	890817 THE WALKING MAN, INC.	F4354		CODE COMPLIANCE WORKSHOP POS	775 00
					001-152-0000-4300 Total :	775.00 775.00
					Totai :	775.00
240568	6/2/2025	887458 TORRES, HECTOR	TRAVEL		PER DIEM-POST ORGANIZATIONAL WE	
					001-225-0000-4360	90.00
					Total :	90.00

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#### EXHIBIT "A" RES. NO. 25-061

June 2, 2025 CC Special & Regular Mtg

1:29:42PM

vchlist

05/28/2025

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240569	6/2/2025	101028 TYLER TECHNOLOGIES, INC.	045-514792		CREDIT-EDEN SUPPORT 04/01-12/31 D	
			15 51 1000		001-135-0000-4260	-38,614.51
			45-514609	13365	ERP SOFTWARE AND IMPLEMENTATIO 001-135-0000-4260	111.019.00
				13303	Total :	72,404.49
						72,404.43
240570	6/2/2025	889069 U.S. BANK NATIONAL ASSOCIATION	2904118		2021A BOND-INTEREST PAYMENT-JULY	
					018-1018	345,249.35
					Total :	345,249.35
240571	6/2/2025	889069 U.S. BANK NATIONAL ASSOCIATION	2904121		2021B BOND-INTEREST PAYMENT-JUL	
					070-1018	40,594.17
					072-1018	15,014.28
					Total :	55,608.45
240572	6/2/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAG	E ( 15122187		ACCT 15122187-POSTAGE REIMB.	
40572 6/2/2	0/2/2020				001-190-0000-4280	1,500.00
					Total :	1,500.00
240573	6/2/2025	894888 US BANCORP SERVICE CENTER INC	042525		WORKSHOP RGSTR-07/10/25	
210010	0/2/2020		012020		001-1230	95.00
			042825		LODGING-ICSC CONF IN LAS VEGAS N	
					001-107-0000-4370	339.01
			042925		MEETING REGISTRATION ON 05/21/25	
					001-105-0000-4370	75.00
			051625		RGSTR-CONF ON 07/10-07/13	
			051625		001-1230 ICSC 2025 BOOTH PARTICIPATION IN L	950.00
			051625		001-107-0000-4270	2.400.00
			051925		LODGING CREDIT-ICSC CONF IN LAS \	2,400.00
					001-107-0000-4370	-339.01
			051925-1		LODGING-2025 CA. CONTRACT CITIES	
					001-101-0114-4370	846.33
			051925-2		LODGING-2025 CA. CONTRACT CITIES	
					001-101-0112-4370	846.33
					Total :	5,212.66

Voucher List

CITY OF SAN FERNANDO

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vchlist 05/28/2025	1:29:42P	м	Voucher List CITY OF SAN FERNAN	DO		Page: 2
Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amour
240574	6/2/2025	894888 US BANCORP SERVICE CENTER INC	050925		LODGING-CRIME SCENE PHOTOGRAP	
					001-225-0000-4360	560.2
					Total :	560.2
240575	6/2/2025	894888 US BANCORP SERVICE CENTER INC	42925		DINNER FOR CC TEAM BUILDING-04/28	
					001-101-0000-4300	218.8
			50525		CITY COUNCIL SUPPLIES	
					001-101-0000-4300	20.3
			50625		DINNER FOR CC MTG-05/05/25	
					001-101-0000-4300	154.7
			51925		CITY COUNCIL SUPPLIES	
					001-101-0000-4300	195.8
			52025		DINNER FOR CC MTG-05/19/25	
					001-101-0000-4300	133.0
					Total :	722.8
240576	6/2/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_05/1-05/31/25		SEWER FLOW MONITORING & WASTE	
				13325	072-360-0000-4260	540.0
					Total :	540.0
240577	6/2/2025	894909 VALLEY BACKFLOW INC.	20834		BACKFLOW TESTING/REFAIRS	
				13357	043-390-0000-4260	250.0
				13357	070-383-0000-4260	450.0
					Total :	700.0
240578	6/2/2025	889644 VERIZON BUSINESS	66827561		CITY HALL LONG DIST (Y2619454)	
					001-190-0000-4220	57.7
			66827562		CITY YARD LONG DIST (Y2619455)	
					070-384-0000-4220	17.3
			66827563		CITY HALL LONG DIST (Y2619456)	
					001-190-0000-4220	28.8
			66827564		POLICE LONG DIST (Y2619457)	
					001-222-0000-4220	68.1
			66827565		CITY YARD LONG DIST (Y2619458)	
					070-384-0000-4220	11.5
			66827566		PARKS LONG DIST (Y2619459)	
					001-420-0000-4220	17.6

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vchlist

05/28/2025

#### EXHIBIT "A" RES. NO. 25-061

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
240578	6/2/2025	889644 VERIZON BUSINESS	(Continued)			
			66828072		PW-LONG DIST (Y2620611) 001-310-0000-4220	5.77
			66828083		CITY HALL LINES (Y2620636)	
					001-190-0000-4220	63.54
					Total :	270.57
240579	6/2/2025	100101 VERIZON WIRELESS-LA	6111926196		PD CELL PHONE PLANS	
					001-222-0000-4220	547.44
					Total :	547.44
240580	6/2/2025	894327 VISTA PAINT	2025-922585-00		CURB PAINT	
					029-335-0000-4300	740.70
			2025-923067-00		CURB PAINT	
					029-335-0000-4300	488.48
					Total :	1,229.18
240581	6/2/2025	103603 VULCAN MATERIALS COMPANY	3411724		UTILITY TRENCH AND POTHOLE REPA	
				13296	072-360-0000-4300	1,109.76
				13296	070-385-0700-4600	124.72
					Total :	1,234.48
240582	6/2/2025	895000 WEST & ASSOCIATES	1025.04-018		2024 ANNUAL WATER USE REPORTING	
					070-381-0000-4270	1,950.00
					Total :	1,950.00
240583	6/2/2025	103673 WESTERN WATER WORKS SUPPLY CO.	1267978-00		WATER SERVICE, FIRE HYDRANT MAT	
				13269	070-383-0000-4310	4,410.27
			12695554-00		WATER SERVICE, FIRE HYDRANT MATI	
				13269	070-383-0000-4310	297.80
					Total :	4,708.07
240584	6/2/2025	891531 WILLDAN ENGINEERING	00340593		NPDES CONSULTING SERVICES	
				13318	023-311-0000-4270	5,105.06
			00340699		NPDES CONSULTING SERVICES	
				13318	023-311-0000-4270	4,842.87
					Total :	9,947.93

Voucher List

CITY OF SAN FERNANDO

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vchlist 05/28/2025	1:29:42PM			Voucher List CITY OF SAN FERNANDO				Page:	22	
Bank code : Voucher	bank3 Date	Vendor			Invoice	PO #	Description/Account			Amount
		or bank code : n this report	bank3					Bank total : Total vouchers :		75,072.83
110	Date Vouchers f	or bank code :	bank3		Invoice	<u>PO #</u>	Description/Account			7

Voucher Registers are not final until approved by Council.

#### SPECIAL CHECK

#### EXHIBIT "A" RES. NO. 25-061 Page: 1

Amount

12,348.00

12,348.00

12,348.00

12,348.00

Total vouchers :

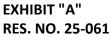
vchlist Voucher List Page: 05/15/2025 10:04:08AM CITY OF SAN FERNANDO Bank code : bank3 Voucher Date Vendor PO # Description/Account Invoice 240469 5/15/2025 892552 A & M CATERING, INC. 0207 CATERING SERVS FOR SENIOR CLUB 13204 004-2380 Total : 1 Vouchers for bank code : bank3 Bank total :

1 Vouchers in this report

Voucher Registers are not final until approved by Council.

Page:

#### **SPECIAL CHECK**



vchlist 05/15/2025	4:45:05PM	Voucher List CITY OF SAN FERNANDO	Page: 1	
Bank code :	bank3 Date Vendor	Invoice PO #	Description/Account	A
Voucher 240470	Date         Vendor           5/14/2025         893115         P.E.R.S. CITY RETIREMENT	Invoice PO # 100000017888594	EMPL CONTRIB VARIANCE-04/19-05/02 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124 Total :	311.67 233.75 3,350.44 <b>3,895.86</b>
1	Vouchers for bank code : bank3		Bank total :	3,895.86
1	Vouchers in this report		Total vouchers :	3,895.86

Voucher Registers are not final until approved by Council.

#### **SPECIAL CHECK**

#### EXHIBIT "A" RES. NO. 25-061 Page: 1

 vchlist
 Voucher List

 05/19/2025
 12:33:03PM
 CITY OF SAN FERNANDO

 Bank code :
 bank3

 Voucher
 Date
 Vendor

 Invoice
 PO #
 Description/Account

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240471	5/19/2025	890008 WOODWARD, BRIAN	NONPO		SETTLEMENT PAYMENT - INTEREST O 001-190-0000-4101 Total :	31,679.24 <b>31,679.24</b>
	1 Vouchers fo	r bank code : bank3			Bank total :	31,679.24
	1 Vouchers in	this report			Total vouchers :	31,679.24

Voucher Registers are not final until approved by Council.

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vchlist

#### **SPECIAL CHECK**

Voucher List

Page: 1

05/20/2025	2:01:17PM	CITY OF SAN FE	CITY OF SAN FERNANDO				
Bank code :	bank3						
Voucher	DateVendor	Invoice	PO #	Description/Account	Amount		
240472	5/20/2025 103184 SMART & FINAL	0164		BREAK ROOM SUPPLIES			
				001-222-0000-4300	93.97		
		0180		REFRESHMENTS			
				001-222-0000-4300	103.09		
		0448		COMMUNITY ACADEMY REFRESHMEN			
				001-222-0000-4300	33.29		
		318		SNACKS FOR TRIPS-AFTER SCHOOL T			
				001-423-0000-4300	299.02		
		405		OUTDOOR MARKET-04/26/25			
				001-310-0000-4300	29.51		
		66		CALLES VERDES EVENT-05/03/25			
				001-310-0000-4300	82.52		
				Total :	641.40		
1	Vouchers for bank code : bank3			Bank total :	641.40		
1	Vouchers in this report			Total vouchers :	641.40		

Voucher Registers are not final until approved by Council.

#### **SPECIAL CHECK**

vchlist 05/21/2025	8:49:12AI	м		Voucher List CITY OF SAN FERNANDO		
Bank code : Voucher	bank3 Date	Vendor	Invoice	PO #	Description/Account	Amount
240473	5/21/2025	891860 CARL WARREN & COMPANY	20941-20953		REIMB. TO ITF ACCT (LIABILITY CLAIM! 006-1037 Total :	34,285.69 <b>34,285.69</b>
1	Vouchers fo	or bank code : bank3			Bank total :	34,285.69
1	Vouchers in	this report			Total vouchers :	34,285.69

Voucher Registers are not final until approved by Council.

#### **SPECIAL CHECK**

vchlist 05/22/2025 9:15:12AM				Voucher List CITY OF SAN FERNANDO		
Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240474	5/22/2025 103648 CITY OF SAN FERNANDO PR 5/23/25 REIMB FOR PAYROLL W/E 5/16//			REIMB FOR PAYROLL W/E 5/16/25		
					001-1003	606,774.16
					007-1003	2,331.95
					017-1003	446.67
					027-1003	2,583.10
					028-1003	1,143.21
					029-1003	5,518.09
					041-1003	7,029.70
					043-1003	25,359.47
					070-1003	51,482.95
					072-1003	21,189.98
					074-1003	1,118.53
					094-1003	1,143.25
					110-1003	11,670.99
					Total :	737,792.05
1	Vouchers fo	or bank code : bank3			Bank total :	737,792.05
1	Vouchers in	this report			Total vouchers :	737,792.05

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:** June 2, 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:**

<u>City Manager's Office &amp; City Clerk's Office.</u> Title: City Council Office Redesign Title: Records Retention Policy Update	Date Completed September 2024 January 2025		
Community Development Department.	Date Completed		
Title: Animal Control Contract Management	June 2024		
Title: CDBG Neighborhood Cleanup Program	June 2025		
Title: New Position – Planning Manager	March 2025		
Title: Mixed Use and Specific Plan Overlay Districts	March 11, 2025		
Title: Graffiti Program (with Public Works and Police Department)	February 18, 2025		
Title: Homeless Action Plan Implementation and Management	March 2025		
Title: Zoning Code Reorganization	May 5 <i>,</i> 2025		
Title: Landscape Ordinance	May 5, 2025		
Title: Outdoor Dining Ordinance	May 5, 2025		

ADMINISTRATION DEPARTMENT

117 MACNEIL STREET, SAN FERNANDO, CA 91340

(818) 898-1202

WWW.SFCITY.ORG

**REVIEW:**  $\square$  Finance Director  $\square$  Deputy City Manager

🗆 City Manager

**Receive and File Status Updates for Enhancements, Projects, and City Council Priorities** Page 2 of 34

### COMPLETED PROJECTS CONTINUED:

#### Finance.

Title: American Rescue Plan Act (ARPA) Allocations Title: Online Bill Payment System (Paymentus)

#### Police Department.

Title: Narcotics Incinerator Title: Law Enforcement Technology Improvements Title: Police Department Overtime Title: Law Enforcement Technology Improvements – Handheld Ticket Writers

#### 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

#### **Recreation & Community Services.**

Title: Afterschool Teen Program Title: Park Opportunity Plan

#### **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).

#### **Date Completed**

February 18, 2025 February 2025

#### Date Completed

September 2024 September 2024 February 2025

April 8, 2025

#### Date Completed

January 2025

October 31, 2024 November 2024 Spring 2025 January 23, 2025 March 31, 2025

#### **Date Completed**

October 7, 2024 October 7, 2024

#### **Receive and File Status Updates for Enhancements, Projects, and City Council Priorities** Page 3 of 34

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.
- Meet with the Ad Hoc in late May/early June to discuss next steps.

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

#### Tentative Completion Date: August 2025.

#### Staff Project Lead: Kanika Kith

#### Title: East San Fernando Valley Light Rail Transit Project

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

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

#### **Receive and File Status Updates for Enhancements, Projects, and City Council Priorities** Page 4 of 34

To date, the following actions have been completed:

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

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

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

On February 28, 2025, City staff met with Metro staff to receive a preliminary update regarding the additional Phase 2 studies requested by the City during the certification of the EIR by the Metro Board. Metro staff attended the City Council meeting on May 5, 2025, to provide an update and get feedback from the City Council on build out options and safety improvements.

*Next City Council Action*: City staff and Metro are working in collaboration to advertise upcoming outreach events in the City that will solicit community feedback on metro development options.

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

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the Small Business Assistance Program (SBAP). This program provides grants to local business owners and property owners to improve the appearance of their storefronts and buildings. The grant funds can be used for improvements to signage, painting (including anti-graffiti coating), and other storefront enhancements such as installing eye-catching vertical landscape (green wall) to defer graffiti and beautify a building wall with landscape.

*Status*: On November 18, 2024, the City Council approved the proposed guidelines for the SBAP and allocating \$64,506 from the unallocated CDBG funds in FY 2023-2024 to the SBAP, increasing total funding for the SBAP to \$210,110. 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 3,900 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 are currently in their development phase. Staff will be provided with training in 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. Two (2) workshops were held on Wednesday, March 30, 2025, at 8: 00 a.m. and Wednesday, May 7, 2025, at 6:00 p.m. Walking inspections began the week of May 12, 2025.

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

Tentative Completion Date: FY 2026-2027 (Ongoing).

*Staff Project Lead:* Fernando Miranda

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

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

Status:

- **CARP Phase 1:** Completed and presented to City Council in February 2024 with data collection, a GHG Emissions Inventory, and a Vulnerability Assessment.
- CARP Phase 2: Ongoing, focusing on identifying strategies and actions to mitigate climate change through GHG emission reductions in the most cost-effective manner and include strategies for climate adaptation and resilience. Extensive community engagement, led by Pacoima Beautiful, Fernandeño Tataviam Band of Mission Indians (FTBMI), and Climate Resolve, is a key component.

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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 19<sup>th</sup>, 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
- 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: 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.

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

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

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

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

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A Community Engagement Plan was approved by City Council on May 5, 2025. Staff has begun identifying dates for engagement activities.

Next City Council Action: TBD

*Tentative Completion Date:* June 30, 2026

Staff Project Lead: Erika Ramirez /Ron Garcia

# Public Works.

### **Title: Carlisle Green Alley Reconstruction Project**

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

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

#### **Carlisle Street Green Alley Project Tentative Timeline**

<u>Milestones</u>	<b>Tentative Date</b>
Design 60%	7/15/2025
Design 100%	1/5/2026
Advertise	1/6/2026-3/30/2026
<ul> <li>Recommend Award of Construction Contract</li> </ul>	4/20/2026
Construction	5/18/2026-2/1/2027
Notice of Completion	2/15/2027
Project Closeout	March 2027

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

*Tentative Completion Date*: March 2027

Staff Project Lead: Patsy Orozco

#### **Title: Calles Verdes Project**

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

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

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco

#### **Title: Las Palmas Park Revitalization Project**

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

*Status*: Public Works and Recreation & Community Services Staff will be meeting with the design consultant, RJM Design Group to discuss the current project budget and options to reduce project scope. Staff will review options and present recommendations to the City Council in July 2025.

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

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco / Willdan

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#### Title: Cindy Montañez Natural Park Improvements & Maintenance

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

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

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

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

On February 24, 2025, City staff met with representatives of the Tataviam Tribe to discuss proposed landscaping improvements for Cindy Montañez Natural Park and the Pacoima Wash Bikeway. A follow-up meeting 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.

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

### <u> Status - Project Scope:</u>

Assessment and Planning:

- Coordinate with the City of San Fernando Public Works Department.
- Conduct an audit of existing lighting infrastructure.
- Identify broken or malfunctioning lights.
- Determine optimal placement and required level of lighting for new or upgraded lights. Design and Technology Selection:
- Install solar-powered LED lights to enhance sustainability.
- Use motion-sensor lighting in lower-traffic areas to conserve energy.
- Implement anti-glare shields to minimize light pollution.
- Ensure compliance with local regulations and energy efficiency standards. Implementation:
- Replace damaged poles and fixtures.
- Upgrade electrical systems where needed.
- Integrate smart lighting controls for maintenance monitoring.
- Maintenance and Monitoring:
- Develop a long-term maintenance plan.
- Establish a reporting system for outages or damage.

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

Tentative Completion Date: To be determined

Staff Project Lead: Patsy Orozco / Willdan

#### Title: HSIP Traffic Signal Modification Project

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

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

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*Status*: The City's contractor has completed the installation of the new reflective and internally illuminated street name signs on the mast arms at the nine project intersections. The installation of striping and signage within the railroad right of way is underway.

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
- 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 has completed inputting the updated timing sheets into the traffic signal controllers for these intersections. Observation and fine tuning of the timing is scheduled to take place within the next month.

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

*Tentative Completion Date*: July 2025

Staff Project Lead: Manuel Fabian / Willdan

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#### **Title: Citywide Signage Upgrades**

*Description:* Replacement and installation of various signs. The project consist of several types of sign replacements including but not limited to traffic signs, wayfinding signs and trolley signs. The project will replace faded signs citywide including but not limited to: stop signs, speed limit signs, street sweeping, crosswalk signs, street name signs, wayfinding signs, and trolley signs. This project will be performed in phases; Phase I will consist of wayfinding and trolley signs. The City has obtained the services of the Los Angeles County Public Works Department (LACPWD) to manufacture and install the signs. Installation will begin in late February. Phase II will consist of regulatory, warning and guide signs. The City plans to coordinate with Los Angeles County Public Works for Phase II sign replacement.

*Status:* Installation of trolley signs and wayfinding signs has been completed by LACPWD. Phase II will commence in FY 2025-2026.

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

*Tentative Completion Date*: Phase I is complete.

Staff Project Lead: Manuel Fabian / Willdan

#### **Title: Bus Shelter Rehabilitation Project**

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

*Status*: 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,

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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*: <u>Residential</u> – Create a residential permit parking program by conducting a thorough review of the municipal code to identify recommended updates that incorporate statewide policies and regulations. Review and update existing operational policies and enforcement guidelines to ensure that the program is fair and equitable throughout the City. Data will also be collected to assist in making data driven decisions as it relates to curb and parking management. At the conclusion of this project, City Council will be presented with a Residential Parking Action Plan that will include a thorough review of existing processes and procedures along with recommendations for updates and a proposed implementation plan for adoption.

<u>Commercial</u> – 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*: Following the contract award on July 15, 2024, City staff and Dixon Resources Unlimited have completed extensive data collection and community outreach, structured into two (2) phases.

In August 2024, Dixon began internal needs assessment interviews with key City departments, including Finance, Community Development, and Police. An Enforcement Workshop was also held on January 14, 2025, with Code Enforcement and Parking Enforcement officers to assess implementation needs and challenges.

Parking occupancy data was collected on September 12 and 14, 2024, in the City's two (2) existing Residential Permit Parking (RPP) zones and one (1) non-RPP zone impacted by ADUs.

Two (2) rounds of community engagement meetings were held. The first round included an in-person meeting on November 21, 2024, and a virtual meeting on December 4, 2024. The second round included an in-person meeting on February 19, 2025, and a virtual meeting on

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February 20, 2025. Combined attendance for the first round totaled 35 participants, while 30 participants attended the second round. A community parking survey, open from October 23, 2024 to January 31, 2025, received over 400 responses in English and Spanish.

Recent outreach efforts have included project updates and presentations to the City Manager (March 26, 2025), Parking Ad Hoc Committee (April 16, 2025), Transportation and Public Safety Commission (April 3, 2025), and the Planning and Preservation Commission (April 14, 2025). On May 19, 2025, the City Council received and filed a presentation on the proposed policies.

*Next City Council Action*: A Public Hearing for the first reading of the RPP ordinance is scheduled for the June 16, 2025 Council meeting.

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.

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

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

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

*Tentative Completion Date*: June 2025

Staff Project Lead: Rodrigo Mora

#### Title: Fixed Route ADA Sidewalk Improvement Project

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

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

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

*Tentative Completion Date*: To be determined.

Staff Project Lead: Manuel Fabian / Willdan

#### Title: Las Palmas HVAC Project

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

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.

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*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

### 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.

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Project Objectives:

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

Status - Project Scope:

Assessment and Inventory:

- Conduct a comprehensive audit of existing regulatory and warning signs in all designated school zones.
- Identify signs that are damaged, outdated, or non-compliant with current safety standards. Design and Specification:
- Develop updated sign designs that incorporate enhanced visibility features such as LED illumination or reflective materials.
- Ensure that designs clearly display reduced speed limits, crossing alerts, and other school zone-specific warnings.
- Coordinate with state and federal guidelines to ensure all new signage is compliant with regulatory standards.

Permitting and Approvals:

- Obtain feedback and approval from school district officials and community stakeholders. Procurement and Installation:
- Plan phased installations to minimize traffic disruption, focusing on high-priority zones during peak school hours.
- Implement traffic control measures during installation to ensure safety for students and motorists.

Post-Installation Evaluation:

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

Next City Council Action: To Be Determined

#### Tentative Completion Date: To Be Determined

#### Staff Project Lead: Rodrigo Mora

## **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.

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Project Goals:

- Enhance Visitor Experience: Upgrade the restrooms with modern fixtures and finishes to provide a clean, comfortable, and safe environment.
- Ensure Accessibility: Ensure full compliance with the Americans with Disabilities Act (ADA) by redesigning facilities to be accessible to all individuals.
- Promote Sustainability: Incorporate energy-efficient lighting, water-saving fixtures, and ecofriendly 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.

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

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

On March 6, 2025, the RFP was published in the San Fernando Valley Sun and on the City's website. The design proposals were due April 8, 2025 at 2:00pm. The City received two proposals for design services. After conducting internal staff review and interviews, a firm was tentatively chosen and will go to City Council for contract award.

*Next City Council Action*: On June 2, 2025, City Staff will present the proposed Contract Award to City Council.

*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

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#### **Title: Sidewalk Condition Assessment**

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

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

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

Tentative Completion Date: December 2025

Staff Project Lead: Patsy Orozco

#### Title: Project Labor Agreement

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

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

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

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

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

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

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

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

Staff Project Lead: Richard Padilla / Wendell Johnson

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#### Title: City Fleet Replacement and Heavy Equipment Program

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

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

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

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.

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

Status - Project Scope:

Assessment & Planning:

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

Design & Specification:

- Install larger, high-contrast, reflective street name signs with easy-to-read fonts.
- Use LED-illuminated signs at major intersections for better nighttime visibility.
- Standardize sign dimensions and font sizes per MUTCD & Caltrans guidelines. Permitting & Approvals:
- Work with Caltrans & City of San Fernando Public Works for design approvals.
- Ensure compliance with state and federal traffic control regulations.
- Installation & Implementation:
- Replace existing mass arm-mounted street name signs at intersections.
- Upgrade mounting brackets and supports to improve stability.
- Use traffic control measures to minimize disruptions during installation. 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

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- Parking Lot 9
- Parking Lot 10
- City Hall Parking Lot
- San Fernando Police Department Parking Lot

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

*Status*: Work began in February 2025. Work is scheduled to be completed in 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 XIIID of the California Constitution);
- As such, an ordinance or resolution establishing or increasing water rate charges requires the conduct of a so-called "majority protest" public hearing which requires the issuance of a written notice to water customers no less than 45 days from the date of the hearing; and

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

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

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

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

## Staff Project Lead: Victor Meza

#### **Title: Recreation Park Rehabilitation**

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

Status: In planning stage.

Next City Council Action: Award of Contract for Design in June 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.

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*Status:* On October 7, 2024, the City Council awarded a contract to IPS Group Inc. to replace coinoperated parking meters in the San Fernando Mall and Civic Center areas. 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. In total, 91 smart meters were deployed. This project replaced 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 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.

Recent actions include the beginning of the project's third phase. This has consisted of the removal of 17 non-compliant daylighting meters. Future actions include the grinding down of parking stalls and the painting of red curbs at key intersections in compliance with California's day lighting law. Additionally, the purchase of new smart meters to complete the Mall area and the Civic Center.

*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 be tentatively completed by Summer 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.

The First reading of the ordinance was presented to City Council on May 5, 2025. The City Council directed staff to edit the ordinance to prohibit the service and consumption of alcohol on the Public Right of Way. With that direction to City Staff, the City Council unanimously passed the First Reading. City Staff edited the Ordinance and application per City Council direction. On March 19, 2025, the second reading of the ordinance was approved by City Council.

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

*Tentative Completion Date:* **Ongoing.** 

#### 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.

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.

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• Identify alternative uses for newly freed curb space (e.g., bike parking, greenery, loading zones).

Policy & Regulatory Alignment

- Update municipal parking regulations, curb painting standards, and enforcement protocols.
- Align with California law and adopt any local ordinances needed.
- Implementation
- Remove or restrict parking in daylighting zones.
- Paint curbs red (or other local marking) to indicate no-parking zones near select crosswalks.
- Install signage or physical barriers (like flexible bollards or planters).

## **Community Outreach**

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

### Monitoring & Evaluation

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

#### Status:

As part of the City's ongoing efforts to ensure compliance with California law under AB 413, City staff recently removed 17 noncompliant parking meters across various locations. Community Service Officers (CSOs) began issuing citations to vehicles in violation starting on May 1, 2025. In response, the City has expedited implementation of the compliance plan.

Upcoming actions include grinding down noncompliant parking stall markings and painting red curbs at key intersections. The locations selected for this first phase were prioritized based on the presence of the removed noncompliant meters.

The second phase will involve the continued, incremental rollout of red curb painting and stall grinding at additional high-priority areas throughout the City.

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

Staff Project Lead: Rodrigo Mora and Isabella Tapia

## **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

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unmonitored areas and upgrading the resolution of existing cameras for better coverage. Additionally, the outdated access control system will be replaced with a modern key fob system, enhancing security by tracking and restricting access to designated areas, ensuring only authorized personnel can enter. This upgrade also enables the department to limit or revoke access for separated employees, preventing them from entering restricted areas.

This project also includes improving security for the Police Department parking areas. The Detective Parking Lot is currently ungated and vulnerable to tampering and break-ins, with multiple incidents of unauthorized individuals loitering or entering the lot. Unauthorized vehicles also frequently block the lot's entrance, delaying emergency responses. Installing a controlled access gate will prevent unauthorized individuals from entering and obstructing the lot, thereby improving safety for both sworn officers and civilian personnel. To further secure the area, a guardian-style wrought iron fence will be installed atop the existing five-foot cinderblock wall and a mesh screen will be added to the gate will protect officers and vehicles from being observed, especially when officers are transporting firearms or arrestees

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

*Status*: The City Council approved a contract amendment with BearCom on November 18, 2024. Work on the project began in late November and is in the final stages of implementation.

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*: 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.

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*Status*: 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 5<sup>th</sup>. Supervisor training to be completed the week of May 19, 2025.

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

eSubpoena – No additional City Council action required.

Tentative Completion Date: 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.

### **Receive and File Status Updates for Enhancements, Projects, and City Council Priorities** Page 33 of 34

*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.

*Staff Project Lead:* Art Ziyalov

#### **Receive and File Status Updates for Enhancements, Projects, and City Council Priorities** Page 34 of 34

#### 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:

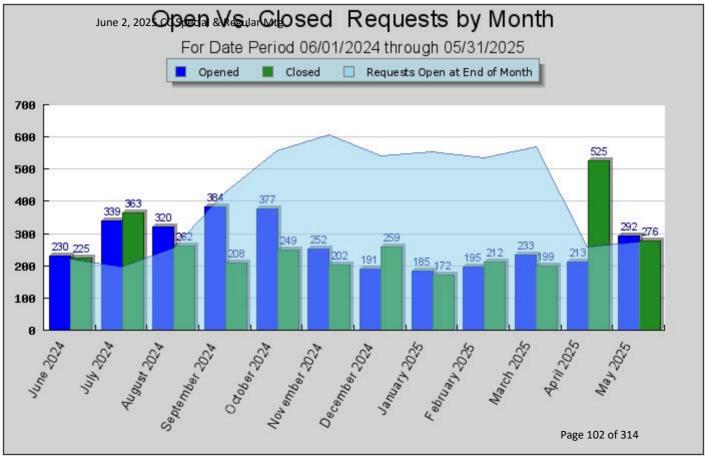
It is recommended that the City Council receive and file this status update on enhancements, projects and City Council priorities and provide direction, as appropriate.

#### **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

# One Year Analysis of Opened Requests Ending May 2025

	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	Total
	24-0011	24-001	24-Aug	24-0cp	24-001	24-1107	24-800	20-0411	20-1 05	20-1110	20-7491	20-May	Total
Community Development													
Building Code Violation	12	13	15	16	23	25	4	4	3	7	2	7	131
Homelessness Outreach	8	21	12	17	37	8	9	13	6	12	15	24	182
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	20	34	27	33	60	33	13	17	9	19	17	31	313
Police													
Abandoned Vehicle	3	6	13	10	9	7	3	1	3	2	11	7	75
Total - Police	3	6	13	10	9	7	3	1	3	2	11	7	75
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	3	0	0	0	2	0	0	0	1	6
City Trees	3	9	8	14	12	6	19	9	3	0	3	13	99
Graffiti and Sign Posting on P	52	82	95	93	70	39	27	40	33	70	47	76	724
Graffiti on Private Property	56	54	49	61	89	55	49	32	43	61	50	50	649
Illegal Dumping and Litter	55	99	90	98	86	71	47	54	62	38	51	72	823
Park Maintenance	2	2	1	15	3	2	2	0	4	5	3	6	45
Sidewalk Repair	7	11	6	18	23	4	4	0	5	4	6	13	101
Storm Drain and Flooding	0	0	4	0	3	0	1	2	2	0	0	0	12
Street Lighting	15	15	12	18	9	24	12	18	22	10	12	11	178
Street Repair	9	8	6	11	5	6	7	1	4	9	6	3	75
Street Signage	4	17	7	2	4	3	2	4	0	9	3	3	58
Traffic Signal	4	2	2	8	4	2	5	5	5	6	4	6	53
Total - Public Works	207	299	280	341	308	212	175	167	183	212	185	254	2823
All Topics													
Total All Topics	230	339	320	384	377	252	191	185	195	233	213	292	3211



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	33,710	982,724
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	\$ 3,773,964	\$ 2,044,375

**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.

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process	Contract Executed	 Notes
2082	7/5/2022	5/1/2025	TreePeople	Development of the City of San Fernando Urban Forest Management Plan	\$273,775.53	-	сс	PW		Y	
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	-	сс	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	-	сс	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	-	сс	PD	Not Applicable	Y	
2336	1/21/2025	6/25/2025	Robert D. Niehaus Inc.	Water and Sewer Rate Utility Study	\$59,440.00	-	сс	PW	RFP	Y	
2357	5/6/2025	6/27/2025	Civiltec Engineering, Inc.	Preparation of the City of San Fernando's Cross Connection Control Handbook as required by State Water Resources Control Board (SWRCB) policy	¢12 710 00	-	Admin	PW		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	
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		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	-	сс	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		-	сс	PD		Y	

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2293	7/1/2024	6/30/2025	Alcoholic Beverage Control (ABC)	Alcohol Policing Partnership Program	\$60,000.00	-	сс	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	
2344	10/1/2024	6/30/2025	Johnny Allen Tennis Academy	Tennis Classes	\$3,500.00	NA	Admin	RCS	NA	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	
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	
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	Y	
2289(a)	4/28/2025	6/30/2025	Onyx Paving Company, Inc.	First Amendment for 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	-	Admin	PW	Extending term	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.
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	First Amendment for Records Retention Schedule Update	\$9,250.00	-	Admin	CLK	Increasing compensation	Y	
2284(a)	4/28/2025	7/31/2025	Carrier Corporation	First Amendment to HVAC Upgrades and Roof Replacement at Las Palmas Park (Sourcewell Contract No. 070121-CAR)	\$385,225.00	-	Admin	PW	Extending term		NTP on 1/3/2025, complete w/in 60 working days

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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	-	СС	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	СС	CD		Y	
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	СМО		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	СС	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	-	СС	PD		Y	
2321	11/18/2024	9/30/2025	California Arts Council	Standard Agreement for Master Mariachi Apprentice Program (MMAP)	\$16,203.00	-	СС	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	-	СС	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	СС	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		СС	CD		Y	
2205(a)	12/4/2024	12/5/2025	Initiating Change in Our Neighborhoods Community Development Corporation (ICON CDC)	First Amendment to MOU to Provide Free Services to entrepreneur and Small Business Owner in the City (Extension of term)	\$0.00	Extend (1) one yr terms	Admin	ADM	Not Applicable	Y	
2046(a)	1/23/2025	12/6/2025	GMU Pavement Engineering Services	First Amendment to Pavement Design Services	\$450,000.00	(1) one yr extensions	СС	PW	Extending term	Y	
2044(b)	2/20/2025	12/6/2025	CWE	Secoend Amendment to Water and Wastewater Engineering Services	\$1,000,000.00	(1) one yr extensions	Admin	PW	Extending Term	Y	
2107(a)	10/12/2023	12/31/2025	RJM Design Group	First Amendment for Design of Las Palmas Park Revitalization Project (Extending Term)	\$490,121.00	-	Admin	RCS		Y	

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2147(c)	12/30/2024	12/31/2025	Dudek	Third Amendment for Downtown Master Plan	\$297,675.00	Yes	Admin	ADM	Extending Term	Y		
2328	1/1/2025	12/31/2025	The Language Pros	Language Services	\$25,000 annually	(4) 1-yr extensions	СС	CLK	RFP	Y		
2231	1/25/2024	1/31/2026	Governor's Office of Planning and Research - Adaptation Planning Grant Program	Standard Agreement for funding towards General Plan and Climate Action and Resilience Plan (CARP) Phase 2 (OPR23125)	\$599,918.18	add'l 6 months	Admin	CD		Y		Work must be completed within 30 month of executing agreement
2052(a)	4/11/2025	2/7/2026	Karina Sweeping Company	First Amendment for Sweeping Services at City-Owned Parking Lots, Alleys, and Trash Enclosures (Council Opted in for Curbs along both sides of Maclay between 1st Street and 4th Street)	\$87,600.00	(1) one-year extensions	Admin	PW	Extending term	Y		
2333(a)	2/12/2025	3/1/2026	Craftwater	First Amendment for Design Services for Carlisle Street Green Alley Project	\$373,190.00	-	Admin	PW	Amending Section 3.8	Y		
2193	3/6/2023	3/6/2026	LA County Regional Park and Open Space District (RPOSD)	Grant Agreement for Layne Park Revitalization Project	\$351,457.00	-	СС	RCS		Y		
1947(d)	3/20/202	3/19/2026	Everbridge	Addendum 4 to Contract Services Agreement for Mass Notification System	\$13,159.00	-	Admin	PD	Renewal	Y		
2297	1/1/2020	3/31/2026	California State Water Resources Control Board (State Water Board)	Nitrate Water Treatment System in Well 2A (Agreement No. D2202021 & Project No. 1910143-001C)	\$7,000,000.00	-		PW		Y		Executed through Admin, added contract number Records Retention (Keep until): 9/30/2032
2139(a)	3/6/2023	4/14/2026	Scott Fazekas & Associates, Inc	First Amendment to Building Plan Check and Building Official Services	\$25,000.00	z successive periods of 1 yr each	сс	CD		Y		
2236	4/2/2024	5/31/2026	Rincon Consultants, Inc.	Climate Action and Resilience Plan (CARP) - Phase 2 and CEQA Review	\$351,598.00	-	сс	CD		Y		Filed with Contract No. 2116 - CARP Phase 1
2249	5/20/2024	5/31/2026	City of Los Angeles	Urban Area Security Initiative (UASI) Grant Program (Projects: Water Supply and Water Quality Infrastructure Protections and Experience Operations	\$223,062.00	-	сс	PD		Y		Change Contract No 2144 F-Category
2171	6/23/2023	6/23/2026	GOGov, Inc.	Citizen Request Management (CRM)	\$10,080.00	for (2) 12- month periods	Admin	ADM		Y		
2160	7/1/2022	6/30/2026	State of California Department of Parks and Recreation	Grant Contract to Receive Funds for the Pacoima Boys & Girls Club	\$5,000,000.00	-	сс	ADM		Y		Replace with signature page when State signs 12/14/2023: Combine with Contract No. 2163
2163	6/1/2023	6/30/2026	Boys & Girls Club of San Fernando	MOU Regarding the State of California Department of Parks and Recreation Specified Grant	\$5,000,000.00	-	Admin	ADM		Y		12/14/2023: Combine with Contract No. 2160
2168	6/20/2023	6/30/2026	San Gabriel Valley Council of Governments and 19 Government Agencies	Administration and Cost Snaring for Implementing Coordinated Integrated Monitoring Program (CIMP) and Watershed Management Program (WMP) for Upped to Angelog River Watershod	-	-	сс	PW	Not Applicable	Y		
2232	7/1/2023	6/30/2026	Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (JPA)	Cost Sharing for the Installation of Monitoring Equipment and Monitoring Pursuant to the Harbor Toxic Pollutants TMDL	FY 23-24: \$586.24 FY 24-25: \$588.78 FY 25-26: \$602.60	Yes	сс	PW		Y		

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2185	8/22/2023	6/30/2026	Los Angeles Unified School District (LAUSD)	Education Compact to collaborate to meet educational needs of youth and families	\$0.00	-	СС	ADM		Y	
2152(b)	6/12/2024	6/30/2026	Chuck Thomas Investigations	Second Amendment for Internal Police Investigation Services (Increasing compensation for FY 2023-2024 to cover expenses)	\$27,500	-	Admin	PD		Y	
2240	7/1/2024	6/30/2026	NetXperts, LLC	Information Technology (IT) Managed Services	\$149,700/yr w/ 3% annual escalator	(3) one yr extensions	СС	FIN		Y	
2053(a)	10/23/2024	6/30/2026	Prudential Overall Supply	First Amendment for Uniform supply for Public Works (Extending Term)	\$17,000.00	-	Admin	PW		Y	
2238(b)	2/27/2025	6/30/2026	State of California Department of Parks and Recreation	Amendment No. 2 for Grant Contract for San Fernando Family Hike and Wildlife/Environment (Project Number HL- 19-015, Contract No C9781009)	\$26,486.00	Yes	Admin	RCS	Extending term	Y	
2343	3/3/2025	6/30/2026	Rincon Consultants, Inc.	City of San Fernando Comprehensive Housing Planning Program (SCAG REAP 2.0)	\$1,125,000.00	NA	СС	CD	Call for Proposals	Y	
2153(b)	4/10/2025	6/30/2026	JL Group, LLC	Second Amendment for Investigation Services	\$90,000.00	NA	Admin	PD	Increasing compensation	Y	
2221(a)	4/30/2025	6/30/2026	Community Bridge Housing Corp.	Frist Amendment for Temporary Housing Services	\$25,000.00	-	Admin	CD	Extending Term & Increasing Comp	Y	
2306	10/21/2025	6/30/2026	State of California, Department of Housing and Community Development (SCAG)	MOU No. M-028-25 for Regional Early Action Planning Grants Program of 2021 (REAP 2.0)	\$1,250,000.00	NA	СС	CD	Grant	Y	
2220	1/3/2024	7/3/2026	KnowBe4	KnowBe4 Security Awareness Training Subscription and Software	\$13,588.40	-	Admin	FIN		Y	
2175	7/5/2023	7/5/2026	US Department of Homeland Security	SFPD Interoperable System and Integrated Public Alet and Warning System (IPAWS) Open Platform for Emergency Networks		-	Admin	PD		Y	
1920(c)	11/18/2024	7/15/2026	Envirogen Technologies, Inc.	Second Amendment for Repair of Nitrate Removal Treatment Systems (Extending term and increasing compensation)		one 2-yr extension	СС	PW	Not Applicable	Y	
2253	7/28/2021	7/28/2026	Bartel Associates	Actuarial Services	\$24,500.00	No	Admin	FIN		Y	
2253(a)	6/11/2024	7/28/2026	Foster & Foster Consulting Actuaries, Inc. formerly Bartel Associates, LLC	First Amendment for Actuarial Services (Business Name Change)	\$24,500.00	No	Admin	FIN		Y	
2268	7/15/2024	7/31/2026	Dixon Resources Unlimited	Resdential Parking Program Implementation Services	\$84,735.00	-	сс	PW		Y	Commence w/in 3 calendar days of NTP
2281	8/5/2024	8/5/2026	Enterprise Fleet Management	Lease of 2024 Chrysler Voyager LX Passenger Van, taxes, titles, registration, destination charges, outfitting to support implementation of SAHMSA grant	\$51,287.95	-	СС	PW		Y	

#### ADM\_City Council Enhancement Project and Priority Updates (6-2-2025) ATT C

1					Auto renew.		1			1	
9/20/2021	9/30/2026	Utility Systems Science and Software, Inc.	Professional Services Agreement for Sewer Overflow Monitoring Services	\$46,200.00	(2) 1-yr exten included in	СС	PW				
10/16/2023	10/16/2026	Paymentus Corporation	Master Services Agreement for electronic/ online Payment Services	Transaction Fee	Auto renew for two years	СС	FIN		Y		
9/19/2024	10/16/2026	Paymentus Corporation	Amendment No. 1 to Master Services Agreement for electronic/ online Payment Services (Increasing scope of work)	Transaction Fee	Auto renew for two years	Admin	FIN		Y		
10/23/2022	10/23/2026	BKK Working Group	Agreement to 2019 Agreement - Successor Agreement to 2019 Agreement that tolled any Applicable Statute of Limitations governing Claims that could Assert	-	-	Admin	ADM		Y		
10/7/2024	10/31/2026	Acorn Technology Services	Provide Information Technology Managed Services	Initial: \$428,200 1st ext: \$260,405 2nd Ext: \$278, 102 3rd Ext: \$268,971	(3) 1-yr extensions	СС	FIN		Y		
11/19/2024	11/19/2026	Michael Baker International	First Amendment for CDBG Program Implementation and Administration Services (Utilizing (2) one-yr extensions	\$60,895.00	(1) one yr extensions	Admin	ED	Extending Term	Y		
11/28/2023	11/30/2026	Susan Saxe-Clifford and Associates	Evaluations for Police Officer applicants, current staff, and Concealed Carry Weapon (CCW) license evaluations for	\$35,000.00	two (1) yr terms	СС	PD		Y		
2/6/2023	-	San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC)		-	-	СС	ADM		Y		Added to Contract Folder No. 1898
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	-	СС	ADM		Y		Added to Contract Folder No. 1898
3/22/2023	-	Rina Cano, Owner	2159 Settlement Agreement and General Release - Rina Cano, 1425 Griffith St	-	-	Admin	PW		Y		MANDATORY 50 YR RETENTION (YEAR 2073)
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)
6/20/2023	-	North Valley Caring Services	Transfer Agreement and Waiver and Release - Vehicle Donation	-	-	СС	CD		Y		Filed w Contract No. 2148
9/18/2023	-	.Gov Domain Registration c/o Verisign, Inc.	.GOV Domain Name for City of San Fernando (Mailed letter)	-	-	Admin	FIN/IT		Y		
8/5/2024	-	Kroger Opiolds Implementation Administrator	New National Opioid Settlement	\$75,000.00	-	СС	CA		Y		
	10/16/2023 9/19/2024 10/23/2022 10/7/2024 11/19/2024 11/28/2023 2/6/2023 2/6/2023 3/22/2023 5/22/2023 6/20/2023 6/20/2023	10/16/2023       10/16/2026         9/19/2024       10/16/2026         10/23/2022       10/23/2026         10/7/2024       10/31/2026         11/19/2024       11/19/2026         11/19/2024       11/19/2026         2/6/2023       11/30/2026         3/22/2023       -         5/22/2023       -         5/22/2023       -         6/20/2023       -         9/18/2023       -	3/20/20219/30/2026Software, Inc.10/16/202310/16/2026Paymentus Corporation9/19/202410/16/2026Paymentus Corporation10/23/202210/23/2026BKK Working Group10/7/202410/31/2026Acorn Technology Services11/19/202411/19/2026Michael Baker International11/28/202311/30/2026Susan Saxe-Clifford and Associates2/6/2023-San Fernando Community Hospital dba San Fernando Community Heatth Center (SFCHC)2/6/2023-Tenant: San Fernando Community Heatth Center (SFCHC)3/22/2023-Rina Cano, Owner5/22/2023-Rina Cano, Owner6/20/2023Gov Domain Registration c/o Verisign, Inc.	9/20/2021     9/30/2026     Software, Inc.     Sewer Overflow Monitoring Services       10/16/2023     10/16/2026     Paymentus Corporation     Master Services Agreement for electronic/ online Payment Services       9/19/2024     10/16/2026     Paymentus Corporation     Amendment No. 1 to Master Services Agreement for electronic/ online Payment Services (Increasing scope of work)       10/23/2022     10/23/2026     BKK Working Group     Second Tommy Agreement that told any Applicable Statute of Limitations governing Claims that could Assert requires use users       10/7/2024     10/31/2026     Acorn Technology Services     Provide Information Technology Managed Services (Utilizing (2) one-yr extensions services (Utilizing (2) one-yr extensions for COM and the installation and operation of Community Health Center (SFCHC)       2/6/2023     -     San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC)       2/6/2023     -     Rina Cano, Owner     Disclaimer Agreement agreeing System (Solar Energy Generation) and all components are the personal property of Provider       3/22/2023     -     Rina Cano, Owner     2159 Settlement and General Release - North Valley Caring Services       6/20/2023     -     Rina Cano, Owner     2159 Settlement and General Release - Contract No. 2143 - Rina Cano, 1425 Griffith St Sewer Lateral       6/20/2023     -     Gov Domain Registration c/o Versign, Inc.     GOV Domain Name for City of San Fernando (Mailed letter)	97.00/2021         97.00/2026         Software, Inc.         Sewer Overflow Monitoring Services         946,200.00           10/16/2023         10/16/2026         Paymentus Corporation         Master Services Agreement for electronic online Payment Services         Transaction Fee           9/19/2024         10/16/2026         Paymentus Corporation         Amendment No. 1 to Master Services Agreement to electronic/online Payment         Transaction Fee           10/23/2022         10/23/2026         BKK Working Group         Amendment No. 1 to Master Services Services (Uncreasing scope of work)         Initial: \$428,200           10/7/2024         10/31/2026         Acom Technology Services         Provide Information Technology Managed Services (Uncreasing access)         Initial: \$428,200           11/19/2024         11/19/2026         Michael Baker International Associates         First Amendment for CDBG Program Implementation and Administration \$60,995.00         \$60,995.00           11/28/2023         11/30/2026         San Fernando Community Health Community Health Center (SFCHC)         First Amendment for CDBG Program Implementation and Administration \$50,995.00         \$35,000.00           2/6/2023         -         San Fernando Community Health Center (SFCHC)         First Amendment for CDBG Program Implementation and operation of Creater Agreement to Consent to Administration Store Energy Generation and all componetry located at 732 Mott Center (SFCHC)         \$35,000.00           2/6/2023<	9/20/2021     9/30/2026     Utility Systems Science and Server Overflow Monitoring Services     \$46,00.00     extent included in relativity       10/16/2023     10/16/2026     Paymentus Corporation     Master Services Agreement for electronic online Payment Services     Transaction Fee     Auto renew for two years       9/19/2024     10/16/2026     Paymentus Corporation     Amendment. No. 1 to Master Services Agreement for electronic/online Payment Services (Increasing scope of work)     Transaction Fee     Auto renew for two years       10/23/2022     10/23/2026     BKK Working Group     Amendment. No. 1 to Master Services Agreement for 2004 Services     Initial: \$428,200     .       10/7/2024     10/31/2026     Acorn Technology Services     Provide Information Technology Managed Services (Utilizing (2) one-yr extensions     Initial: \$428,200     (3) 1-yr. 2nd Ext; \$2268,971       11/19/2026     Michael Baker International     First Amendment for CDBG Program implementation and Administrations     \$60,995,00     (1) one yr extensions       11/28/2023     11/30/2026     San Fernando Community Health Center (SFCHC)     San Fernando Community Health Center (SFCHC)     Sto and Community Heagla das San Fernando Community Health Center (SFCHC)     Sto.00     Nor(1) yr extensions       2/6/2023     -     Rina Cano, Owner     Repeaced a replaced with Contract No. 2159     Sto.00     Sto.00       3/22/2023     -     Rina Cano, Owner     Stelement Agreement an	9/20/2021         9/30/2026         Utility Systems Science and Soltware, Inc.         Professional Services Agreement for Swer Overflow Monitoring Services         S 46,200.0         CC           10/16/2022         10/16/2026         Paymentus Corporation         Master Services Agreement for electronic online Payment Services         Transaction Fee         Auto renew yrears         CC           9/19/2024         10/16/2026         Paymentus Corporation         Amendment No. 1 to Master Services Agreement for electronic on yrears         Transaction Fee         Auto renew for two years         Admin           10/23/2022         10/23/2026         BKK Working Group         Amendment No. 1 to Master Services Agreement to 2019 Agreement to 1000 and Apricable Statute of Limitation and Apricable Statute of Limitation services (Increasing scope of work)         Transaction Fee         Auto renew for two years         Admin           10/23/2022         10/23/2026         BKK Working Group         Provide Information Technology Managed services (Utilizing (2) origination match coll (3) and per services (Utilizing (2) originations)         Solo (3) 1-yr and Exit \$228.001         CC           11/19/2026         Michael Baker International Sava Saxe-Clifford and Associates         Sava Saxe-Clifford and Alterations of property located at 732.Mott St. for the installistion and apperation of GC/20023         \$30.00.0         two (1) yr extensions for CCC         Sava Saxe-Clifford and Alterations of property located at 732.Mott St. for the installistion and apperation of GC/20020<	9/20/2021         9/30/2028         Utility Systems Science and Software, Inc.         Professional Services Agreement for Sever Overflow Monitoring Services         S46.200.00         (2) 1yr included in Matter Services Agreement for Sever Overflow Monitoring Services         S46.200.00         (2) 1yr included in Matter Services Agreement for Sever Overflow Monitoring Services         CC         FIN           10/16/2025         Paymentus Corporation         Amster Services Agreement for electronic Overflow Monitoring Services         Transaction Fee         And remew years         Add reme years         CC         FIN           10/222022         10/23/0226         Acom Technology Services         Provide Information Technology Manage Services (Unitary (2) on-ye tradescinators Services (Unitary (2) on-ye tradescinator Services (Unitary (2) on-ye tradescintor Services (Unitary (2) on-ye tradescintor Services (Unitarye	9/20/2221       9/30/2026       Utility Systems Science and Software, Inc.       Professional Services Agreement for Sever Overflow Monitoring Services       S46.2000       Image: Constraint of the Sever Overflow Monitoring Services       Transaction Fee       Add Transection Fee       Add Transec	9/20/2021       9/300/206       Lilling Systemm Science and Software, Inc.       Professional Earlies Agreement for Sever Overflow Monitoring Services       \$46,200.00       (2):197 enter an includation includation       CCC       PW       V         10/16/2025       Professional Earlies Agreement for electronic online Payments Evroces       Transaction Fe       Auto rene System       CCC       PN       V         9/19/2024       10/16/2025       Paymentus Corporation       Amendment No. 1 to Master Services       Transaction Fe       Addrim       Addrim       FIN       V         9/19/2024       10/16/2025       Paymentus Corporation       Amendment No. 1 to Master Services       Transaction Fe       Addrim       Addrim       FIN       V         10/23/2025       BKK Working Group       Amendment No. 1 to Master Services       Transaction Fe       Addrim       Addrim       Addrim       FIN       V         10/72024       10/31/2026       Acom Technology Services       Provide Information Technology Mared Services (UIIIGR) (2) or evidencing       300.985.00       (1) nmp yr       Admin       ED       Estanding         11/19/2026       Michael Baker International       First Adminitor for CDDS Program Provide Information Technology Mared Services (UIIIGR) (2) or evidencing       300.985.00       (0) nmp yr       Admin       ED       Estanding	9/202020         9/30/206         UBBIN Systems Science and Boftware, Inc.         Productional Services Agreement for Service Overflow Monitoring Services         S46,200.00         (21,1)* returns         CC         PW         L         L           10/16/2026         Paymentus Corporation         Master Services Agreement for electronic online Payments         Transaction Fe         Add terms         Add terms         CC         FIN         V         V           9/15/2025         10/16/2026         Paymentus Corporation         Amendment No. 1 to Master Services         Transaction Fe         Add terms         Add terms         V         V         V           10/23/2022         10/25/2028         Paymentus Corporation         Amendment No. 1 to Master Services         Transaction Fe         Add terms         Add terms         V         V         V         V           10/23/2022         10/23/2028         RKK Working Group         Provide Information Technology Managed         Intel 4/21/2005         (3) 1 yr 2/201 Cit 3/27, 2/201 Cit 3/27, 2/2

#### ADM\_City Council Enhancement Project and Priority Updates (6-2-2025) ATT C

2316	11/18/2024	30 days from NTP	R.C. Becker Inc.	Bus Shelter Construction Project, Job No. 7609	\$382,541.73	-	сс	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	-	сс	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	сс	СМО	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 45 working days	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	\$121,475.00	-	сс	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	
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 Griswold	\$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		Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM			

#### ADM\_City Council Enhancement Project and Priority Updates (6-2-2025) ATT C

			1	Release Liability Agreement regarding.			1		1	1		
2182	7/20/2023	N/A	Sandra Finch, an individual, ("Claimant") for and on behalf of herself and the Calderon/Shaug Families	Grace Shaug Calderon is the original owner/lender of various personal items that were loaned for an indefinite period of time to the Long Adobe Historical 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	-	сс	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
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		сс	ADM		Y		
2218	12/5/2023	Project Completion	Climate Resolve, Fernandeño- Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/C D		Y		
2177	7/17/2023	Through expediture of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	\$5,000,000.00	-	сс	ADM		Y		
2177(a)	8/3/2023	Through expediture of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	\$5,000,000.00	-	сс	ADM		Y		
2317	11/18/2024	Through expediture of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	\$750,000.00	-	сс	PW	Grant	Y		
2356	4/29/2025	Through Reimbursement	Pasadena Police Department	Memorandum of Agreement Pertaining to Assistance under the Law Enforcement mutual aid plan for reimbursement through CalOES	NA	-	Admin	PD	NA	Y		
2212	11/15/2023	Until Project Completion	4Leaf, Inc.	Development of Standard Operating Procedures (SOPS)	\$9,900.00	-	Admin	CD		Y	Y	
2212(a)	8/30/2024	Until Project Completion	4Leaf, Inc.	First Amendment Development of Standard Operating Procedures (SOPS) (Increasing compensation	\$17,160.00	-	Admin	CD		Y	Y	
2212(b)	3/5/2025	Until Project Completion	4Leaf, Inc.	Second Amendment Development of Standard Operating Procedures (SOPS)	\$17,160.00	-	Admin	CD	Increasing compensation	Y		
2314	8/22/2013	Until Terminated	Federico Ramirez	Employment Agreement for Community Development Director	Salary	-		ADM		Υ		Executed administratively, adding Contract Number

2128	8/18/2016	Until Terminated		On-Going Continuing Disclosure Services for annual reporting	\$950.00	-	FIN Director	FIN		Y		inally approved by Finance Director, dra 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)	-	-	сс	PW		Y		
1698(a1)	1/1/2023	Until Terminated		Second Amendment for attorney services (Compensation)	Partners/Associate (\$216) & Parelegals (\$103)	-	Admin	ADM		Y	Nick OMI	signed hardcopy & Julie emailed to .O
2149	5/1/2023	Until Terminated	Shuster Advisory Group, LLC	Adoption Agreement of the Multiple Employer OPEB/Pension 115 Trust & Trust Administrative Services Agreement to Provide Post-Employment Health and Walfare Benefits (OPEB)	\$5,000/plan max	-	сс	FIN		Y		
1698(b)	11/28/2023	Until Terminated	Onvarez Madruga Law	Second Amendment for City Attorney Services (Amended Schedule of Rate & Charges)	Per Rate Schedule	-	сс	ADM		Y		
2234	3/20/2024	Until Terminated		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)	-	-	сс	PD		Y		
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 Subsidary 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	-	сс	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		-	сс	RCS	Grant	Y		
2303	2/26/2021	Upon Completion of Project	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		d as Administrative Contract, Added a tract Number and moved to correct folder

June 2, 2025 CC Special & Regular Mtg

ATTACHMENT "D"

# THE CITY OF SAN FERNANDO **APRIL 2025 Housing Programs Report**



Individuals/families engaged



Social Service Referrals



10 Shelter referrals made



Family received rental arrears assistance



Shelter placements



Families assisted with housing navigation



individuals received a meal



Family referred to outside agency for shelter



Individuals received hygiene items



В

Families entered motel program









Individuals received transportation

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





									Social	Service Referrals										Rental Assistan	ce / Eviction Prevention					Shelte	r Assistance	/	House	ng Navigation
HOH Initials	Family Size	Enrollment/Contact Date Exit Date	Clothing/Donations	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	4 Regional Ride	s Legal Resource	BC Waiver	ID Waiver	CBEST	EDD	Utility Asst	HALA Program	SA Problem Solv	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Am	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family		Outcome of Family
RG		4 03/19/2025 04/14/2025																				1	\$5,850.0	D Remained in Housing		1				(
EO		1 04/03/2025 ongoing									5															1				(
ID		2 04/07/2025 ongoing										1														1				(
CJ		1 04/07/2025 ongoing								10	)																			
MR		3 04/08/2025 04/08/2025					1	1																						
FL		1 04/09/2025 ongoing									2															1				(
BV		1 04/09/2025 04/28/2025							1		5															1				(
CJ		1 04/10/2025 04/10/2025							1	4																1				
EO		1 04/14/2025 04/14/2025					1	1																		1				
KA		1 04/14/2025 04/14/2025					1	1																		1				(
s		1 04/14/2025 04/14/2025					1	1																						
TC		1 04/14/2025 04/14/2025					1	1																						
JM		3 04/14/2025 04/14/2025					1	1																						
AS		1 04/15/2025 04/16/2025														1														
нк		2 04/16/2025 04/16/2025																								1	1	Referred to LAFH		
NT		1 04/16/2025 04/16/2025														1														
KH		1 04/16/2025 04/16/2025									2																			(
мс		3 04/18/2025 ongoing																								1		( )		Scheduled to move i 05/01-05/02
MD		6 04/21/2025 ongoing																								1			,	Still looking for housing
EH		1 04/22/2025 04/22/2025			1								1			1														
DG		1 04/28/2025 04/28/2025														1										,				
	37		0	0	1	0	6	0	2	29	0		1	0	0		0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$5,850.00		2	0	_	0		0

					NA	/CS By-Name I	iet														_	
							_151															
						April 2025															_	-
															ervices Re							
	Deuticine atle Initiale	Common Location		Data of Usualiza Defensel	Data Dia and	Comment strategy	Total No. of	T				Clash		Hygiene	Info /		Housing S		DMH		Benef	
<b>No.</b>	Participant's Initials CD	Former Location 901 Truman St.	Housing Placement Client Declined Shelter	Date of Housing Referral Not Submitted	Date Placed Declined	Unhoused in SF	6	Transp	ortatio	n F00			ning	Items	Brochu	ure a	and Place	ement			Bener V	its
2	AB	840 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	1		-	-	<b>M</b>	╞	┥┼	- 14-						Ħ		
3	SM	1033 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5		~				<b>i</b>				~			Ħ		
4	AV	1023 Pico St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0															
5	EO	117 N Macneil St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	7															
6	GL	505 S Huntington St.	Working with DMH	4/1/25	Waiting	Unhoused in SF	1															
7	AD	1041 Truman St.	Client Declined Shelter	Not Submitted	Declined	Passing by SF	0		_	_	<u> </u>	┥┝	┥┼	<u> </u>	⊢⊢				┛	<u>H</u>		
8	DWH JP	101 Maclay Ave	Client Declined Shelter	Not Submitted Not Submitted	Declined Declined	Unhoused in SF Unhoused in SF	5		_	_		┼┝	┥┼	┝┥	⊢⊢					┢	⊢⊣	
10	FZ	412 Maclay Ave 1035 Maclay Ave	Client Declined Shelter Arleta Homes	12/10/24	12/13/24	Housed in SF	0			_	<u> </u>	╞	┥┼	-	⊢⊢				┢	H	$\vdash$	
11	CJ CJ	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	44		-			╞	┥┼	-Ħ-	⊢⊢		M		H	H	⊢⊢	
12	RG	1522 San Fernando Rd.	Waiting	04/01/25	Waiting	Waiting	13		-				<b>i</b> +	-8-				1	Ħt	Ħ	H	
13	JD	120 S Brand	Client Declined Shelter	Not Submited	Declined	Unhoused in SF	0						]									
14	ER	Brand and Truman	Client Declined Shelter	Not Submited	Declined	Unhoused in SF	2															
15	JV	117 N Macneil St.	Community Bridge	4/3/25	4/3/25	Housed	4		✓	_			]				<u> </u>					
16	VR	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0			_		┥┝	┥┼	_님_	⊢⊢				⊣⊣	<u>H</u>	⊢Ц	
17	EH	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0		┥─	_	-⊢	┼┝	┥┼	_님_	⊢⊢				┢	$\square$		_
18 19	IM EQ	1126 San Fernando Rd. 1125 Truman St.	Client Declined Shelter Client Declined Shelter	Not Submitted Not Submitted	Declined Declined	Unhoused in SF Unhoused in SF	0 8								⊢⊢				┢┫┼	┢	╞┝┥	-
20	RH	1705 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	8		╡─			╧	┫┼┼	─Ħ─			<b> </b> =		┢╡┼	H	⊢₩	
21	RH	1701 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2					┼╴┝	╡┼	-H-	- 1			1	┢	Ħ	H	
22	TL	220 N Maclay	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	10															
23	KLK	2040 Glenoaks Blvd (F)	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5															
24	BC	2040 Glenoaks Blvd	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	13															
25	СР		Working with other Agency	Not Submitted	Declined	Unhoused in SF	3					┥┝	┛┤	_Ц_	⊢⊣						<u> </u>	
26			Working with other Agency	Not Submitted	Declined	Unhoused in SF	13		_	_		╧	┥┼	_님_	⊢⊢⊢				₽	<u> </u>		
27 28	GZ CS	2030 Glenoaks Blvd 844 Harding Ave	Waiting Client Declined Shelter	04/04/25 Not Submitted	Waiting Declined	Waiting Unhoused in SF	7 0			_		┼┝	┥┼	_₩_	┝┝┥				┢┥┼	┢	╞╴┝┥	-
28	FD	819 Eighth St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2		-	_	<u> </u>	╞	┥┼	⊢⊢	⊢⊢		<del> </del> _		┢┥┼	H	⊢₩	
30	ID	117 N Macneil St.	Client Declined Shelter	Not Submitted	Declined	Passing by SF	2		-	_		┼┝	╡┼┼	- 14-	⊢⊢				┢	H	⊢Ħ	
31	JD	211 S Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0						1					1	Ħ	Ħ		
32	SC	801 Truman ST	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0						5									
33	WD	1707 Truman St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0															
34	EE	1707 Truman St	Waiting	04/11/25	Waiting	Waiting	4															
35	ED	040 Glenoaks (Loading Dock		Not Submitted	Declined	Unhoused in SF	2			_		┼┝	┥┼	⊢⊣	⊢⊢				⊒⊥	Ц.		
36 37	CR EA	828 Harding Ave	Client Declined Shelter	Not Submitted	Declined Declined	Unhoused in SF Unhoused in SF	5		_	_		┼┝	┥┼	_님_					┢┥┼	╞┥		4
37	JD	1123 Knox St 806 San Fernando Rd	Client Declined Shelter Client Declined Shelter	Not Submitted Not Submitted	Declined	Unhoused in SF	0		-		<u> </u>	┼┝	┥┼	-					┢╡┼	┢	⊢₩	
39	DA	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	4			-									┢	H	⊢⊢	
40	NB	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	3				~									Ħ		
41	AD	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	1				$\checkmark$											
42	JD	911 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0															
43	LC	1225 Truman st	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5				$\checkmark$											
44	GR	300 Park ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0		_	-	<u>H</u>		┥┼						⊣⊣	H	⊢⊣	
45	AS	1041 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0			-			┥┼						⊣⊣	$\square$		
46	JT VS	117 N Macneil 117 N Macneil	Waiting Arroyo Shelter	04/22/25 4/29/25	Waiting 4/29/25	Waiting Housed	2 11			-									┢	┢	┝┝┫	
47	RD	208 Park Av	Client Declined Shelter	4/29/25 Not Submitted	4/29/25 Declined	Unhoused in SF	2					Ť							┢┥┼	H	H	
40	MD	1165 N MacNeil St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0				Ħ		1	H					┢╡┼	Ħ	H	
50	ME	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2				Ŭ		1							Н		
51	AG	900 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2															
52																						
53									_													
54										-	┢											
55			TOTALS						3	-	27	3		1			3		3	1	3	
			TUTALS						3		27	3	,	1	/		3		3	1		

#### June 2, 2025 CC Special & Regular Mtg

# SANFERNAND MARCH 2025 Housing Programs Report



**73** Individuals/families engaged







**FF** Shelter referrals made







Family received security deposit assistance



Family referred to outside agency for shelter



**37** individuals received a meal



1

Family entered motel program



J Individuals received hygiene items



# 6

Individuals received clothing



Individuals received transportation

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





															Home Aga			mpact / St	ats)												
																M	ar. 2025														
											Social Service											Assistance / Eviction Preven						elter Assistance			ing Navigation
HOH Initia	ls Family Size	Enrollment/Contact Date	e Exit Date	Clothing/Donations	Vision Care	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	4 Regional Ride	s Legal Resource	ID Waiver	CBEST	EDD	Utility Asst	HALA Program	LAHSA Problem Solving	LAHSA Amount	SF Security Deposit	t Security Deposit Amount	SF Prevention	SF Prevention Amount		Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family
1 MV		01/27/2025	03/01/2025																			\$1,500.00			Family secured housing and enrolled in RRH						1
1 10		03/03/2025	03/03/2025							-		-	-	-			-	· ·				\$1,00.00			encired in root.	-	-				1
- AC		03/03/2025	03/03/2025							-	-	-			-	-	-	-					-				-		Exited motel, ongoing case		t
										1																			management and housing		1
										1																			navigation. Referred to		1
										1																			SFVRM for shelter		1
3 GE	6	03/03/2025	03/03/2025					1	1																			1	consideration.		1
										1																			Exited motel, refused		1
		02/03/2025	03/04/2025							1																			shelter, found other housing.		1
4 DA 5 EO	4	02/03/2025	03/04/2025 ongoing					1	1		-	5				-	-	-				-	-			1			nousing.		+
5 10	1	03/04/2025								-		4	-			-	-	-													1
7 MR	1	03/04/2025	ongoing 03/24/2025			-	-				-	4				-		-				-	-			-		-		-	t
	3	03/05/2025				-					-	-	1					-					-			-					t
B FN HPA	1	03/05/2025	03/05/2025		-	-	-			-		-	-	-	-	-	1	-				-	-			-	-			-	t
HPA	1	03/11/2025	03/11/2025 03/11/2025		-					-	-	2	-	-	-	-	-	-					-				-			-	t
1 IMP	4	03/12/2025	03/11/2025										-			-	-	-									-				1
1 JMP 2 FM	1	03/12/2025	03/12/2025				-	1	1			-	-			-						-				-				-	
2 110												-	-				-	-					-			-	-				t
3 HG 4 MT	4	03/12/2025	ongoing 03/17/2025		1				4			-	-													-				-	
4 MI 5 FR	5	03/1//2025	03/1//2025		+	1			1	+	1	1 .	+	+	-	-	+	+					+			1	+	1		-	t
5 68	1	05/18/2025	03/16/2025							-			-				-												pending call back for		1
.6 DJ	2	03/24/2025	03/24/2025						1																				shelter interview		1
7 JB	1	03/26/2025	03/26/2025									2																			
8 MR	3	03/20/2025	03/20/2025	1																											
9 GE	7	03/20/2025	03/20/2025	1																											
0 GT	1	03/26/2025	03/26/2025							1																					
				2		0	0	1	5	1	0	10	1	0	0	0	1	0	\$0.00	0	\$0.00	\$1,500.00	\$0.00			0			0	0	0

					NV	CS By-Name I	List												
						March 2025													
						March 2025													
												I		ervices Rece					
NIE	Denticia entic Initiale	Company Logation	Usuaine Disservent	Data of Usuaina Deferme	Data Diagond	Current status	Total No. of	T		Coord 0	R Daimle	Clathing	Hygiene	Info /		ing Search	DMH	DAAV	Demefite
No. 1	Participant's Initials CF	Former Location	Housing Placement	Date of Housing Referral 1/31/25	03/04/25	Housed	5	Transp	ortation	F000 8	& Drink	Clothing	Items	Brochur	e and	Placement			Benefits
2	JP	1161 N Maclay Ave	Arroyo Shelter Client Declined Shelter	Declined	Declined	Unhoused in SF	12		4			-	⊢⊣⊣			- <u>M</u>	┼┝╉┼	┢┥	┼╌┝╉╌
3	PEG	1200 N Maclay Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF			╡───			- 14 -		⊢⊢		╞╡──	┼┝┥┼	┢	┼┝┥╴
4	AG	1501 Woodworth St.	Client Declined Shelter	Declined	Declined	united with fam	6						⊢⊢┥			<u> </u>	╎┝┥╎	┢┥	╎┝┥
5	AB	1031 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	-	4				- 14 -			╞╡	╎┝┥┤	H	┼┝┥╴
6	RG	1600 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	-					┝┝┫─			╞╡──		H	┼┝╉╴
7	CJ	117 N Macneil St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	15	1								H	╎┝┫┤	H	
8	GT	2040 Glenoaks	Working with other agency	Pending	Pending	Unhoused in SF	5		-			- 14 -				H	╎┝┥╎	H	┼┝┥
9	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	1				- 14-				H		H	⊢⊢
10	KLK	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF						- 14-				Ħ	┼╞╡┼	H	┼┝┥╴
11	JD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	1				- 14 -				Ħ		Ħ	
12	SM	1041 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	i i	-			-H-				H –	$+ \square +$	Ħ	
13	AV	111 Maclay	Client Declined Shelter	Declined	Declined	Unhoused in SF		1				Π				Π		Π	⊢⊢⊢
14	VR	1212 Pico St.	Working with other agency	Pending	Pending	Sleeping in car	4				~					Π		н	+H
15	EH	1212 Pico St.	Working with other agency	Pending	Pending	Sleeping in car	5				~							Π	
16	JD	1118 Pico St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	1								Π		Π	
17	TL	220 N Maclay	Client Declined Shelter	Declined	Declined	Unhoused in SF	10												
18	JD	1707 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	3												
19	GD	208 Park Ave	Client Declined Shelter	Declined	Declined	Sleeping in car	0												
20	AHD	208 Park Ave	Referral Submitted	03/11/25	Pending	Pending	4												
21	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	0												
22	CS	886 Harding Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	0												
23	MR	1041 Truman St.	Working with other agency	Pending	Pending	Pending	0												
24	EDJRS	1041 Truman St.	Working with other agency	Pending	Pending	Pending	0												
25	JDP	901 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0												
26	CD	1212 Pico St.	Client Declined Shelter	Declined	Declined	Sleeping in car	2												
27	JD	1212 Pico St.	Client Declined Shelter	Declined	Declined	Sleeping in car	2												
28	KD	1228 Pico St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2												
29	BD	900 San Fernando	CLient Declined Shelter	Declined	Declined	Unhoused in SF	0												
30	DW	911 San Fernando	CLient Declined Shelter	Declined	Declined	Unhoused in SF	2				<u> </u>								
31	JD	911 Truman St	CLient Declined Shelter	Declined	Declined	Unhoused in SF	0												
32	JD	1041 Truman St	CLient Declined Shelter	Declined	Declined	Unhoused in SF	0												
33	KJ	1701 Truman St	Referral Submitted	03/14/25	Pending	Pending	5									Ц	╷╷╷	Ц	
34	CPG	12980 foothill Bl	Referral Submitted	03/27/25	Pending	Pending	5				<u> </u>							Ц	╵┝┙
35	GL	505 S Huntington St	CLient Declined Shelter	Declined	Declined	Unhoused in SF		ļ				_Ц_	<u> </u>	$\square$		Ц		Ц	<u> </u>
36	SA	11423 San Fernando Rd.	CLient Declined Shelter	Declined	Declined	Unhoused in SF				ľ				⊢⊢		Ц		H	╷╷
37	AA	11423 San Fernando Rd.	CLient Declined Shelter	Declined	Declined	Unhoused in SF	5		_								╎┝┛╎	⊢⊢	╷┝┛
38	OA	11423 San Fernando Rd.	CLient Declined Shelter	Declined	Declined	Unhoused in SF	4							⊢⊢		<u> </u>	╎┫╎	H	$  \square$
39	IA	11423 San Fernando Rd.	CLient Declined Shelter	Declined	Declined	Unhoused in SF	2					- 14		+ $H$		H	╎┝┥╎	H	┼┝┥
40	ER	1040 San Fernando Rd	Placed in Independent Living	01/18/24	01/18/25	Housed	2		4		×			⊢⊢		<u>H</u>	╎┝┛╵	⊢⊢	┼┝┥
41	JD CECN	Cesar Chavez memorial	CLient Declined Shelter	Declined	Declined	Unhoused in SF	0	-	-							H	┼┝┩┼	┢	╎┝┥
42		117 N Macneil St.	CLient Declined Shelter	Declined	Declined	Unhoused in SF						-8-	⊢ ⊢ ⊢	⊢⊢		<u> </u>	┼┝┥┼	H	
43 44	EO	900 San Fernando rd 1101 Truman st	CLient Declined Shelter CLient Declined Shelter	Declined Declined	Declined Declined	Unhoused in SF Unhoused in SF	0		-		×			<u>⊢  ⊣</u>			┼┝┫┼	H	┼┝┥
44	RH		CLient Declined Shelter		Declined	Unhoused in SF Unhoused in SF	2		-			-	<u> </u>	+ $+$		<u>H</u>	┼┝┥┼	⊢⊢	┼┝┥
45	JD	1707 Truman st 54 N Hubbard ave	CLient Declined Shelter	Declined Declined	Declined	Unhoused in SF	2	-	-			- 14				H	┼┝╉┼	H	┼┝┥
46	JCI	928 Truman St	CLient Declined Shelter	Declined	Declined	Unhoused in SF	3	-	-					⊢⊢⊢		H	┼┝┥┼	H	╎┝┥
47	CM	2025 Fourth St	Referral Submitted	03/26/25	Pending	Pending	5		-							H	┼┝┫┼	H	
48	RE	1501 Truman St.	CLient Declined Shelter	Declined	Declined	Unhoused in SF		-								H	┼┝┥┤	┢	┼┝┥
49 50	VMM	1041 Truman St.	CLient Declined Shelter	Declined	Declined	Unhoused in SF			-							H	┼┝╉┼	H	- H-
50	AB	1701 Truman St	CLient Declined Shelter	Declined	Declined	Unhoused in SF	2									H	┼┝┥┤	H	┼┝┥
52	RD	1753 Truman St.	CLient Declined Shelter	Declined	Declined	Unhoused in SF	2	+ +				-H-		+ H		H	┼┝┥┼	H	┼┝┥╴
53	JD	2025 Fourth St	CLient Declined Shelter	Declined		Unhoused in SF		h h				- 14		⊢⊢		H	┼╞╉┤	H	┼┝┥
		2020 - 501 (11 5)	TOTALS	Decimica	2 conned		-		3		37	7	3			1	2	0	0

#### June 2, 2025 CC Special & Regular Mt

# SANFERNAND FEBRUARY 2025 Housing Programs Report



64 Individuals/families engaged



**25** Social Service Referrals



Shelter referrals made



Family received security deposit assistance



**2** Shelter placements



Family entered HALA 90-day shelter program







Families assisted with housing navigation



**10** Individuals received hygiene items



Family referred to outside agency for shelter



**18** Individuals received clothing



**4** Families entered motel program

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







Individuals received transportation

					NV	CS By-Name	List										
						February 202											
						February 202	5								_	_	
												Itemized Se	-				
NIE	Participant's Initials	Former Longting	Usuaina Disservant	Data of Housing Defensel	Data Dia and	C	Total No. of	T		Fred 8 Da		Hygiene	Info /	Housing Search	DALL	DAN	Benefits
No.	•	Former Location 905 Truman St.	Housing Placement	Date of Housing Referral 2/4/25			21			F000 & Dr			Brochur	re and Placement	DIVIH	DIVIV	Benefits
2	AB EO	905 Truman St. 901 San Fernando Rd.	Waiting Referral not Submitted	2/4/25 Not Submitted	Waiting Waiting	Waiting Waiting	10		4				⊢₩		+	<u> </u>	
3	JP	968 Maclay	Client Declined Shelter	Declined	Declined	Declined	6		-		<b>×_</b>	┼╌┝╡─	┼─┝╉			<u> </u>	<u> </u>
4	PEL	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	16		-			⊢⊢┥				<u> </u>	
5	MM	14701 Rinaldi	Tiny Homes Sun Valley	01/10/25	1/14/25	Housed	10		-			⊢⊣⊣	- <b></b>		+	<u> </u>	
6	CF	111 N Macneil St.	Waiting	1/31/25	Waiting	Waiting	3		-		────────	⊢┢┥			-	<u> </u>	
7	RC	900 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0		-		───────	┼─┢╉─			+	<u> </u>	
8	FD	111 N Macneil	Client Declined Shelter	Declined	Declined	Declined	1				₩_	┼╴┝╡╴			+	<u> </u>	<u> </u>
9	CA	505 S Huntington St.	Client Declined Shelter	Declined	Declined	Declined	3		-			⊢⊢╡			+		
10	RPDL	1242 Pico St.	Client Declined Shelter	Declined	Declined	Declined	8					+ H	- 8				
11	VR		ient Working with other agen	Not Submitted	Not submitte	Waiting	9										
12	EH		ent Working with other agen		Not submitte	Waiting	9										
13	HP	314 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	3										
14	VGV	1100 Pico St.	Client Declined Shelter	Declined	Declined	Declined	4	h				+ H	- 8		+		
15	SM	1033 Truman St.	Community Bridge	2/10/25	2/10/25	Housed	11		/								
16	CL	910 First St.	Client Declined Shelter	Declined	Declinde	Declined	26										
17	JT	224 N Maclay	Client Declined Shelter	Declined	Declined	Declined	12										
18	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	18										
19	DR	455 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	4										
20	AG	757 S Workmen St.	Client Declined Shelter	Declined	Declined	Declined	9	l l									
21	DL	504 Maclay	Client Declined Shelter	Declined	Declined	Declined	0										
22	RBL	1021 Truman	Client Declined Shelter	Declined	Declined	Declined	0										
23	JDBS	1014 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	0										
24	ER	121 S Brand Bl.	DMH Referral	DMH Referral	Waiting	Waiting	6										
25	MP	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	0										
26	AF	900 San Fernando Rd.	Referral not Submitted	Not Submitted	Not Submitte	Waiting	5	[									
27	GR	1015 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0										
28	JM	111 N Macneil St.	Community Bridge	2/5/25	2/5/25	Housed	3										
29	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	0										
30	RF	1041 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0										
31	IM	1101 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0										
32	RG	2025 Fourth St.					6		<u> </u>								
33	TL	2040 B Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2					$\square$			4	L	
34	JD	2040 C Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2								4		
35	CR	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	1		_			+ H			4	<b>—</b>	
36	DB	907 Truman St.	Client Declined Shelter	Declined	Declined	Declined	3		_			$\parallel$	⊢⊣		4	<b></b>	
37	JD	661 Truman St.	Client Declined Shelter	Declined	Declined	Declined	2		_				⊢⊢		4	<u> </u>	
38	GT	2040 Glenoaks Blvd	Pending with other Agency	Not Submitted	Not Submitte	Waiting	3		_						4	<u> </u>	
39	AL	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3		_						4		
40	JD	1033 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0		-			+ H	+ $H$		+		
41	KD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	2		_			+ $H$			4	<u> </u>	
42	WD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	2		-			⊢⊣⊣	⊢⊢		-	<u> </u>	
43	CD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3		-			⊢⊢			4	<b> </b>	
44	JKT	910 First St.	Client Declined Shelter	Declined	Declined	Declined	0		-			⊢⊣⊣	⊢⊢			<u> </u>	
45 46	JD	901 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0					+ H			+	<u> </u>	
46	D	1041 Truman 1701 Hubbard	Client Declined Shelter Client Declined Shelter	Declined Declined	Declined Declined	Declined Declined	0		-			┼┝╉─	⊢⊢		+	<u> </u>	
47	GR	208 Park Av	Client Declined Shelter	Declined	Declined	Declined	0					<u>+ ⊢</u>	⊢⊢		+	<u> </u>	
40	אט	ZUO POIK AV	Cilent Declined Silelter	Decimeu	Decimed	Decimed	TOTALS		5	30	14	10	6	2	2	0	0
							TOTALS		5	50	14	10	0	2	2	0	0

															gain L <i>i</i> y 2025															
										Socia	Service Referral	S						Rental Assi	stance			Security	Deposit			Shelter	Assistance	9	Housing Na	avigation
									Housing							Itility		AHSA Problem		Outcome		Outside	-	Outcome				Outcome		Outcome
He	ad of Household Initials				Clothing	DPSS C	CalFresh E	mployment	Resources	LIFE TAP Card	Regional Rides	Legal Resource	ID Waiver	CBEST	EDD A	Asst.	SF Program	Solving	Amount	of Family	SF Program	Agency	Amount	of Family	Motel	Shelter	Agency	of Family	Navigation	of Family
1	PML	2	2/3/2025	2/3/2025												1												Franklin and the		The section of the
																												Family still in motel		Family still looking for
2	DA	4	2/3/2025	ongoing				1	1																1			program	1	housing
4	VM	2	2/10/2025	2/10/2025						1																				
																												Exited		
																												motel		
																												program,		
-	MR	4	01/06/2025	02/04/2025	1			1																	1			referred to LAFH		
	IVIIX	4	01/00/2023	02/04/2023	1			1																	1			Exited		
																												shelter and		
																												secured		
6	DM	6	12/12/2024	02/06/2025	1				1							1					1		\$1,998.00	Housed		1		housing	1	<b></b>
																												Family still		
7	GE	6	01/28/2025	ongoing	1			1	1																1			in motel program	1	
/	UL	0	01/28/2023	Ungoing	1	+		1	1																1			Family still		
																												in motel		
8	MV	4	01/31/2025	ongoing				1	1																1			program	1	
9	EO	1	02/10/2025	ongoing							3																			
10	CJ	1	02/10/2025	ongoing							5																			
11	IL	1		02/10/2025												1														
12	GP	1		02/10/2025						1	1																			4
13	PS	1	02/11/2025	02/11/2025												1														L
																												Connected		
																												to Tarzana Tx		
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																												Hope/Cent		
																												ers for		
14	A.C.	1	02/24/2025	02/24/2025					1																		1	Living &		
14	AC BS	1		02/24/2025					1																		1	Learning.		
16	MR	4		02/23/2025					1																					
10	Total Individuals		02/2//2023	02/2//2025	3				Total Social S	Service Referrals				25		-	Total Families	0	Total Amount	\$0.00	Total Families	1	Total Amount	\$1,998.00	Total	Families		6	Total Families	4



То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Will Pettener, Assistant to the City Manager
Date:	June 2, 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)
- 4. **Removal of Opposition SB 634 (Pérez)** re: Homelessness Civil and Criminal Penalties (5/12)
- 5. Support AB 468 (Gabriel) re: Crimes Looting (5/19)
- 6. Oppose AB 1022 (Kalra) re: Vehicles Abandonment Removal (5/19)
- 7. **Oppose SB 16 (Blakespear)** re: Homeless Housing, Assistance, and Prevention Program (5/19)
- 8. Support AB 650 (Papan) re: Planning and Zoning Housing Element (5-19-25)
- 9. **Support** for Federal Housing Program Funding Sign On Letter through NLC (5-21-25)

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)
- 6. **LAUSD Superintendent Carvalho** Support for Police Presence and Partnerships on School Campuses (5/6)

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# AGENDA REPORT

То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Will Pettener, Assistant to the City Manager
Date:	June 2, 2025
Subject:	Consideration to Adopt a Resolution Approving a Permit Payment Policy

# **RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Resolution No. 8385 (Attachment "A"), approving updates to City Policies and Procedures to include the addition of a Permit Payment Policy; and
- b. Authorize the City Manager to take related actions to execute and implement the updated policies and procedures.

# BACKGROUND:

- 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.
- 2. On May 5, 2025, the City Council approved the first set of 2025 updates to City Policies and Procedures. At that meeting, a forecast of future policy updates was provided for the remainder of the anticipated 2025 updates, including the creation of a Permit Payment Policy.

# ANALYSIS:

City policies and procedures are essential for ensuring 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. Regular reviews and updates are necessary to align with evolving best practices, legal requirements, and organizational needs. Following a comprehensive review, staff identified several key areas requiring updates, which will be updated in phases:

### For City Council Approval

- Approved on May 5, 2025:
  - 1. City Recognition Requests
  - 2. Facility Naming
  - 3. Grants Management
  - 4. Use of Community Investment Fund
- Pending Approval:
  - 1. Permit Payment (June 2, 2026)
  - 2. Social Media (Scheduled for June or July)
  - 3. Personnel Investigation (Scheduled for June or July)

## For Administrative Approval by the City Manager

- 1. Employee Speaking Engagements
- 2. Corporate Sponsorships
- 3. Information Technology (IT) Equipment Use
- 4. Artificial Intelligence (AI) Use for City Business

#### Permit Payment Policy

A Permit Payment Policy, requiring the collection of all outstanding fees before processing new permits or licenses, promotes fiscal responsibility, ensures fairness, and maintains compliance with municipal regulations. This type of policy helps prevent revenue loss by encouraging timely payment of fees and discouraging repeat delinquency. It also ensures that individuals or businesses with unresolved financial obligations to the city do not receive additional benefits or approvals until those obligations are fulfilled. By doing so, the city protects public resources, supports consistent enforcement of regulations, and fosters accountability among permit and license applicants.

The proposed Permit Payment Policy (Attachment "A", Exhibit "A") would establish uniform procedures for the collection, processing, and management of payments for permits and licenses issued by the City. The policy aims to ensure that all outstanding balances for existing City fees be paid in full before new permits or licenses are issued. In order to achieve this goal, the policy would apply to all current and future planning permit fees and building and safety fees. This would also include any outstanding trash and water bills, administrative citations, or other fees administered through the Administrative Services, Community Development, or Public Works Departments.

Considerations for resolving payment disputes, late payments, or ongoing payment plans or outlined in the policy. These updated mechanisms will be implemented as part of the initial check on all permit or licensing applications at the City if approved by City Council.

### **Consideration to Adopt a Resolution Approving a Permit Payment Policy** Page 3 of 3

#### **BUDGET IMPACT:**

The proposed Permit Payment Policy is anticipated to increase fee revenue through the recovery of outstanding balances owed to the City from residents and business owners. Implementation costs, including training and dissemination, will be absorbed within the existing departmental budgets.

#### CONCLUSION:

It is recommended that the City Council adopt a Resolution, approving updates to the City Policies and Procedures to include the addition of a Permit Payment Policy; and authorize the City Manager to take certain related actions to execute and implement the updated policies and procedures.

#### ATTACHMENT:

A. Resolution No. 8385, including: Exhibit "A": Permit Payment Policy

### **RESOLUTION NO. 8385**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING A PERMIT PAYMENT POLICY

WHEREAS, On July 1, 2024, the 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 Permit Payment Policy, attached hereto as Exhibit "A" and incorporated herein by this reference.

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

PASSED, APPROVED, AND ADOPTED THIS 2nd day of June, 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. 8385 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 2nd day of June, 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 June, 2025.

Julia Fritz, City Clerk

# June 2, 2025 CC Special & Regular Mtg SAN FERNANDO

# **POLICY/PROCEDURE**

SUBJECT	ISSUANCE	
Permit Payment Policy	ORIGINAL DATE	EFFECTIVE
	June 2, 2025	June 2, 2025
	CURRENT DATE	EFFECTIVE
	June 2, 2025	June 2, 2025
CATEGORY	POLICY NO.	SUPERSEDES
Administrative Services Department		

# **MANAGEMENT POLICY/PROCEDURES**

# SECTION I. PURPOSE

This policy establishes uniform procedures for the collection, processing, and management of payments for permits and licenses issued by the City. It ensures transparency, accountability, and compliance with applicable laws and regulations. The policy aims to ensure that all outstanding balances for existing City fees be paid in full before new permits or licenses are issued.

# SECTION II. SCOPE

This policy applies to all current and future planning permit fees and building and safety fees. The policy scope includes but is not limited to the following list of City-issued permits, licenses, and fees:

# **City Permits and Licenses:**

- A-Frame Sign Permit (if on private or public property)
- Alarm Permit
- Alcohol Permit
- Amplified Sound Permit
- Banner Permit
- Building Plan Check Review
- Building Permit
- Business License
- Catering Permit
- City Facility Rental
- Commercial Business Occupancy (Zoning Review) Permit

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- Electrical Permit
- Encroachment Permit
- Excavation Permit
- Fence/Wall Permit
- Ice Cream Truck Permit
- Mechanical Permit
- Pet License
- Planning Review
- Plumbing Permit

# THE CITY OF FUNCTION 2, 2025 CC Special & Regular Mtg

- Pool Drain Permit
- Right-of-Way Construction Permit
- Rummage Sale Permit
- Sewer Permit
- Sidewalk Street Vendor Permit
- Sign Permit
- Site Plan Review
- Solicitation Permit
- Special Event Permit
- Sub-Division Permit
- Swap Meet License
- Tobacco Retailer Permit
- Yard Sale Permit
- Wide Load Permit

# Additional City Fees that will be reviewed for up-to-date payment:

- Administrative Citations
- Building Plan Check fees
- Inspection fees
- Property Pre-Sale Application fee
- Sewer Related fees
- Trash Bill
- Water Bill
- Any external agency fees that the City is required by state or federal law to verify are paid to date

# SECTION III. PAYMENT ADMINISTRATION

# Payment Methods

The City accepts the following forms of payment for fees:

- Credit/Debit Cards (Visa, MasterCard, Discover, American Express)
- Electronic Payments via the City's online permit portal
- Checks or Money Orders payable to the City of San Fernando
- Cash (Accepted in person at San Fernando City hall)

# Payment Processing

Payments must be made at the time of application submission unless otherwise specified. Online payments are processed through the City's secure payment gateway. Checks returned due to insufficient funds will be subject to the City's existing refund policy outlined in the Municipal Code.

Before City staff process a permit or license, they will verify that the individual requesting the service and the property associated with the service are both fully up to date on payments owed to the City. If an existing balance is owed to the City, the applicant must pay the entire balance or enter into a payment agreement with the City to pay the remained of the balance, before their new permit or license will be processed.

# Permit Fee Structure

All permit fees are established by the City Council Fee Schedule and are subject to periodic review. Fees are non-refundable unless otherwise stated under the refund policy. Expedited or after-hours processing may incur additional service fees.

# Refund Policy

All Refunds will be subject to the City's Municipal Code, Chapter 2, Article VI, Division 3 - <u>Refund of Money</u> <u>Received by City.</u>

# SECTION IV. PAYMENT DISPUTES

# Late Payments and Penalties

Permit fees must be paid before work begins. Failure to do so may result in fines, stop-work orders, or permit revocation. Late payments are subject to the City's Municipal Code Chapter 1, Article III, Sec. 1-66 – Late payment Charges.

# SECTION V. <u>AUTHORITY</u>

By order of City Council Motion (Resolution No. 8365), Policy adopted by the City Council on June 2, 2025.

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# AGENDA REPORT

То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Erica D. Melton, Director of Administrative Services
Date:	June 2, 2025
Subject:	Consideration to Adopt a Resolution Authorizing the Director of Administrative Services/City Treasurer, Senior Accountant, or Designee to Invest Surplus Funds

#### **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 8381 (Attachment "A") authorizing the Director of Administrative Services/City Treasurer, Senior Accountant or designee to invest surplus funds.

## BACKGROUND:

- 1. Pursuant to Government Code Section 53607, the City Council may delegate authority to the City Treasurer to make investments of the City's surplus funds. This authority must be delegated annually.
- 2. On May 1, 2023, the City Council adopted Resolution No. 8229 establishing a Multiple Employer OPEB/Pension 115 Trust.
- 3. On June 3, 2024, the City Council adopted Resolution No. 8306 authorizing the Director of Administrative Services/City Treasurer and Senior Accountant to invest surplus funds.

#### ANALYSIS:

Government surplus funds are defined as excess funds on hand that are not needed to meet current expenses.<sup>1</sup> Adopting an annual resolution designating certain city officials to invest surplus funds ensures compliance with California Government Code, which requires formal delegation of investment authority. This resolution authorizes specific officials to manage and invest public funds in accordance with state law, Multiple Employer OPEB/Pension 115 Trust

<sup>&</sup>lt;sup>1</sup> Examples of current expenses include employee payroll, payments to vendors for goods delivered or services rendered, and/or payments on outstanding debt.

## **Consideration to Adopt a Resolution Authorizing the Director of Administrative Services/City Treasurer, Senior Accountant, or Designee to Invest Surplus Funds** Page 2 of 3

agreements, and the City's Investment Policy. It promotes transparency, provides clear oversight, accounts for staffing changes, and helps safeguard the City's financial assets by ensuring that only qualified personnel are entrusted with investment responsibilities.

Cities invest surplus funds for several reasons, including but not limited to:

- 1. Increasing Revenue: By investing surplus funds, cities can earn additional revenue in the form of interest, dividends, and capital gains.
- 2. Smoothing Out Cash Flow: Cities may hold surplus funds in investments that can be easily accessed to address unexpected expenditures, thereby smoothing out cash flow.
- 3. Meeting Long-term Obligations: Cities may need to invest surplus funds to facilitate the payment of long-term debt obligations, such as bonds and pensions (e.g. Multiple Employer OPEB/Pension 115 Trust).
- 4. Maintaining Adequate Reserves: Cities must maintain adequate reserves to cover emergencies such as natural disasters, unexpected expenses, and unforeseen revenue shortfalls.

Pursuant to Government Code Section 53607, the City Council must adopt a resolution each year delegating authority to staff to invest surplus City funds. The proposed Resolution renews the delegation of authority to invest the City's surplus funds to the Director of Administrative Services/City Treasurer and Senior Accountant for one (1) year (i.e., Fiscal Year 2025-2026), while incorporating authority to a "designee" in the event of an emergency. The Director of Administrative Services/City Treasurer and Senior Accountant are both senior level management staff responsible for monitoring the City's investment portfolio and adhering to the City's Investment Policy.

# **BUDGET IMPACT:**

There is no impact to the budget associated with authorizing the Director of Administrative Services/City Treasurer, Senior Accountant, or designee to invest surplus funds as staff time involved in associated work is included in the Administrative Services Department's work plan.

#### CONCLUSION:

Staff recommends that City Council adopt Resolution No. 8381 (Attachment "A") authorizing the Director of Administrative Services/City Treasurer, Senior Accountant, or designee to invest surplus funds in compliance with Government Code Section 53607.

# ATTACHMENT:

A. Resolution No. 8381

## **RESOLUTION NO. 8381**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AUTHORIZING THE DIRECTOR OF ADMINISTRATIVE SERVICES/CITY TREASURER, SENIOR ACCOUNTANT, OR DESIGNEE TO INVEST SURPLUS FUNDS FOR FISCAL YEAR 2025-2026

WHEREAS, the City Council of the City of San Fernando has determined that, as a policy and practice of the City, any monies ("Surplus Funds") in a sinking fund of, or surplus money in, its treasury not required for the immediate necessities of the City, may be invested in such a manner as to maximize the return thereof for the benefit of the City, its citizens and its taxpayers.

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

**SECTION 1.** Any portion of any Surplus Funds in a sinking fund of, or surplus money in, the City Treasury not required for the immediate necessities of the City may be invested by the City in any investment medium permissible under state law for the investment of the funds of a General Law city.

**SECTION 2.** The investment of all Surplus Funds shall be made and maintained pursuant to Section 53601 of Title 5, Division 2 of the California Government Code.

**SECTION 3.** The authority of the City Council to invest or to reinvest surplus funds of the City, or to sell or exchange securities so purchased, is hereby delegated by the City Council to the Director of Administrative Services/City Treasurer, Senior Accountant or designee of the City, who both shall assume full responsibility for such transactions until such time as this delegation of authority is revoked, and who shall make monthly reports of any and all such transactions to the City Council.

**SECTION 4.** The authority of the City Council is hereby delegated to the Director of Administrative Services/City Treasurer, Senior Accountant or designee to deposit for safekeeping with a federally chartered or state chartered savings and loan association, a trust company or a state or national bank located within the State of California or with the Federal Reserve Bank of San Francisco or any branch thereof within the state, or with any Federal Reserve Bank or with any state or national bank located in any city designated as a reserve city by the Boards of Governors of the Federal Reserve System, the bonds, notes, bills, debentures, obligations, certificates of indebtedness, warrants, or other evidences of indebtedness in which the Surplus Funds of the City is invested pursuant to this Resolution. The Director of Administrative Services/City Treasurer, Senior Accountant or designee shall take from such financial institution a receipt for securities so deposited. Director of Administrative Services/City Treasurer, Senior Accountant for be responsible for securities delivered to and receipted for by a financial institution until they are withdrawn from the financial institution by the Director of Administrative Services/City Treasurer, Senior Accountant or designee.

**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 2<sup>nd</sup> day of June, 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. 8381 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 2<sup>nd</sup> day of June, 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 June, 2025.

Julia Fritz, City Clerk

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# AGENDA REPORT

То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Erica D. Melton, Director of Administrative Services
Date:	June 2, 2025
Subject:	Consideration to Adopt a Resolution Approving the Annual Investment Policy for Fiscal Year 2025-2026

## **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 8382 (Attachment "A"), approving the annual Investment Policy for Fiscal Year (FY) 2025-2026.

## BACKGROUND:

- 1. On January 1, 1996, Senate Bill 564 (SB 564) went into effect that requires the City Treasurer to prepare a statement of investment policy and present it annually to the legislative body for consideration at a public meeting.
- 2. Since 1996, the City's Investment Policy has been reviewed annually by the City Manager, Director of Administrative Services, and City Treasurer and has been presented to the City Council for approval.
- 3. On June 3, 2024, the City Council adopted Resolution No. 8308 approving the Annual Investment Policy for FY 2024-2025.

#### ANALYSIS:

California cities are required to adopt an investment policy annually to establish clear guidelines for the prudent and legal investment of public funds in accordance with California Government Code Sections 53600 et seq. An investment policy outlines a city's objectives—typically safety, liquidity, and yield—and provides a framework for decision-making, risk management, and accountability. By reviewing and adopting the policy annually, the City ensures that its investment practices remain current, transparent, and responsive to changes in economic conditions, legal requirements, and organizational needs, thereby protecting and effectively managing public resources.

## **Consideration to Adopt a Resolution Approving the Annual Investment Policy for Fiscal Year 2025-2026** Page 2 of 4

In addition to the Government Code requirement, the City's Comprehensive Financial Policy (Resolution No. 7767) requires that City funds shall be maintained in a prudent and diligent manner with emphasis on liquidity, safety, and yield, in that order.

In addition to liquidity, safety, and yield, the goal of a good investment policy is to enhance the economic status of the City while protecting funds under management and meeting the daily cash flow demands of the City. Minor changes have been made to the proposed Investment Policy from the prior year following advisement from the City's fiduciary consultant, Shuster Advisory Group. The Consultant evaluated California Code Limits and the City's current Investment Policy Statement (Attachment "B") and identified ten (10) categories where the City's Investment Policy is more restrictive than the State. They have recommended three (3) areas that may be expanded:

- Municipal Bonds: The proposed Policy is updated for Municipal Bond credit minimums to "A" from "AA". CA Code 53601 has no credit minimum requirement, but to maintain a level of conservatism given the history of an "AA" credit minimum in prior versions of the Investment Policy Also, by allowing for "A" credits, there is a broader opportunity set without a material increase in credit risk.
- Agency Mortgage-Backed Securities (MBS): The Policy clarifies the investment strategy to align with the State while also differentiating the 5-year maximum maturity as "maturities of 5-years measured on a weighted average life (WAL) basis." The convention on MBS is that it is priced to average life and not to stated maturity.
- Joint Power Authority Pools: To better align with the State, a section is now added for investments in additional Joint Power Authority Pools. Pooled investment vehicles such as California Cooperative Liquid Assets Securities System (CLASS), California Asset Management Pool (CAMP), and CalTRUST invest with 53601 guidelines. These are similar to the Local Agency Investment Fund (LAIF) but currently offer more yield with similar safety and liquidity.

For better organization of the Policy, the *Considerations for Investment* section was amended last year to include the general rule that upon any announcement of negative credit watch or downgrade by a major rating agency of any issue within the portfolio, the investment manager should contact the Director of Administrative Services and recommend a course of action. If at any time a security falls below "investment grade," the investment manager should obtain the best bid and take the necessary steps toward liquidation. This year, lingering statements under specific categories were removed, to align with the general coverage for all rated investments.

All recommendations are compliant with California Government Code Sections 53600 et. seq. and the City's Comprehensive Financial Policy. The proposed Investment Policy authorizes investment in the following investment vehicles:

#### **Consideration to Adopt a Resolution Approving the Annual Investment Policy for Fiscal Year 2025-2026** Page 3 of 4

- 1. United States Treasuries;
- 2. United States Agencies (e.g., Federal National Mortgage Association (FNMA) and Student Loan Marketing Association (SLMA));
- 3. Bankers' Acceptances;
- 4. Commercial Paper;
- 5. Certificates of Deposit;
- 6. Repurchase Agreements;
- 7. Local Agency Investment Fund;
- 8. Municipal Bonds;
- 9. Corporate Medium Term Notes;
- 10. Money Market Mutual Funds;
- 11. Supranational Obligations;
- 12. Mortgage-Backed and Asset-Backed Securities; and
- 13. Joint Power Authority Pools.

The proposed Investment Policy protects against risk exposure through overconcentration by limiting the percentage of the value of the portfolio that can be invested in any one (1) investment vehicle. The maximum percentage allowable varies based on the risk association with each category of investment. The proposed Investment Policy also requires minimum Moody's and S&P ratings (P1 and A1, respectively), where applicable, to minimize risk in certain investment.

Pursuant to the proposed Investment Policy, the City may not invest in derivative-type investments (which are now prohibited by law), inverse floaters, range notes, interest-only strips derived from a mortgage pool, equity linked securities, swaps, margin/leveraging, reverse repurchase agreements, and any security that could result in zero interest accrual if held to maturity. Furthermore, the City will not purchase bonds from local agencies or states on negative credit watch by a major rating agency and will not engage in speculative buying.

#### **BUDGET IMPACT:**

In FY 2023-2024 (the last full audited fiscal year), the City earned \$1,876,787 in total investment returns. All investments will be monitored and invested in accordance with the City's investment policy; investments may result in additional investment income earned by all City funds.

#### CONCLUSION:

Staff recommends that the City Council approve the annual Investment Policy to allow staff to earn a return on investment on the City's surplus funds and ensure that the City complies with the SB 564 requirement.

#### **Consideration to Adopt a Resolution Approving the Annual Investment Policy for Fiscal Year 2025-2026** Page 4 of 4

#### **ATTACHMENT:**

- A. Resolution No. 8382, including: Exhibit "1": Investment Policy (redline version)
- B. City's current Investment Policy Statement

#### **RESOLUTION NO. 8382**

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR 2025-2026

**WHEREAS,** Senate Bill 564, effective January 1, 1996, requires the City Treasurer present a statement of investment policy annually to the City Council; and

**WHEREAS,** a responsible investment policy enhances the economic status of the City while protecting funds under management and meeting the daily cash flow demands of the City.

## 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 Investment Policy, attached hereto as Exhibit "1" and incorporated herein by this reference.

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

**PASSED, APPROVED, AND ADOPTED THIS** 2<sup>nd</sup> day of June, 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. 8382 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 2<sup>nd</sup> day of June, 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 June, 2025.

Julia Fritz, City Clerk

## SANTERNANDO

### **POLICY/PROCEDURE**

SUBJECT	ISSUANCE	
	ORIGINAL DATE	EFFECTIVE
	05/15/2017	05/05/2017
INVESTMENT POLICY	CURRENT DATE	EFFECTIVE
	06/02/2025	<del>0</del> 6/02/2025
CATEGORY	POLICY NO.	SUPERSEDES
FINANCE	FIN-XXXX	06/ <u>03</u> / <u>2024</u>

#### MANAGEMENT POLICY/PROCEDURES

#### SECTION I. PURPOSE

This Policy is intended to provide specific criteria for the prudent investment of City funds. The ultimate investment goal is to enhance the economic status of the City while protecting funds under management and meeting the daily cash flow demands of the City.

#### SECTION II. STATEMENT OF POLICY

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to earn the highest yield obtainable while keeping within the investment criteria established for the safety and liquidity of public funds.

The Director of Administrative Services/City Treasurer shall establish procedures that separate the internal responsibility for management and accounting of the investment portfolio. An analysis by an external independent auditor shall be conducted annually to review internal controls, account activity and compliance with policies and procedures.

San Fernando operates its temporary pooled idle cash investment under the prudent investor standard (i.e., such a trustee must act with the "care, skill, prudence and diligence...that a prudent investor...would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency"). This affords the City a broad spectrum of investment opportunities as long as the investment is deemed prudent and allowable under current legislation of the State of California (Government Code Section 53600 et seq.)

Criteria for selecting investments and the order of priority are:

- 1. <u>SAFETY</u> The safety and risk associated with an investment refers to the potential loss of principal, accrued interest or both. Protection of the public funds entrusted to the Treasurer is the paramount criteria used to evaluate the investment instruments available.
- <u>LIQUIDITY</u> This refers to the ability to convert an investment to cash at any moment in time with minimal risk of forfeiting a portion of principal or interest. Liquidity is an essential investment requirement especially in light of the City's need to be able to meet emergency financing demands of the community at any time.

3. <u>YIELD</u> – It is the potential dollar earnings an investment can provide and is described as the market rate of return. As a general rule, yields tend to mirror the inherent risk and liquidity characteristics of the particular investment and thus can only be evaluated after those investment criteria are satisfied.

#### Authorized Investments

All investments shall be made in accordance by the California Government Code, Sections 53600 et. seq. The policy does not cover funds held by the California Public Employees Retirement System (CalPERS), Deferred Compensation programs (e.g. ICMA, etc.), or the Multiple Employer OPEB/Pension 115 Trust (Section 115 Irrevocable Trust).

Within the context of these limitations and based on the cost at the time of purchase, the following investments are authorized as further limited herein:

#### 1. U.S. Treasuries

The U.S. Treasury Bills, Bonds, and Notes, or those for which the full faith and credit of the U.S. are pledged for payment of principal and interest provided that:

a) There is no limitation as to the percentage of the portfolio that can be invested in this category.

#### 2. U.S. Agencies

The Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), Federal National Mortgage Association (FNMA), Tennessee Valley Authority (TVA), Student Loan Marketing Association (SLMA) and Federal Agricultural Mortgage Corp (FAMCA) provided that:

- a) No more than 30% of the cost (book) value of the portfolio will be invested in any one agency; and-
- b) Agency Mortgage-Backed securities shall be limited to maturities less than 5 years as measured on a weighted average life (WAL)

#### 3. <u>Bankers' Acceptances</u>

Bills of exchange or time drafts drawn on and accepted by a commercial bank provided that:

- a) Bankers' Acceptances purchased may not exceed 180 days to maturity or 25% of the cost (book) value of the portfolio;
- b) No more than 5% of the cost (book) value of the portfolio may be invested in Bankers' Acceptances issued by any one bank;
- c) Prior to the purchase of any Banker's Acceptance, the portfolio manager shall review the rating of the issuing bank; and

d) Bankers' Acceptances of issuing financial institutions shall have both a short and long term rating in the highest category by at least one nationally recognized rating agency at the time of purchase.

#### 4. <u>Commercial Paper</u>

- a) The paper is ranked P1 by Moody's Investor Services and A1 by S&P, and have an minimum of A by both rating agencies;
- b) Issued by a domestic corporation having assets in excess of \$500 million;
- c) Purchases of eligible paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of an issuing corporation;
- d) May not exceed 15% of the cost value of the portfolio at time of purchase; and
- e) No more than 5% of the cost value of the portfolio may be invested in Commercial Paper issued by any one corporation.

#### 5. Certificates of Deposit

- a) Negotiable Certificates of Deposit issued by nationally or state chartered banks or state or federal savings institutions or state or federal credit unions. Purchases of negotiable certificates of deposit may not exceed 30% of the City's Investment Cash at the time of purchase. Investment in any one institution may not exceed more than 5% of the City's Investment Cash at the time of purchase. Cash will be invested only in FDIC Insured certificates or National Credit Union Administration (NCUA) Insured Credit Union certificates.
- b) Time Deposits Non Negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type. Investment in any one institution may not exceed more than 5% of the City's Investment Cash at the time of purchase. Cash will be invested only in fully collateralized certificates. Collateral for a given investment must be 110% of principal for government securities collateral and 150% of principal for first mortgage collateral.
- c) For investments greater than \$100,000 the institution must maintain \$100 million in assets. For investments greater than \$300,000 the institution must maintain at least \$300 million in assets.
- d) The City will not invest in any institution less than five years old.

#### 6. <u>Repurchase Agreements</u>

- a) No more than 20% of the cost value of the portfolio may be invested in repurchase agreements at any time; and
- b) The maturity of repurchase agreements shall not exceed 75 days.

In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be securities that are direct obligations of, or that are fully guaranteed as to principal and interest by, the United States Government such as Treasury bills, Treasury notes or Treasury bonds with less than a five year maturity.

#### 7. Local Agency Investment Fund (LAIF)

a) The City may invest in the LAIF established by the State Treasurer for the benefit of local agencies up to the maximum permitted by State Law.

#### 8. Municipal Bonds

- a) Municipal Securities of any California local agency including bonds, notes, warrants or other indebtedness, provided the issuer has a minimum credit rating of "AA" by one of the following: Moody's, Standard & Poor's, or Fitch. Municipal bonds shall be limited to a 60 months maximum maturity.
- 9. Corporate Medium Term Notes
  - a) Corporate Medium Term Notes, provided the issuer has a minimum credit rating of "AA" by one of the following: Moody's, Standard & Poor's, or Fitch. Corporate bonds shall be limited to a 60 months maximum maturity.
  - b) Issued by a domestic corporation having assets in excess of \$500 million; Issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
  - c) The aggregate total of all purchased medium term notes may not exceed 30% of the cost value of the portfolio; and
  - d) No more than 5% of the cost value of the portfolio may be invested in notes issued by one corporation.

#### 10. Money Market Mutual Funds

- a) Must have a rating of AAA/Aaa or an equivalent by one or more national rating agencies with no load maintained at \$1 par value;
- b) No more than 20% of portfolio value may be invested;
- c) Investment in a single mutual fund will not to exceed 10% of the cost value (book value) of the total portfolio exclusive of the fiscal agent cash portfolio; and
- d) The City's investment in any specific mutual fund will not exceed 2% of that mutual fund's total assets.

#### 11. Supranational Obligations

- a) Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB);
- b) Must have a rating of "AA" or its equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO);
- c) Securities shall be limited to a 60 months maximum maturity;
- d) No more than 15% of portfolio value may be invested; and
- e) No more than 10% of the par value with any one institution.
- 12. Mortgage-Backed and Asset-Backed Securities
  - a) Must have a rating of "AA" or its equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO);
  - b) Securities shall be limited to maturities not exceeding 5 years measured on a weighted average life (WAL) basis;
  - c) No more than 20% of portfolio value may be invested in this category.
- 13. Joint Powers Authority Pools
  - a) These investments include shares of beneficial interest issued by a Joint Powers Authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (r), inclusive-;
  - b) Each share shall represent an equal proportional interest in the underlying pool of securities owned by the Joint Powers Authority;
  - c) There is no limit as to the percentage of the portfolio that may be invested in this category.

#### Considerations for Investments

The City attempts to obtain the highest yield possible when selecting investments, providing that criteria for safety and liquidity are met. Ordinarily, because investments normally carry a positive yield curve, (i.e., longer term investments have higher rates than shorter maturities), the City attempts to stagger its maturities to meet anticipated cash needs in such a way that new investment money can be placed in maturities that carry a higher rate that is available in the short market of 30 days or under. Furthermore, maturities are selected to anticipate cash needs of the City, thereby obviating the need for forced liquidation.

Upon any announcement of negative credit watch or downgrade by a major rating agency of any issue within the portfolio, the investment manager should contact the Director of Administrative Services/City Treasurer and recommend a course of action. If at any time a security falls below "investment grade," the investment manager should obtain the best bid and take the necessary steps toward liquidation.

#### **City Constraints**

The Director of Administrative Services/City Treasurer is responsible for managing the City's investment portfolio in accordance with Federal and State laws as well as this policy. Longer term investments (i.e., over one year) are limited to maturities of five years or less.

The City strives to maintain an appropriate level of investment of all funds through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Director of Administrative Services/City Treasurer in consultation with the City Manager.

The basic premise underlying the City's investment philosophy is, and will continue to be, to ensure that money is always safe and available when needed.

The Senior Accountant or designee in the absence of the Director of Administrative Services/City Treasurer shall continually review the financial condition of proposed depositories of City funds. The City should demand a copy of the latest financial statements and audit reports prior to investment and any reports issued during the period of the investment.

#### Investment Strategy

- 1. When making an investment decision, the purchase of an investment is made with the intent of holding that investment to maturity.
- 2. Cash flow projections are fully utilized to balance the liquidity needs at all times.
- 3. At least bi-weekly, economic forecasts are obtained from financial experts in the field through bankers and brokers.
- <u>4.</u> Close rapport is maintained with the City Manager, Director of Administrative Services/City Treasurer, Public Works and other departments having a significant impact on cash flow.
- 4.<u>5.</u> The City will invest all City funds and the estimated checking accounts float, except for those amounts required by the City's banks to pay for bank services furnished to the City.
- 5.6. Depending on market conditions, time deposits are maintained in commercial banks and savings and loan institutions. Particular attention is paid to investment opportunities available from financial institutions within the City of San Fernando so as to contribute to the economic vitality of the community.

6.7. Safekeeping: Securities purchased from brokers/dealers shall be held in third party safekeeping by the City's third-party custodian. Said securities shall be held in the name of the City of San Fernando with the trustee executing investment transactions as directed by the Treasurer.

#### **Prohibited and Restricted Investments**

The City will not invest in derivative-type investments which are now prohibited by law, inverse floaters, range notes, interest- only strips derived from a mortgage pool, equity linked securities, swaps, margin/leveraging, and any security that could result in zero interest accrual if held to maturity. The City will not invest in reverse repurchase agreements. The City will not purchase bonds from local agencies or states on negative credit watch by a major rating agency. The City will not engage in speculative buying.

#### Investment Policy Adoption

The investment plan and strategy are reviewed and updated as needed, and no less often than annually.

#### SECTION III. EXCEPTIONS

There will be no exceptions to this policy, except as may be approved by the City Council.

#### SECTION IV. AUTHORITY

By order of City Council Resolution No. 8382, Policy adopted by the City Council on June 2, 2025.

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## SAN ERNAND

### **POLICY/PROCEDURE**

SUBJECT	ISSUANCE	
	ORIGINAL DATE	EFFECTIVE
	05/15/2017	05/05/2017
INVESTMENT POLICY	CURRENT DATE	EFFECTIVE
	06/03/2024	06/03/2024
CATEGORY	POLICY NO.	SUPERSEDES
FINANCE	FIN-06202023	06/20/2023

#### MANAGEMENT POLICY/PROCEDURES

#### SECTION I. PURPOSE

This Policy is intended to provide specific criteria for the prudent investment of City funds. The ultimate investment goal is to enhance the economic status of the City while protecting funds under management and meeting the daily cash flow demands of the City.

#### SECTION II. STATEMENT OF POLICY

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to earn the highest yield obtainable while keeping within the investment criteria established for the safety and liquidity of public funds.

The Director of Finance/City Treasurer shall establish procedures that separate the internal responsibility for management and accounting of the investment portfolio. An analysis by an external independent auditor shall be conducted annually to review internal controls, account activity and compliance with policies and procedures.

San Fernando operates its temporary pooled idle cash investment under the prudent investor standard (i.e., such a trustee must act with the "care, skill, prudence and diligence...that a prudent investor...would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency"). This affords the City a broad spectrum of investment opportunities as long as the investment is deemed prudent and allowable under current legislation of the State of California (Government Code Section 53600 et seq.)

Criteria for selecting investments and the order of priority are:

- 1. <u>SAFETY</u> The safety and risk associated with an investment refers to the potential loss of principal, accrued interest or both. Protection of the public funds entrusted to the Treasurer is the paramount criteria used to evaluate the investment instruments available.
- <u>LIQUIDITY</u> This refers to the ability to convert an investment to cash at any moment in time with minimal risk of forfeiting a portion of principal or interest. Liquidity is an essential investment requirement especially in light of the City's need to be able to meet emergency financing demands of the community at any time.

3. <u>YIELD</u> – It is the potential dollar earnings an investment can provide and is described as the market rate of return. As a general rule, yields tend to mirror the inherent risk and liquidity characteristics of the particular investment and thus can only be evaluated after those investment criteria are satisfied.

#### Authorized Investments

All investments shall be made in accordance by the California Government Code, Sections 53600 et. seq. The policy does not cover funds held by the California Public Employees Retirement System (CalPERS), Deferred Compensation programs (e.g. ICMA, etc.), or the Multiple Employer OPEB/Pension 115 Trust (Section 115 Irrevocable Trust).

Within the context of these limitations and based on the cost at the time of purchase, the following investments are authorized as further limited herein:

1. U.S. Treasuries

The U.S. Treasury Bills, Bonds, and Notes, or those for which the full faith and credit of the U.S. are pledged for payment of principal and interest provided that:

- a) There is no limitation as to the percentage of the portfolio that can be invested in this category.
- 2. U.S. Agencies

The Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), Federal National Mortgage Association (FNMA), Tennessee Valley Authority (TVA), Student Loan Marketing Association (SLMA) and Federal Agricultural Mortgage Corp (FAMCA) provided that:

a) No more than 30% of the cost (book) value of the portfolio will be invested in any one agency.

#### 3. Bankers' Acceptances

Bills of exchange or time drafts drawn on and accepted by a commercial bank provided that:

- a) Bankers' Acceptances purchased may not exceed 180 days to maturity or 25% of the cost (book) value of the portfolio;
- b) No more than 5% of the cost (book) value of the portfolio may be invested in Bankers' Acceptances issued by any one bank;
- c) Prior to the purchase of any Banker's Acceptance, the portfolio manager shall review the rating of the issuing bank; and

d) Bankers' Acceptances of issuing financial institutions shall have both a short and long term rating in the highest category by at least one nationally recognized rating agency at the time of purchase.

#### 4. Commercial Paper

- a) The paper is ranked P1 by Moody's Investor Services and A1 by S&P, and have an minimum of A by both rating agencies;
- b) Issued by a domestic corporation having assets in excess of \$500 million;
- c) Purchases of eligible paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of an issuing corporation;
- d) May not exceed 15% of the cost value of the portfolio at time of purchase; and
- e) No more than 5% of the cost value of the portfolio may be invested in Commercial Paper issued by any one corporation.
- 5. <u>Certificates of Deposit</u>
  - a) Negotiable Certificates of Deposit issued by nationally or state chartered banks or state or federal savings institutions or state or federal credit unions. Purchases of negotiable certificates of deposit may not exceed 30% of the City's Investment Cash at the time of purchase. Investment in any one institution may not exceed more than 5% of the City's Investment Cash at the time of purchase. Cash will be invested only in FDIC Insured certificates or National Credit Union Administration (NCUA) Insured Credit Union certificates.
  - b) Time Deposits Non Negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type. Investment in any one institution may not exceed more than 5% of the City's Investment Cash at the time of purchase. Cash will be invested only in fully collateralized certificates. Collateral for a given investment must be 110% of principal for government securities collateral and 150% of principal for first mortgage collateral.
  - c) For investments greater than \$100,000 the institution must maintain \$100 million in assets. For investments greater than \$300,000 the institution must maintain at least \$300 million in assets.
  - d) The City will not invest in any institution less than five years old.

#### 6. Repurchase Agreements

a) No more than 20% of the cost value of the portfolio may be invested in repurchase agreements at any time; and

b) The maturity of repurchase agreements shall not exceed 75 days.

In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be securities that are direct obligations of, or that are fully guaranteed as to principal and interest by, the United States Government such as Treasury bills, Treasury notes or Treasury bonds with less than a five year maturity.

- 7. Local Agency Investment Fund (LAIF)
  - a) The City may invest in the LAIF established by the State Treasurer for the benefit of local agencies up to the maximum permitted by State Law.

#### 8. <u>Municipal Bonds</u>

 a) Municipal Securities of any California local agency including bonds, notes, warrants or other indebtedness, provided the issuer has a minimum credit rating of "AA" by one of the following: Moody's, Standard & Poor's, or Fitch. Municipal bonds shall be limited to a 60 months maximum maturity.

#### 9. Corporate Medium Term Notes

- a) Corporate Medium Term Notes, provided the issuer has a minimum credit rating of "A" by one of the following: Moody's, Standard & Poor's, or Fitch. Corporate bonds shall be limited to a 60 months maximum maturity.
- b) Issued by a domestic corporation having assets in excess of \$500 million; Issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- c) The aggregate total of all purchased medium term notes may not exceed 30% of the cost value of the portfolio; and
- d) No more than 5% of the cost value of the portfolio may be invested in notes issued by one corporation.

#### 10. Money Market Mutual Funds

- a) Must have a rating of AAA/Aaa or an equivalent by one or more national rating agencies with no load maintained at \$1 par value;
- b) No more than 20% of portfolio value may be invested;
- c) Investment in a single mutual fund will not to exceed 10% of the cost value (book value) of the total portfolio exclusive of the fiscal agent cash portfolio; and

d) The City's investment in any specific mutual fund will not exceed 2% of that mutual fund's total assets.

#### 11. Supranational Obligations

- a) Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB);
- b) Must have a rating of "AA" or its equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO);
- c) Securities shall be limited to a 60 months maximum maturity;
- d) No more than 15% of portfolio value may be invested; and
- e) No more than 10% of the par value with any one institution.

#### 12. Mortgage-Backed and Asset-Backed Securities

- a. Must have a rating of "AA" or its equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO);
- b. Securities shall be limited to maturities not exceeding 5 years measured on a weighted average life (WAL) basis;
- c) No more than 20% of portfolio value may be invested.

#### **Considerations for Investments**

The City attempts to obtain the highest yield possible when selecting investments, providing that criteria for safety and liquidity are met. Ordinarily, because investments normally carry a positive yield curve, (i.e., longer term investments have higher rates than shorter maturities), the City attempts to stagger its maturities to meet anticipated cash needs in such a way that new investment money can be placed in maturities that carry a higher rate that is available in the short market of 30 days or under. Furthermore, maturities are selected to anticipate cash needs of the City, thereby obviating the need for forced liquidation.

Upon any announcement of negative credit watch or downgrade by a major rating agency of any issue within the portfolio, the investment manager should contact the Director of Finance/City Treasurer and recommend a course of action. If at any time a security falls below "investment grade," the investment manager should obtain the best bid and take the necessary steps toward liquidation.

#### City Constraints

The Director of Finance/City Treasurer is responsible for managing the City's investment portfolio in accordance with Federal and State laws as well as this policy. Longer term investments (i.e., over one year) are limited to maturities of five years or less.

The City strives to maintain an appropriate level of investment of all funds through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Director of Finance/City Treasurer in consultation with the City Manager.

The basic premise underlying the City's investment philosophy is, and will continue to be, to insure that money is always safe and available when needed.

The Senior Accountant or designee in the absence of the Director of Finance/City Treasurer shall continually review the financial condition of proposed depositories of City funds. The City should demand a copy of the latest financial statements and audit reports prior to investment and any reports issued during the period of the investment.

#### Investment Strategy

- 1. When making an investment decision, the purchase of an investment is made with the intent of holding that investment to maturity.
- 2. Cash flow projections are fully utilized to balance the liquidity needs at all times.
- 3. At least bi-weekly, economic forecasts are obtained from financial experts in the field through bankers and brokers.
- 4. Close rapport is maintained with the City Manager, Director of Finance/City Treasurer, Public Works and other departments having a significant impact on cash flow.
- 5. The City will invest all City funds and the estimated checking accounts float, except for those amounts required by the City's banks to pay for bank services furnished to the City.
- 6. Depending on market conditions, time deposits are maintained in commercial banks and savings and loan institutions. Particular attention is paid to investment opportunities available from financial institutions within the City of San Fernando so as to contribute to the economic vitality of the community.
- 7. Safekeeping: Securities purchased from brokers/dealers shall be held in third party safekeeping by the City's third party custodian. Said securities shall be held in the name of the City of San Fernando with the trustee executing investment transactions as directed by the Treasurer.

#### Prohibited and Restricted Investments

The City will not invest in derivative-type investments which are now prohibited by law, inverse floaters, range notes, interest- only strips derived from a mortgage pool, equity linked securities, swaps, margin/leveraging, and any security that could result in zero interest accrual if held to maturity. The City will not invest in reverse repurchase agreements. The City will not purchase bonds from local agencies or states on negative credit watch by a major rating agency. The City will not engage in speculative buying.

#### Investment Policy Adoption

The investment plan and strategy are reviewed and updated as needed, and no less often than annually.

#### SECTION III. EXCEPTIONS

There will be no exceptions to this policy, except as may be approved by the City Council.

#### SECTION IV. AUTHORITY

By order of City Council Resolution No. 8308, Policy adopted by the City Council on June 3, 2024.

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### AGENDA REPORT

То:	Mayor Mary Mendoza and Councilmembers	
From:	Nick Kimball, City Manager	

By: Julio Salcedo, Director of Recreation and Community Services Maribel Perez, Recreation and Community Services Supervisor

**Date:** June 2, 2025

Subject:Consideration to Approve an Agreement Accepting a Donation of Artifacts from<br/>the Whitaker-Rodgers Family for Display at the Lopez Adobe Historical Site

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve an Artifact Donation Agreement with the Whitaker-Rodgers family, descendants of Geronimo and Catalina Lopez (Attachment "A" Contract No. 2364) accepting the donation of artifacts for display in the Lopez Adobe; and
- b. Authorize the City Manager, or designee, to execute all related agreement documents required for receiving the donation pursuant to the terms and conditions set by the City.

#### BACKGROUND:

- 1. On March 13, 2025, a member of the Whitaker-Rodgers family, descendants of Geronimo and Catalina Lopez, reached out to City staff to discuss a proposed donation of artifacts related to the Lopez family.
- 2. On March 30, 2025, staff received a list of items with photos and brief information on their relevance to the Lopez Adobe (Exhibit "A" to Attachment "A").
- 3. On April 23, 2025, staff received the donation agreement from the City Attorney to formally accept the donation and ensure City ownership of the artifacts.

#### ANALYSIS:

The display of historical artifacts is important because it preserves a city's cultural heritage and helps future generations understand their roots. These artifacts serve as powerful educational

**Consideration to Approve an Agreement Accepting a Donation of Artifacts from the Whitaker-Rodgers Family for Display at the Lopez Adobe Historical Site** Page 2 of 2

tools, offering a visual and emotional connection to significant events and people from the past. They also promote reflection and dialogue, encouraging understanding and social cohesion through conversations about both the city's achievements and struggles. By showcasing its history, a city can foster civic pride, strengthen community identity, and inspire residents to contribute positively to their shared future.

Located in the heart of San Fernando, the Lopez Adobe is a treasured historical site that offers a glimpse into California's rich cultural past. Built in 1882-1883 for Geronimo and Catalina Lopez, members of an early Californio family, the two-story adobe structure is one (1) of the few remaining 19<sup>th</sup>-century adobe homes in the San Fernando Valley. It stands as a testament to the City's early development and the legacy of the Lopez family- prominent figures in the region's transition from Mexican to American governance. Today, the Lopez Adobe is preserved as a museum, welcoming visitors to explore its storied halls and the history of early California life.

The Whitaker-Rodgers family are direct descendants of Geronimo and Catalina Lopez by way of Beverley Whitaker Rodgers, great-great granddaughter of the Lopez'. In October of 2022, the City hosted a book-signing event at the Lopez Adobe for Mrs. Rodgers' memoirs, *Reflections from Box 150.* At the event, Mrs. Rodgers displayed a chair (Item #5) that belonged to her grandmother Mamie Dunne and shared fond memories of sitting in this chair when she visited at the Adobe.

The donation of the chair, in addition to the other artifacts, will add to the home's historical preservation. City staff will have the ability to rotate furniture pieces in the museum that will add a new element of storytelling when welcoming visitors. Although not all the artifacts are directly linked to the Lopez Adobe, they are period specific and will contribute to the early California décor exhibited throughout the home.

#### **BUDGET IMPACT:**

There is no budget impact associated with the acceptance of the artifact donation.

#### CONCLUSION:

Staff recommends the City Council accept the donation of artifacts, and authorize the City Manager to execute all agreement documents.

#### **ATTACHMENTS:**

A. Contract No. 2364 - Artifact Donation Agreement, including: Exhibit "A": Donation List

#### CITY OF SAN FERNANDO ARTIFACT DONATION AGREEMENT

This Artifact Donation Agreement ("Agreement") is entered into this 2<sup>nd</sup> day of June, 2025, by and between City of San Fernando ("City"), and Kim Rodgers Westhoff and Jerome Palmer Whitaker, individuals, (collectively, "Donors"). City and Donors are sometimes individually referred to as "Party" and collectively as "Parties."

#### **RECITALS**

WHEREAS, Donors are the owners of certain personal property that they desire to donate to City for display at the Lopez Adobe site (the "Lopez Adobe") in coordination with the City. A list of the items, together with the descriptions and photographs of each item, are provided in Exhibit "A" (the "Donation Property"), attached hereto and incorporated herein by reference; and

WHEREAS, the City has carefully reviewed the records provided by Donors, who are the representatives for the descendants of Geronimo and Catalina Lopez, and is satisfied with the documentation provided to verify the Donation Property; and

WHEREAS, Donors desire to donate and the City desires to accept the Donation Property; and

**WHEREAS,** the Parties now desire to execute and deliver this Artifact Donation Agreement on the terms and conditions set forth herein; and

**NOW, THEREFORE**, the Parties and each of them, intending to be legally bound hereby and in consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

1. **Incorporation of Recitals**. The recitals set forth above are hereby incorporated by reference.

2. **Donation**. In accordance with the terms and provisions of this Agreement, Donors hereby donate the Donation Property to the City in its "AS-IS" condition. Other than as expressly set forth in this Agreement, (a) City acknowledges and agrees that it is acquiring the Donation Property in its "AS IS" condition, with all faults, if any, and without any warranty, express or implied, and (b) neither Donors nor any agents, representatives or employees of Donors have made any representations or warranties to the City or the City's officials, employees, agents, or volunteers with respect to the condition, value, fitness, or use of the Donation Property upon which City has relied directly or indirectly for any purpose. City acknowledges that it has been afforded the opportunity to make such inspections (or have such inspections made by consultants) as it desires of the Donation Property and to obtain information regarding operative or proposed governmental laws and regulations to which the Donation Property is or may be subject to. City acknowledges that it is relying solely on its own investigation as to the Donation Property and its value and is assuming the risk that adverse physical, economic or other conditions may not have been revealed by such investigation.

3. <u>**Representations and Warranties by Donors**</u>. Donors represent and warrant that (i) they have no knowledge of any entity or person, including legal heirs or lineal descendants of Geronimo and Catalina Lopez, with any interest in the Donation Property; and (ii) they are the sole representatives of the legal heirs or lineal descendants of Geronimo and Catalina Lopez with authority to act on their behalf.

#### 4. Mutual Release.

4.1 Except as otherwise provided in this Agreement, City, its officers, directors, employees, and agents, and Donors, and their legal heirs, hereby mutually release, waive, and forever discharge the other, of and from any and all actions, causes of actions in law, equity, indemnity, or otherwise, suits, debts, losses, liabilities, claims, demands, damages, costs or expenses, of any nature whatsoever, known or unknown, suspected or unsuspected, fixed or contingent, including all existing rights and claims (collectively, "Claims") that either may now have or may have by reason of any matter, cause or thing, arising out of or relating to the Donation Property that have been donated to the City for display at the Lopez Abode.

4.2 City, its officers, directors, employees, and agents, and Donors, and their legal heirs, mutually understand that either Party may later discover Claims or facts that may be different from, or in addition to, those that they now know or believe to exist regarding the Donation Property, and which, if known at the time of signing this Agreement, may have materially affected this Agreement and their decision to enter into it and grant the release contained in this Section 4. Nevertheless, City, its officers, directors, employees, and agents, and Donors, and their legal heirs, mutually intend to fully, finally, and forever settle and release all Claims that now exist, may exist, or previously existed, as set out in the release contained in this Section 4, whether known or unknown, foreseen or unforeseen, suspected or unsuspected, and the release given herein is and will remain in effect as a complete release, notwithstanding the discovery or existence of such additional or different facts. City, its officers, directors, employees, and agents, and Donors, and their legal heirs, hereby mutually waive any right or Claim that might arise as a result of such different or additional Claims or facts. For all Claims released in this Agreement, the Parties waive all rights under California Civil Code section 1542, which provides:

#### A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

#### 5. **Indemnification**.

Section 4 of this Agreement notwithstanding, to the fullest extent permitted by law, Donors shall, jointly and severally, indemnify and hold City, its directors, officers, employees, and agents, ("Indemnities"), free and harmless from any and all claims, demands, causes of action, costs, including the payment of reasonable attorneys' fees, expenses, liability, loss, damage, or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner, arising out of, pertaining to, or incident to (1) the Donation Property, and (2) other potential claimants and/or legal heirs or lineal descendants of Geronimo and Catalina Lopez who may assert a claim, now or in the future, to the Donation Property. Notwithstanding anything to the contrary in this Agreement, and without affecting the rights of City under any provision of this Agreement, Donors shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Donors will be for that entire portion or percentage of liability not attributable to the active negligence of City.

City and Donors mutually waive any and all consequential, special, indirect and punitive damages against each other arising out of or relating to the Donation Property, whether in contract, tort or any other legal theory.

6. <u>**Covenants Not To Sue**</u>. The Parties covenant and agree that, except to enforce this Agreement, they will never, individually or with any other person or entity, or through any agent, commence or prosecute against each other any action or proceeding for any claim or matter which is settled and released by this Agreement.

#### 7. <u>General Provisions.</u>

7.1 <u>Entire Agreement</u>. This Agreement constitutes the entire agreement between the Parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

7.2 <u>Notices</u>. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:	Donors:	
City of San Fernando	Kim Rodgers Westhoff	
Attn: Director of Recreation and Community Services	krwesthoff@gmail.com	
117 Macneil Street		
San Fernando, CA 91340	Jerome Palmer Whitaker jpwamw@earthlink.net	
Email: jsalcedo@stcity.org		

Such notice shall be deemed made when personally delivered or when mailed, upon deposit in the U.S. Mail, first class postage prepaid and registered or certified addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

7.3 <u>Successors and Assigns</u>. This Agreement shall be binding on the successors and assigns of the Parties.

7.4 <u>Assignment or Transfer</u>. Neither Party shall assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of both Parties.

7.5 <u>Amendment</u>. This Agreement may not be altered or amended except in a writing signed by both Parties.

7.6 <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition.

7.7 <u>No Third-Party Beneficiaries</u>. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

7.8 <u>Invalidity; Severability</u>. 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.

7.9 <u>Governing Law</u>. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County.

7.10 <u>Attorneys' Fees</u>. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

7.11 <u>Public Records Act Disclosure</u>. Donors have been advised and are aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Donors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq*.).

7.12 <u>Authority to Enter Agreement.</u> Donors have all requisite power and authority to conduct business and to execute, deliver, and perform this Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

7.13 <u>Counterparts</u>. This Agreement may be signed in counterparts, each of which shall constitute an original.

7.14 <u>Integration</u>. This Agreement represents the entire understanding of City and Donors as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.

Signature page to follow

IN WITNESS WHEREOF, the Parties hereby have caused this Agreement to be executed the date first written above:

#### **CITY OF SAN FERNANDO**

Nick Kimball, City Manager

DONORS

Kim Rodgers Westhoff Individually and on behalf of the Lopez Family

Jerome Palmer Whitaker Individually and on behalf of the Lopez Family

**APPROVED AS TO FORM** 

Richard Padilla, City Attorney

#### Beverley Whitaker Rodgers Donation (Lopez Adobe)

Kim Westhoff | 818-415-3409 | krwesthoff@gmail.co Jerome Whitaker | 626-390-3372 | jpwamw@earthlink.net

	Item	Category	Description
			Portrait of vaquero that worked for Geronimo Lopez.
			Painted by Frederic Remington, artist that stayed with
			the Lopez family. Believed to have been displayed over
1	Picture of Vaquero	Portrait	the fireplace in the living room of the home.
			A Lopez relative shipped household goods from
			Massachussetts for his soon to be bride. He never
			returned, the family divided the goods among the
2	Chamber Pot	Household Item	various relatives.
	Child's Red Chair w/		Original chair from the Whitaker household, Beverley
3	wicker seat	Furniture	remembered sitting in it when she visited.
	Mirror in Wooden		
4	Pearl Carved Frame	Decoration	Excellent condition, unknown if glass is original.
			Beverley brought chair to booksigning- chair she would
5	Chair #2	Furniture	sit on when visiting the Whitakers.
6	Wooden Low Chest	Furniture	All wood, appears to be handmade.
			From Whitaker household- used to hold extra quilts and
7	Quilt Rack	Furniture	blankets
	Marble Topped Side		
8	Table	Furniture	Thought to belong to Clara Lopez.
			Original chair from Clara Lopez household (new
	Loveseat	Furniture	upholstery)
-	Chair	Furniture	Matching set with the loveseat (item #9)
11	Bed Headboard	Furniture	

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#### CONTRACT NO. 2364 EXHIBIT "A"



Item #1: Picture of Vaquero



Item #4: Mirror in Wooden Pearl Carved Frame



Beverley Rodgers Whitaker Lopez Family Descendant Artifact Donation List

Item #2: Chamber Pot



Item #3: Child's Red Chair with Wicker Seat

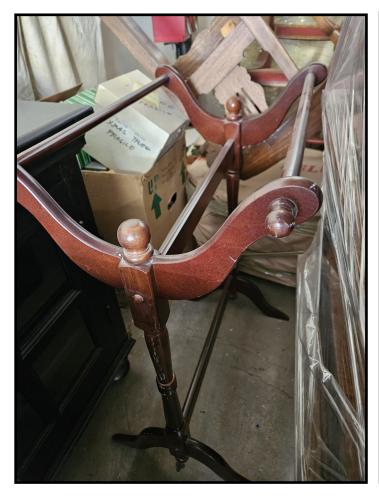


Item #5: Book signing Chair



**Beverley Rodgers Whitaker** Lopez Family Descendant Artifact Donation List

Item #6: Wooden Low Chest (left) Item #7: Quilt Rack (bottom left) Item #8: Marble-top Side Table (bottom right)







Item #9: Loveseat Item #10: Matching chair



Item #11: Bed Headboard



**Beverley Rodgers Whitaker** Lopez Family Descendant Artifact Donation List

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### AGENDA REPORT

То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Julio Salcedo, Director of Recreation and Community Services Maria Calleros, Executive Assistant
Date:	June 2, 2025

Subject:Consideration to Authorize Submittal of a Grant Application to the California Arts<br/>Council for Funding Support of the Mariachi Master Apprentice Program

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Authorize the preparation and submittal of a grant application to the California Arts Council (CAC) (Attachment "A") in the amount of \$25,000 to support the Mariachi Master Apprentice Program; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

#### BACKGROUND:

- 1. Since 2001, the City has received grant funds annually from both the National Endowment for the Arts (NEA) and the California Arts Council (CAC) to support the City of San Fernando Mariachi Master Apprentice Program (MMAP). As a recipient of several awards at both the state and national level, MMAP continues to reflect a positive image on the City.
- 2. On April 2, 2025, the California Arts Council released the grant application for the 2026 program year.

#### ANALYSIS:

#### Mariachi Master Apprentice Program (MMAP).

MMAP connects Grammy award-winning mariachi masters with young music students to preserve the mariachi music genre. Mariachi Los Camperos provides instruction on traditional mariachi instruments: violins, guitars, guitarrones, vihuelas, trumpets, and folk harp. The students and instructors experience exemplary artworks at international mariachi conferences

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**Consideration to Authorize Submittal of a Grant Application to the California Arts Council for Funding Support of the Mariachi Master Apprentice Program** Page 2 of 3

and workshops throughout California and the southwest United States. This experience allows students to observe, study, and perform with the most prestigious mariachi ensembles and represent the City as cultural arts ambassadors.

The curriculum ingrains an empowering sense of self-confidence, pride, and identity while providing an outlet for cultural expression in celebration of Mexican heritage. MMAP specific arts/music education outcomes include: 1) development, reinforcement, and application of student instrumental technique; 2) development, strengthening, and application of student musicianship skills; 3) enhancement of student solo and chorus singing skills; 4) performance of traditional and popular mariachi music before the public and with other professional ensembles; and 5) development and fostering of student professionalism and performance etiquette. These outcomes are in accordance with the California Department of Education Music Standards.

#### California Arts Council (CAC) Arts and Youth Grant.

The "Arts and Youth" program is rooted in the CAC's belief that arts learning and engagement should be available to all young people in California. Providing access to meaningful, culturally responsive arts experiences helps youth develop a greater sense of self, deepen their connection to their communities, and make meaningful connections across histories and cultures. By participating in the arts, youth gain the knowledge, skills, and understanding to actively take part in creative processes, projects, and pursuits throughout their lifetimes as culturally literate, engaged citizens.

The CAC acknowledges that barriers to access are compounded by factors such as socio-economic status, geographic isolation, gender identity, racial identity, cultural identity, digital divide and disability and is committed to addressing these barriers in order to achieve greater equity. The Arts and Youth program expands meaningful arts participation and learning in diverse settings and contexts for infants, children, and youth ages 0-25 by prioritizing programs that directly bridge barriers to access and participation.

The CAC supports arts organizations for collaborations between local artist(s) (Mariachi Los Camperos) and community members (MMAP) to develop and express their own creative and artistic goals and address a community-defined need.

The City was awarded a CAC Impact Project Grant in the amount of \$16,203 for Fiscal Year (FY) 2024-2025 that will run through September 30, 2025. Usually, the CAC grant program requires a dollar-for-dollar match with non-state funds. Historically, the City has matched the CAC awards with General Funds and Federal NEA funds. Although the Impact Project Grant does not have a match requirement, staff recommends that the City continue supporting the MMAP with the annual allocation to the program through the Budget process.

# Consideration to Authorize Submittal of a Grant Application to the California Arts Council for Funding Support of the Mariachi Master Apprentice Program

Page 3 of 3

#### **BUDGET IMPACT:**

#### Sources of MMAP Funding.

The proposed Budget for MMAP in FY 2025-2026 is approximately \$130,000. The NEA grant provides funding to support 31% of all program costs, while the CAC grant supports 19% of the cost. The Source of MMAP funding table lists all funding sources for the program.

Source of MMAP Funding					
NEA Grant \$40,000 31%					
CAC - State	\$25,000	19%			
Donations/Honorariums	\$15,000	12%			
City of San Fernando	\$12,000	9%			
In Kind	\$38,000	29%			
Total Project Budget	\$130,000	100%			

The grant disbursement timeline for the CAC will be for the FY 2025-2026 (Grant Activity Period October 1, 2025 – September 30, 2026).

#### CONCLUSION:

It is recommended that the City Council authorize staff to prepare and submit a grant application to the California Arts Council, and Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

#### ATTACHMENT:

A. CAC Arts and Youth Grant: Application Information and Calendar

#### **ATTACHMENT "A"**

CA.

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#### Arts and Youth

#### **Background & Purpose**

The Arts and Youth program is rooted in the CAC's belief that arts learning and engagement should be available to all young people in California. Providing access to meaningful, culturally responsive arts experiences helps youth develop a greater sense of self, deepen their connection to their communities, and make meaningful connections across histories and cultures. By participating in the arts, youth gain the knowledge, skills, and understanding to actively take part in creative processes, projects, and pursuits throughout their lifetimes as culturally literate, engaged citizens.

The CAC acknowledges that barriers to access are compounded by factors such as socio-economic status, geographic isolation, gender identity, racial identity, cultural identity, digital divide and disability and is committed to addressing these barriers in order to achieve greater equity. The Arts and Youth program expands meaningful arts participation and learning in diverse settings and contexts for infants, children, and youth ages 0-25 by prioritizing programs that directly bridge barriers to access and participation.

#### **Eligible Request Amounts**

Applicant organizations can request up to \$25,000 for a nine-month grant activity period

#### **Matching Funds**

Matching funds are not required for this grant.

#### **Program Timeline**

Application Opens	April 2, 2025
Application Deadline	June 5, 2025, 11:59 p.m.
Panel Review	Approx. July – August 2025
Funding Decision	Approx. September 2025
Funding Notification	Approx. September 2025

Grant Activity Starts	October 1, 2025
Estimated Arrival of Funds	Approx. January-March 2026
Grant Activity Ends	September 30, 2026
Final Report Deadline	October 30, 2026

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# AGENDA REPORT

То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Erica Melton, Director of Administrative Services Sergio Ibarra, Human Resources & Risk Manager
Date:	June 2, 2025
Subject:	A Public Hearing to Present the Status of Staff Vacancies and Recruitment and Retention Efforts as Required by Assembly Bill 2561

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Conduct a public hearing regarding the status of vacancies and recruitment and retention efforts in accordance with Government Code Section 3502.3; and
- b. Pending public testimony, receive and file City's Position Vacancy and Recruitment and Retention Efforts Report for Fiscal Year (FY) 2024-2025.

#### BACKGROUND:

- 1. On September 22, 2024, Governor Gavin Newsom signed Assembly Bill 2561 (AB 2561) into law, adding a section to the Meyers-Milias-Brown Act ("Meyers-Milias Act") that creates a new obligation for public agencies to publicly address the status of their vacant job positions and their recruitment and retention efforts.
- 2. On January 1, 2025, AB 2561 went into effect, and added Section 3502.3 to the Government Code (Code), mandating public agencies to hold at least one (1) public hearing per fiscal year, and before adopting the final budget, to discuss the City's workforce vacancies and recruitment and retention efforts.
- 3. On May 22, 2025, the City published a Public Hearing notice on the City's intent to present information regarding the status of staff vacancies and recruitment and retention efforts as required by Government Code Section 3502.3, which is required to be heard by the City Council at least once per Fiscal Year.
- 4. On May 27, 2025, the City's recognized employee labor units were provided notice of the public hearing.

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## A Public Hearing to Present the Status of Staff Vacancies and Recruitment and Retention Efforts as Required by Assembly Bill 2561

Page 2 of 5

#### ANALYSIS:

In 2024, California Legislature enacted AB 2561 to address widespread vacancies, which negatively impact the delivery of public service by requiring employees to take on heavier workloads, resulting in burnout and increased turnover. AB 2561 went into effect as of January 1, 2025, and added Section 3502.3 to the Code. This Code requires all local public agencies to hold an annual public hearing prior to the governing board adopting an annual or multi-year budget and employee organizations for each bargaining unit are entitled to present on the topics noted above during the course of the public hearing. In compliance with the new legal requirements, the City is required to:

- 1. Monitor and track job vacancies; and
- 2. Conduct a public hearing before the governing body.

During the public hearing, the City must:

- a) Identify any existing policies, procedures, or recruitment activities that present obstacles in the hiring process, and propose necessary changes to address them;
- b) Allow a bargaining unit representative of a recognized employee organization to present at the public hearing; and
- c) Adhere to additional reporting requirements if the vacancy rate for any bargaining unit is greater than 20%.

#### Authorized Positions and Status of Vacancies.

There are currently 150.42 authorized full-time positions included in the City's Fiscal Year (FY) 2024-2025 Adopted Budget. The positions are distributed amongst the City's six (6) bargaining units and the remainder in an unrepresented unit. The vacancy reports for each are stated below:

Bargaining Unit	Authorized Positions	Current Vacancies	Vacancy Rate (%)
San Fernando Management Group (SFMG)	8.00	1.00	12.50%
San Fernando Police Civilians' Association (SFPCA)	19.00	1.00	5.01%
San Fernando Employee Association (SFPEA)	49.00	4.00	12.24%
San Fernando Part-Time Employees (SFPEBU)	26.42	1.38	5.42%
San Fernando Police Officers' Association (SFPOA)	32.00	3.00	9.38%
San Fernando Police Mgmt. Unit (SFPOA-PMU)	2.00	1.00	50.00%*
Unrepresented Employees (City Manager,	14.00	0.00	0.00%
Department Heads & Confidential Employees)	14.00	0.00	0.00%
CITYWIDE TOTALS:	150.42	11.38	8.90%

## A Public Hearing to Present the Status of Staff Vacancies and Recruitment and Retention Efforts as Required by Assembly Bill 2561

Page 3 of 5

The above table illustrates the vacancy rate across all bargaining units across all units except SFPOA-PMU was significantly below the 20% AB 2561 additional reporting threshold with the Citywide vacancy rate at 8.90%.

#### Additional Reporting Requirements: San Fernando Police Mgmt. Unit (SFPOA-PMU).

Per AB 2561, if the number of job vacancies within a single bargaining unit equaled or exceeded 20% of the total authorized full-time positions, the public agency would be required (upon request by the recognized employee organization) to include additional information during the annual public hearing. SFPOA-PMU has a total of two (2) authorized positions, so with one (1) vacancy there is currently a 50% vacancy rate. The additional data required under AB 2561 is as follows:

- The total number of job vacancies within the affected bargaining unit: 1
- The total number of applicants for those vacant positions: 7
- The average number of days it takes to complete the hiring process from the date a position is posted: 60 90 days
- Identified opportunities to improve compensation and overall working conditions: The City Council approved the current SFPOA-PMU contract in August 2025, which covers the period of January 2024 – June 2028 and provides for Cost of Living Adjustment (COLA) increase each year as follows:
  - January 2024: 4%
  - July 2025: 4%
  - July 2026: 5%
  - July 2027: 4%

The Police Department anticipates filling the vacancy in the near future. Staff does not recommend any changes to the benefits and compensation package for the Police Commander classification.

#### Citywide Recruitment and Retention Efforts.

#### Compensation and Benefits

To maintain competitiveness in employee recruitment, the City Council has adopted multi-year contracts for the various labor units. Over the current and next fiscal year, the Memorandum of Understanding (MOU) Cost of Living increases are as follows:

Bargaining Unit	2024 - 2025	2025 - 2026
San Fernando Management Group (SFMG)	4% - July 1 4% - Jan 1	5%
San Fernando Police Civilians' Association (SFPCA)	5%	5%
San Fernando Employee Association (SFPEA)	3%	3%
San Fernando Part-Time Employees (SFPEBU)	CA State Min Wage	CA State Min Wage
San Fernando Police Officers' Association (SFPOA)	4%	5%

# A Public Hearing to Present the Status of Staff Vacancies and Recruitment and Retention Efforts as Required by Assembly Bill 2561

Page 4 of 5

San Fernando Police Mgmt. Unit (SFPOA-PMU)		4%	5%		
Unrepresented	Employees	(City	Manager,	Varies	Varies
Department Head	ds & Confidenti	al Emplo	oyees)	Valles	Valles

Through the City's collective bargaining process, the employee groups received COLA increases which support the City's recruitment and retention strategy by providing competitive employee compensation and benefits. Additionally, in 2025, the City adopted the Paid Parental Leave policy for full time employees.

#### Retention Efforts

Human Resources staff recently worked with the Police Department to adopt a new job classification of Police Corporal to create a career ladder for Public Safety employees.

The City is continuing to invest in employees' career and personal development and growth by re-establishing and growing its employee training program, which includes providing funds for employee to join professional organization and attend offsite training conferences. The city also offers an Employee Assistance Program which provides support to employees and their family to access counseling services when needed. Additionally, alternative work schedules, which promote a work/life balance, are available for many positions in the City. Lastly, the City provides an annual employee celebration event that recognizes employees' longevity, and individual and team efforts accomplishments.

#### **Outreach and Selection Process**

Position vacancies are posted on the City's official website and on various social media, making them easily accessible to prospective applicants. To further broaden outreach, the City utilizes industry-specific job boards and targeted mailing lists when appropriate, ensuring vacancies reach candidates with the relevant skills and experience, and education. In addition to these platforms, the City posts notices on LinkedIn.

The City actively maintains a presence on professional networking sites such as Municipal Management Association of Southern California (MMASC), and other social media channels to enhance visibility and attract top talent. These platforms strategically promote open positions, share insights and highlight the City's work.

#### Hiring Obstacles

AB 2561 requires that the City identify necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff has not identified any necessary changes to policies, procedures, or recruitment activities that may present obstacles in the hiring process. Following the financial software upgrade which includes human resources programs, staff will be continuing to evaluate opportunities to improve efficiencies, including online recruitment platforms, to streamline the recruitment process.

# A Public Hearing to Present the Status of Staff Vacancies and Recruitment and Retention Efforts as Required by Assembly Bill 2561

Page 5 of 5

#### **BUDGET IMPACT:**

There is no budget impact on the FY 2024-2025 Adopted Budget to receive and file this status report. Sufficient funding is included in current year and in the Proposed FY 2025-2026 for discussed recruitment efforts.

#### CONCLUSION:

Staff recommends that the City Council conduct a public hearing, pending testimony, receive and file the FY 2024-2025 Status of Vacancies, Recruitment and Retention Efforts as required by Government Code Section 3502.3.

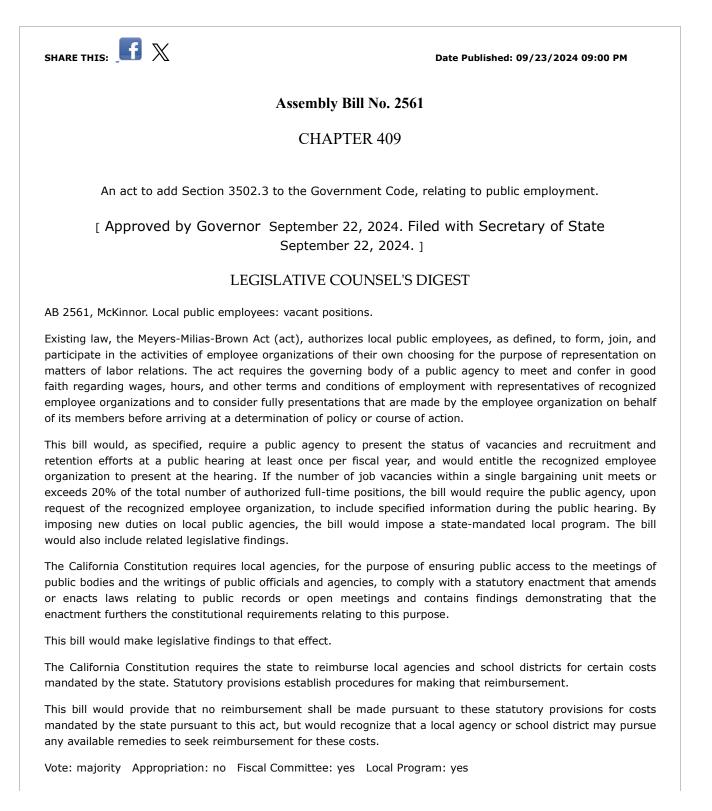
#### ATTACHMENT:

A. Assembly Bill 2561 – as added as Section 3502.3 to the Government Code, relating to public employment





#### AB-2561 Local public employees: vacant positions. (2023-2024)



### THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

**3502.3.** (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

**SEC. 3.** The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

**SEC. 4.** No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

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June 2, 2025 CC Special & Regular Mtg



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# AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembe	S
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From: Nick Kimball, City Manager By: Wendell Johnson, Director of Public Works Isabella Tapia, Interim Management Analyst

**Date:** June 2, 2025

Subject:Discussion and Consideration to Award a Professional Services Contract with<br/>Plansman Inc. for Design Services for the Downtown Trash Enclosure Project

### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Award a Professional Services Contract to Plansman Inc. (Attachment "A"- Contract No. 2365) in an amount not to exceed \$60,000 for design services for the Downtown Trash Enclosure Project; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the contract and all related documents.

### BACKGROUND:

- 1. On December 7, 2020, then Vice Mayor Hector A. Pacheco placed an item on the agenda related to citywide maintenance standards and trash services. After discussion, the City Council directed staff to draft a report for the City Council's consideration to use Measure W funds toward a capital improvement project to construct new trash enclosures and other waste management improvements in the Downtown Mall area.
- 2. At the January 19, 2021 City Council meeting, staff provided information on waste management improvements in the Downtown Mall area as part of Agenda Item No. 7 Presentation and Discussion Regarding Solid Waste Franchise Services. Staff indicated that the City was working to engage a consultant to assist with developing recommendations to improve the waste management system in the Downtown Mall area.
- 3. In March 2021, American Trash Management (ATM) was awarded a Professional Services Agreement (Contract No. 2138) to provide engineering and design services for the San Fernando Mall Trash Management Project. ATM was engaged to develop a framework of a

Discussion and Consideration to Award a Professional Services Contract with Plansman Inc. for Design Services for the Downtown Trash Enclosure Project Page 2 of 5

trash plan for the downtown business district; analyze waste, recycling and compost needs of downtown merchants; provide a list of possible equipment needs; and develop a related cost analysis.

- 4. In August 2021, staff received preliminary options from ATM and met with individual Councilmembers to provide updates. Proposed solutions included upgrading or replacing existing enclosures and implementing a porter system a full-service trash pick-up daily from inside of each mall business and transport it to an off-site facility, eliminating the need for City-owned enclosures. However, costs exceeded available Measure W funding at the time, and additional direction was given to refine the solutions and cost analysis.
- 5. In 2022, the City embarked on the Downtown Master Plan process to serve as a critical and important guide for future actions concerning change in Downtown San Fernando. This process had a significant community engagement component and staff recommended incorporating the preliminary information provided by ATM into the Downtown Master Plan process due to the potential significant impact on businesses and property owners in the Downtown Mall area.
- 6. On April 2, 2024, then Mayor Celeste Rodriguez placed an item on the agenda to repair and enhance trash enclosures to support community beautification. After discussion, the City Council directed staff to move forward with using Measure W funds to repair trash enclosures and return to the City Council with a project design and cost estimates.
- 7. On October 7, 2024, staff presented to the City Council recommendations for improving the trash enclosures within the Downtown Mall area. The City Council directed staff to bring back options and costs related to enhancing and retrofitting the existing trash enclosures. During this time, staff also engaged with the San Fernando Mall Association's Safe and Clean Committee, gathering input through presentations and a Zoom meeting.
- On January 21, 2025, staff presented to the City Council recommendations for how to improve the trash enclosures within the Downtown Mall area. The City Council directed staff to proceed with the demolition of two (2) enclosures and renovation of the remaining three (3) enclosures in the alleys behind the stores on north of San Fernando Road.
- 9. On March 6, 2025, the City posted the Request for Proposals (RFP) for Design Services for the Downtown Trash Enclosure Renovation Project on the City Website and in the San Fernando Sun.
- 10. On April 8, 2025, two (2) proposals were received from Plansman Inc. and Rafael Franco and Associates, Inc.

Discussion and Consideration to Award a Professional Services Contract with Plansman Inc. for Design Services for the Downtown Trash Enclosure Project Page 3 of 5

#### ANALYSIS:

Trash enclosures in a downtown pedestrian mall retail center is a crucial part of an overall waste management system and offer several important benefits, including improved aesthetics by keeping waste out of sight, better odor and pest control, and a cleaner, more inviting environment for shoppers and visitors. Waste enclosures support local businesses by enhancing the customer experience and promoting a hygienic, well-maintained setting. They also help ensure compliance with health and sanitation regulations, reduce illegal dumping, and protect stormwater systems by preventing debris from entering drains. Additionally, centralized waste areas improve collection efficiency for sanitation crews, making overall operations smoother and more cost-effective.

The purpose of the Downtown Trash Enclosure Project<sup>1</sup> is to upgrade the existing system of dilapidated and unsightly trash enclosures in the Downtown area and replace them with a centralized enclosure that incorporates design features that are standard in modern waste management systems. Specifically, the Project will demolish the existing enclosures in the alley between San Fernando Road and Truman Street are reconstruct three (3) trash enclosures that are equipped with a roof and metal gates. The surrounding area, including adjacent Americans with Disabilities Act (ADA) paths, parking lot landscaping, signing and striping, will also be modified. Additionally, sewer and electricity lines will be constructed to provide for the safe runoff of water and to have lighting inside the enclosure.

On April 8, 2024, the City received two (2) proposals for Design Services for the Downtown Trash Enclosure Renovation Project. The following table summarizes the submittals received for the project:

Company	City	Amount
Plansman Inc.	Rancho Santa Margarita, Orange County	\$ 49,900
Rafael Franco & Associates	Studio City, Los Angeles	\$ 70,000

A selection committee made up of qualified Public Works staff was convened to review submitted proposals. The evaluation consisted of assessing qualification and experience, including expertise and an understanding of the community and cultural knowledge; project approach with clear and detailed project timelines and schedules; qualifications, experience, composition and accessibility of the project team; and completeness and competitiveness of proposed pricing.

On May 1, 2025 and May 6, 2025, the selection committee interviewed the two (2) firms. The selection committee unanimously concluded Plansman Inc. was the most qualified for design project based on their clear understanding of the scope of work and previous experience of

<sup>&</sup>lt;sup>1</sup> This Project encompasses the five (5) trash enclosures located in the two (2) alleys north of San Fernando Road. Three (3) in Public Lot 4 and two (2) in Public Lot 5.

#### Discussion and Consideration to Award a Professional Services Contract with Plansman Inc. for Design Services for the Downtown Trash Enclosure Project Page 4 of 5

working on municipal Public Works projects. Plansman Inc. demonstrated a good understanding of the vision portrayed in the original conceptual plan, and a willingness to engage with community engagement.

#### Project Timeline.

Referenced below is a brief overview of the project schedule for the final design and construction of the project:

Project Milestones	Date
Award Design Contract (Plansman Inc.)	June 2025
Preliminary Design Prepared	July 2025
Mall Businesses Engagement on Design	August 2025
City Council Design Approval	September 2025
Award Construction Contract	November 2025
Complete Contract	Spring 2026
Project Maintenance- City (Public Works)	After Spring 2026

The original scope of work included one community engagement meeting, with an option to add a second meeting at an additional cost. Staff recommends including the optional second community engagement to ensure a more well-rounded and inclusive process. The two community meetings are:

- Meeting with Mall Businesses Included in the original RFP
- City Council meeting to approve final design Optional additional meeting

#### BUDGET:

The current fund allocation for the Downtown Trash Enclosure Renovation Project is \$500,000. These funds will be pulled from the City's Measure W fund.

The following table summarizes the status of the project funding and proposed expenditures:

PROJECT FUNDING			
Fund	Account Number	Cur	rrent Allocation
Measure W	023-3110-0000	\$	500,000
Total Sources		\$	500,000

Discussion and Consideration to Award a Professional Services Contract with Plansman Inc. for Design Services for the Downtown Trash Enclosure Project Page 5 of 5

PROPOSED EXPENDITURES		
Activity	Account Number	Cost
Design	023-341-6556-4600	\$ 49,900
Optional Design Work (Community Engagement)	023-341-6556-4600	\$ 1,700
Design Contingency (14%)	023-341-6556-4600	\$ 8,400
Total Design Cost:		\$ 60,000
Construction	023-341-6556-4600	\$ 355,000
Construction Contingency (10%)	023-341-6556-4600	\$ 35,500
Total Construction Cost:		\$ 390,500
Total Uses:		\$ 450,500

#### **CONCLUSION:**

It is recommended that the City Council approve Contract No. 2365 to Plansman Inc. for design services in an amount not-to-exceed \$60,000 and authorize the City Manager to make non-substantive changes and execute the agreement and any related documents.

#### ATTACHMENTS:

A. Contract No. 2365, including: Exhibit "A" – City RFP
Exhibit "B" – Plansman Inc. Proposal
Exhibit "C" – Fee Estimate



### 2025 <u>PROFESSIONAL SERVICES AGREEMENT</u> (Parties: Plansman Inc. and City of San Fernando) (Engagement: Design Services for Downtown Trash Enclosure Renovation Project)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 2<sup>nd</sup> day of June, 2025 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and PLANSMAN 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.

#### <u>RECITALS</u>

WHEREAS, CITY requires design services for the Downtown Trash Enclosure Renovation Project; 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 June 2, 2025, under Agenda Item No. 10; and

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 Request for Proposals of CITY entitled "REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE RENOVATION PROJECT" (hereinafter, "CITY RFP") and the written proposal of CONSULTANT entitled "CITY OF SAN FERNANDO DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE RENOVATION PROJECT" (hereinafter, the "CONSULTANT Proposal"). The CITY RFP and the CONSULTANT Proposal are attached and incorporated hereto as Exhibit "A" and "B", respectively. The term "Scope of Work" shall be a collective reference to the CITY RFP and the CONSULTANT Proposal. 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 document entitled CITY RFP and the provisions of the document entitled CONSULTANT Proposal, the requirements of the document entitled 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 Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.

#### 1.2 PROSECUTION OF WORK:

- Time is of the essence for this Agreement and each and every provision contained Α. herein. The Work shall be commenced within ten (10); calendar days of CITY's issuance of a written notice to proceed ("Notice to Proceed"). CONSULTANT shall complete the various tasks identified in the Scope of Work within the timeframes set forth in the Scope of Work and shall complete all of the Work by or before June 30, 2026 (the "Completion Date"). CONSULTANT may submit a written request for additional time to complete the Work, which request must be submitted to the CITY no later than fifteen (15) calendar days prior to the Completion Date or any extended Completion Date granted by CITY. The written request for additional time must identify (i) what specific tasks or services remain to be completed by CONSULTANT in order to complete the Work; (ii) how much additional time CONSULTANT requires; (iii) identification of the circumstances that have caused the need for additional time, according to CONSULTANT, including, if applicable, identification of any tasks that must be completed by CITY as prerequisite to CONSULTANT being able to complete any other service or task; and (iv) what proactive steps CONSULTANT has taken up to the date of the request to mitigate the need for additional time, including, if applicable, any effort on the part of CONSULTANT to alert CITY of the need to provide information or complete certain tasks to be performed by CITY. CITY in its sole and absolute discretion may grant, deny, or conditionally grant a request for additional time, provided that no individual grant of additional time may exceed a maximum of fifteen (15) calendar days.
- B. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors, or agents.
- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- D. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner.
- E. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees.

Design Services for Downtown Trash Enclosure Renovation Project Page 3 of 20

- F. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.
- 1.3 <u>COMPENSATION</u>: CONSULTANT shall perform the Work in accordance with the "PROPOSED FEE ESTIMATE" which is attached and incorporated hereto as **Exhibit "C"** (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 **SIXTY THOUSAND (\$60,000)** (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 <u>ACCOUNTING RECORDS</u>: CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and examine such records, without charge, during normal business hours. CITY will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.
- 1.6 <u>ABANDONMENT BY CONSULTANT</u>: 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 <u>CITY'S REPRESENTATIVE</u>: The CITY hereby designates City Manager and City Engineer (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 <u>CONSULTANT REPRESENTATIVE</u>: CONSULTANT hereby designates Lance Higgins (PA), Project Manager 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 <u>COORDINATION OF WORK; CONFORMANCE WITH REQUIREMENTS</u>: 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 <u>STANDARD OF CARE; PERFORMANCE OF EMPLOYEES</u>: CONSULTANT represents, acknowledges, and agrees to the following:
  - A. CONSULTANT will perform all Work skillfully, consistent with and adhering to its professional standard of care, that is, the degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality;
  - B. CONSULTANT shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Work performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative;

Design Services for Downtown Trash Enclosure Renovation Project Page 5 of 20

- C. CONSULTANT will perform all Work in a manner reasonably satisfactory to the CITY;
- D. CONSULTANT will comply with all applicable federal, state, and local laws and regulations, including the conflict of interest provisions of Government Code §1090 and the Political Reform Act (Government Code §§81000 *et seq.*) CONSULTANT shall be liable for all violations of such laws and regulations in connection CONSULTANT's performance of the Services. If CONSULTANT performs any work knowing it to be contrary to such laws, rules and regulations, CONSULTANT shall be solely responsible for all costs arising therefrom;
- E. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- F. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training, and experience to perform those services and tasks assigned to them by CONSULTANT; and
- G. All of CONSULTANT's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications, and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications, and approvals will be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT will perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONSULTANT to correct any errors or omissions will be commenced immediately upon their discovery by either Party and, notwithstanding Section 5.2(B), will be completed within seven (7) calendars days from the date of discovery or such other extended period of time authorized by the City Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand, and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge, and experience necessary to perform the Work under the standard of care as articulated under section 2.4(A).

Design Services for Downtown Trash Enclosure Renovation Project Page 6 of 20

- 2.5 <u>ASSIGNMENT</u>: 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 <u>SUBSTITUTION OF KEY PERSONNEL</u>: 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: Lea Reis, PE, QSD/QSP, Project Manager/ Construction Manager.
- CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work 2.7 will be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods, and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services and tasks does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and will at all times be under CONSULTANT's exclusive direction and control. CONSULTANT will pay all wages, salaries and other amounts due such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like. Notwithstanding any other CITY, state, or federal policy, rule, regulation, law, or ordinance to the contrary, CONSULTANT and any of its employees, agents, and subcontractors performing the Work under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any

compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contributions and/or employee contributions for PERS benefits.

- 2.8 <u>REMOVAL OF EMPLOYEES OR AGENTS</u>: 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 <u>COMPLIANCE WITH LAWS</u>: 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 <u>NON-DISCRIMINATION</u>: 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 <u>INDEPENDENT CONTRACTOR STATUS</u>: The Parties acknowledge, understand, and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments, or subdivisions of CITY. CONSULTANT will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT will have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt, or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

#### III.

#### **INSURANCE**

3.1 <u>DUTY TO PROCURE AND MAINTAIN INSURANCE</u>: 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: Design Services for Downtown Trash Enclosure Renovation Project Page 8 of 20

- A. <u>Commercial General Liability Insurance</u>: 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. <u>Automobile Liability Insurance</u>: 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. <u>Workers' Compensation Insurance/ Employer's Liability Insurance</u>: 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. <u>Errors & Omissions Insurance</u>: 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 <u>ADDITIONAL INSURED REQUIREMENTS</u>: 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 <u>REQUIRED CARRIER RATING</u>: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representative is authorized to authorize lower ratings than those set forth in this Section.

- 3.4 <u>PRIMACY OF CONSULTANT'S INSURANCE</u>: 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 <u>WAIVER OF SUBROGATION</u>: 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 <u>VERIFICATION OF COVERAGE</u>: 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 The insurance coverage requirement set forth under this Article 3 are in addition to any coverage requirements set forth under Section 3 (Insurance) of the CITY RFP.
- 3.8 <u>FAILURE TO MAINTAIN COVERAGE</u>: 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.
- 3.9 <u>SPECIAL RISKS OR CIRCUMSTANCES</u>: City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Any amendment to the insurance requirements of this Article shall be memorialized and approved in the form of a written amendment to this Agreement, signed by the Parties. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void or invalid.

#### **PROFESSIONAL SERVICES AGREEMENT**

## 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 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 performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.
- 4.3 CITY shall have the right to offset against the amount of any compensation due to CONSULTANT under this Agreement, any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to either pay CITY promptly for any costs associated with CONSULTANT's obligations to indemnify the CITY Indemnitees under this Article or related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers.
- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials,

officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

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

WORK OF CONSULTANT'S DESIGN PROFESSIONALS SERVICES: The duty to indemnify, defend and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of Section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance, work or activities that must be performed by a "design professional." Subject to the limitation of the preceding sentence, to the fullest extent permitted by law, CONSULTANT shall immediately defend and indemnify and hold harmless the CITY Indemnities, defined above, from and against any and 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 the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, employees, servants, agents, contractors, subcontractors or authorized volunteers or any other person or entity involved by, for, or with or on behalf of CONSULTANT in the performance of design professional services under this Agreement. The Parties understand and agree that the duty of CONSULTANT to indemnify, defend and hold harmless pursuant to this subsection includes the duty to defend as set forth in Section 2778 of the California Civil Code. CONTRACTOR's obligation to indemnify applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then CONSULTANT's indemnification obligation shall be reduced in proportion to the established comparative liability.

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> WORK OF ALL OTHER PERSONS/NON-DESIGN PROFESSIONALS: Except as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless 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 to the extent caused by CONSULTANT's negligent performance under this Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or CONSULTANT's officers, employees, agents, servants, contractors, subcontractors or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless under this subsection shall not encompass a duty to indemnify, defend or hold harmless for liability, loss, suit, damage, expense, or cost caused by the negligence or willful misconduct of any or all of the CITY Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense, and costs not otherwise subject to subsection 4.2, above.

> CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and 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.

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 authorized volunteers.

CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and authorized 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.

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.

The duties to indemnify, defend and hold harmless as set forth under this Section, shall survive the early termination or normal expiration of this Agreement and shall be in addition to any other rights or remedies which the CITY may have at law or in equity.

#### V. <u>TERMINATION</u>

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

#### 5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

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

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

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT will include, but will not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary of involuntary; and/or (v) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

C. CITY will cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing

notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.5, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT will be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY will operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
  - i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
  - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
  - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
  - iv. The CITY may exercise any other available and lawful right or remedy.

CONSULTANT will be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement. Design Services for Downtown Trash Enclosure Renovation Project Page 16 of 20

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

## VI. MISCELLANEOUS PROVISIONS

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

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- 6.3 <u>FALSE CLAIMS ACT</u>: 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 <u>NOTICES</u>: 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: Plansman Inc.	<b>CITY:</b> City of San Fernando
Attn: Lance Higgins, Founder and	Public Works/ Engineering Department
Principal Architect	Attn: Wendell Johnson, Director of Public
31442 Santa Maegarita Pkway,	Works
Suite A-208	117 N. Macneil,
Rancho Santa Margarita, CA, 92688	San Fernando, CA 91340
Email: <u>lance@plansman.com</u>	Phone: (818) 898- 1222
Phone: 949.939.4433	

Such notices will be deemed effective when personally delivered <u>or</u> successfully transmitted by facsimile as evidenced by a fax confirmation slip <u>or</u> 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 <u>COOPERATION; FURTHER ACTS</u>: 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 <u>SUBCONTRACTING</u>: 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 <u>CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS</u>: CITY reserves the right to employ other independent contractors in connection with the various projects worked upon by CONSULTANT.

## 6.8 <u>CONFLICTS OF INTEREST:</u>

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 <u>TIME IS OF THE ESSENCE</u>: Time is of the essence for each and every provision of this Agreement.
- 6.10 <u>GOVERNING LAW AND VENUE</u>: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.
- 6.11 <u>ATTORNEYS' FEES</u>: 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.

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- 6.12 <u>SUCCESSORS AND ASSIGNS</u>: This Agreement will be binding on the successors and assigns of the Parties.
- 6.13 <u>NO THIRD-PARTY BENEFIT</u>: 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 <u>CONSTRUCTION OF AGREEMENT</u>: 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 <u>SEVERABILITY</u>: 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 <u>AMENDMENT; MODIFICATION</u>: 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 <u>CAPTIONS</u>: 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 <u>INCONSISTENCIES OR CONFLICTS</u>: 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 <u>ENTIRE AGREEMENT</u>: 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 <u>FORCE MAJEURE:</u> The Completion Date for completing the Work may be extended in the event of any delays due to unforeseeable causes beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY. CONSULTANT shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City

Representative shall ascertain the facts and the extent of delay and extend the time for performing the services and tasks for the period of the enforced delay when and if in the judgment of the CITY Representative such delay is justified. The CITY Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall CONSULTANT be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONSULTANT's sole remedy being extension of the Agreement pursuant to this Section.

6.21 <u>COUNTERPARTS</u>: 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 C	OF SAN FERNANDO:	PLANSMAN INC.:	
By:		Ву:	
	Nick Kimball, City Manager		
		Name:	
Date:			
		Title:	
APPRO	OVED AS TO FORM	Date:	
By:			
	Richard Padilla, City Attorney		
Date:			

City of San Fernando Design Services RFP

## **REQUEST FOR PROPOSALS**



The Public Works Department is Requesting Proposals for:

# **Design Services for**

## The Downtown Trash Enclosure Renovation Project

RELEASE DATE: March 6, 2025

RESPONSE DUE: April 8, 2025

## **REQUEST FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that the City of San Fernando invites proposals from qualified consulting firms to provide the City with design services for the **Downtown Trash Enclosure Renovation Project.** The City will receive such proposals at the City Clerk's Office, 117 Macneil Street, San Fernando, California, 91340, UP TO THE HOUR OF **2:00 PM** on **Tuesday, April 8, 2025.** 

It is the responsibility of the proposer to ensure that any proposals submitted have sufficient time to be received by the City of San Fernando prior to this proposal due date and time. Proposals received after the due date and time will not be considered. Proposals shall be mailed, handdelivered or sent by courier service and shall NOT be sent via email or fax.

The City reserves the right to withdraw the RFP at any time without prior notice. In addition, the City reserves the right to reject any and all proposals without indicating any reasons for such rejection. Furthermore, the City makes no representations that the project will be awarded to any respondent to the RFP.

Proposals shall be submitted in a sealed package and clearly marked with the following information, formatted as follows:

## PROPOSAL FOR:

## DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE RENOVATION PROJECT

## IN THE CITY OF SAN FERNANDO

The proposal package shall include three (3) hard copies and one (1) electronic copy on a flash drive of the Consultant's proposal, including the fee proposal. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date.

In strict accordance with the Request for Proposals on file in the office of the SAN FERNANDO CITY CLERK'S OFFICE, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at SFCITY.ORG/rfps-rfqs-nibs-nois/.

By: /s/ Julia Fritz, City Clerk

## SECTION ONE: BACKGROUND AND DESCRIPTION

#### **Background**

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with six departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 150 full-time employees and an additional 50 part-time and seasonal employees with a total Adopted Budget for fiscal year 2024-2025 of \$51.7 million, which includes a General Fund budget of \$26.2 million. The City seeks to provide outstanding public services to its citizens and local businesses with long-term fiscal stability in mind.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified firms to provide design and construction support. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

## SECTION TWO: SCOPE OF SERVICES

## **1.** Project Description:

The City of San Fernando is seeking proposals from qualified design firms to provide architectural and engineering design services for the proposed renovation/construction of three (3) municipal trash enclosures at San Fernando Mall.

Parking Lot No. 4

- 1. Enclosure 1 (Small Enclosure), located in the southwest corner of Parking Lot No. 4, south of Truman St., between Maclay Ave. and Brand Blvd. This enclosure is to be renovated or demolished and a new structure built in its place.
- 2. Enclosure 2 (Large Enclosure), located along the south side of Parking Lot No. 4 halfway between the two small enclosures, south of Truman St., between Maclay Ave. and Brand Blvd. This enclosure is to be renovated or demolished and a new structure built in its place.
- 3. Enclosure 3 (Small Enclosure), located in the southeast corner of Parking Lot No. 4, south of Truman St., between Maclay Ave. and Brand Blvd. This enclosure is to be demolished.

## Parking Lot No. 5

- 1. Enclosure 1 (Small Enclosure), located in the southwest corner of Parking Lot No. 5, south of Truman St., between Maclay Ave. and San Fernando Mission Blvd. This enclosure is to be demolished.
- 2. Enclosure 2 (Large Enclosure), located in the southeast corner of Parking Lot No. 5, south of Truman St., between Maclay Ave. and San Fernando Mission Blvd. This enclosure is to be renovated or demolished and a new structure built in its place.

The approximate size of the existing large enclosures is 14 ft. x 20 ft. and the approximate size of the small enclosures is 6 ft. x 12 ft.

The renovated or new enclosures are to have water spigots, backflow preventers, floor drains, which will drain to the sanitary sewers, lights and electrical outlets.

The enclosures are to have a roof, metal gates, and be architecturally pleasing, complementing the architectural theme of the San Fernando Mall. Each large enclosure will house 4 - 3 cubic yard bins. The small enclosure will house 2 - 3 cubic yard bins. The design should be such that it complies with ADA requirements, provides deterrent to illegal trash dumping and security for staff using the enclosure, ease of graffiti control and general maintenance. The design will need to take into account any needed modifications to adjacent parking lots, ADA paths, affected parking lot landscape areas, signing and striping. It will also need to provide temporary parking lot parking arrangements during construction, traffic control plans and plans for temporary arrangements for trash bin placement and trash pickup during construction

The enclosures will be designed to support city waste management operations while ensuring compliance with local zoning, aesthetic, and environmental standards.

The firm selected is expected to provide the design services on time, at or under budget and to the City's expected standard of quality, scope and function. The preliminary construction cost estimate for this project is \$500,000.

## 2. Scope of Services

The selected firm will provide planning, design, and construction support services for the Downtown Trash Enclosure Renovation Project, including but not limited to:

## A. Site Evaluation & Planning

- Conduct site visits to assess topography, drainage, utilities, and space constraints.
- Confirm enclosure size and placement based on city waste collection needs.
- Ensure accessibility for waste collection trucks and compliance with ADA requirements.
- As needed, provide assistance and support for public hearings or city planning reviews (if required). Assume two (2) public hearings will be held.

## **B.** Conceptual and Final Design

- Develop two to three conceptual designs for city review.
- Incorporate materials and finishes that align with city aesthetics and durability needs.
- Provide 70%, 90% and 100% design construction drawings.
- Provide electrical, water and sewer connection design.
- Coordinate with SCE for electrical connection. Coordinate with city staff for water and sewer connections.
- Provide structural design (concrete, masonry, or metal) and calculations.

- Provide for drainage and stormwater management considerations and plans.
- Provide for enclosure security features (gates, locks, lighting).
- Provide for parking lot and landscaped area plans of affected areas.
- Provide parking lot striping plans of parking lot affected areas.
- Provide temporary traffic control plans.
- Provide for temporary placement of trash bins and pickup during construction.
- Comply with zoning, fire codes, and environmental standards.
- Provide project specifications at 90% and 100% design. City to provide boiler plate/front end portion of specs.

## C. Cost Estimation and Value Engineering

- Provide cost estimates at 70%, 90% and 100% design.
- Recommend value-engineering options to maintain quality within budget.

## D. Permitting and Regulatory Compliance

- Assist in securing necessary local, state, and environmental permits.
- Submit for San Fernando Building Dept. plan check and obtained approved plans ready to bid.

#### E. Bidding Support

- As needed, assist the city in answering contractors' questions.
- As needed, assist the city in issuing addendums to the plans and specifications.
- As needed, assist the city in answering contractors' protests.
- As needed, assist in reviewing contractor bids and provide recommendations.

## **F.** Construction Support

- Assist as needed with reviewing and answering RFI's.
- Assist as needed with reviewing submittals and shop drawings.
- Assist as needed with questions regarding design, plans and construction related issues.
- As needed conduct site visits.
- Assist as needed with evaluation, cost analysis and preparation of construction change order.
- Assist as needed with reviewing invoices and quantities.
- Assist as needed with potential claims.
- As needed participate in final inspection and project closeout.
- Upon completion of construction prepare a complete set of as-built plans showing all deviations from the original plans.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

- 1. Federal laws
- 2. State laws
- 3. Local laws
- 4. Rules and regulations of governing utility districts
- 5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the City of San Fernando, included in the sample professional services agreement (Appendix "A").

## SECTION THREE: INSTRUCTIONS TO PROPOSERS

A. CITY RESPONSIBILITIES

The City will provide information in its possession relevant to preparation of required information in this RFP. Prospective proposers are encouraged to review the City's provided plans and photos. In addition, the City will provide all documentation specifically referred to herein.

#### PROPOSER RESPONSIBILITIES

<u>Point of Contact</u>: The selected consultant will assume responsibility for all services in its proposal on behalf of the entire project team. The selected consultant shall identify a sole point of contact with the greatest knowledge in regard to the required service operations and contractual matters, including payment for services rendered for this project.

B. REQUEST FOR INFORMATION OR CLARIFICATION

All questions or requested clarification shall be made in writing via e-mail to Isabella Tapia (contact information as noted in Section 4.B of this RFP) by or before the "Deadline for Requests for Information" date noted in Section 3.I of this RFP. No verbal requests or responses will be accepted. Significant interpretations or clarifications will be addressed via addenda to this RFP, as indicated in Section 3.C.

C. ADDENDA

Any changes in this RFP from the date of release to date of submittal of proposals will result in an addendum or amendment. Notification of such addendum or amendment will be made available to all prospective proposers by email notification and posted to the City's website.

## D. PRE-PROPOSAL MEETING

A pre-proposal meeting will not be held.

## E. CITY'S RIGHT TO REJECT

The City of San Fernando reserves the right to reject any or all submitted proposals, and no representation is made that any contract will be awarded pursuant to the Request for Proposal. All costs incurred in the preparation of the proposal, in the submission of additional information,

and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the respondent. The City of San Fernando will provide all documentation specifically referred to herein and will not be responsible for any other cost or obligation that may be incurred by the respondent. All proposals submitted to the City of San Fernando shall become the property of the City.

F. PROTESTS

Bid Protests shall be in accordance with San Fernando Municipal Code Section 2-830.

#### G. AWARD SCHEDULE

Release RFP	March 6, 2025
Deadline to submit questions	March 25, 2025
Responses to RFP questions released	March 31, 2025
Deadline to submit proposals	Tuesday, April 8, 2025 @ 2:00 PM
Interviews (if necessary)	April 2025
Consultant selection/ Council award	May 5, 2025
Kick-off meeting	May 21, 2025 (Tentative)
Design	2 months
City Reviews/Building Department Reviews	2 months

## SECTION FOUR: SUBMITTAL REQUIREMENTS

## A. GENERAL

Number of Proposal Copies and signature: Three (3) original hard copies signed by a company official with power to bind the company and one (1) digital copy on a flash drive shall be submitted to the City.

- B. Deadline: Proposals are due to the City of San Fernando no later than 2:00 p.m. on Tuesday, April 8, 2025.
- C. Proposal Submittal: The Consultant must submit three (3) originals hard copies of the proposal and one (1) digital copy on a flash drive by 2:00 p.m., Tuesday, April 8, 2025, to:

City of San Fernando City Clerk's Office 117 Macneil Street, San Fernando, California, 91340 Proposal shall be enclosed and marked clearly with the following information and formatted as follows:

#### **PROPOSAL FOR:**

#### DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE RENOVATION PROJECT

#### IN THE CITY OF SAN FERNANDO

Proposals shall be mailed, hand-delivered or sent by courier service and shall NOT be sent via email or fax. Late proposals will not be accepted.

Questions regarding this Request for Proposals or requests for additional background information may be emailed to Isabella Tapia at <u>ITapia@sfcity.org</u>, or call at (818) 898- 1240, no later than **5:00 p.m. on Tuesday, March 25, 2025.** 

#### **D.** Proposal Contents

A responsive proposal shall contain the following information in the order listed:

#### 1. Introductory Letter (1 – 2 pages)

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

## 2. Executive Summary (1 – 2 pages)

Provide executive summary.

## 3. Consultant Information, Qualifications and Experience (5 pages max.)

The City of San Fernando will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

- 1. Contracting agency
- 2. Contracting agency Project Manager

- 3. Contracting agency contact information
- 4. Contract amount
- 5. Funding source
- 6. Date of contract
- 7. Date of completion
- 8. Consultant Project Manager and contact information
- 9. Project Objective
- 10. Project Description
- 11. Project Outcome

## 4. Organization and Approach (5 pages max.)

- 1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
- 2. Describe your project and management approach. Provide a detailed description of how the team and scope of services will be managed.
- 3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience for the Project's Scope of Services, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.
- 4. Project organizational chart.
- 5. Description of anticipated challenges and mitigation strategies.

## 5. Scope of Services

The proposal shall include a Scope of Services, which details the consultant's approach towards completing the project, work phases, the tasks to be accomplished and the deliverables to be provided, based upon the requested Scope of Services included in this RFP.

## 6. QA/QC Plan (1 – 2 pages)

Provide QA/QC plan to ensure quality control for the duration of the project which shall include maintaining organization and communication over the entire project team and cost.

## 7. Work Schedule

Provide the proposed project schedule with approximate timelines for each task and key milestones dates. The design duration shall not be more than two (2) months, excluding City reviews and Building Department plan checks. However, if this schedule does not provide sufficient time to complete requested services, in a manner that achieves City approvals, the consultant shall include in its proposal the schedule it needs to complete the services. The City will consider the proposed schedule in their review and evaluation of the consultant proposals.

## 8. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the City of San Fernando that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

## 9. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

## **10.** Contract Agreement

- a. Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Appendix "A."
- b. The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect, for ninety (90) days following the date proposal submittals are due.

## 11. Cost Proposal

The fee proposal shall include a competitive fee that outlines the hours to complete the Scope of Services by task, along with personnel to be involved in the project; with the number of hours by personnel to be assigned by task and hourly rate. Provide estimated reimbursable expenses.

The consultant performs the services stated in the contract for an agreed amount as full compensation, including a net fee or profit

## SECTION FIVE: PROPOSAL REVIEW

## A. EVALUATION AND RATING

The criteria for evaluating the proposals submitted will consider the following items and be weighted as shown:

<ul> <li>Understanding of project goals and objectives</li> </ul>	25%
<ul> <li>Experience with similar projects</li> </ul>	30%
<ul> <li>Qualifications of project team members techniques</li> </ul>	25%
Cost Proposal	10%

Reference and past performance

The City will evaluate proposals based on the response to the RFP, which includes adherence to outlined directions and format, and the evaluation criteria set forth above. A final score will be calculated for each submitted proposal and used to rank the proposers.

Following the evaluation of the proposals, fee negotiations may begin with the highest-ranked proposer. Should negotiations fail or result in a fee that the City does not consider fair and reasonable based on an independent cost estimate completed for this project by the city, negotiations will be formally terminated, and the City will then open the fee proposal of the second highest-ranked proposer and subsequently undertake negotiations with said proposer. If negotiations with the second highest-ranked proposer are not successful, the City will open the fee proposal and undertake negotiations with the third highest-ranked proposer, and so on, until the fee is determined to be fair and reasonable by the City and in line with the independent cost estimate.

## **B. SELECTION AND INTERVIEWS**

The City may conduct interviews with the three top-ranked proposers. The City will recommend the award of the project to the proposer who will best suit the City's needs for this project. The City reserves the right to begin negotiations and enter into an agreement without interviews or further discussions.

## SECTION SIX: AWARD OF PROJECT

Following the evaluation and rating of the proposals by the proposal review committee, the Director of Public Works will recommend to the City Council award of the project to the proposer providing the best quality and value to the City. A purchase order will then be issued to the selected firm.

## SECTION SEVEN: IMPLEMENTATION

## A. NOTICE TO PROCEED

A formal written Notice to Proceed (NTP) will be issued to the successful consultant after City Council award, contract execution and the purchase order has been issued. Before a purchase order can be issued, the consultant's insurance must be approved by the City and the consultant must obtain business license (if not already acquired).

## **B. KICK-OFF MEETING**

The successful consultant will be required to attend the pre-construction meeting along with City staff and other project stakeholders to discuss the specifics of the project, schedule, etc.

## SECTION EIGHT: PUBLIC RECORDS

All responses to the RFP shall become the property of the City of San Fernando and proposals will become public record after the award of the project. Proposer information identified as proprietary information shall be maintained confidential to the extent allowed under the California Public Records Act.

## Appendix "A"

## Sample Professional Services Agreement



## 2025 <u>PROFESSIONAL SERVICES AGREEMENT</u> DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE RENOVATION PROJECT (CONSULTANT)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2025 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and CONSULTANT, (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 construction management, inspection, labor compliance and material testing services; and

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

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

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

#### I. ENGAGEMENT TERMS

## 1.1 SCOPE OF WORK:

A. Subject to the terms and conditions of this Agreement, CONSULTANT agrees to provide the services and tasks described in that certain Request for Proposals of the CITY entitled "REQUEST FOR PROPOSALS: Design Services for the Municipal Trash Enclosure Renovation Project", (hereinafter, "CITY RFP") and the written proposal of CONSULTANT entitled "Proposal for- Design Services for the Municipal Trash Enclosure Renovation Project", (hereinafter, the "CONSULTANT Proposal") dated DATE OF PROPOSAL. The CITY RFP and the CONSULTANT Proposal are attached and incorporated hereto as Exhibit "A" and "B"

respectively. The term "Scope of Work" shall be a collective reference to the CITY RFP and the CONSULTANT PROPOSAL. 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 document entitled CITY RFP and the provisions of the document entitled CONSULTANT PROPOSAL, the requirements of the document entitled 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 Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.

## 1.2 **PROSECUTION OF WORK:**

- A. Time is of the essence of 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 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 COMPLETION DATE (the "Completion Date");
- B. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;
- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner;
- D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; and
- E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.
- 1.3 <u>COMPENSATION</u>: CONSULTANT shall perform the Work in accordance with "Cost Proposal" (hereinafter, the "COMPENSATION RATE"). The foregoing notwithstanding, CONSULTANT's total compensation for the performance of all Work contemplated under this Agreement, will not exceed the total budgeted aggregate sum of INSERT WRITTEN AMOUNT (\$ INSERT NUMBER) (hereinafter, the "Not-to-Exceed Sum") during the prosecution 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 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 Not-

to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.

- 1.4 PAYMENT OF COMPENSATION: Following the conclusion of the work requested in Section 1.1, CONSULTANT shall 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 compensation is a function of hours worked by CONSULTANT's personnel, the invoice should indicate the number of hours worked, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were 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 **PREVAILING WAGES:** Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.
- **1.6** <u>ACCOUNTING RECORDS</u>: CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and examine such records, without charge, during normal business hours. CITY will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.
- **1.7** <u>ABANDONMENT BY CONSULTANT</u>: 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 Work, 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 <u>CITY'S REPRESENTATIVE</u>: The CITY hereby designates INSERT CITY REPRESENTATIVE (hereinafter, the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or their 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 their designee.
- 2.2 <u>CONSULTANT REPRESENTATIVE</u>: CONSULTANT hereby designates INSERT CONSULTANT REPRESENTATIVE, 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 their designee will supervise and direct the performance of the Work, using their best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to CONSULTANT.
- 2.3 <u>COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS</u>: CONSULTANT agrees to work closely with CITY staff in the performance of the Work 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 their designees.

## 2.4 <u>STANDARD OF CARE; PERFORMANCE OF EMPLOYEES</u>:

CONSULTANT represents, acknowledges and agrees to the following:

- A. CONSULTANT will perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;
- 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 Services 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 Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.). CONSULTANT shall be liable for all violations of such laws and regulations in connection with 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 will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representative in writing and in her sole and absolute discretion. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONSULTANT's profession.

- **2.5** <u>ASSIGNMENT</u>: 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 Services 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 Services 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: [INSERT NAME AND TITLE].
- 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 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 to such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

- 2.8 <u>REMOVAL OF EMPLOYEES OR AGENTS</u>: 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** <u>**COMPLIANCE WITH LAWS**</u>: 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 Federal Department of Housing and Urbanization.
- **2.10 FEDERAL PROVISIONS:** When funding for the Services is provided, in whole or in part, by an agency of the federal government, CONSULTANT shall also fully and adequately comply with the provisions included in Exhibit "C" (Federal Requirements) attached hereto and incorporated herein by reference ("Federal Requirements"). With respect to any conflict between such Federal Requirements and the terms of this Agreement and/or the provisions of state law, the more stringent requirement shall control.
- 2.11 <u>NON-DISCRIMINATION</u>: 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.
- 2.12 INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT will have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

## III. INSURANCE

- **3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE:** Prior to the beginning of and throughout the duration of 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. <u>Commercial General Liability Insurance</u>: 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. <u>Automobile Liability Insurance</u>: 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 shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
  - C. <u>Workers' Compensation Insurance/ Employer's Liability Insurance</u>: 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. <u>Errors & Omissions Insurance</u>: 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** <u>ADDITIONAL INSURED REQUIREMENTS</u>: 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 <u>REQUIRED CARRIER RATING</u>:** All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than

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

- **3.4 PRIMACY OF CONSULTANT'S INSURANCE**: All policies of insurance provided by CONSULTANT will be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers will be in excess of CONSULTANT's insurance and will not contribute with it.
- **3.5** <u>WAIVER OF SUBROGATION</u>: 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 critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it will furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on 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. All certificates of insurance and endorsements will be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any Work. Upon CITY's written request, CONSULTANT will also provide CITY with certified 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 CONSULTANT 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** <u>SPECIAL RISKS OR CIRCUMSTANCES</u>: 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.

## IV. INDEMNIFICATION

- 4.1 The Parties agree that CITY and 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 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 performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.
- **4.3** CITY shall have the right to offset against the amount of any compensation due to CONSULTANT under this Agreement, any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to either pay CITY promptly for any costs associated with CONSULTANT's obligations to indemnify the CITY Indemnitees under this Article, or related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.
- **4.4** The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers.
- **4.5** CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations

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

- **4.6** CITY does not, and shall not waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.
- **4.7** This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.
- **4.8** Except as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless 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 to the extent caused by CONSULTANT's negligent performance under this Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or CONSULTANT's officers, employees, agents, servants, contractors, subcontractors or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless for liability, loss, suit, damage, expense, or cost caused by the negligence or willful misconduct of any or all of the CITY Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense and costs not otherwise subject to subsection 4.2, above.
- **4.9** As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and 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.
- 4.10 As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, 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 authorized volunteers.

- **4.11** As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and authorized 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.
- **4.12** As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, 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.
- **4.13** As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, the duties to indemnify, defend and hold harmless as set forth under this Section, shall survive the early termination or normal expiration of this Agreement and shall be in addition to any other rights or remedies which the CITY may have at law or in equity.

## V. <u>TERMINATION</u>

**5.1 TERMINATION WITHOUT CAUSE:** CITY may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of CITY's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, CONSULTANT will be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1, below, and other information of any kind

prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT will be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, will operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

## 5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.2B and 5.2C, below, or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period allowed under this Agreement.
- B. CONSULTANT will cure the Event of Default within the following time periods:
  - i. Within ten (10) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or
  - ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of

Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT will include, but will not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary of involuntary; (v) CONSULTANT's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) 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 1.4, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT will be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY will operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement will constitute

a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
  - i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
  - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
  - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
  - iv. The CITY may exercise any other available and lawful right or remedy.

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

- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.
- **5.3 SCOPE OF WAIVER:** No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.
- **5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS:** The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto will not operate to terminate any Article, Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

## VI. MISCELLANEOUS PROVISIONS

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data will be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT will require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.
- **6.2** <u>**CONFIDENTIALITY**</u>: 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., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.
- **6.4** <u>NOTICES</u>: 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: INSERT CONSULTANT NAME INSERT ADDRESS Attn: INSERT CONTACT NAME Phone: INSERT PHONE NUMBER **CITY:** City of San Fernando 117 Macneil Street San Fernando, CA 91340 Attn: Public Works Phone: (818) 898-1222

Such notices will be deemed effective when personally delivered <u>or</u> successfully transmitted by facsimile as evidenced by a fax confirmation slip <u>or</u> 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** <u>COOPERATION; FURTHER ACTS</u>: 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** <u>CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS</u>: CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.
- **6.8 PROHIBITED INTERESTS:** 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.
- **6.9 <u>TIME IS OF THE ESSENCE</u>:** Time is of the essence for each and every provision of this Agreement.
- **6.10 <u>GOVERNING LAW AND VENUE</u>:** This Agreement will be interpreted and governed according to the laws of the State of California. In the event of litigation between the

Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.

- **6.11 ATTORNEYS' FEES:** If either Party commences an action against the other Party, legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- **6.12 SUCCESSORS AND ASSIGNS:** This Agreement will be binding on the successors and assigns of the Parties.
- **6.13 <u>NO THIRD-PARTY BENEFIT</u>:** 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 <u>CONSTRUCTION OF AGREEMENT</u>:** 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 <u>AMENDMENT; MODIFICATION</u>:** 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 shall be extended in the event of any delays due to unforeseeable causes beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY, if the 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 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 <u>COUNTERPARTS</u>:** 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.

#### SIGNATURES ON NEXT PAGE

Date: \_\_\_\_\_

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		CONSULTANT NAME:
By:		Ву:
	Nick Kimball, City Manager	
		Name:
Date:		Title:
APPROVED AS TO FORM		Date:
By:		
	Richard Padilla, Assistant City Attorney	

ITY OF SAN FER

## City of San Fernando

Apr 8, 2025



## Design Services for Downtown Trash Enclosure Renovation Project

Presented by Lance Higgins , Principal Architect

PLANSMAN INC. 31441 Santa Margarita Pkwy, Suite A-208 Rancho Santa Margarita, CA 92688 lance@plansman.com (949) 939-4433

> CITY OF SAN FERMANDO RECEIVED APR 08 2025 AM08:01 CITY CLERK DEPARTMENT



April 8, 2025

Isabella Tapia City of San Fernando City Clerk's Office 117 Macneil Street, San Fernando, California, 91340

#### SUBJECT: DESIGN SERVICES FOR THE DOWNTOWN TRASH ENCLOSURE RENOVATION PROJECT IN THE CITY OF SAN FERNANDO

Dear Ms. Tapia,

Plansman Inc. is pleased to present this proposal to the City of San Fernando (City) to provide Design and Engineering Services for the successful completion of the Downtown Trash Enclosure Renovation Project.

Our proposed team consists of individuals with extensive experience successfully delivering projects with the following similar improvements:

- Commercial T.I.s
- Residential New Construction
- Remodels
- Utility plans
- Structural Engineering

We appreciate the opportunity to present our qualifications and approach toward delivering this project on time and within budget. As an experienced and reliable architectural and civil engineering firm, the Plansman, Inc. team offers the following benefits to the City:

- Strong leadership for a successful project delivery. Plansman has many remodel designs that were delivered to completion.
- Keen Design Eye. Our professionals have years of experience taking client ideas and bringing them to fruition.

We look forward to working with the City on the successful delivery of this project. Please feel free to contact me at (949) 939-4433 or <u>Lance@plansman.com</u> should you have any questions or require additional information.

Respectfully submitted,

Plansman, Inc. Lance Higgins Architect



### **EXECUTIVE SUMMARY**

Plansman is an architectural firm with 20 years of design experience. Subconsultant, Lea Reis PE has over 30 years of civil engineering experience.

**Plansman.com,** an innovative architectural firm, is pleased to present our proposal for the design of three trash enclosure structures in the City of San Fernando. Our firm specializes in creating functional, sustainable, and aesthetically appealing architectural solutions tailored to the needs of urban environments.

In response to the City of San Fernando's request, we are excited to offer unique designs that prioritize both practicality and visual harmony within the community. The proposed trash enclosures will be designed with durable materials, efficient waste management in mind, and integration into the existing urban landscape. We understand that there is a construction budget of \$500,000 and will maintain this cost estimate in our design. Each design will consider the city's specific zoning and environmental requirements, as well as design vision, ensuring compliance with all local regulations and sustainability goals.

Plansman.com is committed to delivering high-quality, cost-effective architectural solutions that enhance the city's infrastructure while promoting a cleaner and more organized public space. Our team is confident that our innovative approach will not only meet but exceed the expectations of the City of San Fernando and its residents.

We look forward to the opportunity to contribute to the city's development and work collaboratively with municipal stakeholders to bring this project to fruition.



## QUALIFICATIONS AND EXPERIENCE

Plansman has over 20 years of experience designing exquisite homes and delivering unique and luxury homes. Plansman is partnering with Lea Reis, PE, who has worked in delivering projects to public agencies for over 30 years.

**Plansman.com** is a well-established architectural firm known for delivering high-quality, innovative design solutions tailored to meet the unique needs of urban environments. The architectural and engineering partnership will bring a wealth of experience in both public and private sector projects, specializing in infrastructure design, urban planning, and sustainable architecture.

#### **Key Qualifications:**

#### • Expertise in Architectural Design

Our team has extensive experience designing various types of urban infrastructure, including waste management systems, facilities, and residential buildings. We are adept at creating functional, aesthetically pleasing, and efficient designs that serve the needs of the community. We will focus on delivering the San Fernando Mall Style trash enclosures the City desires.



#### • Sustainability Focus

Plansman.com incorporates sustainable design principles into every project, ensuring that our designs not only meet local regulations but also contribute to environmental preservation and energy efficiency. We prioritize using eco-friendly materials and energy-efficient solutions.



#### Compliance with Local Regulations

Our firm is well-versed in the zoning codes, environmental regulations, and building codes specific to the City of San Fernando and similar urban areas. We ensure all designs comply with local policies and standards.



Proven Track Record

Over the years, Plansman.com has successfully completed numerous projects that enhance the urban landscape. From waste management systems to large-scale civic developments, our portfolio reflects our ability to deliver on time, within budget, and to the highest standards.

#### **Relevant Experience**

Public Infrastructure Projects

Lea Reis, PE, has worked on projects such as the Pasadena Police Department Renovation, Woodlake Park Beautification Design, Eastview Dog Park Design/Build in Rancho Palos Verdes, and more.



Collaboration with Municipalities

Plansman.com and Lea Reis have a proven history of collaborating with local governments, city planners, and stakeholders to deliver public works projects that meet the needs of both residents and officials. We understand the importance of clear communication, transparency, and timely delivery.

Community-Centric Designs

Our designs reflect a deep understanding of the communities we serve, ensuring that each project enhances the local environment while promoting safety, accessibility, and sustainability. We are aware of the City of San Fernando's vision for San Fernando Mall Style architecture. Plansman.com is fully equipped to manage the design and development of the three trash enclosure structures in the City of San Fernando, bringing both technical expertise and creative solutions to the project. We are confident in our ability to deliver high-quality designs that meet the city's needs and exceed its expectations.

# 04

## **ORGANIZATION AND APPROACH**

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.

- For the successful execution of this project, the proposed team will consist of a mix of in-house experts and a selected sub consultant specializing in a specific area of expertise required to meet the project's goals. Our team will be organized based on core competencies, ensuring efficiency, quality, and timely delivery.
- Here is a breakdown of the **team structure** and **roles**:
- Plansman, Inc. has a small staff who will focus on the City's goals as it pertains to the trash enclosures. Refer to resume for project experience.
- Subconsultant-Lea Reis PE, is a sole proprietor and will develop the civil plans. Refer to resume for project experience as it relates to this project.

2. Describe your project and management approach. Provide a detailed description of how the team and scope of services will be managed.

• The Project Manager will be responsible for overseeing the project from start to finish, ensuring that it stays within scope, on time, and within budget. He will lead regular progress meetings and maintain communication with stakeholders.

• Regular team meetings will be held to assess progress, resolve any challenges, and ensure the project is on track.

3. The design team, guided by Architect Lance Higgins will survey the existing conditions of the project sites. The team will document existing conditions, determine project constraints, and generate a design solution for each location.

A schematic plan will be developed and presented for approval.

Detailed construction drawings and engineering will be developed for submittal to the regulatory bodies.

Plan review and corrections will result in the permitting of the approved project.

4. Project organizational chart.

- Project Manager- Lance Higgins
- Architect- Lance Higgins
- Civil Engineer- Lea Reis, PE

5. Description of anticipated challenges and mitigation strategies.

The main challenge of this project will be the 2 months deliverable expectation. In order to mitigate this challenge, our team will make this project a priority to deliver it on time and on budget. The plan is to coordinate as-built research and design concepts concurrently so that the final design and plans will be completed in the second month.

## 05

### SCOPE OF SERVICES

Our firm will provide planning, design, and construction support services for the Downtown Trash Enclosure Renovation Project, including but not limited to:

#### A. Site Evaluation and Planning

- Conduct site visits to assess topography, drainage, utilities, and space constraints.
- Confirm enclosure size and placement based on city waste collection needs.
- Ensure accessibility for waste collection trucks and compliance with ADA requirements.
- As needed, provide assistance and support for public hearings or city planning reviews (if required). Assume two (2) public hearings will be held.

#### B. Conceptual and Final Design

- Develop two to three conceptual designs for city review.
- Incorporate materials and finishes that align with city aesthetics and durability needs.
- Provide 70%, 90% and 100% design construction drawings.
- Provide electrical, water and sewer connection design.
- Coordinate with SCE for electrical connection. Coordinate with city staff for water and sewer connections.
- Provide structural design (concrete, masonry, or metal) and calculations.
- Provide for drainage and stormwater management considerations and plans.
- Provide for enclosure security features (gates, locks, lighting).

 Provide for parking lot and landscaped area plans of affected areas.

- Provide parking lot striping plans of parking lot affected areas.
  - Provide temporary traffic control plans.
- Provide for temporary placement of trash bins and pickup during construction.
- Comply with zoning, fire codes, and environmental standards.
- Provide project specifications at 90% and 100% design. City to provide boiler plate/front end portion of specs.

#### C. Cost Estimation and Value Engineering

- Provide cost estimates at 70%, and 100% design.
- Recommend value-engineering options to maintain quality within budget.

#### D. Permitting and Regulatory Compliance

- Assist in securing necessary local, state, and environmental permits.
- Submit for San Fernando Building Dept. plan check and obtained approved plans ready to bid.

#### E. Bidding Support

- As needed, assist the city in answering contractors' questions.
- As needed, assist the city in issuing addendums to the plans and specifications.
- As needed, assist the city in answering contractors' protests.
- As needed, assist in reviewing contractor bids and provide recommendations.

#### F. Construction Support

- Assist as needed with reviewing nd answering RFI's.
- Assist as needed with reviewing submittals and shop drawings.

- Assist as needed with questions regarding design, plans and construction related issues.
- As needed conduct site visits.
- Assist as needed with evaluation, cost analysis and preparation of construction change order.
- Assist as needed with reviewing invoices and quantities.
- Assist as needed with potential claims.
- As needed participate in final inspection and project closeout.
- Upon completion of construction prepare a complete set of as-built plans showing all deviations from the original plans.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

- 1. Federal laws
- 2. State laws
- 3. Local laws
- 4. Rules and regulations of governing utility districts
- 5. Rules and regulations of other authorities with jurisdiction over the procurement of products

Our firm shall comply with all insurance requirements of the City of San Fernando, included in the sample professional services agreement.

## 06



Our firm will ensure that the quality control for the duration of the project will be maintained in an organized

Our initial goal will be to receive approval of the initial concept plan before proceeding with the final plan. Our team will then maintain a weekly meeting with the updated schedule to ensure that the design is on schedule and within budget.

The engineering team will review all utility plans to reduce the risk of unforeseen conditions during construction.

The team will provide a constructability review at the final phase, and the engineer's estimate to ensure the construction is within the allotted \$500,000 budget.

## 07

### WORK SCHEDULE

Our firm is aware that the City requests the design to be complete within 2 months. It is our intention to produce the complete set within 2 months, with 100% plans provided within 2 weeks of final approval of 90% planset.

Week 1-4: Concept Plan
Week 2-4: Civil and Site Plan and Specs- 30%
Week 4-6: Architectural and Structural Plans and Tech Specs- 30% Civil and Site Plan and Specs- 60%
Week 6-8: Architectural and Structural Plans and Tech Specs- 60% Civil and Site Plan and Specs- 90%

Week 8-10: FINAL PLANS AND SPECS FOR CONSTRUCTION

80

## **CONFLICT OF INTEREST STATEMENT**

OUR FIRM HAS NO CONFLICTS OF INTEREST AT THIS TIME



LITIGATION

OUR FIRM HAS NO ONGOING LITIGATION AT THIS TIME

## **CONTRACT AGREEMENT**

OUR FIRM HAS NO EXCEPTIONS TO THE PROPOSED AGREEMENT

11

## COST PROPOSAL

1-00 On-Site Consultation \$900.00

- Kick off meeting with City of San Fernando and
- Physical visit of project site

2-00 Conceptual Design \$15,000

- Produce (2-3) design concepts based on the direction of the City of San Fernando
- Includes initial layout, as well as (2) major layout revision for each option.
- Includes unlimited minor modifications to the layout selected.
- Preliminary build estimate with anticipated budget

3-00 Construction Documents (subject to change based on final design) \$34,000 Documents to be produced by Principal Architect - Lance Higgins

- Produce the following plans of the project:
  - Site plan
  - Floor plan
  - Utility plans and civil plans By subconsultant- Lea Reis PE (\$9,000)
  - Exterior elevations
  - Foundation plan
  - Framing plan
  - Architectural & structural details
- Deliver digital review to City of San Fernando
- Provide comprehensive estimate for build and interior finishes

#### Total Price for Services: \$49,900

Payments are to be made to Plansman Inc. Payments are due within 30 days once deliverables are provided. Late payments are subject to late fees of 3% per month. Any payments made to Contractor are subject to the schedule set forth below and shall be made out by check to Plansman Inc.

#### Payment Schedule:

- Payment #1 33% @ On-site Consultation
- Payment #2 33% Acceptance of Concept Plan
- Payment #3 33% Delivery of 100% Construction Documents

#### Deliverables

• Electronically transmitted drawing files in .pdf format for printing and use by City of San Fernando

#### Exclusions

- Title 24 energy analysis report
- Engineering services outside of what is described above, including but not limited to plans and calculations of any required consultations and/or engineers such as: soils, survey, landscape, fire sprinkler, electrical, mechanical, plumbing, structural, or others.
- In-person reviews after initial review from the architect or visits to jurisdictional agencies (can be provide for a consultation fee)
- Any and all fees required to pull permit, including local business licenses
- Additional visits to project site from the architect (can be

provided for an additional site consultation fee)

- Costs of reprographics services, printing, scannings, shipping, etc. (if any costs are incurred, the owner will reimburse Contractor + 15%). Owner will be notified prior to ordering any services.
- Any permitting of existing conditions previously constructed or that are presently under construction without jurisdictional agency approval, unless specifically stated above.
- Formal stamped and signed letters.

#### Additional Services (To be billed at \$220.00 per hour)

• Any work required that is above and beyond the project as described above is considered an additional service. Additional services will be charged at the hourly rate listed above.

The above proposal is valid for 90 days when it expires if not signed. PlansMan Inc. agrees to perform the services described above in accordance with generally accepted architectural standards, and with no additional guarantees. The total liability of the architect for any breach of this agreement or any claim related to goods or services furnished by the architect under the agreement shall in no event exceed the amount paid to the architect by the client as indicated in this contract.

Either the City of San Fernando or PlansMan Inc. have the right to terminate this contract at any time without justification. This contract terminates immediately when the client ceases to communicate for a period of longer than 3 months. If the contract is terminated for any reason prior the completion of all services, compensation is to be provided based on Contractor's and PlansMan Inc.'s assessment of the percentage of completion of work, or agreed upon.

Construction of any kind is not to commence prior to acquiring all required approvals by jurisdictional agencies.





Lance Higgins California Licensed Architect | Founder of PLANSMAN INC. Lance@plansman.com | 949.939.4433 | www.plansman.com

#### **PROFESSIONAL SUMMARY**

A highly skilled and innovative California-licensed architect with over 10 years of experience in both civic and commercial projects. Successfully founded and operated PLANSMAN INC., overseeing a wide range of projects from residential remodels to large-scale commercial tenant improvements. Expertise includes architectural design, project management, feasibility studies, permitting processes, and client relations. Proven ability to deliver successful outcomes in complex environments with a focus on quality, functionality, and cost efficiency.

#### EDUCATION

**B.Arch**, California State Polytechnic University, Pomona (Cal Poly Pomona) Graduated: 2014

#### LICENSE & CERTIFICATIONS

California Licensed Architect License Number: C-35814 License Year: 2015

#### **PROFESSIONAL EXPERIENCE**

PLANSMAN INC.

Founder & Principal Architect **2015 – 2025** 

 Founded and managed PLANSMAN INC., overseeing a variety of projects across Southern California.



- Delivered hundreds of projects including commercial tenant improvements, residential remodels, and commercial feasibility studies.
- Managed all aspects of the architectural process, from conceptual design to project completion, ensuring compliance with local building codes and regulations.
- Developed relationships with contractors, clients, and government entities to facilitate efficient permitting and project approvals.
- Led the design, documentation, and permitting of a wide range of projects, ensuring timely completion and client satisfaction.

#### Key Achievements:

- Completed numerous successful projects in Southern California, consistently meeting or exceeding client expectations.
- Specializing in Commercial Tenant Improvements, enhancing retail and office spaces to optimize functionality and design.
- Provided in-depth commercial feasibility studies that helped clients make informed decisions on investments and renovations.

#### **RUHNAU CLARKE ARCHITECTS**

#### Architect 2006 – 2016

- Worked on various civic and institutional projects for prominent clients including Riverside City, Palm Springs Unified School District, Newport-Mesa Unified School District, Colton Unified School District, and Western Municipal Water District.
- Developed architectural designs, construction documents, and ensured that all projects were in compliance with municipal codes and regulations.
- Collaborated with multidisciplinary teams to deliver comprehensive and effective architectural solutions for civic, educational, and utility clients.
- Provided on-site project oversight and ensured all construction projects adhered to budget, timeline, and design specifications.



#### Key Projects:

- Designed and managed public facilities for Riverside City and Palm Springs Unified School District, enhancing accessibility and sustainability for each building.
- Worked closely with school districts to design educational buildings that met the needs of students, faculty, and the local community.
- Contributed to infrastructure projects for Western Municipal Water District, ensuring compliance with all safety and environmental regulations.

#### **KEY SKILLS**

- **Architectural Design**: Expertise in conceptual design, schematic design, and architectural drafting.
- **Project Management**: Proven track record in managing large projects, from initial conception through completion.
- **Commercial and Residential Design**: Specialized in tenant improvements, residential remodels, and feasibility studies.
- **Building Codes & Permitting**: In-depth knowledge of local building codes, zoning laws, and permitting processes.
- **Client Relations**: Strong ability to build and maintain client relationships, providing superior service and high-quality results.
- **Team Collaboration**: Skilled in coordinating multidisciplinary teams, ensuring effective communication and project delivery.

#### **SOFTWARE & TECHNOLOGIES**

- AutoCAD
- Revit
- SketchUp



CONTRACT NO. 2365

EXHIBIT "B"

- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Microsoft Office Suite (Word, Excel, PowerPoint)

#### **SELECT PROJECTS & ACHIEVEMENTS**

- **Riverside City**: Led design development for municipal office spaces, ensuring compliance with accessibility and sustainability standards.
  - District Master Plan
- **Palm Springs Unified School District**: Worked on several school building projects, optimizing layouts for educational environments.
  - Painted Hills Middle School
  - Cielo Vista Elementary School
  - PSUSD District Operations Center
  - PSUSD District Service Center
  - District Master Plan
- **Newport-Mesa Unified School District**: Developed detailed construction documentation for new classrooms and administrative buildings.
  - Costa Mesa High School Athletic Facility
- Western Municipal Water District: Designed and managed the renovation of office and utility buildings, improving efficiency and workflow.
  - Water District Operations Center
  - Lake Matthew's Fire Station

#### **PROFESSIONAL AFFILIATIONS**

- American Institute of Architects (AIA), Member
- California Architects Board, Registered Architect

#### REFERENCES

Available upon request.



#### Lea Reis, P.E.

1028 Kornblum Ave Torrance, CA 90503

310.480.1782 LeaReisPE@gmail.com

Lea is a registered civil engineer with over 20 years of experience in the public and private sectors, managing public and private projects for various cities throughout Southern California. Her career has given her valuable insight into the successful delivery of projects, from design through construction. Projects include roadway rehabilitation and traffic signals; water, sewer, and storm drain systems; buildings and facilities; and community parks. She is well versed in ADA improvements and compliance, Caltrans and Greenbook standards and specifications, and constructability valuation. Her experience as Public Works Director has provided her with valuable knowledge in city street maintenance and operations, engineering policies and procedures to deliver successful projects on schedule and within budget.

#### Experience

Background

#### Ardurra Group / Senior Civil Engineer

February 2024 - Present, EL SEGUNDO, CA

Managed various projects throughout her term with Ardurra Group. See the attached project list for project details.

**City of Lawndale / Public Works Director/City Engineer** June 2023 - February 2024, LAWNDALE, CA

Manages and directs a staff of 16 in the Public Works Department in the City of Lawndale. Includes street maintenance and operations, engineering CIP Projects, grant procurement and system administration.

**Interwest Group / Senior Civil Engineer** February 2022 - February 2023, IRVINE, CA

Managed various projects throughout her term with Interwest. See the attached project list for project details.

#### KOA Corp / Senior Civil Engineer

August 2016 - February 2022, LOS ANGELES

Managed various projects throughout her term with KOA. See the attached project list for project details.

#### City of Torrance/ Associate Engineer

August 1999 - August 2016, TORRANCE

Managed various projects throughout her term with the City. See the attached project list for project details.

#### Education

#### NYIT / MBA

July 2005 - October 2006, ONLINE

**USC / BS Aerospace Engineering** September 1989 - June 1993, LOS ANGELES

License

Professional Civil Engineer, CA | 85395 QSD/QSP

#### Lea Reis, PE, QSD/QSP

Project Manager/Construction Manager

#### PROJECT SPECIFIC EXPERIENCE

#### Interwest Group Senior Engineer | City of Woodlake, CA

As Senior Engineer, Lea assists the Design group with the civil engineering portion of the Naranjo Park Beautification Project. She coordinated with the Public Works Department to initiate discussions and correspondence with the project managers and design Team. She set up design plans and coordinated with staff to complete drawings for the traffic engineering and architecture group.

Client: City of Woodlake- Emmanuel Llamas, Community Development Director, (559) 942-1881

#### Interwest Group Senior Engineer | City of Compton, CA

As Senior Engineer acting as City Engineer, Lea assisted the Public Works Department in coordinating discussions and correspondences with the designers, construction managers, and project managers of ongoing Capital Improvement Projects. These projects include but are not limited to the Wilmington Blvd Rehabilitation Project, Compton Blvd HSIP, Alondra Park Project, Artesia Great Boulevard Project for the City of Long Beach, and many more. Completion Date: October 2022. Client: City of Compton– John Strickland, Public Works, Project Manager, (310) 605-5505

#### Ardurra Construction Manager | City of Redondo Beach, CA

Lea provided construction management for the Manhattan Beach Blvd Rehabilitation Project Project. The work included ADA curb ramp installation, sidewalk and driveway repairs, pavement milling and overlay, and installation of signing, striping, and markings. Her responsibilities included but was not limited to design revision coordination between the City and contractor, processing RFIs and change orders, managing project budget, progress payments and supervising construction inspectors. Project Cost: \$4.4 M. Completion Date: May 2025. Client: City of Redondo Beach– Daniel Gruezo, Public Works, Civil Engineer, (310) 318-0661

#### Ardurra Construction Manager | City of Palmdale, CA

Lea provides project/construction management for the Palmdale Emergency Operations Center Design-Build Project. The work included soliciting an RFP for the Design-Build project, writing the project staff report for the contract award, updating grant funding reports, coordinating the design phase between the City and the architect and managing construction concurrently. Project Cost: \$4.9 M. Completion Date: June 2026. Client: City of Palmdale– Cory Hicks, Public Works, Civil Engineer, 661-267-5272

#### Ardurra Construction Manager | City of Huntington Beach, CA

Lea provided construction management for the Edinger Avenue Sewer Upgrade Project. The work included the upgrade of the sewer main along Edinger Street between the railroad on the west and Beach Blvd on the east to accommodate commercial expansion in the area. The project included trenching, shoring, 15" - 18" VCP pipe installation, dewatering, and median and pavement restoration. Her responsibilities included but were not limited to coordination between the City and contractor, processing RFIs and change orders, managing the budget, weekly meetings, and supervising the construction inspection. Project Cost: \$3.9 M. Completion Date: January 2025.

Client: City of Huntington Beach– David Fait, Public Works, Construction Manager, 714-536-5431

#### Ardurra Construction Manager | City of Hawaiian Gardens, CA

Lea provided construction management for the Manhattan Beach Blvd Rehabilitation Project Project. The work included ADA curb ramp installation, sidewalk and driveway repairs, pavement milling and overlay, and installation of pedestrian lights, palm tree lights, utility box wraps, signing, striping, and markings. Her responsibilities included but were not limited to design revision coordination between the City and contractor, processing RFIs and change orders, and supervising construction inspectors. Project Cost: \$4.9M. Completion Date: May 2025. Client: City of Hawaiian Gardens– Neema Ghanbari, Public Works, Civil Engineer

LEA REIS, PE, QSD/QSP – PUBLIC WORKS DIRECTOR/CITY ENGINEER/SENIOR CIVIL ENGINEER/PROJECT MANAGER PAGE- 1

#### City of Lawndale Public Works Director/CE | City of Lawndale, CA

Lea provides supervision and direction for the City of Lawndale Public Works Department. She manages a staff of 16 and oversees the city's solid waste program, street sweeping program, Street Operations Division, Engineering Division, grant funding procurement and administration, bulky item pickup, graffiti abatement, weed abatement, landscaping, tree maintenance, sidewalk inspection/ramping and grinding program, CIP projects such as the Citywide Bus Pad Improvement Project, FY 22/23 Street Rehabilitation Project, Civic Center Security Camera Upgrades, Park Parking Lot Rehabilitation, and more.

City of Lawndale- Raylette Felton, Human Resources (310) 973-3200

#### Interwest Group Construction Manager | City of Lawndale, CA

Lea provided construction management for the FY 21/22 Street Rehabilitation Project. The work included ADA curb ramp installation, sidewalk and driveway repairs, pavement milling and overlay, and installation of signing, striping, and markings. Her responsibilities included design revision coordination between the City and contractor, processing RFIs and change orders, and supervising construction inspectors. Project Cost: \$1.4M. Completion Date: July 2023.

Client: City of Lawndale- Nabi Sidiqi, Public Works, Assistant Engineer, (310) 941-1011

#### KOA ADA Program Manager | City of Long Beach

Lea assists with the coordination of ADA annual sidewalk and ramp construction programs, developed as a result of the City's ADA Transition plan. Projects included the annual sidewalk maintenance, annual curb ramp, and the Division Street ramp improvement program. These projects are completed with selected on-call contractors and require the review and advising of regular work orders to keep projects on track.

Completion Date: October 2022.

Client: City of Long Beach- Keith Hoey, Public Works, Assistant City Engineer, (562) 570-6586

#### KOA Interim Public Works Director | City of Lawndale

Lea acted as Interim Public Works Director in the City of Lawndale at the onset of the Covid 19 lockdown. She coordinated between the Public Works Department and City Manager to navigate unknown policies during this time. She also reviewed plans, signed maps and plans on the City's behalf, attended meetings as needed for state and federal funding, and provided information to the finance department to assist with the new 5-year General Plan. She provided guidance to employees and served as a source of knowledge to the department staff. Completion Date: January 2021. Client: City of Lawndale– Nick Petrevski, Public Works, Associate Engineer, (310) 973-3265

#### KOA Construction Manager | City of Redondo Beach

Lea managed the Citywide Ramp Improvement Project, 2019 Residential Street Rehabilitation Project, Bikeway Improvement Project, and Pier Structure Project, Street Rehabilitation, and Sewer Rehabilitation. Her responsibilities included managing the construction and budget; supervising construction inspectors; reviewing change orders, RFIs, and submittals; tracking contract pay quantities and reviewing contractor invoices; preparing Weekly Statement of Working Days, weekly reports, weekly field meetings, and project close-out. Project Costs over \$12,000,000 collectively. Completion Date: February 2022. Client: City of Redondo Beach– Lauren Sablan, Public Works, Senior Engineer, (310) 318-0661

#### KOA Project Manager| City of Pasadena, CA

As Project Manager, Lea assisted in the coordination of the HVAC and Roof Rehabilitation design and construction for the Jackie Robinson Community Center in the City of Pasadena. The design included the coordination of HVAC installation with the Community Center's Human Services, and the temporary relocation of staff and service accommodations. Accommodations included showers and health screening during COVID-19 pandemic, senior hot meals program, a computer lab, and youth activities. She coordinated with the Public Works Department/Parks and Recreation to initiate discussions and correspondences with the project managers and design Team. Completion Date: September 2020. Client: City of Pasadena– Hayden Melbourn, Principal Engineer,

LEA REIS, PE, QSD/QSP – PUBLIC WORKS DIRECTOR/CITY ENGINEER/SENIOR CIVIL ENGINEER/PROJECT MANAGER PAGE- 2

#### HMelbourn@cityofpasadena.net or (626) 744-7345

#### KOA North La Brea Avenue Street Improvement Project | City of Inglewood

Lea provided construction management for the La Brea Avenue Improvement Project. The work included ADA curb ramp installation, sidewalk and driveway repairs, new irrigation and landscaping, construction of stormwater retention bio basins, pavement milling and overlay, and installation of signing, striping, and markings. Her responsibilities included design revision coordination between the City and design engineers, processing RFIs and change orders, and supervising construction inspectors. Project Cost: \$4.9M. Completion Date: December 2019. Client: City of Inglewood– Kenrick Sanderlin, Public Works, Associate Engineer, (310) 412-5685

#### KOA Glenoaks Blvd Street Resurfacing and Highway Improvement Project | City of San Fernando Lea

provided construction management for the federally funded Glenoaks Blvd. Street Resurfacing and Highway Improvement Project. The work included pavement rehabilitation, sidewalk, curb and gutter, and ramp improvements, traffic signal upgrades, new medians, and striping. She managed construction activities, performed project coordination with the City and surrounding businesses, responded to RFIs, reviewed submittals, processed change orders, tracked construction quantities, reviewed monthly progress payments, coordinated project changes requested by residents and approved by the City, managed construction schedules, provided public outreach to coordinate work impacting nearby residents and business, responded to claims, and managed traffic controller inspections with the County of Los Angeles, and change orders. Project Cost: \$4.4M. Completion Date: July 2020. Client: City of San Fernando– Patsy Orozco, Public Works, Associate Engineer, (818) 898-1224

#### KOA Brookhurst Street Improvements from I-5 to SR-91 | City of Anaheim

Lea provided construction management for the Brookhurst Street Improvement Project. The work included a new bike lane, bioswales, pavement rehabilitation, sewer, water and storm drain relocations, traffic signal upgrades, Caltrans sound wall, landscaping, and new street alignment with new sidewalks, curb gutter, and bus stop pad. She managed construction activities, performed project coordination with the City and Caltrans responded to RFIs, reviewed submittals, processed change orders, tracked construction quantities, reviewed monthly progress payments, coordinated project changes requested by residents and approved by the City, managed construction schedules, provided public outreach to coordinate work impacting nearby residents and business, responded to claims, and managed change orders from the City of Anaheim Water Department for the construction of waterline and abandonment of water services. Project Cost: \$7.4M. Completion Date: July 2018. Client: City of San Anaheim– Raul Garcia, Construction Services Manager, (714) 765-5255

#### KOA North Atlantic Boulevard Traffic Signal Synchronization Project | City of Monterey Park Lea

provided construction management for the Atlantic Signal Upgrade Project. The work included the upgrade of traffic signal with new wifi and video detection. She managed construction activities, performed project coordination with the City and surrounding businesses, responded to RFIs, reviewed submittals, processed change orders, tracked construction quantities, reviewed monthly progress payments, coordinated project changes requested by residents and approved by the City, managed construction schedules, provided public outreach to coordinate work impacting nearby residents and business, responded to claims, and managed traffic controller testing for synchronization. Completion Date: August 2018. Client: City of Monterey Park– Patsy Orozco, Public Works, Associate Engineer, (818) 898-1224

#### KOA Whaley Park Concession Stand Installation | City of Long Beach

Lea provided construction management for the Whaley Park Concession Stand Installation project. The work included the installation of a new shipping container concession stand for the Long Beach Little League. She managed the acquisition of the JOC contractor for the installation, work schedule, and coordination with the Little League and park facilities operations staff. She performed project coordination with the City and Parks Staff, responded to RFIs, reviewed submittals, processed change orders, tracked construction progress, reviewed monthly progress payments, and coordinated project changes requested by the City. Project Cost: \$380,000. Completion Date: July 2018. Client: City of Long Beach– Rex Richardson, Construction Services Manager, (562) 570-6383

LEA REIS, PE, QSD/QSP – PUBLIC WORKS DIRECTOR/CITY ENGINEER/SENIOR CIVIL ENGINEER/PROJECT MANAGER PAGE- 3

KOA Malibu Canyon Road and Pacific Coast Highway Traffic Signal Upgrade | Private Developer Construction Manager

KOA Eastview Dog Park Design | City of Rancho Palos Verdes

Project Manager / Design Engineer

City of Torrance City Employee | Associate Engineer | City of Torrance -1999-2016

- Palos Verdes Boulevard Rehabilitation Project Manager
- Torrance Centennial Park Construction- Project Manager
- Torrance Park Rehabilitation- Project Manager
- Wilson Park Parking Lot Rehabilitation- Project Manager
- Historic Pacific Electric Bridge, El Prado- Project Manager
- Sidewalk and Accessibility Improvement Project- CDBG- Project Manager
- Bus Stop Accessibility Improvement Project- CDBG- Project Manager



### LITIGATION

OUR FIRM HAS NO ONGOING LITIGATION AT THIS TIME

## **CONTRACT AGREEMENT**

OUR FIRM HAS NO EXCEPTIONS TO THE PROPOSED AGREEMENT

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## COST PROPOSAL

1-00 On-Site Consultation \$900.00

- Kick off meeting with City of San Fernando and
- Physical visit of project site

2-00 Conceptual Design \$15,000

- Produce (2-3) design concepts based on the direction of the City of San Fernando
- Includes initial layout, as well as (2) major layout revision for each option.
- Includes unlimited minor modifications to the layout selected.
- Preliminary build estimate with anticipated budget

3-00 Construction Documents (subject to change based on final design) \$34,000 Documents to be produced by Principal Architect - Lance Higgins

- Produce the following plans of the project:
  - Site plan
  - Floor plan
  - Utility plans and civil plans By subconsultant- Lea Reis PE (\$9,000)
  - Exterior elevations
  - Foundation plan
  - Framing plan
  - Architectural & structural details
- Deliver digital review to City of San Fernando
- Provide comprehensive estimate for build and interior finishes

#### Total Price for Services: \$49,900

Payments are to be made to Plansman Inc. Payments are due within 30 days once deliverables are provided. Late payments are subject to late fees of 3% per month. Any payments made to Contractor are subject to the schedule set forth below and shall be made out by check to Plansman Inc.

#### Payment Schedule:

- Payment #1 33% @ On-site Consultation
- Payment #2 33% Acceptance of Concept Plan
- Payment #3 33% Delivery of 100% Construction Documents

#### Deliverables

• Electronically transmitted drawing files in .pdf format for printing and use by City of San Fernando

#### Exclusions

- Title 24 energy analysis report
- Engineering services outside of what is described above, including but not limited to plans and calculations of any required consultations and/or engineers such as: soils, survey, landscape, fire sprinkler, electrical, mechanical, plumbing, structural, or others.
- In-person reviews after initial review from the architect or visits to jurisdictional agencies (can be provide for a consultation fee)
- Any and all fees required to pull permit, including local business licenses
- Additional visits to project site from the architect (can be

provided for an additional site consultation fee)

- Costs of reprographics services, printing, scannings, shipping, etc. (if any costs are incurred, the owner will reimburse Contractor + 15%). Owner will be notified prior to ordering any services.
- Any permitting of existing conditions previously constructed or that are presently under construction without jurisdictional agency approval, unless specifically stated above.
- Formal stamped and signed letters.

#### Additional Services (To be billed at \$220.00 per hour)

• Any work required that is above and beyond the project as described above is considered an additional service. Additional services will be charged at the hourly rate listed above.

The above proposal is valid for 90 days when it expires if not signed. PlansMan Inc. agrees to perform the services described above in accordance with generally accepted architectural standards, and with no additional guarantees. The total liability of the architect for any breach of this agreement or any claim related to goods or services furnished by the architect under the agreement shall in no event exceed the amount paid to the architect by the client as indicated in this contract.

Either the City of San Fernando or PlansMan Inc. have the right to terminate this contract at any time without justification. This contract terminates immediately when the client ceases to communicate for a period of longer than 3 months. If the contract is terminated for any reason prior the completion of all services, compensation is to be provided based on Contractor's and PlansMan Inc.'s assessment of the percentage of completion of work, or agreed upon.

Construction of any kind is not to commence prior to acquiring all required approvals by jurisdictional agencies.

June 2, 2025 CC Special & Regular Mtg



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То:	Mayor Mary Mendoza and Councilmembers
From:	Nick Kimball, City Manager By: Erica D. Melton, Director of Administrative Services/City Treasurer
Date:	June 2, 2025
Subject:	Discussion of Fiscal Year 2025-2026 Budget Study Session No. 2

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2025-2026 Proposed Budget (Attachment "A"); and
- b. Provide direction to staff, as appropriate.

#### BACKGROUND:

- 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.
- The Director of Administrative Services presented the FY 2025-2026 Budget Calendar to the Education Commission (March 25<sup>th</sup>), Transportation & Public Safety Commission (April 3<sup>rd</sup>), Parks, Wellness, and Recreation Commission (April 10<sup>th</sup>) and Planning and Preservation Commission (April 14<sup>th</sup>).
- 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.

ADMINISTRATIVE SERVICES DEPARTMENT 117 MACNEIL STREET, SAN FERNANDO, CA 91340 (818) 898-7307 WWW.SFCITY.ORG

- 6. On May 5, 2025, the Fiscal Year 2025-2026 Proposed Budget was made available to the City Council, and subsequently posted to the City's website (<u>SFCITY.ORG/Finance/#Financial-Documents</u>).
- 7. On May 13, 2025, an in-person and virtual (YouTube) Proposed Budget Town Hall Meeting was held.
- 8. On May 19, 2025, the City Council continued the Budget Study Session to the May 27, 2025 Special City Council Meeting.
- 9. On May 27, 2025, the City Council conducted Budget Study Session No. 1 with presentations from the City Manager's Office, City Clerk, Administrative Services, Community Development, Recreation & Community Services, Police and Public Works Departments.
- 10. An additional Budget Study Session is scheduled for June 2, 2025 to continue discussion of the proposed budget for the Community Development, Recreation & Community Services, and Public Works departments.
- 11. A Public Hearing to adopt the Fiscal Year 2025-2026 Budget is tentatively scheduled for Monday, June 16, 2025, Regular City Council Meeting.

#### ANALYSIS:

#### **Budget Overview.**

The theme of the FY 2025-2026 City Manager's Proposed Budget is "*Prioritizing Financial Stability during Economic Uncertainty*." Due to the forecasted economic uncertainty over the next 12 to 18 months, the FY 2025-2026 Proposed Budget adopts a conservative approach. It holds revenue expectations steady and focused recommended enhancements on one-time investments or ongoing costs that were offset by increased revenue, decreased expenditures, or are essential for maintaining organizational stability and uninterrupted service delivery.

The recommended resources included in the FY 2025-2026 Budget address one (1) or more of the following parameters:

- 1. Advance or respond to the City Council priorities identified during the Special Study Session on *City Council Goals and Priorities* in February 2025;
- Reorganize Department operations to better position each functional area to move City Council Goals and Priorities forward while minimizing the impact on other post-employment benefits;
- 3. Invest in technology to give staff better tools to work more effectively, streamline workflows, and improve service delivery to move City Council Goals and Priorities forward; and/or
- 4. Prioritize enhancements that support financial and operational stability during economic uncertainty.

### **Discussion of Fiscal Year 2025-2026 Budget Study Session No. 2** Page 3 of 4

City departments submitted enhancement requests totaling \$1,057,115 for the FY 2025–2026 budget. Of these, \$309,670 is recommended in the Proposed Budget, comprising:

- \$88,360 in one-time enhancements
- \$221,310 in on-going enhancements

More detailed information on approved enhancements is included in the "Recommended Enhancements" section of proposed budget document and Attachment "B".

Overall, the General Fund has a budget surplus of approximately \$149,340, indicating that total revenues exceed total expenditures. More information regarding the FY 2024-2025 Proposed General Fund Budget will be provided during the scheduled Budget Study Sessions.

### Measure A and Measure SF.

In June 2013, San Fernando voters approved Measure A, a 0.50% local transaction use tax, initially set for seven (7) years. In November 2018, voters approved to extend the tax indefinitely, ensuring financial stability for the City.

In November 2020, San Fernando voters approved Measure SF, adding an additional 0.25% local transaction use tax. This brought the total local transaction use tax to 0.75%, effective April 1, 2021. This effort was critical to keep sales tax local and avoid other taxing entities from imposing a regional transaction tax that would not directly benefit the local community.

For FY 2025-2026, the combined Local Transaction Use Tax is projected to generate approximately \$4.8 million. These funds will continue to be used to support services to the community, implement the City's 2022-2026 Strategic Goals, and protect rainy day fund reserves (reserve funds for unforeseen financial challenges). More details on the City's Local Transaction Use Tax expenditures can be found in the City Manager's Budget Message in the Proposed Budget document.

### Capital Improvements.

The FY 2025-2026 Proposed Budget includes funding for a number of critical capital improvement projects to address the backlog of deferred maintenance and infrastructure needs, including;

- \$1.2 million for Phase 4 of the Citywide Slurry Seal Project
- \$1.8 million for water system improvements
- \$1.2 million for sewer system improvements

Funding for these capital improvements is provided primarily through Special Revenue Funds, Capital Grant Funds, and Enterprise Funds.

More detailed information regarding the FY 2025-2026 Proposed Capital Improvement Program may be found in Section VI. "Capital Improvement Projects" of proposed budget document.

### **BUDGET IMPACT:**

The total Proposed Budget for all funds is approximately \$62.1 million. The Proposed General Fund budget is \$28.6 million (1% decrease from FY 2024-2025). In accordance with the City's Budget Policy, the FY 2025-2026 Proposed General Fund Budget represents a balanced budget, with General Fund revenues of \$28.8 million, expenditures of \$28.6 million and proposed enhancements of \$266,670 resulting in an estimated surplus of \$149,340.

### CONCLUSION:

It is recommended that the City Council review the FY 2025-2026 Proposed Budget and allocate the resources required to move the 2022-2026 Strategic Goals and City Council Priorities forward in the upcoming fiscal year.

### ATTACHMENTS:

- A. Fiscal Year 2025-2026 Proposed Budget <u>(available digitally through web link and hardcopy at the Finance counter)</u>
- B. Summary of Fiscal Year 2025-2026 Enhancement Requests

### CITY OF SAN FERNANDO SUMMARY OF ENHANCEMENT REQUESTS FISCAL YEAR 2025-2026

		DEPT REQ			CITY	MANAGER RECOMMENDED
DEPT	DESCRIPTION	AMOUNT	ONE-TIME	ONGOING	NOT RECOMMENDED	NOTES
GENERAL FUND						
City Manager's Office	Homeless Outreach Service Provider (Contract Shortfall for 1 - Year at Existing Service Levels)	43,100			43,100	Not approved at this time. Recommend that City reduces service level to match available funding.
City Clerk	Public Records Request Software (Implementation & Subscription)	20,254			20,254	Software is provided through Granicus, which is the City's new website developer. Website launch expected in FY 2025/2026. Therefore, will consider additional software modules in FY 2026/2027.
Community Development	Special Counsel Services	5,500	5,500		-	Supports City Council strategic goal of Citywide beautification. Recommended funding to be used to address and bring existing code enforcement cases to full resolution.
Administrative Services	Microsoft 365 Migration (Implementation & Licenses)	90,494			90,494	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles.
Administrative Services	PC Replacement Program - Year 2	43,500			43,500	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles.
Administrative Services	Citywide Employee Training Programs	32,950	25,000		7,950	Provide training and development opportunities for staff in accordance with the City Council strategic goal for citywide employee recruitment, retention and morale
Police Department	Vector Solutions - Guardian Software	6,730		6,730	-	Provide supervisory tools for staff in accordance with the City Council strategic goal for citywide employee recruitment, retention and morale. Software will use AI learning capability to recommend personalized training opportunities for each staff member based on contents of evaluations.
Police Department	TimeClocks - Timekeeping/Scheduling Software (Aladtec - Public Sofety Module)	9,440	2,360	7,080	-	This module offered through the City's existing timekeeping system will allow SFPD staff to better manage staffing and overtime costs.
Police Department	Lexis Nexis Online - Public Reporting	12,240			12,240	Consider public-facing online incident reporting software during evaluation of new CAD system next fiscal year.
Police Department	New Officer Onboarding Costs (e.g. Background investigations, polygraph, psych exams, uniforms, etc.)	20,000	20,000		-	Assumes hiring and onboarding of 4 officers at \$5,000/officer
Police Department	MDT/MDC's (12)	30,000			30,000	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles. Upgrading MDCs and accompanying CradlePoint software will provide the capability to provide location and heat mapping patrol data.
Police Department	Drone	25,000			25,000	Reconsider next fiscal year based on availability funding. Also recommend exploring alternate grant funding.
Police Department	Less Lethal Projectile Service Equipment	10,018	5,000		5,018	To provide 2 additional less lethal options to existing stock. This will allow each patrol vehicle to have a less lethal tool available.
Police Department	Thomson Reuters Database Access Software	7,284			7,284	Explore funding through existing operating funds by retiring unused software.
Police Department	Records Specialist (P/T)	35,000		35,000	-	Staff provided additional data regarding increased mandatory reporting with consideration of PT position

### CITY OF SAN FERNANDO SUMMARY OF ENHANCEMENT REQUESTS FISCAL YEAR 2025-2026

		DEPT REQ				
DEPT	DESCRIPTION	AMOUNT	ONE-TIME	ONGOING	NOT RECOMMENDED	NOTES
Police Department	Upgrade Police Officer to Sergeant	55,000		55,000	-	Staff evaluated OT as offset for potential position upgrade
Police Department	Records Office Furniture	20,071			20,071	Reconsider next fiscal year based on availability funding.
Police Department	Detectives Office Furniture	18,147			18,147	Reconsider next fiscal year based on availability funding.
Police Department	Tasers (45)	68,372			68,372	Reconsider next fiscal year based on availability funding.
Police Department	CradlePoint (AT&T) MDT Software with GPS Upgrade	6,500			6,500	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles. Upgrading MDCs and accompanying CradlePoint software will provide the capability to provide location and heat mapping patrol data.
Public Works	Convert PW Management Analyst to Sr Management Analyst	20,000		7,500	12,500	Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibiliies. Position to additionally address City Council's goal of addressing employee retention and morale.
Public Works	Convert PW Senior Maint Worker into PW Supervisor	18,500		18,500	-	Create a more balanced supervisory span of control in the PW Department and offer opportunities for advancement to address City Council's goal of addressing employee retention and morale.
Public Works	Arborist Evaluations for Tree Removal Program	10,000		-	10,000	Fund through special revenue fund (measure M, R, Prop C)
Recreation & Community Services	Reclassify the two existing full time program specialist to RCS Coordinators	17,000		17,000	-	Create a more balanced supervisory span of control in the RCS Department and offer opportunities for advancement to address City Council's goal of addressing employee retention and morale.
Recreation & Community Services	Reclassify part-time hours to establish 1-RCS Coordinator position	90,000		60,000	30,000	Create a more balanced supervisory span of control in the RCS Department and offer opportunities for advancement to address City Council's goal of addressing employee retention and morale. Offset costs for new position by reducing part-time hours by \$30,000
Recreation & Community Services	After School Teen Program - Supplies	8,000		2,000	6,000	Recommended funding at reduced level from starting funds for ongoing Teen Programming
Recreation & Community Services	Computers for 2-New Working Stations at Downstairs Office	8,000	-		8,000	Reviewing opportunities to rebalance existing resources to determine if request can be reduced/eliminated
Recreation & Community Services	Volunteer Recognition Program	5,000	-		5,000	Request City Council Community Investment Funding to support inaugural recognition program
Recreation & Community Services	Summer Camp Staff Office Furniture	5,000	-		5,000	Use existing cubicles surplus furniture
Recreation & Community Services	Gym Sound System Upgrade	2,800			2,800	For consideration in FY2025/26 using existing operational resources balance for purchase
	GENERAL FUND ENHANCEMENT TOTAL:	\$ 743,900	57,860	208,810	477,230	

### CITY OF SAN FERNANDO SUMMARY OF ENHANCEMENT REQUESTS FISCAL YEAR 2025-2026

		DEPT REQ			CITY	( MANAGER RECOMMENDED	
DEPT	DESCRIPTION	AMOUNT	ONE-TIME	ONGOING	NOT RECOMMENDED	NOTES	
PROPRIETARY FUNDS Water Fund							
Public Works	Convert PW Management Analyst to Sr Management Analyst	20,000		6,250	13,750	Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibiliies. Positic	
Sewer Fund							
Public Works	Convert PW Management Analyst to Sr Management Analyst	20,000		6,250	13,750	Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibiliies. Positic	
Equipment Replacement & I	Maintenance Fund						
Public Works	Tire Mounting Balancing Machine Replacement	24,500	24,500	-	-	Funding recommended with value through time and cost efficiencies justified for equipment replacement.	
Public Works	Park Mower Replacement	30,000	-	-		Will re-evaluate once department reorganzation in place. Goal will be to enable one mower per crew rather than mower per park.	
Facility Maintenance Fund							
Public Works	City Yard Trailer - ADA Ramp	16,500	-	-	16,500		
Public Works	City Yard Trailer - Ice Machine	6,000	-	-	6,000		
Public Works	Citywide Facility Restroom Renovations (Las Palmas, Recreation Park, City Hall, etc.)	125,000	-	-	125,000	All Facility Enhancement Requests to be evaluated through the Facility	
Recreation & Community Services	Recreation Park - HVAC Replacement	50,000	-	-	50,000	Condition Assessmement Report in effort to prioritize capital repairs and maintenance and address through annual investment planning.	
Recreation & Community Services	Rec Park Gym - Retractable Bleacher Seats	5,215	-	-	5,215		
Recreation & Community Services	Stage Doors - Recreation Park	50,000	-	-	50,000		
	PROPRIETARY FUNDS ENHANCEMENT TOTAL:	\$ 307,215	\$ 24,500	\$ 12,500	\$ 252,715		
SPECIAL FUNDS <sup>1</sup>							
Recration Self-Sustaining Fu	Ind (Facility Rentals)						
Recreation & Community Services	Folding Tables & Chairs	6,000	6,000		-	Funding recommended through new scope of Fund 017 - Self Sustaining Fund for Facility rentals as an investment with anticipated increased rentals as a result of enhanced customer experience.	
	SPECIAL FUND ENHANCEMENT TOTAL:	\$ 6,000	\$ 6,000	\$ -	\$-		
			ć 00.260	¢ 224.240	ć 730.045		

TOTAL ENHANCEMENT REQUESTS: \$ 1,057,115 \$ 88,360 \$ 221,310 \$ 729,945



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### AGENDA REPORT

- To: Mayor Mary Mendoza and Councilmembers
- From: Councilmember Patty Lopez

**Date:** June 2, 2025

Subject: Discussion and Consideration to Approve Outreach Letter to the Mexican Consulate

#### **RECOMMENDATION:**

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction to submit the letter to the Consul of Mexico in Los Angeles (Attachment "B").

### BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the June 2, 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
- B. Letter to the Consul of Mexico in Los Angeles

**REVIEW:** 

 $\boxtimes$  Finance Director  $\boxtimes$  Deputy City Manager

□ City Manager

THE CITY OF 2,2025 CC Special & Regular Mtg

SAIN ERINAINLO				
<b>REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL</b>				
DISCUSSION/CONSIDERATION				
CITY COUNCILMEMBER INFORMATION				
NAME	TITLE Courseil Morrehen			
Patty Lopez	Council Member			
<b>ITEM INFORMATION</b> SUBJECT Title of the item you are requesting to be agendized.				
Consideration to Approve Outreach Letter to the Mexican Con-	sulate			
	Junco			
PRIORITIES BUDGET FISCAL IMP	ACT			
	iscal impact? If yes, indicate amount.			
☑ Yes □ No □ Yes ☑ No □ Yes	☑ No \$			
BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.				
The purpose of these letters is to establish communication with	the Consul of Mexico in Los Angeles			
and explore opportunities for collaboration that could bring mu				
San Fernando.				
These resources have the natential to support a significant no	tion of our regidents, families, and			
These resources have the potential to support a significant pole neighbors throughout the area. If approved, the letter would be				
Any future events, meetings, or proposed locations would be of	oordinated at the discretion of the City			
Manager and available staff, based on scheduling and operational capacity.				
INCORPORATE	DX			
AUG. 31, 1911				
CALIFORNIA				
· LIFUK!				
ATTACHMENTS Do you have any attachments to include?				
🗹 Yes 🛛 No				
RECOMMENDATION Indicate the direction you are recommending.				
I respectfully ask for the Council's support in moving this initiative forward and approving the sending of this letter.				
1				

# SAN FERNAND

CITY COUNCIL

Mayor Mary Mendoza

Vice Mayor Mary Solorio

Councilmember Joel Fajardo

Councilmember Victoria Garcia

Councilmember Patty López June 2, 2025

Consulate of Mexico in Los Angeles, California Attn: Consul Carlos González

SUBJECT: Seeking Support in Providing Consular Services to City of San Fernando Residents

Dear Consul of Mexico,

I hope this message finds you in excellent health and high spirits. I am writing to respectfully request your invaluable support.

My name is Patty Lopez, and I serve as a City Councilmember in San Fernando, California, where I have the privilege of serving a significant Mexican community. It is on their behalf that I kindly request your support in providing consular services to our residents. As you are well aware, many of them do not have the means to travel to your main offices.

I understand that your office offers this support through Mobile Consulates that travel to nearby cities with the necessary staff and equipment. I am also aware that appropriate facilities are required to host these services, including high-speed internet, sufficient parking, and other logistical accommodations.

I am pleased to inform you that we have at least three available locations that meet these requirements. We would be more than happy to give you a tour of these spaces for your inspection and to determine which would be best suited to meet the needs of your team and the community.

I look forward to your prompt and favorable response.

Sincerely, Patty Lopez City Councilmember City of San Fernando, California

OFFICE OF THE CITY COUNCIL

117 Macneil Street San Fernando California 91340

(818) 898-1201

# SAN FERNAND

CITY COUNCIL

Mayor Mary Mendoza

Vice Mayor Mary Solorio

Councilmember Joel Fajardo

Councilmember Victoria Garcia

Councilmember Patty López 2 de junio de 2025

Consulado de México en Los Ángeles, California At'n Cónsul Carlos González

ASUNTO: Buscando apoyo en la prestación de servicios consulares a los residentes de la ciudad de San Fernando

Estimado Cónsul de México:

Esperando que la presente le encuentre gozando de excelente estado de salud, me permito dirigirme a usted para solicitar su invaluable apoyo.

Mi nombre es Patty López, miembro del Concejo Municipal (City Councilmember) de la ciudad de San Fernando, California, donde tengo el privilegio de atender a una comunidad significativa de mexicanos. Es por ello que me permito solicitar su apoyo para brindar atención consular a esta comunidad, quienes, como es de su conocimiento, no siempre tienen la facilidad de trasladarse a sus oficinas principales.

Tengo conocimiento de que el Consulado ofrece este servicio a través de Consulados Móviles que se trasladan a ciudades aledañas con su equipo y personal. Asimismo, entiendo que para poder brindar este servicio se requiere de espacios adecuados que cuenten con acceso a internet de alta capacidad, estacionamiento, y otras facilidades.

En este sentido, me complace informarle que contamos con al menos tres lugares que cumplen con estos requisitos y estaríamos en la mejor disposición de mostrárselos para su inspección, a fin de que se determine cuál sería el más adecuado para brindar este valioso servicio a nuestra comunidad.

Quedo atenta a su pronta y favorable respuesta.

OFFICE OF THE CITY COUNCIL

117 Macneil Street San Fernando California 91340 Atentamente, Patty López Miembro del Concejo Municipal Ciudad de San Fernando, California

(818) 898-1201



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То:	Mayor Mary Mendoza and Councilmembers
From:	Councilmember Patty Lopez
Date:	June 2, 2025
Subject:	Discussion and Consideration Regarding Displaying Official Photos at City Hall

### **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 June 2, 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

	g	ΑΤΤΑ	CHMENT "A"	
REQUEST TO	AGENDIZE AN	ITEM FOR CITY COUNC	CLEAR FORM	
DISCUSSION/CONSIDERATION				
CITY COUNCILMEMBER INFORMA				
NAME Patty Lopez		TITLE Council Member		
ITEM INFORMATION				
SUBJECT Title of Proposal to Display Offici	ial Photos at City	Hall Entrance		
PRIORITIES Is this included in the current FY priorities?	BUDGET Is this a budgeted item?	FISCAL IMPACT Is there a fiscal impact? If yes, indicate an	iount.	
☐ Yes □ No	Yes 🗖 o	□ Yes □No \$		
I would like to respectfully propose that the City of San Fernando consider the installation of official photographs of our elected representatives at the entrance of City Hall. It is common practice in many government buildings—local, county, state, and federal—to display images of public officials as a way to inform and engage the public while promoting civic pride and transparency. At present, our City Hall does not include such a display. I believe adding official photos of our City Council, along with representatives at the state, federal, and county levels, would reflect positively on our civic identity and serve as a welcoming and informative feature for residents and visitors alike.				
I Yes □ No				
RECOMMENDATION Indicate the direction you are recommending.				
I respectfully request the Cour appropriate funding be alloco designated space at the entra	ated to professional			
Thank you for considering thi further and hope to have your				



Page 305 of 314



### AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

**Date:** June 2, 2025

Subject: Discussion and Consideration to Adopt a Resolution Recognizing June as Fathers' Month

### **RECOMMENDATION:**

I have placed this on the agenda (Attachment "A") for City Council discussion and consideration to adopt Resolution No. 8386 (Attachment "B") recognizing June as Fathers' Month.

### BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the June 2, 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
- B. Resolution No. 8386

**REVIEW:** 

 $\boxtimes$  Finance Director  $\boxtimes$  Deputy City Manager

THE CITY June 2, 2025 CC Special & Regular Mtg

SAINTERNAINLO				
REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL				
DISCUSSION/CONSIDERATION				
CITY COUNCILMEMBER INFORMATION				
NAME     TITLE       Patty Lopez     Council Member				
ITEM INFORMATION				
SUBJECT Title of the item you are requesting to be agendized.				
Resolution Recognizing June as Fathers' Month				
PRIORITIES BUDGET FISCAL IMPACT				
Is this included in the current FY priorities? Is this a budgeted item? Is there a fiscal impact? If yes, indicate amount.				
☑ Yes □ No □ Yes ☑ No \$				
BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.				
This resolution seeks to officially recognize the month of June as Fathers' Month in the City of San				
Fernando, in acknowledgment of the vital role fathers and father figures play in our families and				
communities. By adopting this resolution, we affirm the importance of paternal involvement and				
promote a culture that values and uplifts fatherhood in all its forms.				
AUG. 31, 1911				
ALIFORNA				
Z L I F N R N				
ATTACHMENTS Do you have any attachments to include?				
$\mathbf{V}$ Yes $\mathbf{\Box}$ No				
RECOMMENDATION Indicate the direction you are recommending.				
I kindly ask for the support of my fellow Councilmembers in approving this meaningful recognition.				

### **RESOLUTION NO. 8386**

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, RECOGNIZING THE MONTH OF JUNE AS A MONTH TO HONOR ALL FATHERS

**WHEREAS**, fathers play a vital role in the lives of their children and families, offering support, love, guidance, and strength throughout their children's lives; and

**WHEREAS,** the role of fathers has evolved over time, yet remains a cornerstone of family stability, emotional well-being, and child development; and

WHEREAS, Father's Day, celebrated in June, provides a special opportunity to express gratitude and appreciation to fathers, grandfathers, stepfathers, and father figures who contribute meaningfully to the lives of others; and

WHEREAS, acknowledging the month of June as a time to celebrate fatherhood encourages communities, schools, organizations, and families to promote positive father engagement, parental responsibility, and family unity; and

WHEREAS, recognizing fathers and their contributions throughout the month of June fosters a culture of respect, love, and mutual support, while highlighting the diverse ways in which men nurture and raise the next generation.

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

**SECTION 1.** That the City of San Fernando hereby declares and recognizes the month of June of each calendar year as "Fathers' Month", in honor of all men who are fathers or father figures, and encourages all citizens to celebrate, support, and uplift the role of fathers in their communities.

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

### PASSED, APPROVED, AND ADOPTED THIS 2<sup>nd</sup> day of June, 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. 8386 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 2<sup>nd</sup> day of June, 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 June, 2025.

Julia Fritz, City Clerk



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From: Vice Mayor Mary Solorio

Date: June 2, 2025

**Subject:** Discussion and Consideration Regarding Proactive Response to Illegal Fireworks

### **RECOMMENDATION:**

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

### BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the June 2, 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

NAME	
------	--

Mary Solorio

Vice Mayor

TITLE

**ITEM INFORMATION** 

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

Discussion and Consideration Regarding Proactive Response to Illegal Fireworks

PRIORITIES	BUDGET	FISCAL IMPACT	
Is this included in the current FY priorities?	Is this a budgeted item?	Is there a fiscal impact? If yes, indicate amount.	
☑ Yes □ No	🗆 Yes 🗹 No	🗆 Yes 🗹 No \$	

BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.

The City of San Fernando is facing a significant public safety concern due to the rampant use of illegal fireworks throughout the community. This widespread practice poses risks not only to individuals and property but also hampers emergency response capabilities and endangers nearby neighborhoods. As the Fourth of July and other celebrations approach, it is crucial for the city to address these safety issues proactively.

### **RECOMMENDATION:**

1. Increased Public Awareness Campaigns: Implement educational outreach programs that inform residents about the dangers of illegal fireworks and the legal repercussions associated with their use.

2. Enhanced Enforcement Measures: Collaborate with the police department to establish a community task force dedicated to identifying and apprehending those engaging in illegal fireworks activity. This can include increased patrols during holiday periods.

3.Community Reporting System: Create a confidential reporting system for residents to report illegal fireworks usage, which can help law enforcement target specific areas with higher incidences of fireworks complaints.

4. Collaboration with Nearby Cities: Research and adopt best practices from neighboring cities that have successfully reduced illegal firework use. This can include ordinances, safe disposal programs, and community engagement strategies.

ATTACHMENTS Do you have any attachments to include?

#### □ Yes

RECOMMENDATION Indicate the direction you are recommending.

5. Preparation of Emergency Response Plans: Work with emergency responders to develop and update plans for potential fire incidents caused by illegal fireworks, including public safety announcements regarding fire hazards during peak seasons.

By establishing a comprehensive approach that includes community engagement, enforcement, and prevention strategies, the City of San Fernando can enhance firework safety and protect the community from the associated risks.