



CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, SEPTEMBER 15, 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.

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

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CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

Members of the public may [call-in between 5:00 p.m. and 5:15 p.m.](#) Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Mayor. Note: This is audio only and no video.

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

CALL TO ORDER - SPECIAL MEETING **5:00 P.M.**

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.

APPROVAL OF SPECIAL 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.

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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ADMINISTRATIVE REPORTS

1) RECEIVE AND FILE A PRESENTATION ON THE UPDATE TO THE CITY’S HOUSING ELEMENT IMPLEMENTATION PROGRAM AND PROVIDE FEEDBACK ON HOUSING AND ZONING IMPLEMENTATION PROGRAMS

Recommend that the City Council:

- a. Receive and File a presentation on the Update to the City’s Housing Element Implementation Program;
- b. Provide feedback on key areas of the Housing and Zoning Implementation Programs ; and
- c. Provide staff direction, as appropriate.

2) RECEIVE AND FILE A PRESENTATION REGARDING THE CITY’S CLIMATE ACTION RESILIENCE PLAN AND ASSOCIATED GENERAL PLAN UPDATE TO THE OPEN SPACE, CONSERVATION, PARKS, AND RECREATION ELEMENT AND MOBILITY ELEMENT

Recommend that the City Council:

- a. Receive and file a presentation on the City’s Climate Action and Resilience Plan and General Plan Updates to the Open Space, Conservation, Parks, and Recreation Element and Mobility Element; and
- b. Provide feedback and direction, as appropriate.

ADJOURNMENT OF THE SPECIAL MEETING

CALL TO ORDER - REGULAR MEETING **6:00 P.M.**

ROLL CALL

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TELECONFERENCING REQUESTS/DISCLOSURE

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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. INFORMATIONAL PRESENTATION FROM STATE SENATOR CAROLINE MENJIVAR TO PROVIDE A LEGISLATIVE UPDATE
- B. INFORMATIONAL PRESENTATION FROM THE AMERICAN RED CROSS BY MIRIAM L. ANDINO AND LAURA BAZ

DECORUM AND ORDER

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CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- a. June 16, 2025 – Special & Regular CC Meeting
- b. June 30, 2025 – Special CC Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-092 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 2025-2026 Enhancements, Capital Projects, and City Council Priorities, and provide direction, as appropriate.

4) RECEIVE AND FILE THE 2025 LOCAL TRANSACTION TAX ANNUAL REPORT FOR MEASURES “A” AND “SF” AS REQUIRED BY CITY CODE

Recommend that the City Council receive and file the 2025 Annual Report on the collection, management, and expenditure of the City’s Local Transaction Tax (i.e. Measures “A” and “SF”) as required by the City Code.

5) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO CIVILTEC ENGINEERING INC. FOR WATER MASTER PLAN DEVELOPMENT SERVICES

Recommend that the City Council:

- a. Award a Professional Services Agreement (Contract No. 2428) to Civiltec Engineering Inc. in an amount not to exceed \$250,880, to provide Water Master Plan Development Services;
- b. Authorize the City Manager to approve a contingency up to an amount of \$32,725 not to exceed approximately 15% of the contract price for any unforeseen related costs; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute the agreement and all related documents.

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6) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR FOG SEAL COATING OF CITY PARKING LOTS

Recommend that the City Council:

- a. Accept the improvements as constructed by Onyx Paving Company, Inc., and consider the work completed;
- b. Authorize the issuance and filing of a “Notice of Completion” with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the five percent retention amount of \$27,563.21 after the 35-day lien period from the date the Notice of Completion is recorded.

ADMINISTRATIVE REPORTS

7) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND READING AND ADOPTION OF ORDINANCE NO. 1736 AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO IMPLEMENT A RESIDENTIAL PARKING PERMIT PROGRAM

Recommend that the City Council adopt Ordinance No. 1736 that was introduced for first reading at the City Council meeting of September 2, 2025, in title only, and waive all further readings titled, “An Ordinance of the City Council of the City Of San Fernando, California, amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program”.

8) DISCUSSION AND CONSIDERATION TO DESIGNATE A VOTING DELEGATE AND ALTERNATE(S) FOR THE 2025 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND EXPO FOR THE GENERAL ASSEMBLY MEETING

Recommend that the City Council:

- a. Designate a voting Delegate for the League of California Cities 2025 Annual Conference and Expo for the General Assembly meeting;
- b. Designate up to two Alternate Voting Delegate(s) who may vote in the event that the designated Delegate is unable to serve in that capacity; and
- c. Authorize the City Clerk to notify the League of the City Council appointed Voting Delegate/Alternate(s).

9) DISCUSSION AND CONSIDERATION REGARDING COLLABORATION WITH THE MEXICAN CONSULATE TO HOST CONSULATE ON WHEELS PROGRAM SERVICES, AND APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL

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Recommend that the City Council:

- a. Receive update regarding the Mexican Consulate to host “Consulate on Wheels Program Services” event in San Fernando;
- b. Provide direction on the selection of a facility to host the Consulate Services event in October 2025, including consideration of the San Fernando Pool Facility Conference Room or the Santa Rosa de Lima Church; and
- c. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724.

10) DISCUSSION AND CONSIDERATION REQUESTING AN OVERVIEW AND DESCRIPTION ON THE CITY GRAFFITI PROGRAM

This item was agendized by Councilmember Patty Lopez.

11) DISCUSSION AND CONSIDERATION REGARDING CROSSWALK SAFETY NEAR SAN FERNANDO MIDDLE SCHOOL AND THE BIKE PATH

This item was agendized by Councilmember Victoria Garcia.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its regular meeting on October 6, 2025.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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

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Special Meeting San Fernando City Council

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Ron Garcia, Interim Director of Community Development

Date: September 15, 2025

Subject: Receive and File a Presentation on the Update to the City's Housing Element Implementation Program and Provide Feedback on Housing and Zoning Implementation Programs

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and File a presentation on the Update to the City's Housing Element Implementation Program;
- b. Provide feedback on key areas of the Housing Element Implementation Programs; and
- c. Provide staff direction, as appropriate.

BACKGROUND:

1. On June 6, 2022, the City Council adopted the City's 6th Cycle 2021-2029 Housing Element, Safety Element Update, and Mitigated Negative Declaration.
2. On October 21, 2024, the City Council accepted the Regional Early Action Planning (REAP) 2.0 funding and entered into a Memorandum of Understanding (MOU) with Southern California Association of Governments (SCAG) (Contract No. 2306) to implement the REAP 2.0 Grant Program and help carry out key programs from the City's 6th Cycle Housing Element. The programs include the evaluation of adaptive re-use opportunities to support housing, streamlining the review process for new housing, and compliance with state housing laws.
3. On March 3, 2025, the City Council approved Contract No. 2343 with Rincon Consultants to implement the REAP 2.0 Grant Program, which includes updating the zoning code to comply with state laws, conduct a historic resource survey, and create clear objective design standards to maintain neighborhood character while streamlining development.

Receive and File a Presentation on the Update to the City's Housing Element Implementation Program and Provide Feedback on Housing and Zoning Implementation Programs

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4. On May 5, 2025, the City Council approved a Community Outreach and Engagement Plan for the REAP 2.0 Grant Program to ensure that the diverse voices and priorities of San Fernando shape the development of critical planning documents that will guide housing production, preserve neighborhood character, and streamline city processes.

ANALYSIS:

The City is one (1) of 197 local jurisdictions within SCAG, which is responsible for assigning the Regional Housing Needs Assessment (RHNA) allocation in Los Angeles, Orange, Riverside, San Bernardino, Imperial, and Ventura counties. State law requires each city and county in California to adopt and update a Housing Element every eight (8) years to ensure local jurisdictions plan for existing and future housing needs. These needs are determined by the California Department of Housing and Community Development (HCD) in coordination with SCAG.

State law requires every city and county in California to adopt and implement a General Plan, which establishes overall goals and policies for future growth of the jurisdiction. A city's General Plan must include a Housing Element as one (1) of seven (7) mandatory elements. These mandatory elements are identified as land use, transportation, conservation, noise, open space, safety, and housing elements. The Housing Element must include policies and programs to meet existing and future housing needs for the City, as established by HCD and SCAG.

The City's 2021–2029 6th Cycle Housing Element is a State-required plan that identifies how the City will meet housing needs across all income levels, including households with unique housing challenges such as seniors, persons with disabilities, large families, and individual experiencing homelessness. In addition to identifying housing opportunity sites, the Housing Element reviews potential barriers to development, outlines preservation strategies for existing affordable housing, and sets policies to expand opportunities for new housing.

SCAG's REAP 2.0 is funding the Housing Element Implementation Program, which aligns with the City Council 2024 Strategic Goals of Focus on Community First, Cultivating A Stronger Local Economy, and Preserving Beautiful Homes and Neighborhoods.

Housing Element Implementation Program.

The Housing Element Implementation Program consists of key areas that were identified as required implementation programs to be completed within the City's 2021-2029 6th Cycle Housing Element. The programs are summarized below:

1. **Housing Stabilization:** Develop strategies for preventing displacement and maintaining affordable housing for disadvantaged community members and establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing. This will be in the form a Community Stabilization Manual.

Receive and File a Presentation on the Update to the City's Housing Element Implementation Program and Provide Feedback on Housing and Zoning Implementation Programs

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2. **Historic Survey Update:** 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.
3. **Density Bonus Ordinance:** Update the City's density bonus ordinance to comply with state housing law and provide local incentives that encourage affordable housing development.
4. **Zoning Code and San Fernando Corridors Specific Plan 5 (SP-5) Update:** Modernize zoning regulations and SP-5 to allow housing in currently restricted areas, increase capacity on underutilized infill sites, streamline project review, and ensure compliance with State law.
5. **Housing Development Streamlining:** Review and improve the City's development process to remove barriers and create a more efficient pathway for housing production.

Areas Requiring City Council Input.

Staff seeks City Council direction on the following:

1. Should the City update the Density Bonus Ordinance to provide incentives such as granting additional density in exchange for providing community benefits like increased open space and all electric buildings?
2. Should the City allow uses such as general retail, personal services, and commercial recreation uses in the Maclay District to support small businesses in mixed-use and neighborhood areas of the Specific Plan 5 (Maclay District). These uses are prohibited in the Maclay District because the intend was to cluster these uses in and around the San Fernando Mall.
3. Whether the City should adopt proposed architectural styles (Craftsman, Ranch, Mid-Century Modern, Spanish Colonial Revival, Tudor Revival, Mission Revival, and Contemporary) as part of its State-mandated Objective Design Standards (ODS), ensuring new housing complements San Fernando's historic character. ODS is required by State Law and would encourage housing development that is both compatible with San Fernando's historic character and align with the city's growth needs.

Community Outreach.

City staff, along with Rincon, has hosted five (5) community engagement pop-up events at various City facilities including Las Palmas Senior Citizen Club, Recreation Park and Lopez Adobe/Summer Concerts on June 1, 2025, June 14, 2025, July 18, 2025, August 23, 2025, and August 30, 2025, to share project updates with the community and gather input. Three (3) of these events featured an interactive activity where participants provided feedback on five (5) key topics: zoning, historic

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preservation, design, neighborhood character, and community engagement. Community feedback emphasized support for:

- Zoning changes to increase flexibility for housing.
- Assistance for small businesses.
- Maintaining neighborhood character through landscaping and property upkeep.

The other two (2) events focused on promoting the community survey, which included questions related to design, development, open space, and land use. To date, 145 individuals have participated in outreach efforts, with 78 completing the survey. Continued outreach is scheduled for Fall 2025, with draft documents anticipated for release in Spring 2026. The community survey remains active, through the end of September 2025. To date, the survey demonstrates the following:

- Most respondents believe it's important for new buildings to match the style of existing neighborhoods (52.6%)
- Most respondents believe some variety in architecture styles is appropriate for new buildings, but they should still generally match nearby homes (63.6%)
- Most respondents support allowing more neighborhood-serving small businesses (52.4%)
- Most respondents support more parks and trails if it meant allowing for taller or denser housing (55.9% -- Yes Definitely-32.4%, Yes, but only in certain areas-23.5%)

Planning and Preservation Commission Discussion.

On August 12, 2025, the Planning and Preservation Commission received a presentation on the Housing Element Implementation Program and provided feedback. Key points included:

- Strong support for preserving San Fernando's eclectic architectural character, with preference for Spanish Colonial, Mission, and Contemporary styles.
- Interest in walkable, family-oriented land uses such as coffee shops, pet stores, theaters, restaurants, and amenities including dog parks, bus shelter upgrades, community gardens, and small public plazas.
- Opposition to density trade-offs for open space and mixed views on density incentives for all-electric buildings.
- Concern over maintaining the City's scale and character.
- Opposition to allowing concentrations of barbershops/beauty salons in the Maclay District, which are currently prohibited along with other general commercial and personal services. The Commission wanted pedestrian-friendly uses such as small exercise studios and other commercial recreation facilities to serve residents. The Specific Plan's emphasis is concentrating retail and commercial activity in Downtown and mixed-use corridors.

Receive and File a Presentation on the Update to the City's Housing Element Implementation Program and Provide Feedback on Housing and Zoning Implementation Programs

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- Mixed views on expanding childcare facilities outside the Maclay District, due to lack of need for these uses.

BUDGET IMPACT:

There is no budget impact associated with this project, as the Comprehensive Housing Element Implementation Program is funded by a \$1,125,000 SCAG REAP 2.0 Grant Program through June 30, 2026. However, failure to complete the project by this deadline will result in forfeiture of grant funds.

CONCLUSION:

Staff recommends that the City Council receive and file a presentation on the update to the City's Housing Element Implementation Program; provide feedback on key areas of the Housing and Zoning Implementation Programs; and provide staff direction, as appropriate.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Ron Garcia, Interim Director of Community Development

Date: September 15, 2025

Subject: Receive and File a Presentation Regarding the City's Climate Action Resilience Plan and Associated General Plan Update to the Open Space, Conservation, Parks, and Recreation Element and Mobility Element

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation on the City's Climate Action and Resilience Plan and General Plan Updates to the Open Space, Conservation, Parks, and Recreation Element and Mobility Element; and
- b. Provide feedback and direction, as appropriate.

BACKGROUND:

1. In November 2021, the City submitted a grant application to Southern California Gas Company (SoCalGas) to obtain funds through the SoCalGas Climate Adaptation and Resiliency Planning Grant Program.
2. On December 1, 2021, the City was awarded a \$50,000 grant from SoCalGas for the first phase of preparation of the City's Climate Adaptation and Resilience Plan (CARP).
3. On March 21, 2022, the City issued a Request for Proposals (RFP) from qualified consultants to prepare the City's Climate Action and Resilience Plan and proposals were received by the due date of April 11, 2022.
4. On October 17, 2022, the City Council approved an agreement with Rincon Consultants (Rincon) to prepare the City's first phase of the CARP.

Receive and File a Presentation Regarding the City's Climate Action Resilience Plan and Associated General Plan Update

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5. On March 30, 2023, the City, as the lead applicant, submitted an application to Office of Land Use and Climate Innovation (LCI), which was formerly the Office of Land Use Planning and Research (OPR) – Adaptation Planning Grant Program with the community partners - Fernandeno Tataviam Band of Mission Indians (FTBMI), Pacoima Beautiful, and Climate Resolve to develop a Climate Action and Resilience Plan and update the City's Circulation and Open Space/Conservation/Parks & Recreation Elements of the General Plan.
6. On April 2, 2024, the City Council accepted the Adaptation Planning Grant (APGP) funding from the Governor's Office of Land Use and Climate Innovation (LCI) to complete a Climate Action Resilience Plan and update two of the City's General Plan Elements.
7. On April 2, 2024, the City Council approved an agreement with Rincon to complete phase 2 of the CARP and General Plan Updates.

ANALYSIS:

The Climate Action and Resilience Plan (CARP) is the City's roadmap for addressing climate change and increasing adaptive capacity. It outlines strategies to reduce greenhouse gas (GHG) emissions, adapt to environmental impacts, and build community resilience through renewable energy, sustainable mobility, urban greening, and climate-ready infrastructure. These initiatives also improve quality of life while positioning the City to secure state and federal funding.

The General Plan is the City's long-term "blueprint" for growth and development, guiding land use, housing, transportation, parks, and conservation. Updating the General Plan ensures that City policies align with state mandates, reflect community priorities, and advance sustainability goals. Current updates focus on the Circulation Element (transitioning to a Mobility Element) and the Open Space/Conservation/Parks and Recreation Element, both of which are being integrated with CARP strategies.

Together, CARP and the General Plan updates will help San Fernando meet state climate targets, improve community health and mobility, strengthen natural resource protection, and enhance eligibility for competitive grant funding. Staff is requesting City Council input on the draft strategies summarized below.

Climate Action and Resilience Plan (CARP).

Phase 1 of the CARP was completed in February 2024 and included development of the City's greenhouse gas (GHG) emissions inventory, a climate change vulnerability assessment, and related data collection. The results were presented to City Council as part of this scope of work. Phase 2 is now underway and focuses on developing strategies and actions to reduce emissions, improve climate resilience, and support community engagement. This work is being carried out in partnership with Pacoima Beautiful, FTBMI, and Climate Resolve.

Receive and File a Presentation Regarding the City's Climate Action Resilience Plan and Associated General Plan Update

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Policy Themes are broad areas of focus that guide the plan's strategies and actions. They represent the "big picture" priorities that organize the City's climate response, while more detailed strategies and actions will define how each theme is implemented. For the CARP, the priority policy themes are:

- Mobility – reducing emissions from transportation by improving transit, walking, and biking options.
- Resilient Parks/Open Space – using parks, trees, and open space to manage heat, improve air quality, and absorb stormwater.
- Historic Preservation – retrofitting older buildings to be energy-efficient and climate-ready.
- Energy Conservation – promoting renewable energy and energy-efficient buildings to reduce reliance on fossil fuels.

These themes align with state requirements (SB 32, AB 32, SB 743, AB 1358, SB 1425) and community input, positioning the City to address challenges such as extreme heat and poor air quality.

Proposed Areas for City Council Input:

- Expand use of the San Fernando Trolley for local trips.
- Increase electric vehicle (EV) adoption in residential and commercial sectors.
- Grow active transportation options, including bike paths.
- Expand urban tree canopy, native landscaping, and permeable surfaces for stormwater and heat management.
- Support climate-smart retrofits for historic buildings.
- Require resilient new construction capable of withstanding climate hazards.
- Enhance the reliability of the water supply to prepare for droughts, emergencies, and infrastructure risks.

General Plan Update – Circulation (Mobility) Element.

The Circulation Element is being updated to a Mobility Element that emphasizes multimodal transportation, vehicle miles traveled (VMT) reduction, and regional connectivity while incorporating CARP strategies and state requirements. Development of the Mobility Element is underway, with adoption targeted for December 31, 2026.

Receive and File a Presentation Regarding the City's Climate Action Resilience Plan and Associated General Plan Update

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Proposed Areas for City Council Input:

- Prioritize regional partnership coordination (e.g., METRO, LA County) to strengthen transit and mobility connections.
- Improve bike paths along the railway with enhanced safety, comfort, and usability measures (e.g., lighting, landscaping, fencing).

General Plan Update – Open Space/Conservation/Parks and Recreation Element.

The Open Space/Conservation/Parks and Recreation Element is being updated to focus on protecting natural resources, expanding urban greening, and ensuring park and recreation facilities are climate-ready and accessible. This update is being developed in alignment with CARP strategies, with adoption targeted for December 31, 2026.

Proposed Areas for City Council Input:

- Establish an Urban Greening District to prioritize park and open space improvements in line with the Urban Forest Management Plan.
- Promote climate-adaptive parks, including smart irrigation, drought-resistant landscaping, and cooling centers to address extreme heat.

The CARP and General Plan updates will align City policies with state climate mandates, integrate community priorities, and position San Fernando for future funding opportunities. Staff seeks City Council input on the proposed strategies to guide the next phase of plan development.

Community Outreach.

With staff coordination and the City's consultant, an extensive community engagement effort was led by Pacoima Beautiful, FTBMI, and Climate Resolve. Community outreach activities consisted of hosting Pop Ups, community and tribal meetings, advisory group meetings, workshops, and walk shops where community members took a walk throughout the city using tools that measured heat, noise, and air pollution. A total of 11 community engagement activities took place throughout Fiscal Year (FY) 2024-2025, and over 175 surveys in both English and Spanish were collected. The survey results showed the following:

- Over 55% of respondents were participants in the planning process for the first time.
- 80% of respondents were concerned about climate change, citing extreme heat, poor air quality, drought and water supply, flooding, wildfires, and the decline of native plants and animals in the ecosystem, as major issues.
- 67% are very satisfied or satisfied with the availability of parks and open space, with desired amenities including restrooms, shade structures, fitness equipment, dog parks, outdoor seating, cultural and historical elements, and splash pads.

Receive and File a Presentation Regarding the City's Climate Action Resilience Plan and Associated General Plan Update

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On July 25, 2025, Summer Movie Night at Pioneer Park marked the final community engagement activity. Booklets were handed out and posted on the City's website to further understand the City's living roadmap for a healthier, safer, and more connected future as it relates to challenges climate change presents to the San Fernando community.

Planning and Preservation Commission Discussion.

On September 9, 2025, the Planning and Preservation Commission reviewed the City's Climate Action Resilience Plan and related General Plan Updates. The discussion focused on practical, community-driven priorities, with an emphasis on improvements that enhance quality of life while remaining affordable and achievable. Key feedback centered on urban greening, mobility, and parks and recreation, as outlined below.

Community Improvements

- Support for tree planting, shade, and upgraded park amenities
- Strategies should be practical, affordable, and tailored to San Fernando
- Interest in cultural programming and use of recycled water
- Concerns about aesthetics of native plants and balancing water use
- Importance of clear communication so plans reflect resident priorities and result in implementable actions

Mobility

- Support for safe walking and biking routes, and trolley use
- Concerns about reducing parking or prioritizing EV infrastructure
- Preference for affordable safety improvements (lighting, visibility) over large infrastructure projects

Parks & Recreation

- Emphasis on shade, play areas, and community programs
- Recycled water seen as a solution for irrigation needs
- Support for cultural preservation

BUDGET IMPACT:

There is no additional funding impacts associated with this update. The Climate Action Resilience Plan and General Plan Update is funded by a \$599,918 Adaptation Planning Grant from the Governor's Office of Land Use and Climate Innovation through January 31, 2026. However, failure to complete the project by this deadline may result in forfeiture of grant funds.

CONCLUSION:

Staff recommends that the City Council receive and file the presentation and provide feedback on the proposed policy themes and overall project development and process to help shape the City's GPU and CARP documents. The grant funded project aligns with the City Council 2024 Strategic Goals of Strengthening Climate Resilience and Environmental Justice.

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Regular Meeting San Fernando City Council

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 5:00 P.M
REGULAR MEETING – 6:00 P.M.
MONDAY, JUNE 16, 2025**

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

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

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

Present:

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

Staff: City Manager Nick Kimball and City Attorney Richard Padilla

Absent: None

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

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

By consensus, Councilmembers recessed to Closed Session.

- A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 - PUBLIC EMPLOYEE APPOINTMENT:

Title: Interim City Manager

- B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6 - CONFERENCE WITH LABOR NEGOTIATOR:

Agency Representative: City Manager Nick Kimball
Unrepresented Employee: Interim City Manager

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting June 16, 2025

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C) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957(A) - SECURITY, PUBLIC FACILITIES AND CITY SERVICES:

Consultation with the Chief of Police

RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney Padilla reported that on Item Nos. A and B, the City Council voted unanimously to appoint Deputy City Manager/Economic Development Kanika Kith to the Interim City Manager Position effective July 5, 2025. No reportable action on Item No. C.

The City Council adjourned the special meeting at 6:24 p.m.

CALL TO ORDER/ROLL CALL – REGULAR MEETING

6:00 P.M. (OPEN SESSION)

Mayor Mary Mendoza called the regular meeting to order at 6:25 p.m.

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

Staff: City Manager Nick Kimball, City Attorney Richard Padilla, Deputy City Manager/Economic Development Kanika Kith, Police Chief Fabian Valdez, 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

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

A) PRESENTATION OF A CERTIFICATE OF RECOGNITION HONORING CITY MANAGER NICK KIMBALL FOR HIS DEDICATED SERVICE TO THE CITY OF SAN FERNANDO AND THE COMMUNITY

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting June 16, 2025

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PUBLIC STATEMENTS

Adrian Perez spoke in support of immigrants and San Fernando being a sanctuary city.

Dolores Rodriguez spoke regarding activities of the U.S. Immigration and Customs Enforcement and offered a prayer.

Paulina Torres Deputy Field Representative for Los Angeles County Supervisor Lindsey Horvath extended thanks to Nick Kimball for his service and shared information on an immigrant resource guide offered by Supervisor Horvath's Office.

Blanca Mejia spoke about general decisions made by the City Council, thanked the Police Department for supporting Hispanics in the community and offered a prayer.

Erica spoke regarding concerns with U.S. Immigration and Customs Enforcement activities in the community.

Ricardo Benitez spoke in support of Agenda Item No. 5 and on the Cities annual budget.

Caller ID No. 3412 spoke about concerns regarding U.S. Immigration and Customs Enforcement activities in the community.

Emily Quinonez spoke regarding concerns of undocumented individuals.

Sergio Amalfitano spoke regarding concerns of U.S. Immigration and Customs Enforcement in the community and suggested the city provide education and information resources for immigrants.

Zayrit Gordillo spoke in general regarding the community and the policies recently adopted, thanked the city for not approving the city as a sanctuary city.

Sabrina Rivera spoke regarding U.S. Immigration and Customs Enforcement activities.

Mercedes Sotelo regarding U.S. Immigration and Customs Enforcement activities.

CONSENT CALENDAR

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

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. March 17, 2025 - CC Special & Regular Meeting
 - b. April 7, 2025 - CC Special & Regular Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting June 16, 2025

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- 4) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE FISCAL YEAR 2025-2026 ARTICLE XIIIIB APPROPRIATIONS (GANN) LIMIT
- 5) CONSIDERATION TO APPROVE THE PURCHASE OF THREE POLICE VEHICLES AND REQUIRED EMERGENCY VEHICLE EQUIPMENT AS AUTHORIZED IN THE SAN FERNANDO MUNICIPAL CODE URGENCY PURCHASING AUTHORITY, ADOPT A RESOLUTION TO APPROPRIATE FUNDS, AND APPROVE DISPOSITION OF SURPLUS CITY-OWNED VEHICLES
- 6) CONSIDERATION TO APPROVE PUBLIC RELEASE AND CIRCULATION OF A REQUEST FOR PROPOSALS FOR DEVELOPMENT AND ADMINISTRATION OF A CITY MARKETING CAMPAIGN
- 7) CONSIDERATION TO APPROVE CO-SPONSORSHIP OF LA FAMILY HOUSING HOMELESS CONNECT DAY EVENTS AND USE OF THE CITY SEAL

The motion carried, unanimously.

Item heard out of order

- 11) DISCUSSION AND CONSIDERATION TO APPOINT A CITY COUNCIL LIAISON REPRESENTATIVE TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

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

The following applicants provided a brief presentation on their background and qualifications: Flor Sanchez, Maria Castaneda, Vladimir Soghomanyon, and Sonia Fuentes.

City Council voted for the following:

Voted by: Councilmember Lopez: Sonia Garcia

Voted by: Councilmember Garcia: Sonia Garcia

Voted by: Councilmember Fajardo: Flor Sanchez

Voted by: Vice Mayor Solorio: Vladimir Soghomanyon

Voted by: Mayor Mendoza: Flor Sanchez

By process of elimination of applicants Ms. Castaneda and Mr. Soghomanyon received the least number of votes. Flor Sanchez and Sonia Garcia each received two (2) votes. Due to the tie vote, the City Clerk conducted a second round of voting to select the final candidate between Ms. Sanchez and Ms. Garcia.

Sonia Fuentes was selected by Councilmembers Lopez, Garcia and Vice Mayor Solorio = 3 votes.

Flor Sanchez was selected by Councilmember Fajardo and Mayor Mendoza = 2 votes.

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting June 16, 2025

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The City Council selected Sonia Fuentes by a majority vote, as the city's appointed representative to serve as liaison to the Greater Los Angeles County Vector Control District Board of Trustees, to fill a vacancy for the remainder of a two-year term from June 17, 2025 to January 6, 2027.

It was noted that the City Council recessed the meeting at 8:49 p.m. and reconvened the meeting at 8:06 p.m. with all Councilmembers present.

14) DISCUSSION AND CONSIDERATION REGARDING IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) AND LOCAL GOVERNMENT RESPONSE

Vice Mayor Mary Solorio presented the staff report.

By consensus, the City Council directed staff to return in July with a staff report on: 1) a. Options to disseminate information quickly regarding resources for individuals affected by ICE operations (e.g. creation of a "Rapid Response Team", strategies to connect the community with programs/resources); b. Bring back a list of existing resources that can be offered and include all existing partner agencies that the City currently works with; and c. Information on creating a fund to provide financial assistance to families of victims affected by ICE, including: proposed payment amounts ranging from \$1,000 to \$5,000 to include estimated administrative costs; 2) a. Authorized staff to draft and release statement regarding: City's stance on ICE activities and on the incident involving Senator Alex Padilla and Homeland Security; and suggested that staff invite Senator Padilla to a future City Council meeting or to the City's National Night Out event, to receive recognition on his work with immigration rights.

By consensus, the City Council requested staff to bring back to a future Council meeting with information on a process and cost for the city to create a municipal ID card program.

By consensus, authorize the City Manager to make edits to the statement as applicable in order to meet the deadline to release the statement by tomorrow.

PUBLIC HEARING

- 8) A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO IMPLEMENT A RESIDENTIAL PARKING PERMIT PROGRAM AND TO MODIFY PARKING RESTRICTIONS OF CERTAIN VEHICLES INCLUDING FOR THE USE OF HUMAN HABITATION (CONTINUED TO JULY 7, 2025)
- 9) A PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTIONS TO CONTINUE MAINTENANCE OF THE CITY'S STREETLIGHTS, CONFIRMING THE ANNUAL ASSESSMENT, AND APPROVING THE FINAL ENGINEER'S REPORT FOR FISCAL YEAR 2025-2026 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

SAN FERNANDO CITY COUNCIL

MINUTES – Special and Regular Meeting June 16, 2025

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Mayor Mendoza opened the public hearing.

City Clerk Julia Fritz presented the Order of Procedure and requested a motion to receive and file the Affidavit of Publication.

Motion by Vice Mayor Solorio, seconded by Councilmember Fajardo to receive and file the Affidavit of Publication. The motion carried, unanimously.

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

Mayor Mendoza called for public comments. There being none, closed the public comment portion of the hearing.

Motion by Councilmember Fajardo, seconded by Councilmember Lopez to adopt Resolution No. 8388 ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and adopt Resolution No. 8389 approving the Final Engineer's Report for the Fiscal Year 2025-2026 Landscaping and Lighting Assessment District. The motion carried, unanimously.

Mayor Mendoza closed the public hearing.

- 10) A PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION APPROVING THE FISCAL YEAR 2025-2026 CITY BUDGET, AND ADOPT A RESOLUTION TO FUND THE CITY'S SECTION 115 TRUST FOR RETIREE HEALTH BENEFITS

The City Council continued the item to a special meeting on June 30, 2025.

ADMINISTRATIVE REPORTS

- 12) RECEIVE A PRESENTATION ON THE INITIAL FINANCIAL PLAN OF THE WATER AND SEWER RATE STUDY AND PROVIDE DIRECTION ON THE PROPOSED RATE INCREASE IMPLEMENTATION PROCESS

Director of Public Works Johnson and Water Operations Manager Victor Meza presented the staff report and responded to Councilmember questions.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve and move forward with the proposed timeline for the water and sewer rate increase through the Proposition 218 process, per staff recommendation. The motion carried, unanimously.

- 13) DISCUSSION AND CONSIDERATION ON ESTABLISHING A WASTE HAULING AD HOC COMMITTEE

Councilmember Patty Lopez presented the staff report.

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to direct staff to create a Waste Hauling Ad Hoc Committee, appointed Councilmembers Lopez and Fajardo to serve on the ad hoc committee with the effective date to begin the committee on July 17, 2025. The motion carried, unanimously.

SAN FERNANDO CITY COUNCIL

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STAFF COMMUNICATION INCLUDING COMMISSION UPDATES None

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia offered a prayer.

Councilmember Lopez spoke regarding community needs and her concerns related to the immigration community affected by ICE activities.

Councilmember Fajardo commented on the ICE raids, spoke in general regarding deportations and requested the meeting be closed in mem Minnesota Speaker Emerita Melissa Hortman and her husband, Mark Hortman, who were tragically killed on June 14, 2025. In addition, he noted that Planning and Preservation Commissioner Cecilia Martinez will be planning on retiring from the Commission in the near future and is searching for a replacement candidate.

Vice Mayor Solorio had no updates to report.

Mayor Mendoza commented on those families that have been affected by ICE activities.

ADJOURNMENT (11:03 p.m.)

Mayor Mendoza adjourned the regular meeting to the special meeting of June 30, 2025 in memory of Emerita Melissa Hortman and her husband, Mark Hortman.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the June 16, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

Julia Fritz, CMC
City Clerk

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING (CLOSED SESSION) – 5:15 P.M.
SPECIAL MEETING (OPEN SESSION) – 6:00 P.M.
MONDAY, JUNE 30, 2025**

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

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

Mayor Mary Mendoza called the Special Meeting to order at 5:18 p.m.

Present:

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

Staff: Deputy City Manager/Economic Development Kanika Kith and City Attorney Richard Padilla

Absent: None

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

RECESS TO CLOSED SESSION (5:19 P.M.)

By consensus, Councilmembers recessed to Closed Session.

- A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957(A) - SECURITY, PUBLIC FACILITIES AND CITY SERVICES:

Consultation with the Chief of Police

- B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(4) – ANTICIPATED LITIGATION:

One (1) matter

SAN FERNANDO CITY COUNCIL

MINUTES – Special Meeting June 30, 2025

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RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION (6:00 P.M.)

City Attorney reported no reportable action.

CALL TO ORDER/ROLL CALL – SPECIAL MEETING OPEN SESSION

6:00 P.M.

Mayor Mary Mendoza called the regular meeting to order at 6:30 p.m.

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

Staff: Deputy City Manager/Economic Development Kanika Kith, City Attorney Richard Padilla, Police Chief Fabian Valdez, 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

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS

Diana Jimenez spoke in support of undocumented members of the community.

Dolores Rodriguez spoke in support of emergency food distribution centers in San Fernando.

Raul Barragan representing Veterans of Foreign Wars Post 3834 reminded City Council that the organization is available as a resource to support the community.

Lorraine Aceves president of Ignite the Light of Hope and spoke regarding the organization hosting an emergency food distribution center in San Fernando.

Larry Prendiz, spoke in support of Ignite the Light of Hope program.

SAN FERNANDO CITY COUNCIL

MINUTES – Special Meeting June 30, 2025

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Caller Ending in 7681 spoke in support of Ignite the Light of Hope program.

Caller ending in 7642 spoke in support of Ignite the Light of Hope program.

PUBLIC HEARINGS

- 1) A CONTINUED PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION APPROVING THE FISCAL YEAR 2025-2026 CITY BUDGET, AND ADOPT A RESOLUTION TO FUND THE CITY'S SECTION 115 TRUST FOR RETIREE HEALTH BENEFITS

Mayor Mendoza opened the public hearing.

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

Due to concerns raised by the City Council regarding retiree health care costs, Director of Finance Melton recommended that the city's fiduciary consultant provide a detailed presentation at a future City Council meeting.

The City Council voted on each proposed enhancement line item.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve Resolution No. 8390 for the Fiscal Year 2025-2026 Annual Budget, as amended per Exhibit "A" attached hereto, to return to the mid-year budget process the proposed staff enhancement requests for the Police Sergeant and the to reclassify part-time hours to establish 1 full-time Recreation and Community Services Coordinator; and allocate \$224,340 towards the Outstanding Pension Employee Benefits (OPEB) account. The motion carried, as follows:

ROLL CALL

AYES:	Lopez, Garcia, Fajardo - 3
NAYES:	Solorio, Mendoza - 2
ABSENT:	None
ABSTAIN:	None

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve Resolution No. 8391 appropriating \$500,000 from General Fund Reserves to the Section 115 Trust account for the purpose of setting aside designated funding to be used towards paying for future retiree medical benefits. The motion carried, unanimously.

ADMINISTRATIVE REPORTS

- 2) DISCUSSION AND CONSIDERATION REGARDING EMERGENCY FOOD DISTRIBUTION CENTERS

This item was agendized by Councilmember Victoria Garcia.

SAN FERNANDO CITY COUNCIL

MINUTES – Special Meeting June 30, 2025

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By consensus, the City Council directed staff to promote existing food distribution organizations, reach out to other organizations that would be interested in doing a food distribution event in the City at no cost and return to the July 7, 2025 City Council meeting with additional information to potentially establish an ad hoc committee.

3) DISCUSSION AND CONSIDERATION TO CONTACT FEDERAL REPRESENTATIVES FOR INFORMATION ON IMMIGRATION ENFORCEMENT IN THE CITY

This item was agendized by Councilmember Victoria Garcia.

By consensus, the City Council will submit questions to city staff to submit an email to Federal Representatives on how to receive updates and factual immigration enforcement information; authorized the Mayor to issue an emergency press conference/release to inform the community on ICE activity information; and authorized the Mayor and Councilmember Garcia to meet with Congresswoman Luz Rivas regarding receiving additional and resources.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

None

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia had no updates to report.

Councilmember Fajardo had no updates to report.

Councilmember Lopez had no updates to report.

Vice Mayor Solorio had no updates to report.

Mayor Mendoza had no updates to report and closed the meeting in memory of Rudy F. Carrera, Junior member of the Knights of Columbus.

ADJOURNMENT (12:25 a.m.)

Mayor Mendoza adjourned the special meeting at 12:25 a.m. to the next regular meeting of July 7, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the June 30, 2025, Special meeting and approved by the San Fernando City Council at the meeting of _____.

Julia Fritz, CMC
City Clerk

CITY COUNCIL FY 2025-2026 BUDGET DISCUSSION WORKSHEET

Total General Fund Available for Enhancements: \$ 416,010

Total Recommended General Fund Enhancements: \$ 191,670

Remaining Operating General Funds for Section 115 Trust: \$ 224,340

Total Non-General Fund Enhancements: \$ 93,000

General Fund Reserves to Section 115 (Resolution 8391): \$ 500,000

COUNCIL DISCUSSION

Item	Dept	Fund	Description	Amount	Approved	Count	MM	MS	JF	VG	PL	Notes
1	Comm Dev	General	Special Counsel Services	5,500	5,500	5	✓	✓	✓	✓	✓	Supports City Council strategic goal of Citywide beautification. Recommended funding to be used to address and bring existing code enforcement cases to full resolution.
2	Adm Svcs	General	Citywide Employee Training Programs	25,000	25,000	4	✓	✓		✓	✓	Provide training and development opportunities for staff in accordance with the City Council strategic goal for citywide employee recruitment, retention and morale
3	Police	General	Vector Solutions - Guardian Software	6,730	6,730	5	✓	✓	✓	✓	✓	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.
4	Police	General	TimeClocks - Timekeeping/Scheduling Software	9,440	9,440	5	✓	✓	✓	✓	✓	This module offered through the City's existing timekeeping system will allow SFPD staff to better manage staffing and overtime costs.
5	Police	General	New Officer Onboarding Costs	20,000	20,000	5	✓	✓	✓	✓	✓	Assumes hiring and onboarding of 4 officers at \$5,000/officer
6	Police	General	Less Lethal Projectile Service Equipment	5,000	5,000	5	✓	✓	✓	✓	✓	To provide 2 additional less lethal options to existing stock. This will allow each patrol vehicle to have a less lethal tool available.
7	Police	General	Records Specialist (P/T)	35,000	35,000	5	✓	✓	✓	✓	✓	Staff provided additional data regarding increased mandatory reporting with consideration of PT position
8	Police	General	Upgrade Police Officer to Sergeant	55,000	-	-						Staff evaluated OT as offset for potential position upgrade. Removed during final motion, to be reconsidered for discussion at midyear.
9	Public Works	General	Convert PW Management Analyst to Sr Management Analyst	7,500	7,500	3	✓	✓	✓			Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibilities. Position to additionally address City Council's goal of addressing employee retention and morale.
11	Rec & Comm	General	Reclassify 2-FT Program Specialists to 2-RCS Coordinator	17,000	17,000	4	✓	✓	✓	✓		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.
12	Rec & Comm	General	Reclassify PT Hours to establish 1-RCS Coordinator	60,000	-	-						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. Removed during final motion, to be reconsidered for discussion at midyear.
13	Rec & Comm	General	After School Teen Program - Supplies	2,000	2,000	5	✓	✓	✓	✓	✓	Recommended funding at reduced level from starting funds for ongoing Teen Programming
21	Rec & Comm	General	Sept 14th – El Grito Event Celebration	12,000	12,000	4	✓	✓		✓	✓	\$12,000 - Estimate includes stage and sound, dance floor, performers, DJ, dignitary booths, decorations, restrooms and giveaways.
28	Police	General	Increase police patrols and visibility in residential areas, local businesses, and public spaces such as parks.	25,000	25,000	4	✓	✓	✓		✓	Email sent to Councilmember Lopez for additional specificity of recommendation
44	Police	General	Fireworks/4th of July Celebration - Additional Detail	11,500	11,500	5	✓	✓	✓	✓	✓	Full Event as Planned with Additional PW Traffic Measures/PD Details (+\$11,500)

Item	Dept	Fund	Description	Amount	Approved	Count ✓	MM	MS	JF	VG	PL	Notes
50	Rec & Comm	General	Mariachi Apprentice Program	10,000	10,000	4	✓	✓	✓	✓		Funding for the Performing Arts has been cut by the current administration. The program usually receives \$50,000. This will allow coverage while alternative funding sources are identified.
NON-GENERAL FUND ITEMS												
1	Public Works	Water	Convert PW Management Analyst to Sr Management Analyst	6,250	6,250	5	✓	✓	✓	✓	✓	25% of Position - Split with General Fund and Sewer Fund
2	Public Works	Sewer	Convert PW Management Analyst to Sr Management Analyst	6,250	6,250	5	✓	✓	✓	✓	✓	25% of Position - Split with General Fund and Water Fund
3	Public Works	Equipment	Tire Mounting Balancing Machine Replacement	24,500	24,500	5	✓	✓	✓	✓	✓	Funding recommended with value through time and cost efficiencies justified for equipment replacement.
4	Rec & Comm	Recreation	Folding Tables & Chairs	6,000	6,000	5	✓	✓	✓	✓	✓	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.
45	Public Works	Measure W	Citywide Signage (<i>moved from General Fund list</i>)	50,000	50,000	5	✓	✓	✓	✓	✓	There is an inventory of approximately 3,740 total signs in the City (e.g. regulatory, warning and guide signs). While ~20% are up-to-date, the remaining 2,992 signs would cost \$130/each to replace at a total of \$388,960. An option is to complete a portion of street sweeping signs only for FY 25/26 using Measure W funding (\$50,000)
GENERAL FUND RESERVES:												
1	Administrative Services	General - Reserves	Appropriating \$500,000 from General Fund Reserves to the Section 115 Trust for the purpose of setting aside designated funding to be used towards paying future retiree medical benefits.	500,000	500,000	5	✓	✓	✓	✓	✓	Since FY2023, the City Council has authorized \$500,000 each year towards Section 115 Pension Trust to reduce retiree health benefits unfunded accrued liability, currently valued at \$40.3 million. OPEB Presentation to be scheduled for August 2025.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Erica D. Melton, Director of Administrative Services

Date: September 15, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-092 (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. 25-092, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-092

**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. 25-092**

**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 15th day of September 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. 25-092, 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 15th day of September 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 September 2025.

Julia Fritz, City Clerk

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241818	9/15/2025	891587 ABLE MAILING INC.	40929		MAILING AND FULFILLMENT SERVICES	
				13526	070-382-0000-4300	576.08
			41006		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	27.29
				13526	070-382-0000-4300	27.29
			41007		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	121.32
				13526	070-382-0000-4300	121.32
			41022		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	138.08
				13526	070-382-0000-4300	138.08
			41142		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	166.40
				13526	070-382-0000-4300	166.40
			41143		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	15.00
				13526	070-382-0000-4300	15.00
					Total :	1,512.26
241819	9/15/2025	894869 ACORN TECHNOLOGY SERVICES	12740		INFORMATION TECHNOLOGY MANAGE	
				13482	001-135-0000-4270	17,154.16
					Total :	17,154.16
241820	9/15/2025	895071 AHMU, ANGELA P.	AUG 2025		STRETCH & STRENGTHENING	
					001-422-0000-4260	315.00
					Total :	315.00
241821	9/15/2025	889043 ALADIN JUMPERS	14931		PARTY RENTAL SUPPLIES FOR CITY W	
				13510	001-424-0000-4260	2,890.00
			15175		PARTY RENTAL SUPPLIES FOR CITY W	
				13510	001-424-0000-4260	928.00
			15333		PARTY RENTAL SUPPLIES FOR CITY W	
				13510	001-422-0000-4300	640.00
					Total :	4,458.00
241822	9/15/2025	894732 ALFARO COMMUNICATIONS	3		TRAFFIC SIGNAL MODIFICATION	

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241822	9/15/2025	894732 ALFARO COMMUNICATIONS	(Continued)		010-311-0562-4600	141,721.87
				13151	010-2037	-7,086.10
					Total :	134,635.77
241823	9/15/2025	893813 ALMANZA, LAURAMARIE C	REIMB.		PRIZES & SUPPLIES-REC PARK BINGO 004-2382	97.13
					Total :	97.13
241824	9/15/2025	895141 ALONSO, AIDA	524467-AA		SMITHSONIAN HONORARIUM 004-2360	1,538.00
					Total :	1,538.00
241825	9/15/2025	892975 ALTA LANGUAGE SERVICES INC	IS803241		(5) BILINGUAL LISTENING & SPEAKING 001-133-0000-4270	290.00
					Total :	290.00
241826	9/15/2025	894896 ALVARADO, IGNACIO	REIMB		SAFETY BOOTS & IMSA CERTIFICATE 001-370-0000-4310	323.73
					001-370-0000-4360	550.00
					Total :	873.73
241827	9/15/2025	100165 AMERICAN WATER WORKS, INC.	37931		SWIVEL REPAIR-PW8007 041-320-0312-4400	54.88
					Total :	54.88
241828	9/15/2025	893722 AMPM GLASS & BOARD UP	1537		REPAIR BROKEN WINDOW & DOOR-RL 043-390-0000-4310	1,292.50
					Total :	1,292.50
241829	9/15/2025	895143 ANDRADE, ESTEBAN ISAAC	524467-EA		SMITHSONIAN HONORARIUM 004-2360	1,538.00
					Total :	1,538.00
241830	9/15/2025	100188 ANDY GUMP INC.	INV1248677		PORTABLE TOILET SERVICES-12900 DI 070-384-0000-4260	336.34
			INV1248678		PORTABLE TOILET SERVICES-CITY YAI 043-390-0000-4260	336.55

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241830	9/15/2025	100188 ANDY GUMP INC.	(Continued) INV1256157		PORTABLE TOILET SERVICES-CITY YAI 043-390-0000-4260	336.55
			INV1256158		PORTABLE TOILET SERVICES-12900 DI 070-384-0000-4260	336.34
			INV1263570		PORTABLE TOILET SERVICES-CITY YAI 043-390-0000-4260	336.55
			INV1263571		PORTABLE TOILET SERVICES-12900 DI 070-384-0000-4260	336.34
					Total :	2,018.67
241831	9/15/2025	100204 AQUA-METRIC SALES COMPANY	INV0108874	13281	NEW 3" - 6" COMPOUND WATER METEI 070-385-0700-4600	2,369.45
			INV0108945	13281	NEW 3" - 6" COMPOUND WATER METEI 070-385-0700-4600	7,587.94
			SCM001678	13281	NEW 3" - 6" COMPOUND WATER METEI 070-385-0700-4600	-1,991.93
					Total :	7,965.46
241832	9/15/2025	887531 ARIAS JR., RAMIRO	REIMB.		SAFETY BOOTS 070-381-0000-4325	290.80
					Total :	290.80
241833	9/15/2025	892412 AT&T MOBILITY	28734001477X09042025		HR MANAGER CELL PHONE PLAN-JUL' 001-133-0000-4220	50.40
					Total :	50.40
241834	9/15/2025	889942 ATHENS SERVICES	19679038	13511	STREET SWEEPING SERVICES-JULY 2 011-311-0000-4260	17,443.40
			19873976	13511	STREET SWEEPING SERVICES-AUG 2 011-311-0000-4260	17,443.40
					Total :	34,886.80
241835	9/15/2025	893176 AUTOZONE STORE 5681	05681553330		MISC ITEMS 070-383-0000-4400	89.01
					Total :	89.01

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241836	9/15/2025	895152 BARMAZEL, HOWARD	43-2400-00		WATER ACCT REFUND-127 ORANGE G 070-2010	140.42
					Total :	140.42
241837	9/15/2025	895144 BARRIENTOS, VENUS	524467-VB		SMITHSONIAN HONORARIUM 004-2360	1,538.00
					Total :	1,538.00
241838	9/15/2025	893591 BIOMEDICAL WASTE DISPOSAL	156152		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00
					Total :	110.00
241839	9/15/2025	888800 BUSINESS CARD	090225		MONTHLY EMAIL- SEPT 2025 001-135-0000-4260	2,242.09
					Total :	2,242.09
241840	9/15/2025	100464 C.A.P.E.	090225		2026 CAPE TRAINING SEMINAR ON 001-222-0000-4370	450.00
					Total :	450.00
241841	9/15/2025	887810 CALGROVE RENTALS, INC.	204092-1	13512	RENTAL OF LIGHT TOWER AND GENE 001-424-0000-4300	293.36
			204121-1	13512	RENTAL OF LIGHT TOWER AND GENE 001-424-0000-4300	293.36
					Total :	586.72
241842	9/15/2025	895106 CANON U.S.A., INC.	6012489660	13498	CANON COPIER MAINTENANCE FY 20 001-135-0000-4260	454.58
			6012805915	13498	CANON COPIER MAINTENANCE FY 20 001-135-0000-4260	46.28
			6012923108	13498	CANON COPIER MAINTENANCE FY 20 001-135-0000-4260	1,713.71
					Total :	2,214.57
241843	9/15/2025	893676 CARAHSOFT TECHNOLOGY CORP	49642238INV		DRAGON LAW ENFORCEMENT 1 YR M 001-135-0000-4260	385.04
					Total :	385.04

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241844	9/15/2025	894600 CARGILL, INCORPORATED	2911092037	13240	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,022.04
			2911092745	13240	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,117.23
			2911372663	13505	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,021.98
					Total :	18,161.25
241845	9/15/2025	891860 CARL WARREN & COMPANY	21020-21035		REIMB. TO ITF ACCT (LIABILITY CLAIM# 006-1037	42,790.29
					Total :	42,790.29
241846	9/15/2025	892704 CHARGEPOINT	IN225516	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	17.86
			IN226850	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	375.00
			IN232590	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	14.76
			IN238579	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	306.65
			IN240010	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	480.00
			IN245095	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	4,327.50
			IN256895	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	26.92
			IN264435	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	19.61
			IN270305	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	12.49
			IN275521	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	17.57
			IN282621	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	18.41
			IN289224	13519	MAINTENANCE & FLEET FUEL CARD R 029-335-0000-4260	26.01
			IN295049		MAINTENANCE & FLEET FUEL CARD R	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241846	9/15/2025	892704 CHARGEPOINT	(Continued)			
			IN295363	13519	029-335-0000-4260 MAINTENANCE & FLEET FUEL CARD R	17.72
			IN307039	13519	029-335-0000-4260 MAINTENANCE & FLEET FUEL CARD R	2,937.54
			IN324527	13519	029-335-0000-4260 MAINTENANCE & FLEET FUEL CARD R	13.30
			IN329737	13519	029-335-0000-4260 MAINTENANCE & FLEET FUEL CARD R	13.40
			IN346507	13519	029-335-0000-4260 MAINTENANCE & FLEET FUEL CARD R	11.91
					Total :	8,652.15
241847	9/15/2025	894010 CHARTER COMMUNICATIONS	0283057090525		LP CABLE & INTERNET SRV 09/05-10/04/25 001-420-0000-4260	291.97
			18701601-090125		PW OPS CABLE SRV 09/05/25-10/04/25 043-390-0000-4260	141.55
			187701701-090125		CITY HALL CABLE SRV 09/05/25-10/04/25 001-190-0000-4220	202.01
			187701901-081425		PD CABLE SRV-08/18/25-09/17/25 001-222-0000-4260	237.87
			187702001-080725		PD 5G INTERNET SRVS-08/10-09/09 010-225-3698-4500	2,600.00
			187702401-090725		REC PARK CABLE & INTERNET SRV - 001-420-0000-4260	272.02
					Total :	3,745.42
241848	9/15/2025	895153 CHAS, BASRA	37-2627-00		WATER ACCT REFUND-631 S BRAND 070-2010	10.88
					Total :	10.88
241849	9/15/2025	895155 CHAVEZ ORTIZ, FELIX	54-2092-04		WATER ACCT REFUND-825 HAGAR 070-2010	68.45
					Total :	68.45
241850	9/15/2025	895139 CHAVEZ, DANIELA	524467-DC		SMITHSONIAN HONORARIUM	

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241850	9/15/2025	895139 CHAVEZ, DANIELA	(Continued)		004-2360	1,538.00
					Total :	1,538.00
241851	9/15/2025	894797 CHAVEZ, SOLEDAD	REIMB.		SNACKS-INTERVIEW PANEL 001-190-0000-4267	84.13
					Total :	84.13
241852	9/15/2025	100713 CITY OF GLENDALE	3556		WATER MASTER-ULARA (JAN'25-MAR'2	4,742.49
			3685		070-381-0000-4270	4,605.45
					WATER MASTER-ULARA (APR'25-JUNE	9,347.94
					070-381-0000-4450	
					Total :	9,347.94
241853	9/15/2025	100727 CITY OF LOS ANGELES TREASURER	CIC24000007		OUTSTANDING BAL-OPEN STREET EVI	17,475.48
					001-190-0000-4267	17,475.48
					Total :	17,475.48
241854	9/15/2025	103029 CITY OF SAN FERNANDO	7865-7906		REIMB. TO WORKER'S COMP ACCT	24,445.35
					006-1038	24,445.35
					Total :	24,445.35
241855	9/15/2025	890893 CITY OF SAN FERNANDO	SEPT 2025		CITY PROPERTY UTILITY BILLS	7,849.74
					043-390-0000-4210	7,849.74
					Total :	7,849.74
241856	9/15/2025	894776 CLIMATE RESOLVE	INV-0421	13189	CARP II GRANT PARTNERS	13,054.43
			INV-0476	13189	110-150-0578-4270	4,649.92
			INV-0491	13189	CARP II GRANT PARTNERS	14,650.51
			INV-0520	13189	110-150-0578-4270	281.74
					CARP II GRANT PARTNERS	32,636.60
					110-150-0578-4270	
					Total :	32,636.60
241857	9/15/2025	894912 COMMERCIAL TIRE CENTER	77119		VEHICLE MAINT-PK7336	300.00
					041-320-0390-4400	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241857	9/15/2025	894912 894912 COMMERCIAL TIRE CENTER	(Continued)			Total : 300.00
241858	9/15/2025	101982 COUNTY OF LOS ANGELES	FY25/26		FY25/26 ALLOCATION OF LAFCO OPER	1,708.49
					001-130-0000-4270	1,708.49
					Total :	1,708.49
241859	9/15/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25011303316		INSTALLATION OF TRAFFIC SIGNAL	2,617.72
			RE-PW-25081200042		010-311-0562-4600	324.46
			RE-PW-25081200324	13301	INSPECTION-PACOIMA WASH-JUNE 20	931.50
			RE-PW-25081200343	13301	010-311-0567-4600	14,612.12
					INDUSTRIAL WASTE CHARGES-JUNE 2	18,485.80
					072-360-0000-4450	
					INDUSTRIAL WASTE CHARGES-JUNE 2	
					072-360-0000-4450	
					Total :	18,485.80
241860	9/15/2025	893969 DIAMOND ENVIRONMENTAL SERVICES	6411459	13483	RENTAL OF PORTABLE RESTROOMS F	531.05
					001-424-0000-4260	531.05
					Total :	531.05
241861	9/15/2025	895145 DIAZ, NATALIA	524467-ND		SMITHSONIAN HONORARIUM	1,538.00
					004-2360	1,538.00
					Total :	1,538.00
241862	9/15/2025	894082 ELIAS, LILIA LETICIA	SEPT 2025		SENIOR DANCE CLEAN UP SERVICE- C	208.00
					004-2380	208.00
					Total :	208.00
241863	9/15/2025	889810 EMERGENCY RESPONSE	T2025-431		BIOHAZARD CLEANUP	950.00
					001-222-0000-4270	950.00
					Total :	950.00
241864	9/15/2025	895146 ESPARZA LOPEZ, MARIANGEL	524467-MEL		SMITHSONIAN HONORARIUM	1,538.00
					004-2360	1,538.00
					Total :	1,538.00
241865	9/15/2025	893800 FAJARDO, JOANNE	AUG 2025		CHAIR ZUMBA GOLD	457.00
					001-422-0000-4260	

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241865	9/15/2025	893800 893800 FAJARDO, JOANNE	(Continued)			Total : 457.00
241866	9/15/2025	894525 FFSIGNS, LLC	0820		LETTERING MAINT-"SAN FERNANDO" (043-390-0000-4310	1,350.00
					Total :	1,350.00
241867	9/15/2025	894813 FRANCO, ROBERT	REIMB.		SAFETY BOOTS 072-360-0000-4310	176.79
					Total :	176.79
241868	9/15/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598-		PAC 50 TO SHERIFFS 001-222-0000-4220	541.21
			209-150-5251-040172-		MWD METER (P.W.) 070-384-0000-4220	43.19
			209-151-4939-102990-		MUSIC CHANNEL 001-190-0000-4220	39.30
			209-151-4941-102990-		POLICE PAGING 001-222-0000-4220	39.30
			209-188-4361-031792-		RCS PHONE LINES 001-222-0000-4220	3,048.46
			209-188-4362-031792-		POLICE PHONE LINES 001-222-0000-4220	128.40
			209-188-4363-031892-		VARIOUS PHONE LINES 001-190-0000-4220	91.09
					070-384-0000-4220	414.93
					001-420-0000-4220	264.16
			818-361-0901-051499-		SEWER FLOW MONI (P. W.) 072-360-0000-4220	76.07
			818-361-3958-091407-		CNG STATION 074-320-0000-4220	72.03
			818-361-6728-080105-		ENGINEERING FAX LINE 001-310-0000-4220	45.91
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE 001-190-0000-4220	31.76
			818-838-1841-112596-		ENGINEERING FAX MODEM 001-310-0000-4220	46.69
			818-838-4969-021803-		POLICE DEPT ALARM PANEL	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241868	9/15/2025	892198 FRONTIER COMMUNICATIONS	(Continued)		001-222-0000-4220	155.35
					Total :	5,037.85
241869	9/15/2025	101273 GARCIA, PATTY	REIMB.		ITEMS-CITY BDAY EVENT & HOLIDAY T 001-424-0000-4260	271.40
					Total :	271.40
241870	9/15/2025	894008 GMU PAVEMENT ENGINEERING	68123	13395	ON-CALL PAVEMENT DESIGN SERVICE 008-311-0560-4600	6,086.00
					Total :	6,086.00
241871	9/15/2025	894841 GONZALEZ, MICAELA	REIMB.		ITEMS FOR SENIOR PROG 004-2346	201.04
					Total :	201.04
241872	9/15/2025	894407 GRAYBAR FINANCIAL SERVICES	18986636		SEPT-VOIP MONTHLY LEASE PAYMENT 001-190-0000-4220	946.60
					001-222-0000-4220	946.60
					001-420-0000-4220	405.69
					070-384-0000-4220	405.69
					Total :	2,704.58
241873	9/15/2025	101450 HANSEN, SUSIE	774-A		EARLY ARRIVAL CHARGE - ENTERTAIN 004-2385	600.00
					Total :	600.00
241874	9/15/2025	101512 HDL, COREN & CONE	SIN052776	13514	CONTRACT SERVICES - PROPERTY TA 001-130-0000-4270	1,845.68
					Total :	1,845.68
241875	9/15/2025	892682 IPS GROUP, INC.	INV112755	13345	SMART PARKING METER 029-335-0000-4600	1,585.19
					Total :	1,585.19
241876	9/15/2025	894319 LENCHITAS TORTILLERIA	SEPT 2025		TAMALES- SENIOR DANCE 09/20/25 004-2380	255.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241876	9/15/2025	894319 894319 LENCHITAS TORTILLERIA	(Continued)			Total : 255.00
241877	9/15/2025	892444 LICEA, ALEXANDER	TRAVEL		CHIA CONF ON 08/12-08/15 IN LAS VEG 001-224-0000-4360	1,309.46 Total : 1,309.46
241878	9/15/2025	101920 LIEBERT CASSIDY WHITMORE	293968		LEGAL SERVICES 001-112-0000-4270	675.00
			299423		LEGAL SERVICES 001-112-0000-4270	4,503.00
			299424		LEGAL SERVICES 001-112-0000-4270	3,355.00
			299425		LEGAL SERVICES 001-112-0000-4270	1,377.50
			299426		LEGAL SERVICES 001-112-0000-4270	1,505.00
			299427		LEGAL SERVICES 001-112-0000-4270	1,296.00
			299428		LEGAL SERVICES 001-112-0000-4270	4,773.00 Total : 17,484.50
241879	9/15/2025	893292 LOCAL GOVERNMENT	632	13515	SENATE BILL90 STATE MANDATED CO: 001-130-0000-4270	2,100.00 Total : 2,100.00
241880	9/15/2025	101974 LOS ANGELES COUNTY	JUNE 2025	13245	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	11,507.97 Total : 11,507.97
241881	9/15/2025	895147 MARTINEZ, JOSHUA	524467-JM		SMITHSONIAN HONORARIUM 004-2360	1,538.00 Total : 1,538.00
241882	9/15/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	39.76 Total : 39.76

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241883	9/15/2025	102226 MISSION LINEN SUPPLY	524447037	13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45
			524489613	13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45 Total : 668.90
241884	9/15/2025	102052 MMASC	13826		MEMBERSHIP DUES - J SPATIG 001-222-0000-4380	125.00 Total : 125.00
241885	9/15/2025	895142 MORALES, VINCENT	524467-VM		SMITHSONIAN HONORARIUM 004-2360	1,538.00 Total : 1,538.00
241886	9/15/2025	893164 MY CASINO SHUTTLE	1785		TRANSPORTATION FOR SENIOR TRIP- 004-2383	1,800.00 Total : 1,800.00
241887	9/15/2025	102325 NAPA AUTO PARTS	204754		VEHICLE MAINT-WA4244 070-383-0000-4400	192.26
			206613		VEHICLE MAINT-PW3464 072-360-0000-4400	62.37
			207139		VEHICLE MAINT-ME9503 041-320-0320-4400	198.90 Total : 453.53
241888	9/15/2025	102336 NATIONAL CONSTRUCTION RENTALS	7898604		FENCE RENTAL-13441 FOOTHILL 070-384-0000-4260	142.66 Total : 142.66
241889	9/15/2025	893405 NEW HORIZON	2303422		LP PHONE SERVICES-SEPT 2025 001-420-0000-4220	308.25 Total : 308.25
241890	9/15/2025	894100 ODP BUSINESS SOLUTIONS , LLC	432012652001		OFFICE SUPPLIES 001-222-0000-4300	13.79
			432013140001		OFFICE SUPPLIES 001-222-0000-4300	7.13

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241890	9/15/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			432013166001		OFFICE SUPPLIES	
					001-222-0000-4300	136.79
			433149056001		OFFICE SUPPLIES	
					070-383-0000-4300	109.58
			433306168001		BREAK ROOM SUPPLIES	
					001-190-0000-4300	315.44
			433756272001		OFFICE SUPPLIES	
					001-222-0000-4300	221.09
			433758141001		OFFICE SUPPLIES	
					001-222-0000-4300	25.03
			433758148001		OFFICE SUPPLIES	
					001-222-0000-4300	3.86
			434147362001		OFFICE SUPPLIES	
					070-383-0000-4300	54.79
			434154777001		OFFICE SUPPLIES	
					070-383-0000-4300	125.41
			434154779001		OFFICE SUPPLIES	
					070-383-0000-4300	60.99
			434699239001		OFFICE SUPPLIES	
					001-422-0000-4300	45.95
			435948090001		OFFICE SUPPLIES	
					001-222-0000-4300	53.25
			435948104001		OFFICE SUPPLIES	
					001-222-0000-4300	14.35
			436591700001		OFFICE SUPPLIES	
					001-222-0000-4300	53.58
			436592017001		OFFICE SUPPLIES	
					001-222-0000-4300	84.21
			436592018001		OFFICE SUPPLIES	
					001-222-0000-4300	26.02
			437016753001		OFFICE SUPPLIES	
					001-222-0000-4300	111.96
			437017441001		OFFICE SUPPLIES	
					001-222-0000-4300	148.32
Total :						1,611.54

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241891	9/15/2025	894123 OLIVAREZ MADRUGA LAW	28315		LEGAL SERVICES	
					070-110-0000-4270	835.20
					001-112-0000-4270	22,407.36
					001-110-0000-4270	31,354.60
			28316		LEGAL SERVICES	
					001-110-0000-4270	302.40
			28317		LEGAL SERVICES	
					001-112-0000-4270	569.70
					001-110-0000-4270	572.81
Total :						56,042.07
241892	9/15/2025	100221 ORTEGA, SYLVIA	TRAVEL		PER DIEM-CCUG ANNUAL SEMINAR OI	
					001-222-0000-4370	326.40
Total :						326.40
241893	9/15/2025	889545 PEREZ, MARIBEL	REIMB.		FANS FOR LOPEZ ADOBE & ASC@P SI	
					001-423-0000-4300	129.25
Total :						129.25
241894	9/15/2025	887646 PLUMBERS DEPOT INC	PD-59438		VEHICLE MAINT-PW3464	
					072-360-0000-4400	220.00
Total :						220.00
241895	9/15/2025	895002 PORTA-STOR	459816		MCB STORAGE BIN RENTAL-JULY 2025	
					001-423-0000-4260	82.00
Total :						82.00
241896	9/15/2025	894746 PRECISION CIVIL	31845		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	1,435.00
			31879		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	210.00
			31996		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	105.00
			32060		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	210.00
Total :						1,960.00

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241897	9/15/2025	889264 PRECISION CONCRETE CUTTING	CSF 082125-09	13337	CITYWIDE SIDEWALK ASSESSMENT 121-311-0866-4600	19,994.91 19,994.91
241898	9/15/2025	890004 PTS	2145749		PD PAY PHONE-SEPT 2025 001-190-0000-4220	88.00 88.00
241899	9/15/2025	894306 QUENCH USA, INC.	INV09453538		DRINKING WATER 001-222-0000-4300	123.49 123.49
241900	9/15/2025	102858 RIVERSIDE COUNTY SHERIFF	BCTC0089578 BCTC0089579 BCTC0089580		BACKGROUND INVESTIGATION TRAINI 001-225-0000-4360 BACKGROUND INVESTIGATION TRAINI 001-225-0000-4360 BACKGROUND INVESTIGATION TRAINI 001-225-0000-4360	351.00 351.00 351.00 1,053.00
241901	9/15/2025	892856 SALAS, JUAN	REIMB.		PROGRAM SUPPLIES 004-2346	203.87 203.87
241902	9/15/2025	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		FOOD & BEV-ZOO TRIP 001-226-0230-4380	157.56 157.56
241903	9/15/2025	892619 SIMONZAD, BENNY	REIMB.		TUITION REIMB-MARKING MANAGEME 001-225-0000-4365	710.00 710.00
241904	9/15/2025	894532 SIRCHIE ACQUISITION COMPANY LL	070281-IN		EVIDENCE SUPPLIES 001-222-0000-4300	198.95 198.95
241905	9/15/2025	103184 SMART & FINAL	0049		SNACKS FOR DWR MTG 070-381-0000-4370	106.72

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241905	9/15/2025	103184 SMART & FINAL	(Continued) 0260		CALLES VERDES EVENT 001-310-0000-4300	83.62 190.34
241906	9/15/2025	894527 SOLARES, EDUARDO	0268		SHAVED ICE SERVICE-CITY'S BDAY 001-423-0000-4260	1,050.00 1,050.00
241907	9/15/2025	895140 SOLORIO, MARTIN	524467-MS		SMITHSONIAN HONORARIUM 004-2360	1,538.00 1,538.00
241908	9/15/2025	103196 SOUTH COAST AIR QUALITY	4581522 4581523 4585833 4585834		RCS GENERATOR PERMIT RENEWAL F 041-320-0000-4260 LP GENERATOR PERMIT RENEWAL FE 041-320-0000-4260 EMISSIONS FEE-208 PARK AVE 041-320-0000-4260 EMISSIONS FEE-505 S HUNTINGTON 041-320-0000-4260	565.63 565.63 170.94 170.94 1,473.14
241909	9/15/2025	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU	836026		FINGERPRINTING - JULY 2025 001-133-0000-4270	47.00 47.00
241910	9/15/2025	894649 STERLING ADMINISTRATION	881243 882519		FSA FUNDING CONTRIBUTION 004-2365 FSA FUNDING CONTRIBUTION 004-2365	908.75 908.75 1,817.50
241911	9/15/2025	893955 TALLEY, BRIDGET LAINE	AUG 2025		CHAIR YOGA INSTRUCTOR 001-422-0000-4260	315.00 315.00
241912	9/15/2025	101528 THE HOME DEPOT CRC	2626915		PARTS FOR BRINE TANK	

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241912	9/15/2025	101528 THE HOME DEPOT CRC	(Continued)			
			3974355	13516	070-384-0000-4330 SOLAR WATER SOFTENER SALT CRYSTALS	33.14
			6644393		070-384-0000-4310 TOOL BOX	2,735.90
			9901611		070-383-0000-4340 DEPT SUPPLIES & (2) WATER JUGS	363.55
			AUG 2025		070-383-0000-4300 FINANCE CHARGES	69.57
					070-384-0000-4310	56.79
					Total :	3,258.95
241913	9/15/2025	895154 TORRES-LOPEZ, DOMINGA	58-1328-15		WATER REFUND-630 HARDING 070-2010	10.55
					Total :	10.55
241914	9/15/2025	893504 TOWN HALL STREAMS, LLC	16787		STREAMING SERVICES - SEPT 2025 001-115-0000-4260	250.00
					Total :	250.00
241915	9/15/2025	892853 TREE PEOPLE	10	12843	URBAN FOREST MANAGEMENT PLAN 110-346-0838-4270	33,525.05
					Total :	33,525.05
241916	9/15/2025	101028 TYLER TECHNOLOGIES, INC.	045-534944	13365	ERP SOFTWARE AND IMPLEMENTATION 121-135-3689-4260	1,400.00
			045-536146	13365	ERP SOFTWARE AND IMPLEMENTATION 121-135-3689-4260	1,400.00
					Total :	2,800.00
241917	9/15/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE & FEES	15122187		ACCT 15122187-POSTAGE REIMB. 001-190-0000-4280	2,200.00
					Total :	2,200.00
241918	9/15/2025	103463 U.S. POSTMASTER	SEPT 2025		POSTAGE-SEPT UTILITY BILLS 070-382-0000-4300 072-360-0000-4300	913.58 913.57

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241918	9/15/2025	103463 U.S. POSTMASTER	(Continued)			Total : 1,827.15
241919	9/15/2025	103445 UNDERGROUND SERVICE ALERT	25-260773		CA STATE FEE-REGULATORY COSTS 070-381-0000-4260 072-360-0000-4260 001-370-0000-4310	28.60 28.61 28.61
			820250703		(41) SNF01 NEW TICKET CHARGES 070-381-0000-4260 072-360-0000-4260 001-370-0000-4310	85.34 85.33 85.33
					Total :	341.82
241920	9/15/2025	894888 US BANCORP SERVICE CENTER INC	081325		RENTAL OF (1) PICK UP TRUCK 070-384-0000-4400	912.72
			081425		BUSINESS CARDS 070-383-0000-4300	39.33
					001-310-0000-4300	38.40
					001-222-0000-4300	118.00
			081725		RIBBON 001-101-0000-4300	38.65
			081818		IT ITEMS FOR VPN'S 001-135-0000-4300	82.82
			082025		RGSTR-BIKWAY FACILITY & MASTER 001-310-0000-4360	195.00
			082225		TOWELS-GYM FLOOR CLEANING 001-423-0000-4300	226.94
			082425		HEADSET 001-135-0000-4300	128.18
			082625		RGSTR-2025 CA LAND RECYCLING CONF 001-150-0000-4370	275.00
			082625		2025-2026 MEMBERSHIP DUES 001-150-0000-4370	572.00
			082825		MEMBERSHIP RENEWAL 001-422-0000-4370	170.00
			090425		2025 EDUCATION WEEK CONF ON 10/2 001-140-0000-4370	805.00
			090525		DEPOSIT-TRAIN RENTAL FOR HOLIDAY	

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241920	9/15/2025	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			090525		001-424-0000-4300 INTERCOM REPL & MISC SUPPLIES	500.00 77.86
			090725		001-422-0000-4300 ITEMS FOR VARIOUS PROGS & EVENT	356.86
			090825		001-423-0000-4300 001-424-0000-4430 MAT'L'S TO PREVENT VANDALISM TO L	155.97
					010-311-0567-4600	452.93
					Total :	5,145.66
241921	9/15/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_07/09-08/08/25	13518	SEWER OVERFLOW MONITORING SEF 072-360-0000-4260	770.00
			COSF_07/1-07/31/25	13517	SEWER FLOW MONITORING & WASTE ¹	540.00
			COSF_08/09-09/08/25	13518	072-360-0000-4260 SEWER OVERFLOW MONITORING SEF	770.00
			COSF_08/1-08/31/25	13517	072-360-0000-4260 SEWER FLOW MONITORING & WASTE ¹	540.00
			COSF_09/1-09/30/25	13517	072-360-0000-4260 SEWER FLOW MONITORING & WASTE ¹	540.00
					Total :	3,160.00
241922	9/15/2025	100101 VERIZON WIRELESS-LA	6121647379		CELL PHONE PLANS & HOT SPOTS	
					001-101-0112-4220	38.83
					001-105-0000-4220	49.81
					001-222-0000-4220	80.02
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.01
					070-384-0000-4220	484.92
					072-360-0000-4220	102.52
			6121952258		PD CELL PHONE PLANS	
					001-222-0000-4220	523.86
			6121964014		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	36.87

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241922	9/15/2025	100101 100101 VERIZON WIRELESS-LA	(Continued)			Total : 1,830.94
241923	9/15/2025	890970 WEX BANK	107002296		FUEL FOR CITY FLEET	
					041-320-0152-4402	78.41
					041-320-0221-4402	582.38
					041-320-0222-4402	585.70
					041-320-0224-4402	1,042.55
					041-320-0225-4402	4,334.17
					041-320-0228-4402	630.21
					041-320-0311-4402	1,871.11
					041-320-0320-4402	68.05
					041-320-0346-4402	91.17
					041-320-0390-4402	2,621.42
					041-320-0312-4402	489.17
					070-382-0000-4402	574.83
					070-383-0000-4402	738.92
					070-384-0000-4402	597.44
					072-360-0000-4402	640.38
					041-320-0370-4402	1,306.89
					Total :	16,252.80
241924	9/15/2025	891531 WILLDAN ENGINEERING	00339576A	13379	ON-CALL ENGINEERING SERVICES	
			00339697A	13379	072-1236 ON-CALL ENGINEERING SERVICES	2,671.25
			00339843A	13379	072-1236 ON-CALL ENGINEERING SERVICES	455.00
			00340247	13379	072-1236 ON-CALL ENGINEERING SERVICES	65.00
				13379	001-310-0000-4270	14,779.50
				13379	010-311-0567-4600	108.00
				13379	024-371-0510-4600	2,163.00
				13379	024-311-0000-4600	2,062.00
			00340396A	13379	ON-CALL ENGINEERING SERVICES	
				13379	072-1236	455.00
			00340397	13379	ON-CALL ENGINEERING SERVICES	
				13379	072-1236	65.00
			00340539A		ON-CALL ENGINEERING SERVICES	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241924	9/15/2025	891531 WILLDAN ENGINEERING	(Continued)			
			00340539B	13379	072-1236 ON-CALL ENGINEERING SERVICES	657.00
				13379	001-310-0000-4270	23,892.50
				13379	024-371-0510-4600	3,345.00
				13379	024-311-0000-4600	231.00
			00340707A		ON-CALL ENGINEERING SERVICES	
				13379	072-1236	917.00
			00340848A		ON-CALL ENGINEERING SERVICES	
				13379	072-1236	65.00
			00340849		ON-CALL ENGINEERING SERVICES	
				13379	070-381-0000-4270	320.00
			00341014A		ON-CALL ENGINEERING SERVICES	
				13379	072-1236	130.00
					Total :	52,381.25
241925	9/15/2025	890008 WOODWARD, BRIAN	TRAVEL		PER DIEM-PISTOL RED DOT INSTRUCT	
					001-225-0000-4360	70.00
					Total :	70.00
108	Vouchers for bank code :		bank3		Bank total :	680,765.18
108	Vouchers in this report				Total vouchers :	680,765.18

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-092vchlist
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241705	9/1/2025	894452 ABDALLAH, MARIA G.	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
					Total :	2,157.72
241706	9/1/2025	100091 AGORICHAS, JOHN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
241707	9/1/2025	895025 AGUILAR, MARY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
241708	9/1/2025	100104 ALBA, ANTHONY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
241709	9/1/2025	891011 APODACA-GRASS, ROBERTA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
241710	9/1/2025	100260 AVILA, FRANK	25-Sep		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04
					Total :	1,695.04
241711	9/1/2025	100306 BARNARD, LARRY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
241712	9/1/2025	100346 BELDEN, KENNETH M.	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	965.00
					Total :	965.00
241713	9/1/2025	892233 BUZZELL, CAROL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
241714	9/1/2025	102127 CABRERA, KATHY	25-Sep		CALPERS HEALTH REIMB	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241714	9/1/2025	102127 CABRERA, KATHY	(Continued)		001-180-0000-4127	1,498.96
					Total :	1,498.96
241715	9/1/2025	891350 CALZADA, FRANK	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
241716	9/1/2025	100642 CASTRO, RICO	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46
					Total :	2,369.46
241717	9/1/2025	103816 CHAVEZ, ELENA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	290.28
					Total :	290.28
241718	9/1/2025	100752 COLELLI, CHRISTIAN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95
					Total :	2,250.95
241719	9/1/2025	891014 CREEKMORE, CASIMIRA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
241720	9/1/2025	893711 DAVIS, JAMES	25-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06
					Total :	1,739.06
241721	9/1/2025	100913 DECKER, CATHERINE	25-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	426.70
					Total :	426.70
241722	9/1/2025	100925 DELGADO, RALPH	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	726.50
					Total :	726.50
241723	9/1/2025	101667 DIAZ, EVELYN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	948.00
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SPECIAL CHECKS

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241723	9/1/2025	101667 101667 DIAZ, EVELYN	(Continued)			Total : 948.00
241724	9/1/2025	100960 DIEDIKER, VIRGINIA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
241725	9/1/2025	100996 DRAKE, JOYCE	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
241726	9/1/2025	100995 DRAKE, MICHAEL	25-Sep		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
241727	9/1/2025	100997 DRAPER, CHRISTOPHER	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
241728	9/1/2025	101044 ELEY, JEFFREY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
241729	9/1/2025	891040 FISHKIN, RIVIAN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
241730	9/1/2025	101178 FLORES, ADRIAN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
241731	9/1/2025	101182 FLORES, MIGUEL	25-Sep		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
241732	9/1/2025	894378 GARCIA, BERTHA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	768.52

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241732	9/1/2025	894378 894378 GARCIA, BERTHA	(Continued)			Total : 768.52
241733	9/1/2025	891351 GARCIA, DEBRA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10 Total : 2,331.10
241734	9/1/2025	101281 GARIBAY, SAUL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52 Total : 2,730.52
241735	9/1/2025	101318 GLASGOW, KEVIN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
241736	9/1/2025	101333 GODINEZ, FRAZIER C.	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
241737	9/1/2025	101409 GUERRA, LAUREN E	25-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
241738	9/1/2025	891021 GUIZA, JENNIE	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
241739	9/1/2025	102896 GUZMAN, ROSA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	329.56 Total : 329.56
241740	9/1/2025	891352 HADEN, SUSANNA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 Total : 1,086.55
241741	9/1/2025	101440 HALCON, ERNEST	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241742	9/1/2025	101672 HANCHETT, NICHOLE	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
241743	9/1/2025	891918 HARTWELL, BRUCE	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
241744	9/1/2025	101465 HARVEY, DAVID	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
241745	9/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
241746	9/1/2025	101471 HASBUN, NAZRI A.	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	290.28 290.28
241747	9/1/2025	891023 HATFIELD, JAMES	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
241748	9/1/2025	892104 HERNANDEZ, ALFONSO	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
241749	9/1/2025	891024 HOOKER, RAYMOND	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241750	9/1/2025	893616 HOUGH, LOIS	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
241751	9/1/2025	101597 IBRAHIM, SAMIR	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	528.16

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241751	9/1/2025	101597 101597 IBRAHIM, SAMIR	(Continued)			528.16
241752	9/1/2025	101694 JACOBS, ROBERT	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
241753	9/1/2025	892105 KAHMANN, ERIC	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
241754	9/1/2025	101786 KLOTZSCHE, STEVEN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
241755	9/1/2025	891866 KNIGHT, DONNA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	178.72 178.72
241756	9/1/2025	891043 LIEBERMAN, LEONARD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
241757	9/1/2025	101933 LITTLEFIELD, LESLEY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241758	9/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68 1,730.68
241759	9/1/2025	102059 MACK, MARSHALL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48
241760	9/1/2025	891010 MAERTZ, ALVIN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	645.94 645.94

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241761	9/1/2025	888037 MARTINEZ, ALVARO	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 1,297.98
241762	9/1/2025	102206 MILLER, WILMA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241763	9/1/2025	102212 MIRAMONTES, MONICA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
241764	9/1/2025	102232 MIURA, HOWARD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241765	9/1/2025	892106 MONTAN, EDWARD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
241766	9/1/2025	102443 OKAFOR, MICHAEL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19 2,099.19
241767	9/1/2025	102473 ORDELHEIDE, ROBERT	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,359.52 2,359.52
241768	9/1/2025	102486 ORSINI, TODD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18 2,308.18
241769	9/1/2025	102569 PARKS, ROBERT	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
241770	9/1/2025	102580 PATINO, ARMANDO	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241770	9/1/2025	102580 PATINO, ARMANDO	(Continued)			2,326.00
241771	9/1/2025	102527 PISCITELLI, ANTHONY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	726.50 726.50
241772	9/1/2025	891033 POLLOCK, CHRISTINE	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	349.00 349.00
241773	9/1/2025	102735 QUINONEZ, MARIA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
241774	9/1/2025	891034 RAMSEY, JAMES	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241775	9/1/2025	102788 RAYGOZA, JOSE LUIS	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
241776	9/1/2025	102864 RIVETTI, DOMINICK	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
241777	9/1/2025	887872 ROSENBERG, IRWIN	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93 1,807.93
241778	9/1/2025	102936 RUELAS, MARCO	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 1,086.55
241779	9/1/2025	102940 RUIZ, RONALD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241780	9/1/2025	891044 RUSSUM, LINDA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
241781	9/1/2025	103005 SALAZAR, TONY	25-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 1,498.96
241782	9/1/2025	103118 SENDA, OCTAVIO	25-Sep		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 1,996.05
241783	9/1/2025	892107 SHANAHAN, MARK	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
241784	9/1/2025	891035 SHERWOOD, NINA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241785	9/1/2025	103175 SKOBIN, ROMELIA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 1,671.25
241786	9/1/2025	893677 SOLIS, MARGARITA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 580.11
241787	9/1/2025	103220 SOMERVILLE, MICHAEL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
241788	9/1/2025	889588 UFANO, VIRGINIA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
241789	9/1/2025	103516 VAIRO, ANTHONY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241789	9/1/2025	103516 103516 VAIRO, ANTHONY	(Continued)			1,793.00
241790	9/1/2025	888417 VALDIVIA, LAURA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
241791	9/1/2025	103550 VANICEK, JAMES	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
241792	9/1/2025	103562 VASQUEZ, JOEL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
241793	9/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
241794	9/1/2025	103692 VILLALVA, FRANCISCO	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
241795	9/1/2025	891038 WAITE, CURTIS	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
241796	9/1/2025	103612 WALKER, MICHAEL	25-Sep		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 185.08
241797	9/1/2025	103620 WARREN, DALE	25-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
241798	9/1/2025	895047 WATT, NANCY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241799	9/1/2025	893690 WATTS, STEVE M.	25-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	528.16
					Total :	528.16
241800	9/1/2025	891037 WEBB, NANCY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
241801	9/1/2025	103643 WEDDING, JEROME	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
241802	9/1/2025	103727 WYSBEEK, DOUDE	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
241803	9/1/2025	103737 YNIGUEZ, LEONARD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
99	Vouchers for bank code :		bank3		Bank total :	103,958.46
99	Vouchers in this report				Total vouchers :	103,958.46

Voucher Registers are not final until approved by Council.

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241804	9/1/2025	100286 BAKER, BEVERLY	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
241805	9/1/2025	100916 DEIBEL, PAUL	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
241806	9/1/2025	101926 LILES, RICHARD	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
241807	9/1/2025	102126 MARTINEZ, MIGUEL	25-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	768.52
					Total :	768.52
241808	9/1/2025	894908 NAVARRO, NORMA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
241809	9/1/2025	891354 RAMIREZ, ROSALINDA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
241810	9/1/2025	892782 TIGHE, DONNA	25-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
7 Vouchers for bank code : bank3						Bank total : 2,560.58
7 Vouchers in this report						Total vouchers : 2,560.58

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241811	8/28/2025	100143 ALONSO, SERGIO	JULY 2025		MMAPI INSTRUCTOR SERGIO ALONSO	
				13388	108-424-3659-4260	950.00
				13388	109-424-3618-4260	5,210.00
					Total :	6,160.00
241812	8/28/2025	890546 BARAJAS, CRYSTAL	JULY 2025		MMAPI INSTRUCTOR	
				13380	108-424-3659-4260	180.00
					Total :	180.00
241813	8/28/2025	101434 GUZMAN, JESUS ALBERTO	JULY 2025		MARIACHI MASTER APPRENTICE PRO	
				13413	109-424-3618-4260	2,800.00
				13413	108-424-3659-4260	900.00
					Total :	3,700.00
241814	8/28/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	JULY 2025		MMAPI INSTRUCTOR MARIO HERNAND	
				13391	108-424-3659-4260	720.00
					Total :	720.00
241815	8/28/2025	893218 LAZARO, ERNESTO	JULY 2025		MMAPI INSTRUCTOR ERNESTO LAZAR	
				13392	108-424-3659-4260	540.00
				13392	109-424-3618-4260	2,280.00
					Total :	2,820.00
5 Vouchers for bank code :		bank3			Bank total :	13,580.00
5 Vouchers in this report					Total vouchers :	13,580.00

Voucher Registers are not final until approved by Council.

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09/05/2025 12:56:04PM

Voucher List
CITY OF SAN FERNANDO

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241816	9/5/2025	102519 P.E.R.S.	SEPT 2025		HEALTH INS BENEFITS-SEPT 2025 001-1160	214,804.87
Total :						214,804.87
1 Vouchers for bank code :		bank3				Bank total : 214,804.87
1 Vouchers in this report						Total vouchers : 214,804.87

Voucher Registers are not final until approved by Council.

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09/10/2025 10:42:32AM

Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241817	9/12/2025	103648 CITY OF SAN FERNANDO	P/E 09-05-2025		REIMBURSEMENT FOR PAYROLL 09/12	
					001-1003	602,082.89
					007-1003	2,438.70
					017-1003	2,612.33
					027-1003	4,936.34
					029-1003	3,340.61
					041-1003	8,476.07
					043-1003	28,823.13
					070-1003	67,139.13
					072-1003	22,984.20
					094-1003	1,152.06
					Total :	743,985.46
1	Vouchers for bank code :	bank3			Bank total :	743,985.46
1	Vouchers in this report				Total vouchers :	743,985.46

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager

Date: September 15, 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) 2025-2026 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 2025-2026 approved enhancements, capital improvement projects, and City Council priorities. Changes to each project since the last meeting have been tracked and are shown in red. Attachment “C” shows City contracts that are approaching the end of the term. Attachment “E” provides a summary of 2025 Legislative Advocacy & Funding Request Letters.

COMPLETED PROJECTS:

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

Title: City Council Office Redesign

Title: Records Retention Policy Update

Date Completed

September 2024

January 2025

Community Development Department.

Title: Animal Control Contract Management

Title: CDBG Neighborhood Cleanup Program

Title: New Position – Planning Manager

Title: Mixed Use and Specific Plan Overlay Districts

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

Title: Homeless Action Plan Implementation and Management

Title: Zoning Code Reorganization

Title: Landscape Ordinance

Title: Outdoor Dining Ordinance

Date Completed

June 2024

June 2025

March 2025

March 11, 2025

February 18, 2025

March 2025

May 5, 2025

May 5, 2025

May 5, 2025

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

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COMPLETED PROJECTS CONTINUED:

Finance.

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

Date Completed

February 18, 2025
February 2025

Police Department.

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

Date Completed

September 2024
September 2024
February 2025

April 8, 2025
May 19, 2025

Public Works Department.

Title: Civic Center Beautification (Painting) Project
Title: Position Reclassification: Convert Four (4) Part-Time
Maintenance Workers to Two (2) Full-Time Maintenance
Workers for Graffiti and Tree Maintenance
Title: Street Resurfacing Project – Phase 3
Title: Curb Painting, Street Striping, and Street Markings
Title: Pioneer Park Playground Renovation Project
Title: Urban Forest Management Plan

Date Completed

January 2025

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

Recreation & Community Services.

Title: Afterschool Teen Program
Title: Park Opportunity Plan

Date Completed

October 7, 2024
October 7, 2024

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

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Active Projects

Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
City Manager Office					
Downtown Master Plan	Approved FY 22-23 budget to develop a DTMP with robust community outreach. Guides future actions for revitalization of Downtown San Fernando. Budget: \$297,675.	<ul style="list-style-type: none"> • Multimodal Survey (Dec 2023–Mar 2024) • Ad Hoc Mtg #1 (Mar 11, 2024) • CAC Mtg #1 (Apr 11, 2024) • Outreach “Walkshop” (Apr 27, 2024) • Online Survey (Apr–May 2024) • Existing Conditions Analysis (Jul 2024) • Phase 1 Findings to Council + PPC (Sept 16, 2024) • PPC Meeting cancelled (Nov 12, 2024) • Contract extended to Dec 2025 	<ul style="list-style-type: none"> • Presentation of next steps (Oct 2025) 	Dec 2025	Kanika Kith

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> Ad Hoc Mtg #2 (Jun 11, 2025) 			
East San Fernando Valley Light Rail Transit Project	<p>Metro project to build light rail line in two phases:</p> <p>Phase 1 – 6.7 miles along Van Nuys Blvd with 11 stations.</p> <p>Phase 2 – 2.5 miles from Pacoima to Sylmar/San Fernando Metrolink. Funded by Measure R & M.</p>	<ul style="list-style-type: none"> City comments on Draft EIR (2017–2020) Metro Board certified Final EIR (Dec 2020) with safety/design conditions Grade Crossing Analysis (Apr–Sep 2022) Supplemental Phase 2 studies (Jan–Summer 2024) Status updates to Council (2020, 2022, 2025) CPUC Sec. 130 safety funding discussions (Jun 2025) Multi-agency safety improvements discussion (Jun 25, 2025) Public outreach results presented (Jul 7, 2025) City Council approved conditional support for 	<p>Await Metro Board decision (Fall 2025).</p> <p>Continue pursuing early action safety funding and mitigations.</p>	Phase 1 – 2031; Phase 2 – TBD	Will Pettener

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Scenario 2 (Aug 18, 2025)			
CDBG Small Business Assistance Grant Program (SBAP)	Provides grants to businesses/property owners for storefront improvements (signage, paint, anti-graffiti, landscaping, etc.). Total funding: \$210,110.	<ul style="list-style-type: none"> FY 24-25 CDBG Programs approved (May 2024) SBAP guidelines + additional \$64,506 allocation approved (Nov 18, 2024) 35 applications received, 19 awarded. 	9-2-25: Program update to Council	Sept 2025	Kanika Kith
Virtual San Fernando – Website Redesign & My San Fernando App	ARPA-funded digital initiative. Phase 1: My San Fernando App (launched Mar 2024; 4,300+ requests submitted). Phase 2: Website redesign by Granicus (\$200,000).	<ul style="list-style-type: none"> Phase 1 (App) completed Granicus awarded website redesign contract (Oct 2023) Granicus staff transition issues – new PM assigned, complaint filed Expedited training (Aug 2025) QC check on migration underway \$10,000 ARPA funding available for backend support 	None at this time	Fall/Winter 2025	Will Pettener

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> Staff preparing updated content migration list (due Sept 19, 2025) 			
Partnership with Asociación de Jaliscienses Unidos en Acción (AJUA Jalisco)	Staff is pursuing a partnership with AJUA Jalisco to provide services to the immigrant community.	<ul style="list-style-type: none"> Staff met with AJUA representatives on September 3rd to discuss a potential scope of services and future events. 	October 2025: MOU will be presented for Council consideration.	Ongoing	Will Pettener Cristina Moreno
City Clerk's Office					
Amend City Recognition Requests Policy/Procedure	Expands the City's Recognition Requests Policy/Procedure to include clear descriptions and guidelines for Council-issued recognitions (Resolutions, Proclamations, Certificates, official acknowledgments) honoring contributions, achievements, or	<ul style="list-style-type: none"> May 2025 – Council adopted revised Recognition Requests Policy/Procedure (replacing Awards Program). Established clear guidelines, eligibility, admin procedures, and new Request Form. Aug 4, 2025 – Council directed staff to return with revisions to add 	Oct. 20, 2025	Oct. 2025	Julia Fritz

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	service to the community.	<p>guidelines for Resolutions, Proclamations, and recognitions.</p> <p>Sept 2, 2025 – Council directed staff to return with options to add Certificate of Commendation, potential Resolution adoption, and enhanced certificate design options.</p>			
Community Development Department					
Community Preservation – Commercial Property Education Program	Education & maintenance program to support beautification of commercial corridors. Officers work directly with business community.	<ul style="list-style-type: none"> Presented to Council Aug 19, 2024 Postcards distributed Mar 26, 2025 Workshops held Mar 30 & May 7, 2025 Walking inspections began May 12, 2025 22 businesses recognized Jul 28, 2025 	None at this time	FY 2026–2027 (Ongoing)	Andrew Rodriguez

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> 19 more scheduled for Oct 2025 			
Climate Action Resilience Plan (CARP) & General Plan Updates	Strategic framework to mitigate climate change and update Circulation (Mobility) & Open Space/Parks Elements. Supported by state grant.	<ul style="list-style-type: none"> Phase 1 completed Feb 2024 Phase 2 engagement underway with Pacoima Beautiful, FTBMI, and Climate Resolve Grant accepted Apr 2, 2024 Workshops & walkshops held through 2024–2025 Advisory Group refining equity framework 	Workshops: <ul style="list-style-type: none"> Planning & Preservation Commission (Sep 9, 2025) City Council (Sep 15, 2025) 	Jan 31, 2026	Ron Garcia
SCAG REAP 2.0 Grant	\$1.125M grant for housing programs: displacement prevention, historic survey update, density bonus ordinance, zoning updates, streamlined approvals.	<ul style="list-style-type: none"> Council accepted grant Oct 21, 2024 Consultant (Rincon) selected Mar 2025 City tour held Mar 19, 2025 Engagement pop-ups hosted Jun–Aug 2025 (112 participants) 	Workshops: <ul style="list-style-type: none"> Planning & Preservation Commission (Aug 12, 2025) City Council (Sep 15, 2025) 	Jun 30, 2026	Ron Garcia

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> Engagement Plan approved May 5, 2025 Draft documents expected Spring 2026 			
Public Works Department					
Carlisle Green Alley Reconstruction Project	Revitalizes alley with 200+ trees, bioswales, permeable surfaces, lighting, and bike/pedestrian path.	<ul style="list-style-type: none"> PSA with TreePeople approved Sep 3, 2024 PSA with Craftwater approved Jan 6, 2025 Tentative design/construction timeline set (2025–2027) 	None at this time	Mar 2027	Patsy Orozco
Calles Verdes Project	Bioswales and bulbouts on Maclay Ave, stormwater redirection, cooling pavement, trees.	<ul style="list-style-type: none"> Design finalization underway 	Award construction contract – Oct 2025	Dec 2026	Patsy Orozco
Las Palmas Park Revitalization Project	Multi-field and facility renovations, splash pad, ADA playground, lighting, exercise equipment.	<ul style="list-style-type: none"> Design scope under review Cost estimate revised Granting agency reviewing changes 	Council discussion on design adjustments – Oct 2025	Jun 2027	Patsy Orozco / Willdan

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
Cindy Montañez Natural Park Improvements & Maintenance	\$7.5M Caltrans grant for Pacoima Wash Path extension, lighting, restrooms, landscaping, and permanent memorial sign.	<ul style="list-style-type: none"> Partnerships with TreePeople & Tataviam Conservation Corps for maintenance Maintenance agreement approved Oct 21, 2024 RFP for landscaping improvements scheduled Sep–Oct 2025 	None at this time	Ongoing	Patsy Orozco / Willdan
San Fernando Mission Trail Restoration Project (Phase I–III)	Restores bike path lighting with LED/solar tech, smart controls, and sustainability features.	<ul style="list-style-type: none"> Scope includes assessment, design, implementation, and maintenance planning 	None at this time	TBD	Patsy Orozco / Willdan
HSIP Traffic Signal Modification Project	Upgrades signals at 9 intersections with poles, pedestrian heads, controllers, signage, and striping.	<ul style="list-style-type: none"> Street name signs, striping, and signage installed 	Construction acceptance – Oct 2025	Oct 2025	Manuel Fabian / Willdan
Citywide Traffic Signal Synchronization Project	Synchronizes signals at 13 intersections with new GPS units, controllers, and timing charts.	<ul style="list-style-type: none"> Controllers tested CPUC approval secured Timing implemented and fine-tuned 	Project acceptance – Dec 2025	Oct 2025	Manuel Fabian / Willdan

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	<ul style="list-style-type: none"> Phase I (wayfinding/trolley signs) complete Phase II starts FY 2025–26 	None at this time	Phase I complete	Manuel Fabian
Bus Shelter Rehabilitation Project	New shelters/benches at 8 stops, ADA ramp and sidewalk fixes.	<ul style="list-style-type: none"> Procurement ongoing (4–6 months lead time) Construction begins Aug 2025 	None at this time	Nov 2025	Manuel Fabian / Willdan
Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge, bioswales, lighting, and safety features.	<ul style="list-style-type: none"> Construction 98% complete Additional bollards/curbs/striping to address vandalism 	Notice of Completion – Fall 2025	Oct 2025	Patsy Orozco
Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and enforcement guidelines.	<ul style="list-style-type: none"> Data collection and engagement completed 400+ survey responses received Code amendments split for Council review Sep 2, 2025 	RPP code amendment 1st reading – Sep 15, 2025	TBD	City Staff / Dixon Resources Unlimited
City Facility Condition	Comprehensive evaluation of all City-owned facilities to	<ul style="list-style-type: none"> Project kick-off meeting was held on October 16, 2024. 	No Council action required at this time	August 2025	Rodrigo Mora

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
Assessment Report	assess deficiencies, costs for repairs/maintenance, and capital improvements. Includes inventory, inspections, condition ratings, cost estimates, prioritization, life cycle analysis, recommendations, and Facility Condition Index (FCI). Supports strategic planning, compliance, risk management, and resource allocation.				
Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks, drive approaches, curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	<ul style="list-style-type: none"> • Field-check sites • Prepare cost estimates • Prepare project specifications • Identify conflicting utilities • Identify business access impacts • Complete project specifications, 	Award construction contract (tentatively March 2026)	TBD	Manuel Fabian / Willdan

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		construction quantities, and advertise project for construction.			
Las Palmas HVAC Project	HVAC replacement at Las Palmas Park (community center & cooling center). ARPA-funded, focusing on the gym system. Roof replacement required before AC installation.	<ul style="list-style-type: none"> Contractor met with staff January 30, 2025 Work scheduled to minimize program disruptions Roof replacement completed July 2025 HVAC installation scheduled for September 2025. 	Acceptance of project (scheduled October 2025)	October 2025	Manuel Fabian
Emergency Generator Installation at Las Palmas and Recreation Park Facilities	Installation of generators to ensure park cooling centers remain operational during outages/extreme weather. Supports resilience, emergency services, and community safety.	<ul style="list-style-type: none"> Two generators received and placed on pads Design for connection to switching mechanism/ building in plan check Project remains in plan check; Engineering coordinating with Community 	Approve Notice of Completion (tentatively August 2025)	Dec 2025 2025	Rodrigo Mora

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Development to finalize.			
School Zone Signage Safety Enhancement Initiative	Replacing outdated school zone signage with high-visibility, standardized, and compliant signs. Objectives: enhance child safety, improve visibility, standardize messaging, and engage the community.	<ul style="list-style-type: none"> • Audit existing signage • Identify damaged/non-compliant signs • Develop updated reflective/LED designs • Secure stakeholder approvals • Plan phased installations with traffic control • Conduct post-installation evaluation & community feedback 	To Be Determined	To Be Determined	Rodrigo Mora
Recreation Park Bathroom Renovation	Renovation of existing restrooms to create safe, accessible, sustainable facilities.	<ul style="list-style-type: none"> • Assessment & planning underway • Design criteria and cost estimates in progress • Procurement of contractors next • Construction to be phased 	To Be Determined	To Be Determined	Rodrigo Mora

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

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> Post-construction inspection and feedback planned. 			
Downtown Trash Enclosures	Renovation of City-owned trash enclosures in the Mall area.	<ul style="list-style-type: none"> Surveys completed Council approved retrofit of 3 enclosures, demo of 2 RFP published March 2025, two proposals received May 2025 Council awarded contract to Plansman Inc. August 2025 kickoff with consultants; design phase underway with community engagement next. 	No Council action required at this time	Summer 2026	Manuel Fabian / Willdan
City Owned Right-of-Way Beautification	Beautification of ROWs including streetscapes, medians, bikeways, tree wells.	<ul style="list-style-type: none"> Infrastructure restoration (irrigation, wiring, backflow devices) in progress Developing comprehensive task list 	No Council action anticipated	Ongoing	Rodrigo Mora

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> Fall 2025 tree planting planned for vacant tree wells. 			
Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	<ul style="list-style-type: none"> Precision Concrete Cutting awarded contract Assessment in Zone F underway Report and repair plan to follow. 	No Council action required	December 2025	Patsy Orozco
Project Labor Agreement	Evaluation of PLA benefits, costs, and legal requirements.	<ul style="list-style-type: none"> Conducting research on scope, costs, legal compliance Preparing report for Council. 	To be scheduled for Council consideration	TBD	Richard Padilla / Wendell Johnson
City Fleet Replacement & Heavy Equipment Program	Replacement and optimization of City fleet and heavy equipment.	<ul style="list-style-type: none"> Needs assessment in progress Quinn Company developing loader/backhoe specifications PD vehicle right-sizing under review. 	Recommendations to be included in FY 25–26 Budget	Ongoing	Wendell Johnson

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
Overhead Mass Arm Street Name Sign Replacement Project	Replacement of outdated/damaged street name signs.	<ul style="list-style-type: none"> Citywide survey planned Design to include reflective/LED signs Coordination with Caltrans required. 	Staff to prepare RFP for replacements in downtown	TBD	Manuel Fabian
Repair of Public Parking Lots (Phase 1)	Pavement treatments and repairs for 7 parking lots.	<ul style="list-style-type: none"> Work completed July 2025. 	Notice of Completion scheduled Sept 15, 2025	July 2025	Manuel Fabian
Repair of Public Parking Lots (Phase 2)	Additional pavement treatments and repairs for 5 lots.	<ul style="list-style-type: none"> 4 bids received Sept 4, 2025 Staff reviewing bids. 	Award of contract Oct 2025	July 2026	Manuel Fabian
Residential Water Service Shut Off Policy	Implementation of SB 998/SB 3 policy; evaluation of tax-roll collection option.	<ul style="list-style-type: none"> Prop 218 notices mailed Aug 2025 Public workshop scheduled Sept 17, 2025 Council hearing Oct 6, 2025 New rates effective Jan 1, 2026 if approved. 	Update to be provided during Water & Sewer Fee Study / Prop 218 process	Jan 2026 (aligned with Prop 218)	Victor Meza
Recreation Park Rehabilitation	Replacement of failed sod installation.	<ul style="list-style-type: none"> RFP for consultant under development. 	Award of contract Winter2025	TBD	Manuel Fabian

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
IPS Smart Meter Installation	Replacement of coin meters with smart meters.	<ul style="list-style-type: none"> 91 smart meters installed March 2025 Noncompliant meters removed Phase 3 financial analysis underway. 	No Council action required	Fall 2025 (Phase 3)	Manuel Fabian/Willdan
Outdoor Dining in Public ROW	Ordinance and program to allow outdoor dining.	<ul style="list-style-type: none"> Ordinance adopted March 2025 Permits prorated for 2025. 	No Council action required	Ongoing	Manuel Fabian Patsy Orozco
Implementation of California Daylighting Law (AB 413)	Citywide daylighting improvements for safety.	<ul style="list-style-type: none"> 17 noncompliant meters removed Citations issued since May 2025 Phase 1 red curb painting underway Phase 2 rollout planned. 	No Council action anticipated	Ongoing	Rodrigo Mora
Well 2A Refurbishment Project	Refurbishment of Well 2A, including rehabilitation of the pump, motor, and column assembly, along with upgrades to the well casing and	<ul style="list-style-type: none"> 9-2-25 - City Council approval 	No Council action anticipated.	Winter/Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	electrical/motor control systems.				
Well 2A Nitrate Water Treatment Facility Project	Construction of a new nitrate removal treatment facility capable of reducing nitrate concentrations to levels compliant with State Water Resources Control Board – Division of Drinking Water (DDW) standards.	<ul style="list-style-type: none"> 9-2-25 - City Council approval 	No Council action anticipated.	Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian
Well 2A Building Expansion Project	Site improvements and building upgrades to house the treatment process, improve security, and extend the useful life of the facility.	<ul style="list-style-type: none"> 9-2-25 - City Council approval for design drawing 	Council approval of Plans in Dec 2025; Council approval for construction in Jan 2026	March 2026	Victor Meza, Alex Mendez and Manuel Fabian
Police Department					
Police Station Cameras and Parking Lot Security	Enhancing Police Station security with UASI 2022 grant funds. Includes new cameras, upgraded resolution,	<ul style="list-style-type: none"> Council approved contract amendment with BearCom on Nov 18, 2024 	<ul style="list-style-type: none"> Cameras/Access Control: No further action Parking Lot Security: 	<ul style="list-style-type: none"> Cameras/Access Control: Completed May 2025 Parking Lot Security: Dec 2027 	CJ Chiasson

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
Improvement Project	modern access control (key fobs), and parking lot security improvements (controlled access gate, wrought iron fence, mesh screen). Budget: \$114,408 (cameras/access control) and \$89,982 (parking lot security).	<ul style="list-style-type: none"> Cameras/Access Control implementation began Nov 2024, completed May 2025 Staff received 2024 UASI Subaward Agreement from City of LA Parking Lot Security project pending Council approval (July 2025) and bidding process. 	Approve 2024 UASI Subaward		
Police Officer Staffing Update	City Council approved \$40,000 recurring budget for Corporal Program and \$15,000 for recruitment enhancements. Supports succession planning and filling vacancies.	<ul style="list-style-type: none"> 30 sworn positions filled 2 officers in field training Several applicants in background process 2 Reserve Officers hired and training Commander recruitment/testing completed: 1 promoted, 1 pending 	<ul style="list-style-type: none"> No additional Council action required 	Ongoing	CJ Chiasson

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		<ul style="list-style-type: none"> Sergeant application closed; testing forthcoming. 			
Mental Health Clinician Program	Partnership with Hope the Mission to provide crisis intervention and mental health services. SAMHSA grant of \$757,583 accepted Dec 2023; contract approved Oct 21, 2024. 10-month program budget: \$512,165.	<ul style="list-style-type: none"> HTM contract includes de-escalation training, crisis support, case follow-up, community engagement Protocols established with SFPD Training began Feb 3, 2025 HTM presented program objectives Feb 3, 2025 Council meeting HTM staff introduced Mar 2025 Clinicians on-site min. 2 days per week. 	<ul style="list-style-type: none"> No additional Council action required 	Sept 29, 2025	Jen Spatig
UASI EOC 2023	Emergency Operations Center upgrades funded by \$23,000 UASI 2023 grant for IT and equipment improvements.	<ul style="list-style-type: none"> Sub-award granted Apr 8, 2024 from DHS via City of LA IT upgrades underway. 	<ul style="list-style-type: none"> No additional Council action required 	Oct 1, 2025	CJ Chiasson

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	Supports coordination and response during critical incidents.				
Administrative Services Department					
Enterprise Resource Planning Software (Finance System)	<p>The City's current financial system, Tyler Eden, will no longer be supported effective March 2027.</p> <p>Staff is preparing for transition to a new system. Phase I goals include development of General Ledger – Financials and data migration. The FY 2024-2025 Budget includes \$100,000 for implementation and \$40,000 for ongoing subscription costs.</p>	<ul style="list-style-type: none"> Initial vendor demonstrations held in June–July 2024. Two vendors invited for onsite presentations in Aug–Sept 2024. City Council approved Tyler Technologies ERP on Nov 18, 2024. Project kickoff call held Mar 19, 2025 (timeline, resources, multi-phase plan reviewed). Test environment deployed. Weekly project meetings underway. 	Additional hardware needs (e.g., AP/Payroll check printer, check scanner/receipt printer, cashiering drawers, barcode scanners, etc.) to be included in FY 2025-2026 Budget.	Implementation began Apr 2025; up to 24 months across 3 phases (Financials, Utility Billing, HR/Payroll). Deadline for full completion before Mar 1, 2027.	Art Ziyalov

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Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
Update on City's OPEB/Pension Liabilities	The City provides full-time employees with CalPERS pension benefits and OPEB for certain retirees. Council requested informational presentation on OPEB actuarial report and investments from the City's financial advisor.	<ul style="list-style-type: none"> • Staff coordinating with actuarial consultant (Foster & Foster). • Data provided to consultant for updated valuation report (FY ending June 30, 2025). • Presentation provided to City Council on Feb 21, 2025. • Appropriation of \$724,340 approved in FY 2025-2026 Budget to continue OPEB pre-funding. 	OPEB presentation to Council scheduled for Oct 2025.	Oct 20, 2025	Erica Melton
Recreation & Community Services – No Updates					

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BUDGET IMPACT:

There is no additional budget impact to receiving and filing this status report. All reported enhancements, projects, and priorities currently have sufficient funding as appropriated through the Fiscal Year 2025-2026 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

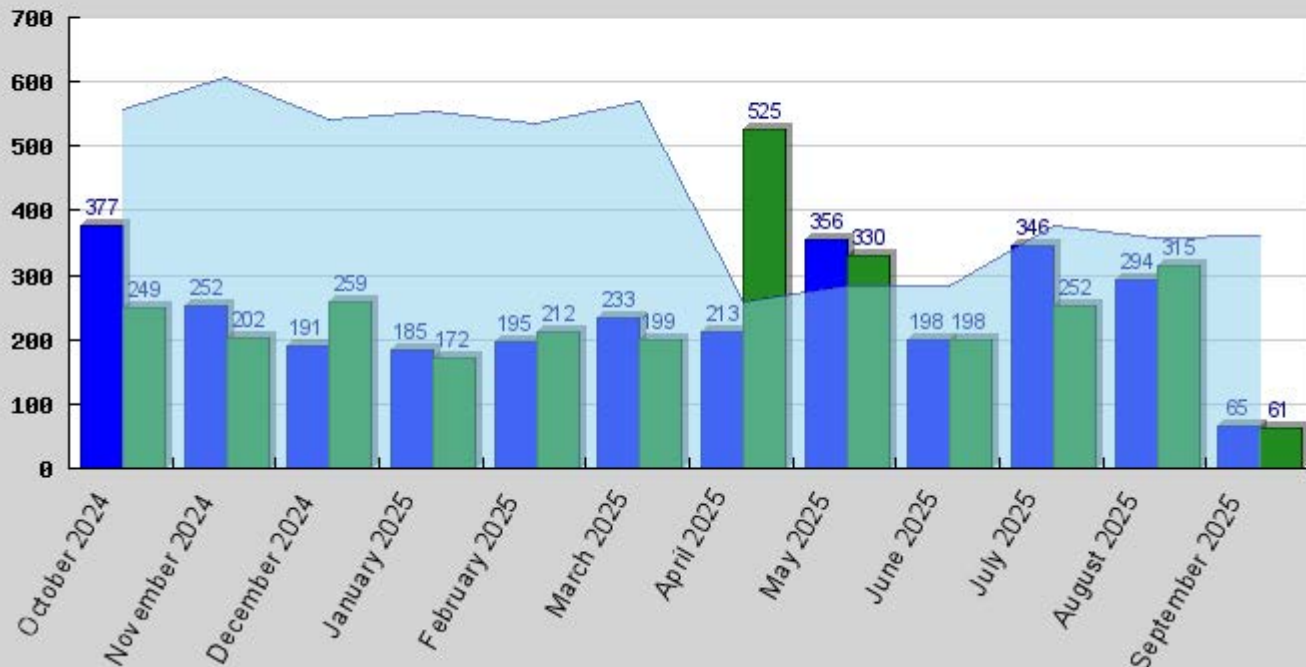
One Year Analysis of Opened Requests
Ending September 2025

	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	Total
Community Development													
Building Code Violation	23	25	4	4	3	7	2	10	5	17	9	0	109
Homelessness Outreach	37	8	9	13	6	12	15	26	4	18	13	4	165
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	60	33	13	17	9	19	17	36	9	35	22	4	274
Police													
Abandoned Vehicle	9	7	3	1	3	2	11	9	4	13	19	2	83
Illegal Fireworks	0	0	0	0	0	0	0	0	6	26	0	0	32
Total - Police	9	7	3	1	3	2	11	9	10	39	19	2	115
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	2	0	0	0	1	0	2	0	0	5
City Trees	12	6	19	9	3	0	3	14	6	7	6	7	92
Graffiti and Sign Posting on P	70	39	27	40	33	70	47	95	51	56	56	13	597
Graffiti on Private Property	89	55	49	32	43	61	50	62	29	57	20	1	548
Illegal Dumping and Litter	86	71	47	54	62	38	51	86	56	94	122	19	786
Park Maintenance	3	2	2	0	4	5	3	6	7	3	1	1	37
Sidewalk Repair	23	4	4	0	5	4	6	20	9	7	9	3	94
Storm Drain and Flooding	3	0	1	2	2	0	0	0	0	1	1	0	10
Street Lighting	9	24	12	18	22	10	12	12	8	20	16	4	167
Street Repair	5	6	7	1	4	9	6	4	5	15	6	2	70
Street Signage	4	3	2	4	0	9	3	3	4	6	4	0	42
Traffic Signal	4	2	5	5	5	6	4	8	4	4	12	9	68
Total - Public Works	308	212	175	167	183	212	185	311	179	272	253	59	2516
All Topics													
Total All Topics	377	252	191	185	195	233	213	356	198	346	294	65	2905

Open Vs. Closed Requests by Month

For Date Period 10/01/2024 through 09/30/2025

■ Opened
 ■ Closed
 ■ Requests Open at End of Month



ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	CONTRACTED
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	-
3	Complete	Layne Park Revitalization Project	200,000	200,000	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	-
5	In Progress	Upper Reservoir Project	850,000	757,693	92,308
6	In Progress	Homeless Outreach Services	300,000	218,388	81,612
7	Complete	Pioneer Park Project	255,235	255,235	-
8	In Progress	Downtown Master Plan	250,000	152,391	97,609
9	Complete	Annual Street Repavement - Phase III	250,000	250,000	-
10	In Progress	Technology Improvements	179,845	41,056	138,790
11	In Progress	Las Palmas & Rec Park Generator Project	150,000	113,452	35,999
12	In Progress	City Mobile App - Virtual San Fernando	148,200	72,830	75,370
13	Complete	Feasibility Study - New City Park Space	49,592	49,592	-
14	In Progress	Sidewalk Repairs	1,016,433	264,569	752,026
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	-	50,000
21	In Progress	Bus Shelter Project	114,939	-	114,939
16	In Progress	Las Palmas HVAC Project	399,848	115,568	284,280
17	Complete	Citywide Curb Repainting	200,000	200,000	-
18	Complete	City Hall Beautification	99,770	99,770	-
19	In Progress	Park IT Server Room Transition	46,070	45,611	297
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-
Total			5,818,339	\$ 4,094,560	\$ 1,723,229

NOTE: All funds have been fully contracted by December 31, 2024, per ARPA guidelines. Staff will continue to report on expenditures through the December 31, 2026 deadline.

ADM_City Council Enhancement Project and Priority Updates (9-15-2025) ATT C

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process
2287	9/1/2024	9/1/2025	Habitat for Humanity of Greater Los Angeles (Habitat LA)	Administer a Home Rehabilitation Program	\$50,000 per yr	(2) one-yr extensions	CC	CD	
2348	3/25/2025	9/25/2025	Kelly Associates Management Group	City Council Team Building Services	\$6,500, plus add'l services approved by City	-	Admin	CMO	
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
2321	11/18/2024	9/30/2025	California Arts Council	Standard Agreement for Master Mariachi Apprentice Program (MMAAP)	\$16,203.00	-	CC	RCS	Not Applicable
2284(a)	8/7/2025	9/30/2025	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
2373	6/25/2025	9/30/2025	Alberto's Hair Salon Attn: Lupita Gonzalez	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: VWHDPASUUD8) for Pressure wash, plaster, sand and paint; Large planters; Awning installation	\$10,000.00	-	Admin	CMO	CDBG
2374	6/23/2025	9/30/2025	Alfonso's Furniture Attn: Esteban Polanco	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: VM8VH4RVLTM8) for Signage, Green Wall, Paint and structural modifications	\$10,000.00	-	Admin	CMO	CDBG
2375	6/23/2025	9/30/2025	Dorado Home Furniture Attn: Kevin Paredes	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: LTERTK96T855) for Security cameras, Anti-graffiti film, and Sign	\$9,500.00	-	Admin	CMO	CDBG
2376	6/23/2025	9/30/2025	El Rinconcito de los Raspados Naturales Attn: Dinora Mejia	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: INC-GSAFSD10653473) for Signage, Large Planters, Anti-graffiti film	\$6,580.00	-	Admin	CMO	CDBG
2377	6/23/2025	9/30/2025	Elite Fitness Club Attn: Mark Musonge	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: INC-GSAFSD10645887) for Sign, Large planters, Anti-graffiti film	\$4,900.00	-	Admin	CMO	CDBG

ADM_City Council Enhancement Project and Priority Updates (9-15-2025) ATT C

As of 01/23/2024

2378	6/23/2025	9/30/2025	Lola's Kitchen Attn: Theresa Granados	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: V1KGP41ZGWP7) to Replace awning, Patch and paint storefront, Anti-graffiti film	\$10,000.00	-	Admin	CMO	CDBG
2379	6/23/2025	9/30/2025	Faro Enterprise, Inc. dba Magaly's Tamales Attn: Alfredo Gonzalez	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: U7J6A6H77BFS) for Anti-graffiti film, Security camera system, Planters, and Mural	\$10,000.00	-	Admin	CMO	CDBG
2380	6/23/2025	9/30/2025	Mercado Las Palmas and Restaurant Attn: Brianda Lopez	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: INC-GSAFSD11882780) for Paint, Sign, and Awning/wall mount	\$10,000.00	-	Admin	CMO	CDBG
2381	6/23/2025	9/30/2025	No Sabo Attn: David Aguirre	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: LECWG7MX35U5) to Replace awning, Paint, Planters, Graffiti removal	\$9,990.00	-	Admin	CMO	CDBG
2382	6/23/2025	9/30/2025	The Discovertee Attn: Andrew Mena	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: G195UWPAEPC6) for Sign, Exterior paint, Security Cameras, and Awnings	\$9,600.00	-	Admin	CMO	CDBG
2383	6/26/2025	9/30/2025	La Orquidea Flower & Bridal Attn: Ana Cecilia Elias	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: TMPLUCDSYZB5) for Sign, Paint and wall repair, Plants, Security cameras, Window shades	\$8,098.00	-	Admin	CMO	CDBG
2384	6/25/2025	9/30/2025	Surge Los Angeles Dance Studio Attn: Lindsay Krull	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: TWSYP4KTGQW1) for Sign, Fix pillars, Anti-graffiti film, and Security cameras	\$6,700.00	-	Admin	CMO	CDBG
2385	6/25/2025	9/30/2025	Analia's Boutique Attn: Cesar Rodriguez	Small Business Grant Assistance Program for Sign; Paint; Awning; Plants; Security cameras	\$8,518.00	-	Admin	CMO	CDBG
2386	6/25/2025	9/30/2025	Fiesta Furniture Attn: Victor Ceballos	Small Business Grant Assistance Program for Sign; Paint and repair wall; Awning; Plants; and Security cameras	\$10,000.00	-	Admin	CMO	CDBG

ADM_City Council Enhancement Project and Priority Updates (9-15-2025) ATT C

As of 01/23/2024

2387	6/25/2025	9/30/2025	Protein Stop Attn: Ramon Vasquez	Small Business Grant Assistance Program for Sign; Awning; Planters; Security cameras	\$8,278.00	-	Admin	CMO	CDBG
2388	6/25/2025	9/30/2025	Fosters Freeze Attn: Nora Osorio	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: CV5WLRJF8Z9) for Paint, plants, anti-graffiti film and other architectural upgrades; and Sign restoration	\$10,000.00	-	Admin	CMO	CDBG
2389	6/26/2025	9/30/2025	Panaderia Attn: Graciela Vega	Small Business Grant Assistance Program for Sign and Awnings	\$9,988.10	-	Admin	CMO	CDBG
2390	6/26/2025	9/30/2025	Earl's Automotive Attn: Eugene Demaria	Small Business Grant Assistance Program for Sign and Paint	\$10,000.00	-	Admin	CMO	CDBG
2391	6/26/2025	9/30/2025	Lotus Bakery Attn: Pinkas Farid (Alex) Farivar	Small Business Grant Assistance Program for Awning; Paint; and Plants	\$9,950.00	-	Admin	CMO	CDBG
2209	10/4/2023	10/4/2025	Symbium	Master Licensing Agreement for automatic solar processing	\$0.00	Auto Renewal annually	Admin	CD	
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	
2307	10/21/2024	10/21/2025	Fernandeño Tataviam Band of Mission Indians	Access and Use of Cindy Montañez Natural Park	\$0.00	1-yr per CC Review	CC	RCS	
2298	9/25/2024	10/25/2025	J&B Landscaping	FY 2024-2025 Neighborhood Clean-Up! Program	\$25,000.00	(2) one-yr extensions	Admin	CD	
2425	7/24/2025	10/30/2025	The Hiller Companies	Annual Fire Inspection and Testing	\$3,850.00	NA	Admin	PW	Informal
2409	8/4/2025	10/31/2025	Willdan Engineering	Sanitary Sewer Master Plan	\$261,238.00	-	CC	PW	RFP
2427	10/25/2025	11/4/2025	Los Angeles County Registrar-Recorder/County Clerk	Check-In Center Plan November 4, 2025 Special Statewide Election at Lot 6N	\$0.00	NA	CC	CLK	NA
2299	10/21/2024	11/5/2025	North Valley Caring Services	Provide Comprehensive Homeless Services	\$175,000.00		CC	CD	

ADM_City Council Enhancement Project and Priority Updates (9-15-2025) ATT C

As of 01/23/2024

2300(a)	7/15/2025	11/5/2025	Home Again LA	First Amendment to Provide Comprehensive Homeless Services and Financial Assistance Program	\$167,200.00	-	Admin	CMO	Increase compensation
2410	8/4/2025	11/19/2025	Premier Pipe, Inc.	Sanitary Sewer Closed Circuit Television (CCTV) Services	\$247,870.98	-	CC	PW	RFP
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
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	CC	PW	Extending term
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
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	
2147(c)	12/30/2024	12/31/2025	Dudek	Third Amendment for Downtown Master Plan	\$297,675.00	Yes	Admin	ADM	Extending Term
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	
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

ADM_City Council Enhancement Project and Priority Updates (9-15-2025) ATT C

As of 01/23/2024

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
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	-	CC	RCS	
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
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	
2424	9/2/2025	3/31/2026	Civiltec Engineering, Inc.	Engineering Services for Well 2A Nitrate Treatment System	\$435,148.50	NA	CC	PW	RFP
1920(d)	9/2/2025	3/31/2026	Envirogen Technologies, Inc.	Third Amendment for Proprietary Ion Exchange Nitrate Removal Treatment Well 2A	\$2,600,000.00	NA	CC	PW	RFQ

Housing Programs Report

**72**

Individuals/families engaged

**58**

Social Service Referrals

**10**

Shelter referrals made

**1**

Family received rental arrears assistance

**2**

Shelter placements

**2**

Families assisted with housing navigation

**27**

individuals received a meal

**1**

Family referred to outside agency for shelter

**1**

Individuals received hygiene items

**3**

Families entered motel program

**3**

Individuals received clothing

**3**

Individuals received transportation

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



Home Again LA (San Fernando Impact / Stats)
Apr. 2025

NCH Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	Social Service Referrals				Legal Resource	BC Waiver	ID Waiver	CREST	EDD	Utility Asst	Rental Assistance / Eviction Prevention						Shelter Assistance				Housing Navigation		
											Regional Rides										HALA Program	SA Problem Solv	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	NH
1 HG	4	03/19/2025	04/14/2025											5											1	\$5,850.00	Remained in Housing						
2 EO	1	04/03/2025	ongoing																														
3 EO	2	04/07/2025	ongoing													1																	
4 CI	1	04/07/2025	ongoing																														
5 MH	3	04/08/2025	04/08/2025					1						10																			
6 JL	1	04/09/2025	ongoing																														
7 BV	1	04/09/2025	04/28/2025											1																			
8 CI	1	04/10/2025	04/10/2025											4																			
9 EO	1	04/14/2025	04/14/2025					1																									
10 KA	1	04/14/2025	04/14/2025					1																									
11 JS	1	04/14/2025	04/14/2025																														
12 TC	1	04/14/2025	04/14/2025																														
13 AJ	3	04/14/2025	04/14/2025																														
14 AS	1	04/15/2025	04/16/2025																														
15 HK	2	04/16/2025	04/16/2025																														
16 NT	1	04/16/2025	04/16/2025																														
17 MS	1	04/16/2025	04/16/2025																														
18 MC	3	04/18/2025	ongoing																														
19 MD	6	04/21/2025	ongoing																														
20 TH	1	04/22/2025	04/22/2025																														
21 DS	1	04/28/2025	04/28/2025																														
37																																	
				0	0	1	0	6	0	2	29	0	1	1	0	0	4	1	0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$5,850.00	1	0	1	0	2	0	
																						Scheduled to move in 09/03/25/02											
																						Still looking for housing											

NVCS By-Name List

April 2025

No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received								
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits
1	CD	901 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	6									
2	AB	840 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	1									
3	SM	1033 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5									
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									
8	DWH	101 Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5									
9	JP	412 Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	3									
10	FZ	1035 Maclay Ave	Arleta Homes	12/10/24	12/13/24	Housed	0									
11	CJ	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	44									
12	RG	1522 San Fernando Rd.	Waiting	04/01/25	Waiting	Waiting	13									
13	JD	120 S Brand	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
14	ER	Brand and Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2									
15	JV	117 N Macneil St.	Community Bridge	4/3/25	4/3/25	Housed	4									
16	VR	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0									
17	EH	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0									
18	IM	1126 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
19	EQ	1125 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	8									
20	RH	1705 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	8									
21	RH	1701 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2									
22	JT	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	CP	040 Glenoaks (Loading Dock)	Working with other Agency	Not Submitted	Declined	Unhoused in SF	3									
26	GT	040 Glenoaks (Loading Dock)	Working with other Agency	Not Submitted	Declined	Unhoused in SF	13									
27	GZ	2030 Glenoaks Blvd	Waiting	04/04/25	Waiting	Waiting	7									
28	CS	844 Harding Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
29	FD	819 Eighth St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2									
30	ID	117 N Macneil St.	Client Declined Shelter	Not Submitted	Declined	Passing by SF	2									
31	JD	211 S Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
32	SC	801 Truman ST	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
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)	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2									
36	CR	828 Harding Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5									
37	EA	1123 Knox St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	3									
38	JD	806 San Fernando Rd	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
39	DA	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	4									
40	NB	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	3									
41	AD	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	1									
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									
44	GR	300 Park ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
45	AS	1041 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
46	JT	117 N Macneil	Waiting	04/22/25	Waiting	Waiting	2									
47	VS	117 N Macneil	Arroyo Shelter	4/29/25	4/29/25	Housed	11									
48	RD	208 Park Av	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2									
49	MD	1165 N MacNeil St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0									
50	ME	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2									
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	7	3	3	1	3

Housing Programs Report



73

Individuals/families engaged



30

Social Service Referrals



4

Shelter referrals made



1

Family received security deposit assistance



1

Shelter placement



1

Family referred to outside agency for shelter



37

individuals received a meal



1

Family entered motel program



3

Individuals received hygiene items



6

Individuals received clothing



3

Individuals received transportation

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



Home Again LA (San Fernando Impact / Stats)																																		
Mar. 2025																																		
HOM Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	Vision Care	DPS	Callfresh	Employment	Housing Resources	HSS	Social Service Referrals				ID Waiver	CBST	EOD	Utility Asst	HALA Program	LAHSA Problem Solving	LAHSA Amount	Rental Assistance / Eviction Prevention				Outcome of Family	Motel	Shelter Assistance		Outcome of Family	HHS	Housing Navigation		
											LIFE TAP Card	LA Regional Rider	Legal Resource	LAHSA Security Deposit								Security Deposit Amount	SP Prevention	SP Prevention Amount	90-day Shelter			Outside Agency						
1	MM	4	01/27/2025	03/01/2025																1														
2	AC	4	03/03/2025	03/03/2025					1														1	\$1,500.00										
3	GE	6	03/03/2025	03/03/2025				1	1																									
4	DA	4	02/03/2025	03/04/2025				1	1																									
5	EO	1	03/04/2025	ongoing									5																					
6	CI	1	03/04/2025	ongoing																														
7	MM	5	03/05/2025	03/24/2025					1					1																				
8	PA	1	03/05/2025	03/05/2025																														
9	HDA	1	03/11/2025	03/11/2025										2																				
10	FL	2	03/11/2025	03/11/2025										1																				
11	AMP	1	03/12/2025	03/12/2025				1	1																									
12	FM	2	03/12/2025	03/12/2025																														
13	RS	4	03/12/2025	ongoing		1																												
14	MT	5	03/17/2025	03/17/2025																														
15	ER	1	03/18/2025	03/18/2025										1																				
16	DI	2	03/24/2025	03/24/2025					1																									
17	JB	1	03/26/2025	03/26/2025										2																				
18	MM	3	03/20/2025	03/20/2025																														
19	GE	7	03/20/2025	03/20/2025																														
20	GT	1	03/26/2025	03/26/2025							1																							
				2		0	0	1	5	1	0	10	1	0	0	0	1	0	50.00	0	50.00	\$1,500.00	50.00		0					0	0	0		

NVCS By-Name List																		
March 2025																		
No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received										
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits		
1	CF	14 San Fernando Mission Blv	Arroyo Shelter	1/31/25	03/04/25	Housed	5	✓				✓	✓					
2	JP	1161 N MacLay Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	12			✓		✓		✓				
3	PEG	1200 N MacLay Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	10											
4	AG	1501 Woodworth St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	6	✓		✓								
5	AB	1031 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0			✓								
6	RG	1600 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	10				✓							
7	CJ	117 N Macneil St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	15			✓				✓				
8	GT	2040 Glenoaks	Working with other agency	Pending	Pending	Unhoused in SF	5											
9	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	10			✓								
10	KLK	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	10			✓								
11	JD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0			✓								
12	SM	1041 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
13	AV	111 MacLay	Client Declined Shelter	Declined	Declined	Unhoused in SF	0											
14	VR	1212 Pico St.	Working with other agency	Pending	Pending	Sleeping in car	4											
15	EH	1212 Pico St.	Working with other agency	Pending	Pending	Sleeping in car	5			✓								
16	JD	1118 Pico St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0											
17	JT	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			✓								
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			✓		✓		✓				
34	CPG	12980 foothill Bl	Referral Submitted	03/27/25	Pending	Pending	5						✓					
35	GL	505 S Huntington St	Client Declined Shelter	Declined	Declined	Unhoused in SF	2											
36	SA	11423 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
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											
39	IA	11423 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
40	ER	1040 San Fernando Rd	Placed in Independent Living	01/18/24	01/18/25	Housed	2	✓										
41	JD	Cesar Chavez memorial	Client Declined Shelter	Declined	Declined	Unhoused in SF	0											
42	CECN	117 N Macneil St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
43	EO	900 San Fernando rd	Client Declined Shelter	Declined	Declined	Unhoused in SF	2											
44	IM	1101 Truman st	Client Declined Shelter	Declined	Declined	Unhoused in SF	0											
45	RH	1707 Truman st	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
46	JD	54 N Hubbard ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	2											
47	JCI	928 Truman St	Client Declined Shelter	Declined	Declined	Unhoused in SF	3			✓								
48	CM	2025 Fourth St	Referral Submitted	03/26/25	Pending	Pending	5				✓		✓					
49	RE	1501 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2											
50	VMM	1041 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
51	AB	1701 Truman St	Client Declined Shelter	Declined	Declined	Unhoused in SF	2											
52	RD	1753 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2											
53	JD	2025 Fourth St	Client Declined Shelter	Declined	Declined	Unhoused in SF	2			✓								
TOTALS								3	37	7	3	7	1	2	0	0		

Housing Programs Report



64

Individuals/families engaged



25

Social Service Referrals



3

Shelter referrals made



1

Family received security deposit assistance



2

Shelter placements



1

Family entered HALA 90-day shelter program



30

Meals distributed



4

Families assisted with housing navigation



10

Individuals received hygiene items



1

Family referred to outside agency for shelter



18

Individuals received clothing



4

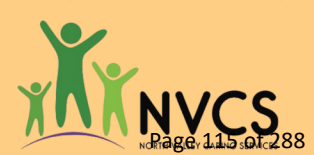
Families entered motel program



5

Individuals received transportation

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



NVCS By-Name List

February 2025

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

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



To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Will Pettener, Assistant to the City Manager

Date: September 15, 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)
9. **Support** re: Federal Housing Program Funding Sign On Letter through NLC (5/21)
10. **Support** re: Governor's Legislative Package to Streamline Delata Conveyance Project (6/12)
11. **Letter to President Trump and SCOTUS** re: Commitment to Upholding Residents Rights and Constitutional Protections (6/17)
12. **Position Letter** re: Metro East San Fernando Valley Right of Way Study (8/18)

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)

Summary of 2025 Legislative Advocacy & Funding Request Letters

Page 2 of 2

6. **LAUSD Superintendent Carvalho** - Support for Police Presence and Partnerships on School Campuses (5/6)
7. **Congresswoman Rivas** – 2025 Appropriation Requests (5/27)
8. **County Supervisor Horvath** – Support for Home Again LA’s County Discretionary Fund Grant Application (7/11)
9. **County Supervisor Horvath** – Support for Ignite the Light of Hope Foundation’s County Discretionary Fund Grant Application (7/11)
10. **Los Angeles County Internal Services Division** – High Road Training Partnership (H RTP) (8/18)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Erica D. Melton, Director of Administrative Services

Date: September 15, 2025

Subject: Receive and File the 2025 Local Transaction Tax Annual Report for Measures “A” and “SF” as Required By City Code

RECOMMENDATION:

It is recommended that the City Council receive and file the 2025 Annual Report on the collection, management, and expenditure of the City’s Local Transaction Tax (i.e. Measures “A” and “SF”) as required by the City Code.

BACKGROUND:

1. On June 4, 2013, San Fernando voters approved a temporary ½ cent Transaction and Use Tax (Measure “A”), effective October 1, 2013, and terminating October 1, 2020.
2. On November 6, 2018, San Fernando voters approved extending Measure “A” ½ cent Transaction and Use Tax indefinitely.
3. On November 3, 2020, San Fernando voters approved an additional ¼ cent Transaction and Use Tax (Measure “SF”) for a total local Transaction and Use Tax of ¾ cents. This increased Transaction and Use Tax went into effect in April 2021.
4. On September 29, 2025, staff will host an Annual Transaction Tax Town Hall meeting, to be held in person and broadcast through YouTube, to present the Local Transaction Tax Annual Report to the community.

ANALYSIS:

After declaring a fiscal emergency in June 2013, San Fernando voters approved local transaction tax measures in 2018 for 0.50% (Measure A) and in 2020 for 0.25% (Measure SF), resulting in a current 10.25% total Sales Tax in San Fernando. Chapter 82, Article V, Section 82-132 of the City Code requires an Annual Report on the collection, management, and expenditure of the Measure A/SF funds prior to October 1st each year. With the passage of Measure SF, both Measure “A” and Measure “SF” receipts have been combined and reported on jointly in this Local Transaction Tax Annual Report. The Local Transaction Tax has been instrumental in stabilizing the City’s finances since its initial passage.

Receive and File the 2025 Local Transaction Tax Annual Report for Measures “A” and “SF” as Required by City Code

Page 2 of 2

Local Transaction Tax revenues have been used to:

- 1) Eliminate the General Fund deficit;
- 2) Pay down external/internal debt;
- 3) Establish financial reserves; and
- 4) Make one-time investments in infrastructure, equipment and technology improvements.

As of June 30, 2025, these goals have been met or exceeded. To demonstrate to the community that the City has been a responsible steward of taxpayer funds, an annual report is prepared and provided at a public meeting each September that details how funds were expended in the prior fiscal year. The City Council also discusses the planned use of local transaction tax revenues each year in open public meetings through the budget process.

The City received \$4,898,022 in Local Transaction Taxes in Fiscal Year (FY) 2024-2025, reflecting an increase of \$37,496, or 0.8%, from FY 2023-2024. This increase is the result of several factors, including growth in the City’s general consumer goods sector due to new commercial businesses and sustained building and construction spending associated with home improvement projects. While consideration of tariffs, inflation and immigration policies continue to be of concern, the City experienced revenue growth. With 1% growth achieved over the prior year, the local transaction tax continues to aid City annual reserves to ensure financial resources necessary for implementation of the City Council Strategic Goals for Fiscal Years 2022 through 2026.

A full analysis can be found in the *Local Transaction Tax (Measures “A” and “SF”) 2025 Annual Report*, which is included as Attachment “A” to this agenda item. The report will also be available on the City’s website (SFCITY.ORG/Measure-A/#Annual-Reports) under the Annual Reports section of the Local Transaction Tax page for the September 29, 2025 Town Hall Meeting.

BUDGET IMPACT:

Local Transaction Taxes generated \$4,898,022 in FY 2024-2025 and are projected at \$4,831,728 as included in the FY 2025-2026 Adopted Budget. Since October 1, 2013, Local Transaction Taxes have generated a total of \$38,893,164.

CONCLUSION:

Staff recommends that the City Council receive and file the 2025 Annual Report on the collection, management, and expenditure of the City’s Local Transaction Tax (i.e. Measures “A” and “SF”) as required by the City Code.

ATTACHMENT:

A. Local Transaction Tax 2025 Annual Report



September 15, 2025

Local Transaction Tax (Measures "A" and "SF") 2025 Annual Report

Chapter 82, Article V, Section 82-132 of the San Fernando City Code states:

On or before each anniversary of the operative date, the city shall complete a study and produce a report reviewing the collection, management and expenditure of revenue from the proposed tax and shall present a report explain[ing] and providing an overview of the same at an open and public meeting of the City Council. This report shall be a public document.

With the passage of Measure SF in November 2020, which increased the Local Transaction Tax from 0.50 percent to 0.75 percent, Measure "A" and Measure "SF" receipts will be combined and reported on jointly in this Local Transaction Tax Annual Report. This report is being presented in accordance with the Municipal Code, Section 82-132 referenced above.

Executive Summary:

The City received \$4,898,022 in Local Transaction Taxes in Fiscal Year (FY) 2024-2025, which is an increase of \$37,496, or 0.8%, from FY 2023-2024. This increase is the result of several factors, including:

- 1) Growth in the City's general consumer goods sector due to new commercial businesses;
- 2) Sustained building and construction spending associated with home improvement projects; and
- 3) Increased fuel and service station proceeds.

A preliminary review of the City's finances for Fiscal Year 2024-2025 indicates that there will be a surplus in the General Fund¹. In accordance with the City's Fund Balance Policy, the surplus will be used to maintain a general operating reserve of, at a minimum, 20% of projected General Fund annual operating expenditures (approximately \$4 million), excluding debt service, fund transfers, and encumbered funds. These reserves are designed to be used in the event of a significant financial emergency. With the projected surplus, the General Fund is expected to exceed the minimum reserve policy for FY 2024-2025. Excess surplus funds are available for appropriation by City Council.

¹ The estimated General Fund surplus is a preliminary estimate and is subject to change during the annual independent audit.

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In October 2019, the City Council approved the Measure “A” Transparency Forum with the intent of allowing any and all interested community members the opportunity to review the Annual Report of collection, management and expenditure of the local half-cent Transaction and Use Tax (Measure “A”) revenue as required by Chapter 82, Article V, Section 82-132 of the City Code and make non-binding recommendations to the City Council general priorities for the use of Measure “A” funds during the annual budget process. Going forward, Annual Reports and related Transparency Forums will be inclusive of both Measure “A” and Measure “SF” revenues and be referred to jointly as “Local Transaction Tax.”

Since voter approval of Measure A in 2013, the City has used the Local Transaction Taxes to:

- Eliminate the General Fund deficit from (\$5.7 million) in fiscal year 2013-2014 to a projected reserve of approximately \$12.4 million as of June 30, 2025.
- Repay more than \$1.5 million in debt to outside agencies and \$2.1 million in internal debt to other City funds.
- Establish over \$3.1 million in financial reserves for vehicle replacements, facility improvements, and self-insurance costs.
- Improve public safety reliability and response time by replacing sixteen (16) police patrol vehicles, upgrading in-car computers, enhancing network infrastructure, and modernizing the City’s radio communication system.
- Replace Police Department HVAC System.
- Support infrastructure improvements and maintenance through the annual residential resurfacing program, reconstruction of Glenoaks Boulevard, sidewalk improvements, additional tree trimming, and replacing Public Works vehicles and equipment.
- Beautify Brand Boulevard to create a notable entrance into the City.
- Support a number of special events, including Dia de los Muertos 5k Run, San Fernando Open Streets Festival, City Birthday Celebration, and Independence Day.
- Construct facility improvements at Recreation Park, Las Palmas Park, Pioneer Park and Layne Park.
- Replace the City’s outdated network equipment and software to protect customer information and increase efficiency.
- Support the City’s COVID-19 emergency response efforts.

Voters insisted there be accountability for the use of these revenues by including a requirement for an Annual Report to be presented at a public meeting. As evidenced in this report, the City Council and City staff have worked diligently to ensure that Local Transaction Tax revenues are being collected, managed, and expended responsibly and in a manner consistent with the communities’ goals.

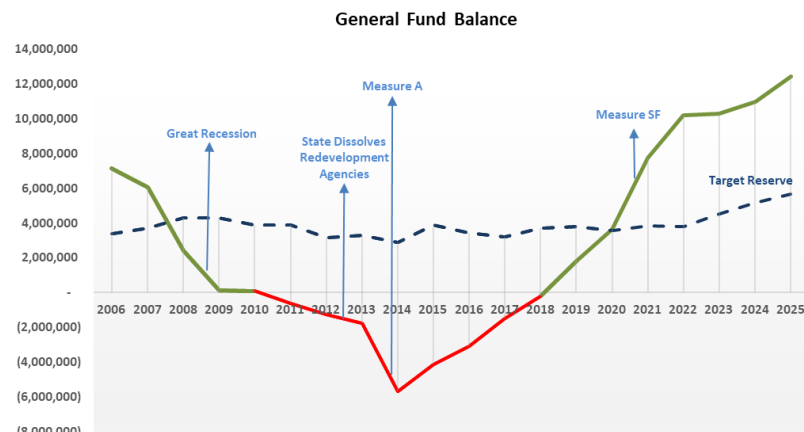
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Background:

Since 2005, the City’s financial position has changed significantly. The General Fund, which pays for police, fire, recreation and public works services, experienced a dramatic decrease in the amount of money available to provide services. The City’s reserves fell from \$7.1 million in June 2006 to a deficit of (\$5.7 million) in June 2014.



The dramatic reduction was the result of a perfect storm as the City’s expenditures on operating services began to increase (e.g. the San Fernando Regional Pool and Los Angeles Fire Department contract) just as the onset of the “Great Recession” in 2008/2009 decreased tax revenues. Additionally, the State of California eliminated local redevelopment funding in 2012, which further reduced tax revenue the City had used to make infrastructure improvements and fund economic development programs.

To remain solvent, the City implemented layoffs and furloughs, eliminated vacant positions, reduced employee benefits, discontinued retiree medical benefits for new employees, reduced department budgets, and renegotiated the contract with Los Angeles Fire Department. In the ten (10) years following the Great Recession, the number of City employees was reduced from 160 in 2008 to 128 in 2017 (20% reduction). The number of Police Officers was reduced from 37 in 2008 to 31 in 2017 (16% reduction).

In FY 2012-2013, the City declared a fiscal emergency and held a special election on June 4, 2013 for the San Fernando electorate to vote on a temporary one-half (½) cent Transaction and Use Tax (“Tax”). The “City Services Emergency Protection Measure” (Measure A) was approved by sixty percent (60%) of voters. The increased Transaction Tax rate went into effect on October 1, 2013 with a sunset date of October 1, 2020. In November 2018, Measure A was extended indefinitely by voters.

Without the revenues generated by Measure A, the City would have struggled to stay out of bankruptcy. In 2013, the City’s auditors expressed their concern regarding the City’s ability to continue to operate and carry out its financial commitments, obligations and objectives.

Local Transaction Tax (Measures “A” and “SF”)

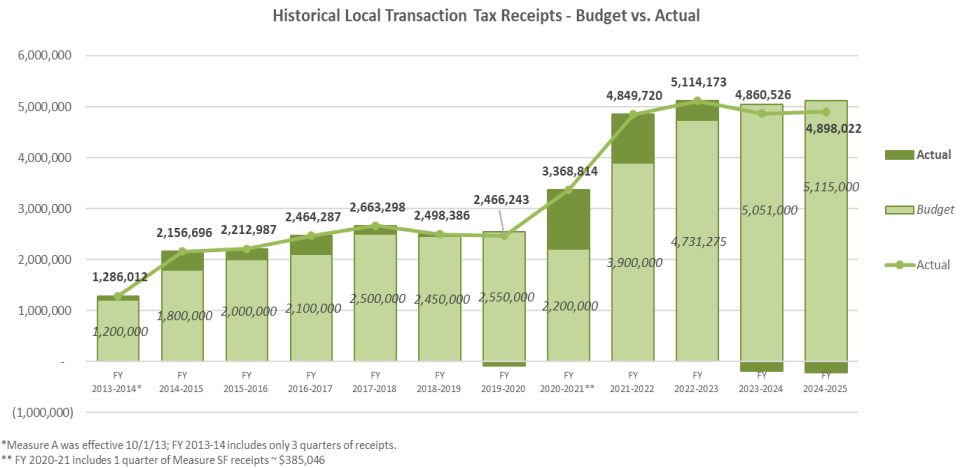
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Collection:

The City began collecting a 0.50 percent Transaction Tax on applicable transactions in San Fernando on October 1, 2013.

The City began collecting an additional 0.25 percent Transaction Tax on April 1, 2021, for a total Local Transaction Tax of 0.75 percent.



Below are a few key statistics related to the collection of the Tax:

- Fiscal Year 2024-2025 estimated Tax receipts were \$4,898,022 compared to the \$5,115,000 projected budget.
- Of this amount, \$1,224,506 is attributed to the additional 0.25 percent authorized by Measure SF.
- Since October 1, 2013, Measure A has generated \$38,839,146 in additional revenue.
- The Sales Tax to Transaction Tax ratio, a key metric for measuring local business compliance with the Tax, was 73.1% for Fiscal Year 2024-2025. Since the City Sales Tax is 1.0% and the Transaction tax is 0.75%, a Sales Tax to Transaction Tax ratio of 75% or greater indicates compliance by local businesses with the Local Transaction Tax measure. Consequently, it appears that local businesses are complying with and collecting the Tax.

The Tax is collected and administered by the California Department of Tax and Fee Administration (CDTFA), formerly collected and administered by the Board of Equalization. CDTFA remits Measure A collections to the City Treasurer on a monthly basis. The CDTFA charges approximately \$30,000 per year for tax administration services.

The City contracts with Hinderliter, de Llamas & Associates (HdL) to monitor Tax receipts to identify, correct, and recover allocation errors and prepare the necessary case submittal documents with the CDTFA. This ensures that the City is maximizing collections and receipts are properly allocated to the City by the CDTFA.

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Management:

In order to track Local Transaction Tax revenue, receipts are recorded in a special account number on the City’s General Ledger. This allows the City staff to easily discern year-to- date receipts, update projections, and make budget adjustments, if necessary.

The planned use of Local Transaction Tax funds is discussed through the annual budget process and is clearly identified in the City Manager’s Budget Message. All current and prior Annual Reports and Budget documents are posted on the City’s website (sfcity.org/Financial-Documents) under the Financial Documents section of the Finance Department page.

Lastly, City staff conduct quarterly meetings with a consultant to review Local Transaction Tax receipts in detail. This provides staff with valuable information on the health of the local economy, various business sectors, and individual companies by reviewing their quarterly sales tax reports. It also gives staff an opportunity to inform the consultant of new businesses opening in the City so staff can ensure compliance with Local Transaction Tax collections.

A quarterly newsletter providing Sales and Transaction Tax information pertinent to San Fernando is posted on the City’s website (sfcity.org/Financial-Documents) under the Financial Documents section of the Finance Department page.

Expenditure:

The City’s Local Transaction Tax was approved as a general tax, which means that it can be used for any general governmental purpose. After a year of uncertainty, City Council adopted a budget for FY 2024-2025 that focused on returning to the essentials in effort to prioritize core values and enhance service quality. In consultation with HdL consultants, staff projected a 5.2% increase in Local Transaction Tax revenue for FY 2024- 2025 over the prior year. The increase in revenue and focus on service enhancements is reflected in the Expenditure plan adopted by City Council, which is included in the table below:

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	BUDGET	ACTUAL
SOURCES		
Local Transaction Taxes	\$ 5,115,000	\$ 4,898,022
USES		
<i>Repayment of Debt</i>		
Repay Retirement Fund	176,333	176,333
<i>Establish Reserves</i>		
General Fund Reserve	9,516	-
Self Insurance Fund Reserve	221,507	221,507
Facility Maintenance Fund Reserve	98,667	98,667
Equipment Replace Fund Reserve	297,283	297,283
Pre-fund OPEB	500,000	500,000
Appropriated Reserve (for unexpected costs)	75,000	69,467
<i>One-Time Enhancements</i>		
Marketing Materials (e.g. Banner, Podium & PA System, etc.)	2,000	2,000
Update Records Retention & Management Schedule	8,500	8,500
Elections Expenses - LA County	60,000	40,804
Contract Services: Deputy Building Official/Inspector	100,000	100,000
Contract Services: Mixed Use Overlay & Obj Design	150,000	150,000
Financial System Replacement (Implementation)	100,000	100,000
Citywide PC Replacement Program (Year 2)	25,000	25,000
Tuition Reimbursement	36,500	5,130
E-Subpoena (Implementation)	7,320	7,320
Background Investigations (10)	15,000	15,000
POST Training for New Officers	20,000	20,000
Ammunition Cost Increase	10,000	10,000
PD OT: DUI Checkpoints	8,000	8,000
Afterschool Teen Program	54,750	54,750
Ice machine for Recreation Park	2,500	2,500
Citywide Signage Updates (e.g. Parking, Sweeping, etc.)	37,500	37,500
Backhoe Trailer ¹	105,000	-
<i>Ongoing Enhancements</i>		
New Position: Deputy CD Director/Planning Manager	185,000	185,000
Post Card Mailing Residential Properties - Citywide	3,500	3,500
IT Managed Services Provider (MSP) Replacement	25,000	25,000
Financial System Replacement (Annual Subscription)	40,000	40,000
HR Staff Professional Education & Conferences	5,000	5,000
Reclass Personnel Office Clerk to PT Admin Asst.	5,000	5,000
4x Handheld Ticket Writer	30,000	30,000
Position Reclass: Police Corporal Program (5)	40,000	-
E-Subpoena (Subscription)	4,000	4,000
Citywide Special Events	50,000	50,000
CPRS Membership & Conference (2-RCS Staff Members)	3,000	3,000
BCRC Operations and Programs Supplies	3,000	3,000
Las Palmas Staff Professional Development	1,000	1,000
Position Reclass: 2-PT Maint. Workers to 1-FT (Graffiti)	40,000	40,000
Position Reclass: 2-PT Maint. Workers to 1-FT (Trees)	40,000	40,000
<i>Prior Approved Ongoing Enhancements</i>	2,520,124	2,520,124
TOTAL LOCAL TRANSACTION TAX USES:	\$ 5,115,000	\$ 4,904,385
ADDITIONAL GENERAL FUND RESERVE SURPLUS (DEFICIT):	\$ 0	\$ (6,363)

¹ Project incomplete to be carried forward into Fiscal Year 2025-2026

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The table above demonstrates the planned budget expenditures for Local Transaction Tax revenues were primarily for one-time enhancements for projects related to enhancing quality of services including leveraging technology, developing staff skills, creating succession opportunities, and addressing community challenges and strategic priorities. However, the City’s Local Transaction Taxes slightly underperformed budget projections by 4% due to declines in Automotive/Transportation, Business/Industry, and Restaurants/Hotels. However, with actual expenses lower than budgeted, the overall impact was nominal and surplus Local Transaction Tax revenues were available to be applied to the City’s General Fund reserves for appropriation by City Council in future years.

Conclusion:

Since October 2013, Local Transaction Tax revenues have been used to 1) eliminate the General Fund deficit, 2) pay down external/internal debt, 3) establish financial reserves, and 4) make one-time investments in infrastructure, equipment and technology improvements. As of June 30, 2025, the original goals have been met or exceeded. With strong financial reserves and robust Local Transaction Tax revenues, City Council will have the financial resources necessary to continue implementation of the City Council Strategic Goals for fiscal years 2022 through 2026.

Preparation of this report and the corresponding Local Transaction Tax Town Hall is meant to demonstrate to voters that the City has been responsible and fiscally prudent with Local Transaction Tax funds and has been transparent about the planned use of Local Transaction Tax revenues each year through the budget process.

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Appendix A: Deficit Elimination Plan

In FY 2013-2014, the City Council began the development and implementation of a multi-year Deficit Elimination Plan. The goal of the Deficit Elimination Plan was to pay off debt, reduce ongoing expenditures and increase ongoing revenue. Revenues raised through Measure A have been critical to achieving the City’s Deficit Elimination Plan.

The City’s General Fund had been in a deficit fund balance position since Fiscal Year 2010-2011. To address the deficit, the City took a number of steps to stabilize ongoing finances, including reducing programs and services, reducing training and professional development opportunities for City staff, implementing layoffs and furloughs, and eliminating vacant positions. Many of these actions were short-term fixes that were necessary to remain solvent but were not sustainable in the long-term.

In addition to short-term actions identified above, the City took a number of longer-term actions to address the City’s deficit and improve long-term financial stability, including:

- Renegotiated the Fire and Emergency Services contract with the Los Angeles Fire Department to reduce the City’s ongoing annual cost without reducing service (saved more than \$500,000/year).
- Transferred operational and financial responsibility of the San Fernando Regional Pool to the County of Los Angeles through a lease of up to 55 years (saved more than \$500,000/year).
- Reduced retiree health benefits to the statutory minimum for new employees to decrease the City’s retiree health (OPEB) liability (significant long-term savings).
- Sold surplus land and used the land sale proceeds to reduce the General Fund deficit (generated \$1 million in proceeds).
- Developed a five-year General Fund projection to improve long-term decision making.
- Adopted a Development Agreement Ordinance to provide additional tools to increase economic development efforts and diversify the tax base.
- Re-established reserves for the Self-Insurance and Equipment Replacement Funds (more than \$1.5 million in SIF reserve to protect against large lawsuits and \$1.1 million set aside to fund future vehicle replacements).
- Updated user fees, development fees, cost allocation calculations to ensure an appropriate cost recovery for City services (more than \$500,000/year in projected ongoing revenue).
- Updated the City’s long term financial planning policies, including budget, purchasing, debt management, grant management, investment, and reserve policies, with an emphasis on creating long term fiscal sustainability.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Wendell Johnson, Director of Public Works
Victor Meza, Water Operations Manager

Date: September 2, 2025

Subject: Consideration to Award a Professional Services Agreement to Civiltec Engineering Inc. for Water Master Plan Development Services

RECOMMENDATION:

It is recommended that the City Council:

- a. Award a Professional Services Agreement (Attachment “A” – Contract No. 2428) to Civiltec Engineering Inc. (Civiltec) in an amount not to exceed \$208,155, to provide Water Master Plan Development Services;
- b. Authorize the City Manager to approve a contingency up to an amount of \$31,845 not to exceed approximately 15% of the contract price for any unforeseen related costs; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute the agreement and all related documents.

BACKGROUND:

1. On May 1, 2025, the City published a Request for Proposal (RFP) for Water Master Plan development (Attachment “B”).
2. On May 29, 2025, two (2) proposals were received on the posted due date for Water Master Plan services.
3. On July 29, 2025, staff conducted interviews with both engineering firms.

Consideration to Award a Profession Services Agreement to Civiltec Engineering Inc. for Water Master Plan Development Services

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ANALYSIS:

The Water Master Plan evaluates the City's water supply, storage, and distribution infrastructure, including wells, reservoirs, pumping facilities, and pipelines. It uses computer modeling to analyze system capacity, fire flow reliability, and the ability to meet peak demand conditions. The plan also considers system vulnerabilities such as aging infrastructure and potential failure risks. Based on these evaluations, the Water Master Plan identifies both short-term and long-term improvements needed to ensure reliable service, regulatory compliance, and resilience to future challenges. These recommended projects form the foundation for a Capital Improvement Program (CIP), helping the City prioritize investments, secure funding, and extend the useful life of the water system.

The City of San Fernando has not prepared a Water Master Plan since 1969, despite significant changes in Southern California's water landscape, including stricter regulations, higher drinking water standards, and increasing competition for limited resources. With more than 5,000 service connections, the City is required to update its Urban Water Management Plan (UWMP) every five years, with the next due July 1, 2026. A new Water Master Plan is critical to provide the technical foundation for the UWMP, ensure compliance, improve eligibility for external funding, and evaluate whether the City's water supply can meet current and future demand. This need is especially urgent as the Well 2A refurbishment project's preliminary design anticipates a 25% reduction in production capacity.

The scope of a Water Master Plan for the City will begin with a comprehensive review of the City's water system, including the inventory of wells, reservoirs, booster stations, pipelines, and related facilities. This process includes collecting operational data, water quality records, and existing maps to ensure that the plan is grounded in accurate system information. The plan then evaluates historical and current water use, projecting future demand based on anticipated growth, land use, and conservation trends. This demand analysis is paired with an assessment of the City's available water supply and pumping capacity to determine how the existing City's water system can meet future needs.

A key part of the plan is creating a computer model of the City's water system. This model acts like a "test run" of the system under different conditions, such as everyday use, high-demand periods, or emergencies. By running these simulations, the City can see how well the system performs, check for any weak spots in water pressure or capacity, and make sure there is enough water available for firefighting. The model also helps identify which areas are most at risk for service disruptions or equipment failures.

The outcome of the plan is a prioritized Capital Improvement Program (CIP), which organizes recommended projects into short-term (1–5 years) and long-term (5–20 years) needs. Cost estimates and implementation strategies are included to help the City schedule investments, align projects with budget cycles, and pursue outside funding opportunities to ensure providing clean water to the community.

Consideration to Award a Profession Services Agreement to Civiltec Engineering Inc. for Water Master Plan Development Services

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Finally, the Water Master Plan will serve as a critical supporting document for outside agency grant applications by providing a comprehensive, data-driven assessment of the City's water system and a prioritized list of capital improvement projects, thereby demonstrating both need and readiness for funding.

Proposals Received.

By the Request for Proposal deadline of May 29, 2025, the City received two (2) proposals as listed below.

PROPOSALS	AMOUNT
Civiltec Engineering Inc.	\$208,155
Stetson Engineers Inc.	\$333,000

Staff evaluated the proposals submitted to the City and interviewed key personnel from the proposed engineering firms. The selection of the consultant was based on criteria set forth in the RFP. The City evaluated the information provided in the proposals using the following criteria: Completeness and Comprehensiveness, Responsiveness to City's Issues, Potential to Benefit City, Experience of the Firm providing similar services to other municipalities, Cost effectiveness, and experience of proposed staff.

Staff reviewed both proposals submitted in response to the RFP and determined that the recommended firm, Civiltec, best meets the City's needs. The proposal demonstrated the strongest combination of experience, technical approach, and cost-effectiveness, offering the best overall value. While the other firm was qualified, the selected firm provided a clearer methodology and stronger record of completing similar projects successfully. Staff is confident this selection offers the City the greatest likelihood of timely, high-quality, and cost-efficient project delivery. The proposal submitted by Civiltec was determined to meet all of the RFP criteria.

Project Timeline.

Upon initiation of the project, the consultant will finalize a detailed schedule in coordination with City staff. At present, staff anticipates the Water Master Plan can be completed within a 12 to 15-month timeframe.

<u>Preliminary Schedule</u>	
Task(s)	Milestone(s)
Data Collection	November 2025 - March 2026
Development of Computer Modeling and Demand Projections	April 2026- August 2026
Identification of System Deficiencies and Proposed Improvements	September 2026 – December 2026

Consideration to Award a Professional Services Agreement to Civiltec Engineering Inc. for Water Master Plan Development Services

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BUDGET IMPACT:

The total cost for the development of the Water Master Plan is estimated not to exceed \$240,000 (which includes approximately 15% for contingencies). Sufficient funding is included in the Fiscal Year 2025-2026 Budget within the Water Fund (Account No. 070-385-0000-4600) to cover expenditures related to this professional services agreement.

CONCLUSION:

It is recommended that the City Council approve an Agreement (Attachment "A" - Contract No. 2428) to Civiltec Engineering Inc. to provide Water Master Plan Development Services, in an amount not to exceed \$240,000 that includes an approximate 15% project contingency of \$31,845 to cover any unforeseen related costs, and authorize the City Manager, or designee, to make non-substantive changes and execute the agreement and any related documents.

ATTACHMENTS:

- A. Contract No. 2428, including:
 - Exhibit "A": RFP for Water Master Plan [\(provided digitally through weblink\)](#)
 - Exhibit "B": Civiltec Engineering Inc. Proposal



2025

PROFESSIONAL SERVICES AGREEMENT

(Parties: Civiltec Engineering Inc. and City of San Fernando)
(Engagement: City Of San Fernando Water Master Plan)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 15th day of September, 2025 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and CIVILTEC ENGINEERING INC. (hereinafter, "CONSULTANT"). For the purposes of this Agreement, CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably, as appropriate.

RECITALS

WHEREAS, CITY requires the development of a water master plan; 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 September 15, 2025, under Agenda Item No. ____; 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 "CITY OF SAN FERNANDO REQUEST FOR PROPOSALS FOR WATER MASTER PLAN" (hereinafter, "CITY RFP") and the written proposal of CONSULTANT entitled "PROPOSAL FOR THE CITY OF SAN FERNANDO WATER MASTER PLAN" (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:

- A. Time is of the essence for this Agreement and each and every provision contained herein. The Work shall be commenced within three (3) calendar days of CITY's issuance of a written notice to proceed ("Notice to Proceed"). CONSULTANT shall complete the various tasks identified in the Scope of Work within the timeframes set forth in the Scope of Work (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.
- F. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

- 1.3 COMPENSATION: CONSULTANT shall perform the Work in accordance with the “FEE SCHEDULE” which is 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 **TWO HUNDRED EIGHT THOUSAND ONE HUNDRED FIFTY-FIVE DOLLARS (\$208,155)** (hereinafter, the “Not-to-Exceed Sum”) during the Term of this Agreement, unless such added expenditure is first approved by the City Council. In the event CONSULTANT’s charges are projected to exceed the Aggregate Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT’s performance pending CITY approval of any anticipated expenditures in excess of the Aggregate Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.
- 1.4 PAYMENT OF COMPENSATION: The Not-to-Exceed Sum will be paid to CONSULTANT in monthly increments as the Work are completed. Following the conclusion of each calendar month, CONSULTANT will submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT’s monthly compensation is a function of hours worked by CONSULTANT’s personnel, the invoice should indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Services, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- 1.5 ACCOUNTING RECORDS: CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and 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 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONSULTANT will deliver to CITY immediately and without delay, all materials, records, and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs, or additional expenses which CITY may incur as a result of

CONSULTANT's cessation or abandonment.

II.

PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVE: The CITY hereby designates Wendell Johnson, Director of Public Works, (hereinafter, the "City Representative") to act as its representative for the performance of this Agreement. The City Representative or the City Representative's designee will act on behalf of the CITY for all purposes under this Agreement. CONSULTANT will not accept directions or orders from any person other than the City Representative or the City Representative's designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates David Song to act as its representative for the performance of this Agreement (hereinafter, "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. Consultant Representative or Consultant Representative's designee will supervise and direct the performance of the Work, using his/her best skill and attention, and will be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all Work under this Agreement. Notice to the Consultant Representative will constitute notice to CONSULTANT.
- 2.3 COORDINATION OF WORK; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Services and this Agreement and will be available to CITY staff and the City Representative at all reasonable times. All work prepared by CONSULTANT will be subject to inspection and approval by City Representative or his or her designees.
- 2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges, and agrees to the following:
- A. CONSULTANT will perform all Work skillfully, consistent with and adhering to its professional standard of care, that is, the degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality;
 - B. CONSULTANT shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Work performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative;
 - C. CONSULTANT will perform all Work in a manner reasonably satisfactory to the CITY;

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

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

- 2.5 ASSIGNMENT: The skills, training, knowledge, and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that

it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement, or the performance of any of CONSULTANT's duties or obligations under this Agreement, without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.

2.6 SUBSTITUTION OF KEY PERSONNEL: CONSULTANT has represented to CITY that certain key personnel will perform and coordinate the Work under this Agreement. Should one or more of such personnel become unavailable, CONSULTANT may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONSULTANT cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Work in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONSULTANT at the request of the CITY. The key personnel for performance of this Agreement are as follows: Chris Stone, Project Manager.

2.7 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work will be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods, and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services and tasks does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and will at all times be under CONSULTANT's exclusive direction and control. CONSULTANT will pay all wages, salaries and other amounts due such personnel and will assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' 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.

PROFESSIONAL SERVICES AGREEMENT

CONTRACT NO. 2428

CITY OF SAN FERNANDO WATER MATER PLAN

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- 2.8 **REMOVAL OF EMPLOYEES OR AGENTS:** If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the City Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by CONSULTANT and will not be reassigned to perform any of the Work.
- 2.9 **COMPLIANCE WITH LAWS:** CONSULTANT will keep itself informed of and in compliance with all applicable federal, state, or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements and applicable regulations of the U.S. Department of Housing and Urbanization.
- 2.10 **NON-DISCRIMINATION:** CONSULTANT represents that it is an equal opportunity employer, and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination.
- 2.11 **INDEPENDENT CONTRACTOR STATUS:** The Parties acknowledge, understand, and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments, or subdivisions of CITY. CONSULTANT will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT will have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt, or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.
- 2.12 **SUSPENSION AND DEBARMENT:** CONSULTANT shall certify by signature that CONSULTANT and its principals, as defined in 49 CFR 29.995, and/or affiliates, as defined at 49 CFR 29.905, are not excluded, or disqualified, as defined at 49 CFR 29.940 and 29.945. CONSULTANT may submit proof of non-debarment or suspension by providing a printout or screenshot from the U.S. Government's official website (www.sam.gov) showing CONSULTANT and its principals are not debarred or suspended prior to the execution of this Agreement.

III.
INSURANCE

- 3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Before commencing the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT will procure and maintain the following insurance coverage, at its own expense:
- A. Commercial General Liability Insurance: CONSULTANT will procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage will have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
 - B. Automobile Liability Insurance: For any owned, non-owned, or hired vehicles used in connection with the performance of this Agreement, CONSULTANT will procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
 - C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which will indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
 - D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT will procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per claim.
 - E. Cyber Security: Cyber Security coverage to include technology/professional liability insurance, intellectual property infringement, and data protection liability insurance. CONSULTANT shall procure and maintain coverage for cyber liabilities and financial loss resulting or arising from acts, errors, or omissions, in connection with data maintenance, hosting, software development and other information technology services provided under this agreement. Coverage shall include

protection for liability arising from: intellectual property infringement arising out of software and/or content (excluding patent infringement and misappropriation of trade secrets); breaches of security; violation or infringement of any right, privacy, breach of federal, state, or foreign security and/or privacy laws or regulations including; data theft, damage, destruction, or corruption, including without limitation, unauthorized access, unauthorized use, identity theft, theft of personally identifiable information or confidential corporate information, transmission of a computer virus or other type of malicious code; and participation in a denial of service attack on a third party. The minimum limits shall be three million dollars (\$3,000,000) for each and every claim and in the aggregate.

- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance will contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representative is authorized to authorize lower ratings than those set forth in this Section.
- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT will be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents, or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents, or volunteers will be in excess of CONSULTANT's insurance and will not contribute with it.
- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement will not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents, and volunteers.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands, and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is a material consideration of this Agreement. Accordingly, CONSULTANT warrants, represents, and agrees that it will furnish CITY with certificates of insurance and endorsements evidencing the coverage required under this Article on ACORD-25 or forms satisfactory to CITY in its sole and absolute discretion. **The certificates**

of insurance and endorsements for each insurance policy will be signed by a person authorized by that insurer to bind coverage on its behalf and will be on forms provided by the CITY if requested. Before commencing the Work, CONSULTANT shall provide CITY with all certificates of insurance and endorsements referenced herein. Upon CITY's written request, CONSULTANT will also provide CITY with copies of all required insurance policies and endorsements.

- 3.7 FAILURE TO MAINTAIN COVERAGE: In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, CITY may cancel this Agreement effective upon notice.
- 3.8 SPECIAL RISKS OR CIRCUMSTANCES: City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Any amendment to the insurance requirements of this Article shall be memorialized and approved in the form of a written amendment to this Agreement, signed by the Parties. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void or invalid.

IV.

INDEMNIFICATION

- 4.1 CITY's elected and appointed officials, officers, employees, agents, and volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the 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.

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- 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.

V.
TERMINATION

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

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service, or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service, or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONSULTANT will cure the following Events of Defaults within the following time periods:
 - i. Within ten (10) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation, or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, CONSULTANT may submit a written request for additional time to cure

the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

- ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

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

- C. CITY will cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.5, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

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

- 6.4 NOTICES: All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:

Civiltec Engineering Inc
440 N Mountain Avenue
Suite 210
Upland, CA 91786
Attn: David H. Song
Phone: 909-296-4457

CITY:

City of San Fernando
Public Works Department
117 Macneil Street
Attn: Wendell Johnson, Director of Public
Works
Phone: 818-898-1237

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

- 6.5 COOPERATION; FURTHER ACTS: The Parties will fully cooperate with one another and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate, or convenient to achieve the purposes of this Agreement.
- 6.6 SUBCONTRACTING: CONSULTANT will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other independent contractors in connection with the various projects worked upon by CONSULTANT.
- 6.8 CONFLICTS OF INTEREST:
- A. CONSULTANT warrants, represents, and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid, nor has it agreed to pay, any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of CITY, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- B. CONSULTANT may serve other clients, but none whose activities within the corporate limits of CITY or whose business, regardless of location, would place CONSULTANT in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code §81000 *et seq.*
- C. CONSULTANT shall not employ any official or employee of the CITY during the Term of this Agreement or any extension term. No officer or employee of CITY shall have any financial interest in this Agreement that would violate Government Code §§1090 *et seq.* CONSULTANT warrants and represents that no owner, principal, partner, officer, or employee of CONSULTANT is or has been an official, officer, employee, agent, or appointee of the CITY within the twelve-month period of time immediately preceding the Effective Date. If an owner, principal, partner, officer, employee, agent, or appointee of CONSULTANT was an official, officer, employee, agent, or appointee of the CITY within the twelve-month period immediately preceding the Effective Date, CONSULTANT warrants that any such individuals did not participate in any manner in the forming of this Agreement. CONTRACTOR understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and CONSULTANT will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and CONSULTANT will be required to reimburse the CITY for any sums paid to CONSULTANT. CONSULTANT understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code §1090.
- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, legal, administrative, or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement will be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD-PARTY BENEFIT: There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

-
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement will not be construed in favor of, or against, either Party but will be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.
- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement will control.
- 6.19 ENTIRE AGREEMENT: This Agreement, including all attached exhibits, constitutes the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, which may have been entered into between CITY and CONSULTANT prior to the execution of this Agreement. Any statements, representations, or other agreements, whether oral or written, made by either Party that is not embodied herein will not be valid or binding on the Parties. No amendment, modification or supplement to this Agreement will be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.
- 6.20 FORCE MAJEURE: The Completion Date for completing the Work may be extended in the event of any delays due to unforeseeable causes beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT, including but not limited to severe 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.

PROFESSIONAL SERVICES AGREEMENT

CITY OF SAN FERNANDO WATER MATER PLAN

Page 19 of 19

CONTRACT NO. 2428

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

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

CITY OF SAN FERNANDO:

CIVILTEC ENGINEERING INC.

By: _____
Kanika Kith, Interim City Manager

By: _____

Name: _____

Date: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, City Attorney

Date: _____



CITY HALL
CITY OF SAN FERNANDO



CITY OF SAN FERNANDO

STATEMENT OF QUALIFICATIONS FOR Water Master Plan

May 29, 2025





Wendell Johnson, PE, Public Works Director
City of San Fernando
117 Macneil Street
San Fernando, CA 91340
Attention: Wendell Johnson, PE | Public Works Director

May 29th, 2025

Subject: Statement of Qualifications for City of San Fernando Water Master Plan

Dear Mr. Johnson,

The City of San Fernando (San Fernando) seeks a strategic partner for the Water Master Plan (WMP) to ensure San Fernando has adequate water infrastructure facilities to support future growth and help develop a financial plan for the long-term repair, replacement and maintenance of its water production and distribution infrastructure. San Fernando requires a team with technical expertise, deep system knowledge, and a proven ability to deliver actionable solutions. We understand the WMP must address the importance of the source of supply system and its related appurtenances. The WMP will consider pipe age, leak history, and pipe material, along with fire flows, the consequences and likelihood of pipe failure.

At **Civiltec Engineering, Inc., (Civiltec)** we understand the complexities of developing actionable and cost-effective water master plans. With 65+ WMP completed since 1993 and experience spanning 80+ water system projects across southern California, we bring both technical expertise and a nuanced understanding of regional water systems. Our team brings decades of experience, a deep understanding of municipal water systems, and a client-focused approach. Below are the key benefits of teaming with **Civiltec**:

Proven System Knowledge and Strategic Insights | With experience serving systems of similar scale, we understand San Fernando's water supply sources, hydraulic dynamics, and the evolving demand for recycled water solutions. Our team is well-versed in tools like InfoWater and InfoWater Pro, ensuring accurate system modeling and actionable data analysis to support San Fernando's strategic decisions.

Leadership with Extensive Planning Expertise | Gretel Ochoa-Nhac, PE, will serve as Project Manager, bringing experience from 50+ water system models and leadership on 58+ master plans and key design work on projects. David Song, PE, is a principal within the firm working on 12+ WMPs and has gone on to facilitate and manage engineering as well as construction oversight through operation of countless CIP water systems in California.

Comprehensive In-House Team | Backed by a team of civil and electrical engineers, designers, drafters, and survey professionals, we ensure streamlined coordination and seamless delivery according to your project goals and schedule. Additionally, our history of design, operation and maintenance solutions, and construction management services can be useful to aid in the successful completion of your CIP.

A Commitment to Excellence & On-Time Delivery | Time is critical for San Fernando's WMP, and **Civiltec** has a track record of delivering WMPs within six-month timeframes. Our understanding of San Fernando's data structure, past WMP frameworks, and inter-agency coordination needs allows us to hit the ground running and meet all regulatory deadlines without delays. Collaboration is at the core of our success. We prioritize open communication and partnership with San Fernando staff to ensure the WMP is both practical and reflective of your team's expertise. Our workshop-driven methodology fosters idea exchange, to align our technical insights with San Fernando's operational priorities. By engaging stakeholders at every phase, we build consensus and deliver actionable solutions to achieve your goals efficiently and effectively.

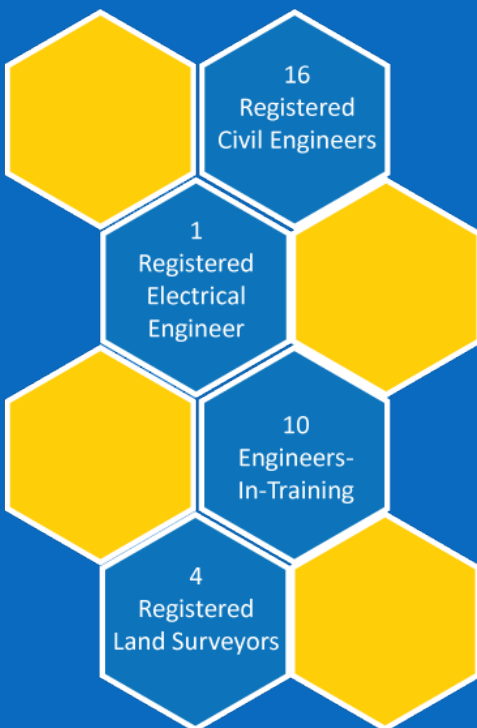
We look forward to discussing how **Civiltec** can support San Fernando in achieving its long-term water system objectives. Please feel free to reach out to Gretel Ochoa-Nhac, PE at gochoa@civiltec.com or 909.296.4457.

Sincerely,

David H Song, PE | Principal, Sr. Project Manager
Authorized to Bind the Firm

Gretel Ochoa-Nhac, PE | Project Manager

STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN



Proposal Contact:

Gretel Ochoa-Nhac, PE
Project Manager
(p) 909-296-4457
(e) gochoa@civiltec.com

Firm Ownership:

W. David Byrum, PE, President
Chris Dusza, PE, CFM,
Vice President
C. Shem Hawes, PE, Principal
David Song, PE, Principal
Andrew Shroads, PE,
CFM, Principal

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Professional Services Agreement.....	26
Cost Proposal	Included in a Separately Sealed Envelope



MONROVIA OFFICE (HQ)

605 E. Huntington Drive, Suites 206, Monrovia, CA 91016
P: 626.357.0588



UPLAND OFFICE

440 N. Mountain Avenue, Suite 210, Upland, CA 91786
P: 909.296.4457



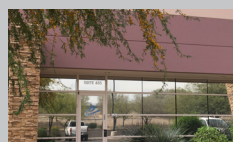
FULLERTON OFFICE

1440 N. Harbor Boulevard, Suite 650, Fullerton, CA 92835
P: 714.459.7957



PRESCOTT OFFICE

2054 N. Willow Creek Road, Prescott, AZ 86301
P: 928.771.2376



PEORIA OFFICE

9299 W. Olive Avenue, Suite 405 Peoria, AZ 85345
P: 623.582.0970



PHOENIX OFFICE

2198 E. Camelback Road, Suite 205, Phoenix, AZ 85016
P: 602.428.7564

Civiltec was founded in 1986 as a "C" Corporation with principles of
innovative thinking and premier quality.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Consultant Information, Qualifications

Developing strong working relationships with our clients is part of **Civiltec's** mission and vision. Repeat client work represents 85% of our workload. Throughout the past 5 years, we averaged 200+ firm new projects per year in California. Projects range in size from small to large and have included This wealth of successful experience, primarily for municipalities, state and federal agencies, demonstrates our ability to deliver projects with complete client satisfaction. We have completed more than 250 water planning related projects and understand that each system is unique and presents its own challenges. We will create a master plan that is specific to your system's anticipated needs. This knowledge and capability will ensure we provide San Fernando with the necessary understanding to complete this WMP at the highest quality. **Civiltec** shares your commitment to efficient, innovative, high-quality infrastructure and will provide the support that maintains the quality of life your residents expect.

Our reputation and the quality of our work are paramount to us. Feel free to contact any of the references included with our select relevant project experience to verify our dedication to providing unique, gainful solutions.

WMP 2015 – Current Day	
Long Name	Primary Client
Los Angeles County & Fontana WMP & Hydraulic Model Update	SGVWC
Devils Canyon Azusa Pipeline Hydraulic Model Development	SGVMWD
2024 WMP	La Canada Irrigation District
San Manuel Water Supply Master Plan	Arizona Water Company
2023 WMP Update	Orchard Dale Water District
CIP WMP Update	Sunny Slope Water Company
2022 WMP	LHHCWD
2022 WMP Update	Pico Water District
Bisbee Water Master Plan	Arizona Water Company
2021 WMP Update	VCWD
Old Home Manor Integrated WMP & CIP	Town of Chino Valley
2020 WMP Update	San Gabriel County Water District
2020 WMP Update	City of Brea
2020 WMP, Wastewater Master Plan, & Emergency Response Plan Update	City of La Verne
2018 WMP and Water Rate Study	City of Covina
2015 WMP Update	LHHCWD
2015 WMP	City of Industry
2015 WMP	La Puente Valley County Water District
2015 WMP	City of Monrovia





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Valley County Water District (VCWD) WMP and Capital Improvement Plan Projects

Contracting Agency: Valley County Water District (VCWD)

Contracting Agency Contact: Jose Martinez | General Manager | (p) 626.338.7301 | (e) jmartinez@vcwd.org

Contract Amount: \$174,960

Contract Dates: September 2020 – August 2022

Consultant Contact: Gretel Ochoa-Nhac, PE | Project Manager | (p) 213.393.0064 | (e) gochoa@civiltec.com

VCWD was established in 1926 and now serves 9.4 square miles across the cities of Baldwin Park, Irwindale, West Covina, and Azusa supply potable water to nearly 75,000 residents through 12,470 serve connections. **Civiltec** has been a main representative to help VCWD plan for current resource utilization, growth, and emergency responsiveness through our planning work. The 2021 WMP Update is the most recent address of VCWD's diverse service area. Additionally, **Civiltec** completed the previous 2013 WMP update. Key tasks performed by **Civiltec** included land use and water requirement analysis, establishment of evaluation criteria for design and future planning, hydraulic modeling, supply and energy analyses, facility and distribution system assessments, water quality and conservation planning, operations and maintenance evaluations, financial and strategic planning, and programming for the Capital Improvement Program.

This comprehensive study analyzed current and historical district needs, climate and population trends, land use patterns, and potable and non-potable water usage. The plan proposed solutions to mitigate foreseeable contingencies and ensure sustainable water resource management.

Civiltec's partnership with VCWD extended past planning efforts across numerous CIPs. Notable efforts include the 2018, 2019, 2020/21, and 2022 CIP Water Main Replacement projects where we have provided design and engineering services to replace aging pipelines. Collectively, **Civiltec** has supported the replacement of substantial portions of VCWD's water distribution system following through on the WMP outline for improvements. Additionally, we complete annual water supply and demand assessments yearly evaluating VCWD's ability to meet water demand under varying conditions.

Other significant contributions include the Arrow Well Rehabilitation and Equipping Project, Maine Booster Pump Station (BPS) Improvements, Lante Plant Vault Grating Design, and Nixon Treatment Plant Storage Expansion within the last five years alone. These projects have been instrumental in enhancing the district's infrastructure reliability and operational efficiency. **Civiltec's** strategic planning, engineering expertise, and seamless project execution continue to ensure the sustainability and reliability of VCWD's water distribution network while preparing the district to meet future challenges.



May 29, 2025

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STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

City of La Verne, WMP, Modeling, and CIP

Contracting Agency: City of La Verne

Contracting Agency Contact: Ryan Ciotti, Utilities Manager | (p) 909.596.8749 | (e) rciotti@cityoflaverne.org

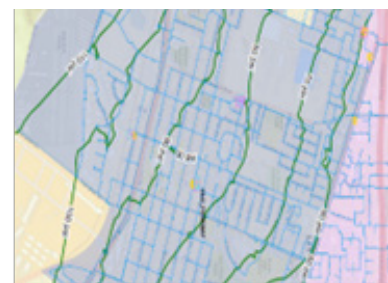
Contract Amount: \$250,000

Contract Dates: August 2016 – July 2021

Consultant Contact: Gretel Ochoa-Nhac, PE | Project Manager | (p) 213.393.0064 | (e) gochoa@civiltec.com

Civiltec has been the City Utility Engineer from 1992 to present day. In 2000, La Verne and **Civiltec** began planning a new cyclic storage project for the Live Oak Basin involving the Metropolitan Water District, two local municipal water districts and the Los Angeles County Flood Control District. The project puts raw imported water into new and existing spreading basins for La Verne. Since the agreement was signed, we have master planned, designed, and constructed new extraction wells, piping systems, a new regional treatment plant and BPS. All facilities are within operation. **Civiltec** has prepared La Verne's annual water quality assessment since 2017, the 2010 and 2015 La Verne Urban Water Management Plans and the 2023 Wastewater Master Plan and kept their system model updated yearly.

The 2020, 2016, 2010, 2000, and 1993 La Verne WMP developed policy and direction for urban development and implemented conservation measures. La Verne observed some impacts from nitrification and an increase in lead and copper concentrations, which resulted in exceedances of the Lead and Copper Rule we proposed they implement a nitrification monitoring and control plan to mitigate risks associated with these nitrifying conditions as well as implemented various improvements within the water system to mitigate the occurrence of these conditions. **Civiltec** completed a study to verify the results of the prior Lead Corrosion Study (prepared by another firm) and Nitrification Monitoring and Control Plan to determine additional operational adjustments and system improvements to be made to minimize the occurrence of nitrification and corrosion. This also included an analysis of the system to determine sensitivities to nitrification and ultimately solutions to minimize loss of disinfectant and nitrification. We developed La Verne's water system model, operational, administrative, and capital improvements were summarized, capital improvement concepts prepared to conceptualize capital improvements and descriptions for the need and benefits of each project summarized.



Pressure Contour from Project



Example Proposed Capital Improvement





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

City of Brea WMP Updates and CIP

Contracting Agency: City of Brea

Contracting Agency Contact: Michael Ho, PE, Deputy
Director of Public Works/City Engineer | (p) 714.990.7667
| (e) michaelh@ci.brea.ca.us dwkeesey@gmail.com

Contract Amount: \$108,545

Contract Dates: August 2019 – July 2022

Consultant Contact: Gretel Ochoa-Nhac, PE |
Project Manager | (p) 213.393.0064 | (e) gochoa@
civiltec.com

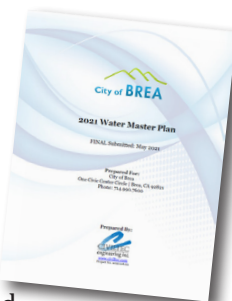
Civiltec has been a trusted partner to Brea, leveraging our expertise in water system planning, engineering studies, design, and construction management to enhance infrastructure and provide sustainable solutions. At the heart of this partnership is a comprehensive Water Master Plan, which serves as a roadmap for Brea's long-term water infrastructure improvements. This plan, developed by **Civiltec**, addresses the city's current and future water needs, integrating innovative solutions to meet demand while adhering to budget and schedule constraints.

The Water Master Plan involved a meticulous analysis of Brea's water distribution system, evaluating supply, demand, and operational challenges. **Civiltec's** efforts included:

- Hydraulic modeling and system stress-testing to identify vulnerabilities and optimize performance.
- Demand and supply analysis, aligning with zoning plans, the General Plan, and future development.
- Capital Improvement Program combining a cost-benefit analysis with operational needs.
- Stakeholder engagement, ensuring the plan reflected the city's goals and community needs.

This comprehensive plan provided a strategic framework for implementing water system improvements efficiently and cost-effectively including capital improvements that our team implemented into the system. Building on the foundation of the Water Master Plan, **Civiltec** has provided engineering expertise for numerous capital improvement projects, addressing critical needs across Brea's water infrastructure.

- Enterprise Tract Water Improvements replaced 5,890



LF of aging water mains, including fire hydrants, valves, and services, while incorporating ADA-compliant curb ramps and pavement restoration. The design minimized traffic disruptions, adhered to strict regulatory separations, and addressed soil corrosivity to ensure long-lasting infrastructure.

- North Hills and Pleasant Hills Water Main Replacements designed approximately 26,000 LF of water mains across four distinct areas, integrating pressure-reducing station upgrades to address low-pressure concerns. Services included topographic surveys, geotechnical analysis, and construction bidding support. Innovative hydraulic modeling informed recommendations for improved pressure ranges and reliability.
- Carbon Canyon BPS #2 and #3, **Civiltec** delivered complete PS&E packages, including pump replacements, pressure relief valves, new generators, and modernized electrical systems. The designs incorporated process and instrumentation diagrams, SCADA system integration, and compliance with energy efficiency standards.
- Valencia Reservoir Rehabilitation performed inspection and reconfiguration of tank connections, recoating the interior and exterior, and preparing plans and cost estimates to extend the reservoir's service life.
- Walling Avenue Sewer Main Replacement replaced 370 feet of sagging 8-inch vitrified clay pipe with a 10-inch VCP, ensuring uninterrupted service with bypass specifications during construction. Comprehensive Support and Operational Solutions

By aligning the Water Master Plan with the city's budget and operational goals, **Civiltec** ensures that each project integrates seamlessly into Brea's system. These infrastructure enhancements directly improve water delivery, reliability, and sustainability for the community, reflecting **Civiltec's** commitment to building resilient systems for generations to come.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Hydraulic Model for Suburban Water Systems (SWS)

Contracting Agency: Suburban Water Systems

Contracting Agency Contact: Nathan Au, PE, Engineering Manager | (p) 626.543.2500 | (e) Nathan.Au@nexuswg.com

Contract Amount: \$29,360

Contract Dates: August 2019 – July 2021

Consultant Contact: Gretel Ochoa-Nhac, PE | Project Manager | (p) 213.393.0064 | (e) gochoa@civiltec.com

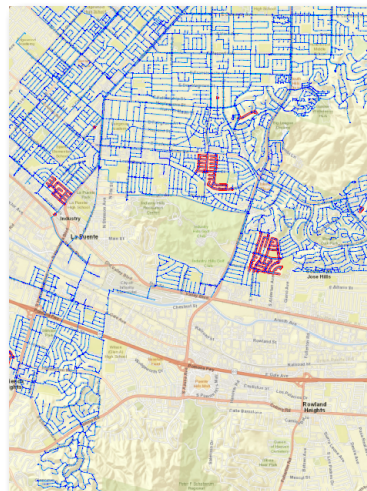
Civiltec provided a comprehensive hydraulic model update for SWS, covering the San Jose Hills and Whittier-La Mirada service areas. The SWS service area water distribution infrastructure includes more than 870 miles of pipelines, 20 wells, 34 reservoirs, and numerous pumping facilities. Additionally, SWS sources its water from a combination of groundwater and imported surface water. Groundwater is extracted from company-owned wells in the Main San Gabriel Basin and Central Basin, both significant aquifers in the region. The Main San Gabriel Basin spans 167 square miles with an estimated capacity of 8.6 million acre-feet, while the Central Basin covers 278 square miles and can store up to 13 million acre-feet of water.

The hydraulic model effort involved integrating data from 19 pipeline improvement projects completed over the past three years, as well as updates to water distribution infrastructure. Key updates included the addition of new pipelines and junctions using InfoWater Pro's GIS Gateway, which allowed for seamless data transfer from shapefiles. Manual corrections were made to address elevation data gaps by comparing GIS data with Google Earth. Plant-specific improvements were also a critical focus. At Plant 238, three booster pumps serving the 975 Pressure Zone were updated with new pump curves calculated using manufacturer-provided data. Similarly, at Plant 408, four new pressure reducing valves were introduced, enhancing water flow management between different pressure zones. During this project, **Civiltec** also conducted internal training for staff on InfoWater Pro, focusing on tools such as GIS Gateway, Domain and Facility Managers, and hydraulic scenario analysis. This training, led by *Timothy Kwan, PE* and overviewed by *Gretel Ochoa-Nhac, PE*, covered critical topics like fire flow demand modeling, static and residual pressure assessments, and the simulation of future pipeline demands. The team's proficiency was enhanced through hands-on application of InfoWater Pro, particularly in mass data editing, scenario testing, and new project simulation.

These hydraulic model updates not only improved the accuracy of SWS's water distribution system representation but also positioned their infrastructure for future planning and optimization. **Civiltec's** tailored solutions and collaborative approach ensured the updates addressed existing issues, met SWS's operational goals, and supported their long-term capital improvement planning.

"Civiltec provides several value propositions but what stands out to me most is how they take ownership of results. They genuinely care about customer satisfaction and are often the first person I call when I need an expert opinion."

- Nathan Au, PE, Engineering Manager, SWS



May 29, 2025

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STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Pico Water District WMP Update

Contracting Agency: Pico Water District

Contracting Agency Contact: Joe Basulto, General Manager | (p) 562.692.3756 | (e) jbasulto@picowaterdistrict.net

Contract Amount: \$89,980

Contract Dates: January 2021 – September 2021

Consultant Contact: Gretel Ochoa-Nhac, PE | Project Manager | (p) 213.393.0064 | (e) gochoa@civiltec.com

Civiltec collaborated with the Pico Water District to comprehensively update its 2008 Water Master Plan, addressing critical infrastructure needs and preparing the system for long-term growth. A key focus of the update was the development of an enhanced hydraulic model incorporating updated pipe data, pump curves, and infrastructure details. This model facilitated the analysis of current and future system demands, leveraging population projections and land use data to forecast water needs for 2025, 2030, and 2040. The updated hydraulic model enabled simulations to identify system vulnerabilities, evaluate fire suppression capabilities, and ensure compliance with industry standards for system performance and reliability.

To address system deficiencies, **Civiltec** conducted a detailed engineering study that prioritized solutions through a Capital Improvement Plan. This plan outlined targeted projects, including upgrades to aging pipelines, enhancements to fire suppression infrastructure, and improvements to system efficiency. Each project was categorized by priority, cost, and potential funding opportunities, providing the Pico Water District with a clear roadmap for strategic investments. Additionally, energy use was evaluated across the system, with recommendations for reducing power demand and exploring alternative energy sources to improve and align with Pico Water District goals for operational efficiency and long-term sustainability efforts.

Water quality also remained a top priority in the plan. **Civiltec** analyzed contamination trends, identified regulatory compliance requirements, and proposed treatment upgrades to address emerging contaminants such as PFAS and PFOS. Through collaboration with the Pico Water District's team, the master plan synthesized solutions for immediate challenges while offering a strategic vision for long-term system improvements. Regular communication, workshops, and progress meetings ensured alignment with the Pico Water District's goals, delivering a comprehensive plan to enhance service reliability, operational efficiency, and resilience for the future.

"Working with Ms. Gretel Ochoa-Nhac on various projects—such as our Water Master Plan and Annual Water Supply and Demand Assessment—has been an outstanding experience. She consistently demonstrates exceptional professionalism, attention to detail, and a deep understanding of client needs.

Her thoughtful and dedicated approach reassures us that our projects are taken seriously and handled with the utmost care. Gretel's commitment to delivering high-quality service ensures that our work is completed efficiently and within scope.

It's always a pleasure collaborating with her and her team. I cannot speak highly enough of her contributions and the confidence she instills throughout the process."

– Joe D. Basulto, General Manager, at Pico Water District





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

La Habra Heights County Water District 2022 Water Master Plan

Contracting Agency: La Habra Heights County Water District

Contracting Agency Contact: Michael Gualteri, General Manager | (p) 562.697.6769 | (e) mike@lhhcwd.com

Contract Amount: \$89,080

Contract Dates: November 2021 - August 2022

Consultant Contact: Gretel Ochoa-Nhac, PE | Project Manager | (p) 213.393.0064 | (e) gochoa@civiltec.com

Civiltec partnered with the La Habra Heights County Water District to develop a comprehensive update to its Water Master Plan (WMP), establishing a clear, forward-looking strategy for maintaining a reliable, efficient, and resilient water system through 2045. The WMP focused on aligning infrastructure planning with projected growth, regulatory requirements, and evolving system demands. We conducted a detailed assessment of their existing water infrastructure, including imported water and local groundwater sources, storage reservoirs, wells, booster stations, and over 100 miles of distribution pipelines. A robust hydraulic model was developed and calibrated using InfoWater to evaluate current conditions and simulate system performance under future demand scenarios, fire flow requirements, and emergency conditions.

As part of the planning process, **Civiltec** integrated updated land use data and population growth projections to refine demand forecasting. The team collaborated closely with district staff to validate and supplement pipe material data using internal knowledge and water atlas mapping, ensuring modeling accuracy.

The plan identified system deficiencies, prioritized improvements, and provided a 20-year Capital Improvement Plan (CIP) with recommended upgrades to pipelines, pump stations, reservoirs, and wells. Budget-level cost estimates and implementation phasing were included to support long-term funding strategies and infrastructure investment decisions.

Civiltec's work culminated in the successful delivery of a complete, data-driven Water Master Plan that now serves as a roadmap for capital investment, regulatory compliance, and system resilience in La Habra County





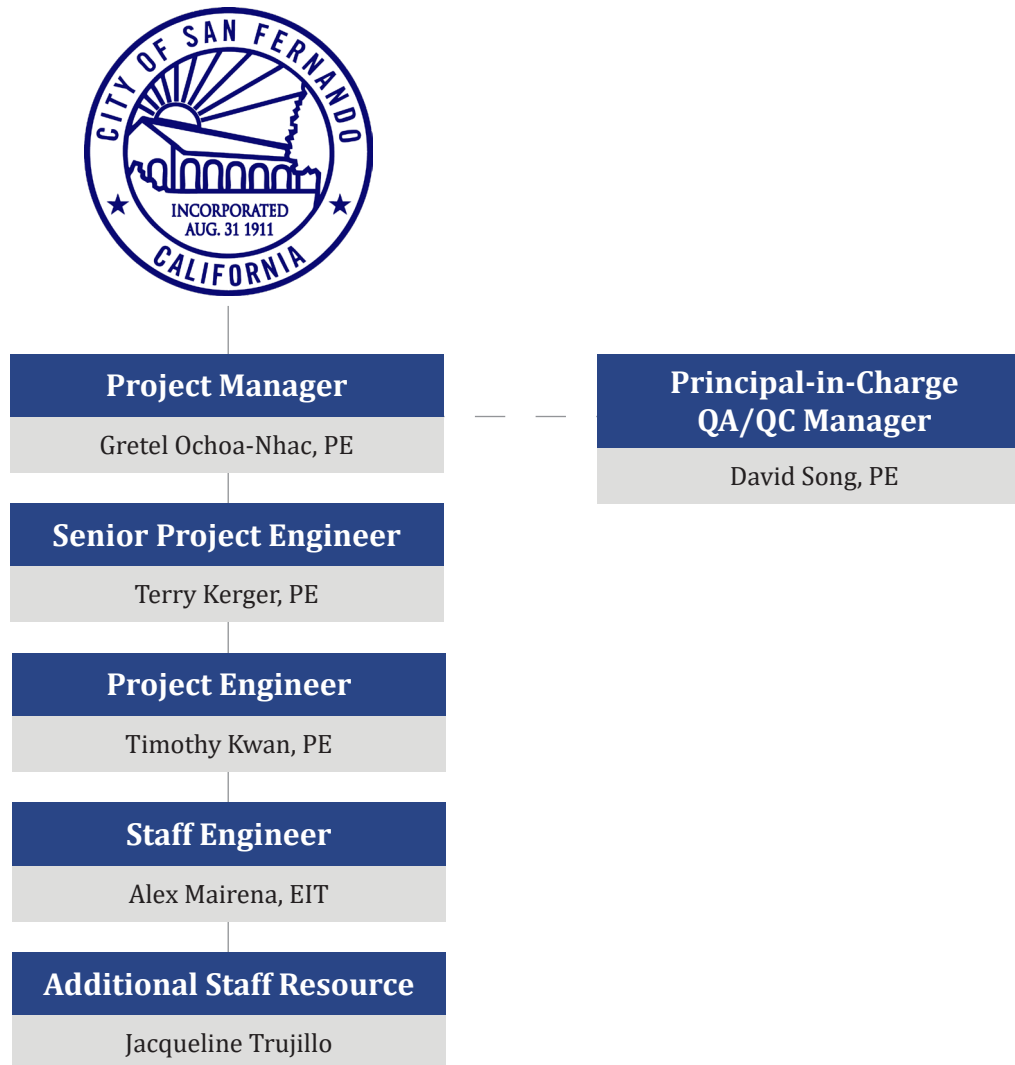
STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Organization and Approach

Personnel in our Upland office consist of experienced surveyors, public works engineers, construction managers and qualified observation staff with a combined 193+ years of technical experience.

All work assigned to us will be managed out of this office. Key staff proposed will not be reassigned or replaced without your prior written authorization. **Civiltec** is committed to building the right team for each project, tailored to your specific needs.

An organizational chart of our proposed team is shown below followed by key team members' qualifications.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN



Gretel Ochoa-Nhac, PE | Project Manager

Education: M.S. Civil Engineering with Emphasis in Transportation Engineering, California State Polytechnic University, 2015 | B.S. Civil Engineering, California State Polytechnic University, 2012

Registration: Professional Civil Engineer California No. 91903

Gretel has 13+ years (11+ with **Civiltec**) of experience in civil engineering. Her experience includes water modeling/analysis using InfoWater, design of pipelines and roadway improvements, WMPs, urban water management plans (UWMP), water audits, and validations. She takes a methodical approach to leading research, scheduling, and coordination with internal staff, stakeholders, and client teams, as well as assisting in driving and pushing on-time deliverables. Gretel understands the importance of working together with a well-informed team to produce great in-depth study, models, and plans to exceed client expectations. Gretel and her team have worked on 28+ WMPs to date. She has put together several CIP plans looking head to 10, 20, and 50 years. Additionally, Gretel has provided training on water software including InfoWater, Civil3D, ArcGIS, , and Global Mapper when requested.

Select Relevant Experience

- 2025 WMP, La Canada Irrigation District (Project Manager)
- 2022 WMP Updates, Pico Water District (Project Manager)
- CIP and Water Master Plan Update, Sunny Slope Water Company (Project Manager)



David Song, PE | Principal-in-Charge & QA/QC Manager

Education: B.S. Civil Engineering, University of California, Los Angeles, 2004

Registration: Professional Civil Engineer California No. 76613

David has 22+ years (19+ with **Civiltec**) of engineering and planning experience. His expertise is largely utilized in potable water infrastructure planning, design, engineering, and management. He has completed several WMPs preceding his role as project manager or senior engineer on the capital improvement projects that follow the reports completion. His experience in creating thoughtful and cost-effective solutions has resulted in more than 500,000 linear feet (LF) of distribution and transmission pipelines and construction traffic control plans, 51+ pump stations, 70+ wells, and 80+ reservoirs. He has also secured permits for projects with public agencies and cities located in Los Angeles, Orange and Ventura Counties, California Department of Public Health and California Department of Transportation. These projects involved potable and recycled water facilities for water companies, water districts, municipalities, and private developers. David's focus is establishing safe reliable and cost-effective water resources for his clients and the communities they serve.

Select Relevant Experience

- Amethyst Road Turnout No. 5 Water Pipeline and Metering Facility, Victorville (Project Manager)
- 2020 Water Master Plan Update, City of Brea (Brea) (Project Manager)
- 2021 Water Master Plan Update, Valley County Water District (VCWD) (Project Manager)





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN



Terry Kerger, PE | Sr. Project Engineer

Education: B.S. Mechanical Engineering, California State University, Los Angeles, 1985

Registration: Professional Civil Engineer California No. 34896

Terry has 55+ years (21+ with **Civiltec**) of experience in planning, project management, design, and construction of civil engineering projects. His experience includes flow computations for master plans, hydraulic calculations, more than 50 miles of water transmission mains (ranging from 6- to 30-inches), flow control facilities, pump stations, reservoirs, wells, treatment plants, sewerage, water containment, investigations of wellhead water treatment and well water blending, hydraulic modeling, CIP, telemetry system design, feasibility studies for purchase of adjacent mutual water systems, including system appraisal, financial options, and identifying system upgrades, flood control facilities, bikeway, roadway design, structure design, grading plans, WMPs, and agency plan check programs. Other project contributions include mapping and flow computations for master plans, hydraulic calculations for transmission lines, and metering facilities. Terry conducted computerized hydraulic network analysis using Fluid Analysis and Simulation Technique (FAAST) for several clients including Rowland Water District and the cities of Manhattan Beach, Thousand Oaks, Camarillo, Ontario, and Beverly Hills. He has been a key eye for quality on 11+ WMPs and 17+ system models.

Select Relevant Experience

- 2023 Water Master Plan Update, Orchard Dale Water District (Project Manager)
- Update Hydraulic Model Latest CAD Maps, Kinneloa Irrigation District (Project Manager)
- Water Model Update, City of Beverly Hills (Sr. Project Engineer)

May 29, 2025

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Timothy Kwan, PE | Project Engineer

Education: B.S. Civil Engineering, California State Polytechnic University, Pomona, 2020

Registration: Professional Civil Engineer California No. 95525

Timothy has 6+ years (all with **Civiltec**) of hydraulic modeling and water engineering experience. He has updated existing models, calibrating models, troubleshooting models, and creating operational scenarios, steady state, simulations models, and capital improvement project impact models. In addition, he routinely creates extended period scenarios, produces fire flow results, and provides future system modeling results that ultimately help create CIPs that benefit the client's water system. Timothy has been involved in 55+ different hydraulic modeling projects, including water and wastewater systems. He has participated in 15+ WMPs while at **Civiltec** serving as a key member of Gretel's team. His software experience includes ArcGIS and InfoWater.

Select Relevant Experience

- 2025 WMP, La Canada Irrigation District (Project Engineer)
- Los Angeles County and Fontana Water System Master Plan and Hydraulic Model Update, San Gabriel Valley Water Company (SGVWC) (Project Engineer)
- 2023 Water Master Plan Update, Orchard Dale Water District (Project Engineer)





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN



Alexander Mairena, EIT | Staff Engineer

Education: B.S. Civil Engineering, California State University, Los Angeles, 2021

Registration: Engineer-in-training No. 17542

Mr. Mairena has 5+ years (3+ with **Civiltec**) of construction, structural, transportation and water engineering experience. He performed construction management and project engineering for a grounded water tank, performed geometric design for a two-lane road, prepared floor plans and calculated footings for residential homes, and designed a 3-story office building. He is skilled in the use of AutoCAD, Civil-3D, MicroStation, SAP2000, and Microsoft Projects.

Select Relevant Experience

- California American Water, Spinks Booster Pump Station
- California American Water, Bellflower Water Main Replacement Phase 2
- City of Lynwood, Well 8 Piping and Site Improvements



Jacqueline Trujillo | CAD Operator

Education: B.S. Civil Engineering, California State Polytechnic University, Pomona, 2024

Jacqueline is a recent college graduate and recently joined **Civiltec**. Her previous projects during her senior year included the redesign and redevelopment of the Fairplex parking lot design, water network analysis, and design of a water tank. These showcase trail projects have helped shaped her interest in water and transportation projects. She is experienced in ArcGIS, AutoCAD, Civil 3D, MicroStation, and Fire Flow Testing. She has also assisted with hydraulic analyses, reviewed water design reports for Arizona Water Company, and contributed to the creation of potential capital improvement projects. Jacqueline is a team-oriented collaborator who appreciates challenging work and meeting strict deadlines.

Select Relevant Experience

- City of Covina, 2025 Water Master Plan
- La Canada Irrigation District, 2024 Water Master Plan
- 2025 Annual Water Supply and Demand Assessment, Various Local Clients



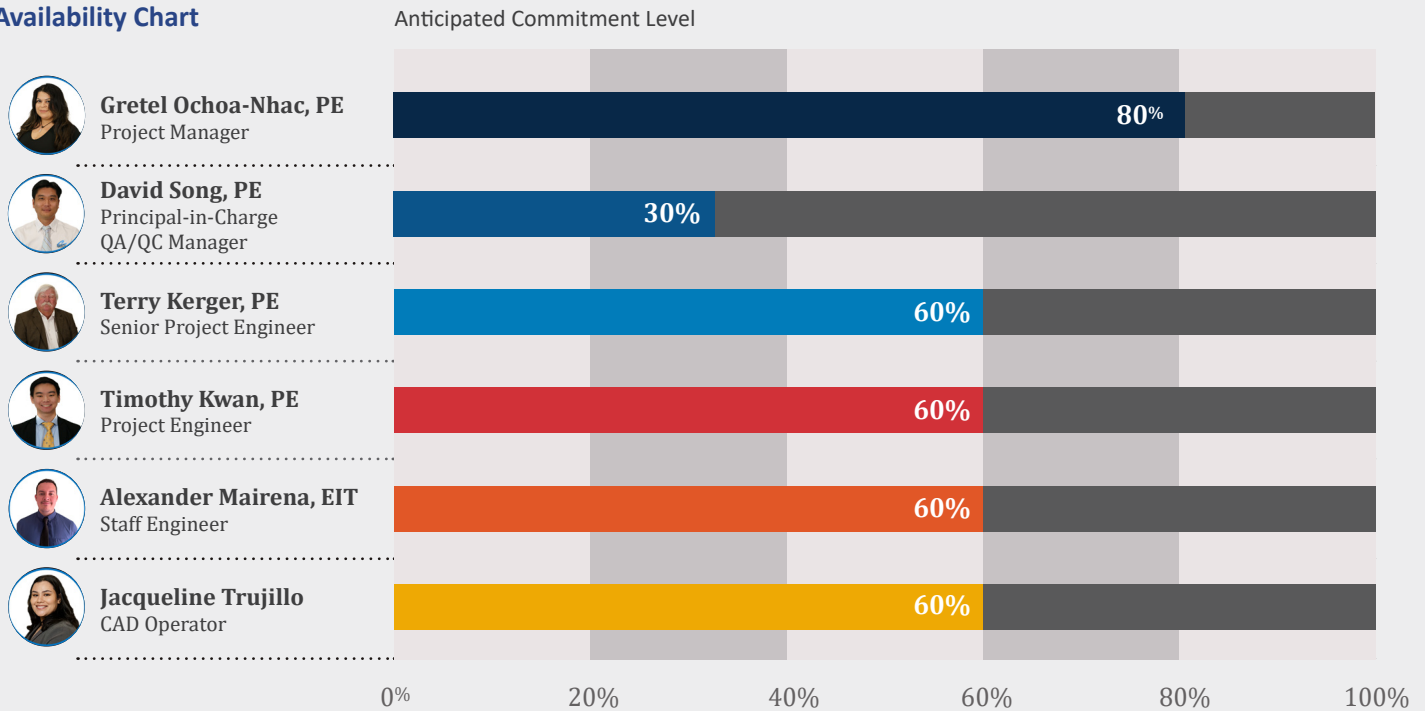


STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Current and Anticipated Availability

Civiltec affirms that our project staff are sufficiently available for the duration of San Fernando's WMP. We have all the capabilities to provide professional engineering services including all components of San Fernando's water production, water treatment, and water distribution systems. Our key personnel and their respective support staff are available and committed to dedicating the effort necessary to complete any service required by San Fernando. Below we have provided a chart illustrating our team's projected workload for the contract and each person's minimum commitment level, with the understanding that everyone can and will expand their availability as needed.

Availability Chart





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Project Understanding

San Fernando operates as a critical water service provider in the San Fernando Valley, serving a current population of under 24,000 residents across a 2.4-square-mile area. With approximately 5,400 service connections, San Fernando is responsible for ensuring the reliable delivery of water to customers within its service area. San Fernando has built a comprehensive water distribution system that has been entirely dependent on groundwater through four wells within the Sylmar Groundwater Basin and would like to remain as such. As a backup supply source, San Fernando has the ability to purchase import water from Metropolitan Water District of Southern California (MWD). This reliance, though effective, presents challenges in terms of long-term sustainability, supply vulnerability, and cost management. The City's current water distribution system includes aging infrastructure which includes roughly 66.5 miles of distribution pipelines, four storage reservoirs, and two booster pump stations and as of early 2024, two ion exchange treatment plants known as Plant No.1 and Plant No.2 for nitrate removal.

Scope of Services

Based on our project understanding and professional experience, we have identified the following scope of services.

PHASE 1. PROJECT KICKOFF AND WORK PLAN

Task 1 – Kick-off Meeting

Civiltec will arrange and conduct a kick-off meeting with San Fernando to discuss the goals and priorities of the study, introduce project team members, existing operational issues and expected deliverables, key milestones, work plan including tasks and objectives, as well as strategies to coordinate efforts regarding public engagement, and schedule.

It is anticipated that this initial meeting will be a workshop involving the key members of our team and the City of San Fernando's operations and management personnel. Our experience points that it is helpful to thoroughly review the system's components and all operating procedures and conditions, review past improvements initiated from the previous WMP, identify all features that are unique, challenging to operate, worst case conditions experienced, and areas San Fernando knows where more capacity or better system performance is desired.

Task 2 – Progress Meetings and Administration

Civiltec will provide overall project management and coordination to ensure effective delivery of the WMP. This includes scheduling and participating in at least two (2) in-person meetings and two (2) virtual meetings with San Fernando staff to review progress, address questions, and support key decision-making throughout the project. We will manage communication, track milestones, provide regular updates, and ensure alignment between project tasks and San Fernando's expectations. Meeting agendas, notes, and action items will be prepared and distributed following each meeting to maintain transparency and accountability.

Task 3 – InfoWater Pro Training

Civiltec will provide 8 hour training workshop to San Fernando staff regarding hydraulic model operation and model maintenance. The training workshop will be done by either the PM or PE or a mixture of both and the training workshop would be broken into four-hour time periods on separate days. The training will be done either in-person or virtually depending on the preference of San Fernando staff.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

The training workshop would include basic and advanced features of using InfoWater Pro. Ideally, one portion of the workshop would be focused on the basic features of InfoWater Pro such as: understanding the functions and features as part of InfoWater Pro's interface; searching addresses within San Fernando's service area; adding files or layers; add or modifying modeling elements such as junctions, pipelines, storage tanks, reservoirs as finite water source, pressure reducing stations, zone breaks, etc.; creating domains, various selection sets. The other portion would focus on the more advanced features of InfoWater Pro such as: creating and utilizing steady state and extended period simulations; analyzing modeling scenarios based on fire flow analysis, demand changes, break analysis, etc. The workshop would also incorporate how to analyze operational and infrastructure improvements to improve existing or future infrastructure, understand how incremental demand based on a development would impact water infrastructure, and how to modify pressure zone boundaries.

PHASE 2. CITY POLICY, DOCUMENT REVIEW AND EXISTING CONDITIONS

Task 1 – Request for Information (RFI)

Following the kick-off meeting, we will issue a comprehensive request-for-information (RFI) including all data needed for the preparation of the WMP. The RFI will indicate the required information and the urgency of the information to the master planning effort. Under this task, we will also organize all data and most recent planning studies received from San Fernando and provide an updated RFI spreadsheet for tracking purposes.

Civiltec will coordinate with San Fernando to collect all field data and inspect as necessary to develop an understanding of the existing water system and its performance.

Task 2 – Review Existing Plans, Policies, Projects, and Data

Review of the plans, policies, projects, and data from existing resources is essential in updating the Water Master Plan. San Fernando is planning to include the 2020

Urban Water Management Plan, Utility Infrastructure Capital Improvement Schedule, Master Plan for Water Amended 1969, Annual Comprehensive Financial Report, Professional Service Agreement Sample, Water Main Replacement Evaluation Matrix, Water Distribution Static Water Pressure System Map, Water Distribution System Map, and Water System Hydraulic Profile.

Task 3 – Design and Planning Criteria

Early in the planning process, **Civiltec** will prepare a memo detailing proposed Design Criteria and Planning Criteria based on research of previous planning efforts, industry standards, and compliance requirements. We will conduct a workshop involving the key members of San Fernando's management team and operations personnel. We will solicit discussion and invite feedback of the potential water system design and operating criteria, provide explanations and rationale for the criteria, and answer any questions from the attendees. We will incorporate the feedback received from the workshop into the criteria. We will work with San Fernando staff to establish and adopt the Design Criteria and Planning Criteria to be used as a baseline for determining the adequacy of existing infrastructure.

- **Design Criteria.** Design Criteria deals with parameters related to the proper sizing and configuration of infrastructure from a hydraulic point of view. The concepts of system performance, system redundancy, regulatory compliance and emergency preparedness will be built into the criteria.
- **Planning Criteria.** Planning Criteria deals with parameters related to cyclical infrastructure refurbishment or replacement due to age and condition. The primary concern of Planning Criteria is to establish the practical service life of each system component and a performance indicator to verify whether maintenance or replacement will result in an economic benefit. These performance indicators may include efficiency, reliability, and maintenance history.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

PHASE 3. DATA COLLECTION AND ANALYSIS

Task 1 – Site Investigations

Civiltec will perform site investigations of San Fernando's facilities, including groundwater wells, storage reservoirs, and booster stations to evaluate the conditions of the water infrastructure. Per the last update on the hydraulic profile, it is our understanding that there are currently four groundwater wells, four storage reservoirs, and two booster stations. The investigation will evaluate deficiencies observed and be presented in a report format for San Fernando.

Task 2 – Population Analysis (OPTIONAL)

Civiltec will coordinate with San Fernando and discuss their approach to outline population and growth projections. We will review the population projections for San Fernando's 2020 UWMP and compare them to population projections using publicly available data from the United States Census, California Department of Finance (DOF) and Southern California Association of Governments (SCAG). After analyzing the available data, we will develop a model for population growth.

Task 3 – Land Use Analysis (OPTIONAL)

We will acquire and review the latest SCAG Land Use Database for San Fernando with regards to those parcels served by the City of San Fernando. The SCAG Land Use Database uses a Modified Anderson Land Use Classification System, which represents actual and specific land use based on aerial survey. An analysis of actual land use will reveal the number and type of vacant parcels and will distinguish between the various permitted land uses allowed. We utilize any City general plans or data related to land usage as well as LA County's available GIS Data to obtain latest parcel data to coordinate same practices to ensure an easy transfer of data and results. Once the land usage analysis is complete, we will revise the previous water duty factors to implement on pending developments.

Task 4 – System Facility Analysis (OPTIONAL)

As part of the WMP, **Civiltec** will conduct an analysis of San Fernando's existing water system facilities to assess their capacity, condition, and ability to meet current and future (2045) projected demands. This task will include a detailed evaluation of San Fernando's booster pump stations, storage reservoirs, water supply wells, and other key infrastructure components. Using available operational data that will be obtained by San Fernando's operation staff, demand forecasts, as well as hydraulic modeling outputs, **Civiltec** will identify whether the system has surplus capacity or is at risk of deficiencies under both existing and projected conditions.

Civiltec will define the supply portfolio serving the needs of the City of San Fernando based on current agreements, rights, and contracts. For booster pump stations analysis, we will review latest pump efficiency tests for all booster pumps and evaluate their current performance relative to the manufacturer's performance curves, as available. We will list the existing booster pumping stations and its locations and capacities. We will also analyze existing and future pumping capacity from dependent zones to sub-dependent zones to help determine optimal reservoir filling and fire flow capacities.

Civiltec will also review the backup generator inventory that supplies emergency power to San Fernando's facilities and evaluate the need for additional generators or replacement generators.

Civiltec will analyze the adequacy of existing storage, including taking into account dead storage, to provide for emergency, firefighting, and operational purposes as defined by design criteria under existing, and future demand conditions. Emergency water storage will be projected for each service zone based on 72 hours of power outage as an emergency scenario.

Findings from this analysis will directly inform the capital improvement recommendations and help guide long-term system planning.





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PHASE 3.1. HYDRAULIC MODEL

Task 1 – Construction of Hydraulic Model

Civiltec will construct a hydraulic model of the City of San Fernando's current water system with all acquired information including pipe diameter, length, material, estimated roughness and installation date. We will update all reservoirs, booster pumps including elevation, design head and flow per the latest available efficiency test, operational settings, and installation date. The model will include all distribution and transmission mainlines. Good elevation data is important for the update of existing model. We will acquire recent aerial imagery and an elevation platform from public data to use in the hydraulic model update.

Task 2 – Demand Allocation for Simulation

Civiltec will use billing data to allocate demands across the system. We will organize the billing data per year over a 5-year study period as well as an overall average per billing data account (meter). Once the data is organized as such, we will allocate the demands in the hydraulic model in a general distribution format and identify top users based on billing data.

- **Allocation Method: General Distribution of Demands while Identifying top 10 to 15% Users.** We would identify the top 10 to 15% users and work with San Fernando staff to determine the address of these specific billed meters. These specific demands would be allocated to the nearest node in the constructed model and then distribute the remaining demands evenly per number of demand nodes programmed.

However, prior to the commencement of the demand allocation, **Civiltec** will review San Fernando's available historical water consumption to determine current water system demands. We will analyze demands for each pressure zone as well as on an over-all basis for future planning evaluations. In addition to analyzing current water system demands, we will develop water demand projections future conditions in five-year increments until the year 2045. The year 2045 is the generally

accepted ultimate build out year as established by Regional Planning. We will utilize population projections based on discussions with San Fernando to assist in development of future water demand projections. The growth projections and input from Planners will be used to develop projections of demand as well as historical water demand data.

Task 3 – Steady State Calibration

Steady state calibration involves adjusting pipe roughness to match actual flow characteristics. Following the construction of the hydraulic model, **Civiltec** will calibrate it against steady state field data to ensure that simulation results reflect actual system performance.

Field testing will be performed at locations to be determined in coordination with San Fernando staff. It is assumed that San Fernando will flow all hydrants with representatives from **Civiltec** present. We will need all system operational parameters at the time of each flow test that includes pumps on/off and reservoir levels. The target tolerance for calibration is plus or minus 5 psi or 5% of static pressure at each test location. The calibration process and the raw field test data will be provided in a final model construction report. **Civiltec** will coordinate with San Fernando and choose up to 10 locations for field testing, as well as be on-site to observe 1 days field data collection.

Task 4 – Steady State Simulation

Civiltec will simulate fire flow under maximum day demand (MDD) conditions at each hydrant location to determine system capacity relative to the fire marshal's requirements. We will simulate conditions that result in maximum and minimum system pressure to identify vulnerable areas. We will simulate conditions that result in high pipe velocities to reevaluate bottlenecks and excessive energy losses. We will use the modeling output to outline possible pipeline replacements based on planning criteria under existing and future buildout modeling scenarios.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Task 5 – Technical Memorandum for Hydraulic Model

Civiltec will prepare and submit a comprehensive Technical Memorandum for the hydraulic model that will document the development, calibration, and application of the newly created hydraulic model. The memorandum will summarize modeling assumptions, methodologies, demand scenarios, and system performance under existing and future conditions as discussed within the WMP. It will include table output and related graphics identifying the construction of the hydraulic model and not of water system analysis.

As for the delivery of the hydraulic model, the final calibrated InfoWater Pro hydraulic model will be delivered in electronic format, along with all associated data files, to allow San Fernando staff to conduct future analyses and updates independently.

PHASE 4. IDENTIFY IMPROVEMENT PROJECTS AND FUNDING SOURCE

Task 1 – Cost Estimating Framework

Civiltec will establish a uniform cost estimating methodology suitable for planning purposes. **Civiltec** will work with San Fernando to provide cost estimation framework to apply to capital improvement projects for planning purposes. We will prepare cost estimates based on unit cost with reasonable current market conditions around San Fernando's region or even neighboring agencies. The cost estimate tabular summary will also contain typical contingency percentage and mark-up cost factors that will be discussed with San Fernando prior to finalized estimates. Cost estimates will be included pipelines and non-pipeline facilities including booster pumps, wells, reservoirs, treatment plants, and SCADA.

Task 2 – Identification of Deficiencies

After discussion with San Fernando, the Public Director and his staff have identified potential capital improvement program (CIP) projects along with their priority. **Civiltec** will incorporate these CIPs into the overall list of CIPs and provide supplemental CIPs specific to the hydraulic modeling output.

The supplemental CIPs will be based on hydraulic evaluation, operational challenges, and cyclical replacement analysis. We will identify system deficiencies, outline emergency/reliability improvements and recommend mitigation as a series of projects and programs. Each project or program will be discussed individually and include a description, justification, priority, cost estimate, and map showing its extent. As applicable, project descriptions may also include opportunities for synergy, alternative solutions, qualification for alternative funding options, and recommendations for field verification or further study.

Task 3 – Presentation of the CIP

Civiltec will present the CIP graphically as a map of the service area with individual projects identified by name and type. Once the CIPs are displayed graphically, our team along with San Fernando staff will be able to discuss broadly together how to potentially combine some projects together for constructability purposes. We will evaluate and recommend based on priority. We will provide a tabular format budget that would detail justifications, potential time frame to implement CIP and possible funding source recommendations. Estimated cost within the first 5-year period will be estimating a 3% annual growth rate and justifications. Communication and collaboration between San Fernando and **Civiltec** will be critical for this task.

We will present the CIP in tabular form by type in accordance with San Fernando's preferences for organization and budgeting.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Task 4 – Identify Short- and Long-Term Funding Options

Civiltec will work with San Fernando staff to identify funding options available for the water CIP projects and on-going maintenance. This will include our understanding of available sources, additional to our review for what other cities and agencies are using for funding. After coordination with San Fernando, the list of funding sources will be presented as part of the Appendices.

PHASE 5. PREPARE MASTER PLAN REPORT

Task 1 – Draft Report

Civiltec will issue and present a draft report for review by the City of San Fernando in PDF electronic format. We will respond to comments on the draft report and make revisions, as necessary.

Task 2 – Final Report

Civiltec will issue and present a final report to San Fernando in a composite electronic format in PDF, including exhibits and/or appendices, original Microsoft Word, Microsoft Excel files, GIS and model data files, and 3 hard copies. A USB containing all calculations, data and supporting documentation in electronic format will be provided as part of the final submittal of the water master plan.

PHASE 6. PLAN ADOPTION

Task 1 – Meeting with City Council

Once the final WMP is drafted and ready to be reviewed by San Fernando staff, **Civiltec** will facilitate adoption of the WMP by assisting in developing and delivering a focused presentation to the San Fernando City Council, highlighting major findings, proposed capital improvements, and long-term funding strategies. We will also be available to address questions and provide technical clarification during or after the public meeting to support the successful adoption of the water master plan.

PHASE 7. 15-YEAR TERM CIP PLANNING (OPTIONAL)

Task 1 – Identification of Deficiencies

Civiltec will begin by assessing the condition and performance of all major components of San Fernando's water system. This includes water supply wells, treatment plants, booster pump stations, reservoirs (including the upcoming Reservoir 4A), SCADA and monitoring systems, and emergency interconnections. Each asset will be reviewed to understand its current state and how it compares to it ties into its expected infrastructure.

Civiltec will develop a methodology to identify cyclical maintenance requirements for tank coatings, pump overhauls, valve refurbishments, meter replacement, and maintenance of other appurtenances. This methodology will include measures to prevent system deficiencies due to system aging, and/or operational and administrative practices to help offset those deficiencies and identify where the system is in need of repair or replacement based on those cyclical maintenance requirements.

Task 2 – Prioritization and Planning

Using the results from the system evaluation during the 15-year term planning period, **Civiltec** will develop a list of recommended improvements and repairs, ranked by importance. Prioritization will be based on factors like how likely a part is to fail, how critical it is to operations, the cost of failure, and whether work can be coordinated with other San Fernando projects. Improvements will be grouped into short-term (0–5 years), mid-term (6–10 years), and long-term (11–15 years) timelines. Estimated costs, including inflation, will be provided for each item. The Consultant will also include a maintenance plan for recurring high-cost tasks like well rehab or salt use. All results will be compiled into a clearly labeled section of the Master Plan, supported by spreadsheets, summary tables, and maps for easy reference.



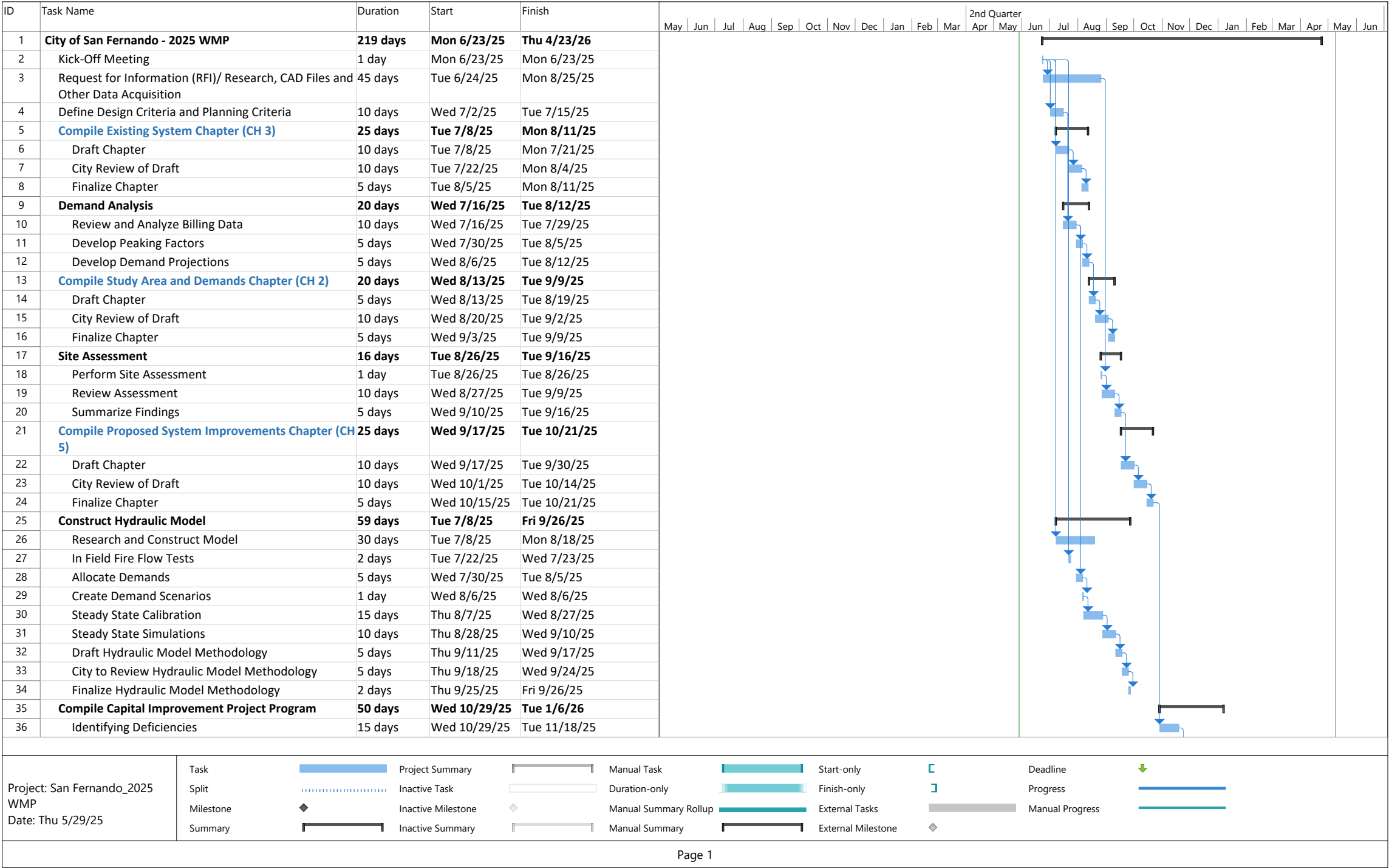


STATEMENT OF QUALIFICATIONS FOR
CITY OF SAN FERNANDO WATER MASTER PLAN

Project Understanding

We utilize the most up to date technologies to manage the production of our projects simultaneously. Based on man-hour estimates and staff availability, project schedules are established for every task using Microsoft Project. These schedules are used to communicate with our clients and staff, so all expectations and budgets are met. On schedule projects are on budget projects!

Civiltec’s proposed schedule can be seen below. We have put this preliminary schedule together based on our similar experience and best practices as well as our understanding of your project milestones.





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Past Experience on Municipal Projects

Building strong, long-term client relationships is a cornerstone of **Civiltec's** mission. Repeat clients represent 85% of our workload, reflecting our commitment to delivering high-quality, innovative, and practical solutions. In the past five years, we have averaged 200+ new projects annually in California alone.

Our team has completed 250+ water planning projects, demonstrating an in-depth understanding of regional water challenges and tailored solutions for agency-specific needs. **Civiltec** shares your commitment to infrastructure efficiency, reliability, and sustainability, ensuring that every project supports the communities you serve. We welcome inquiries from any of the references provided in our project experience section to verify our dedication to delivering impactful results.

WATER ENGINEERING
SINCE 1992

WASTEWATER ENGINEERING
SINCE 1996

ELECTRICAL/CONTROLS ENGR.
SINCE 2018

**TRANSPORTATION
ENGINEERING**
SINCE 2018

DRAINAGE ENGINEERING
SINCE 1996

CIVIL ENGINEERING
SINCE 1986

CONSTRUCTION MANAGEMENT
SINCE 1986

SURVEYING AND MAPPING
SINCE 1986



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City of La Verne, Urban Water Management Plan

*"Working with Gretel and **Civiltec** on the 2010, 2015, and 2020 UWMPs was a great experience. Their expertise, attention to detail, and collaborative approach helped us navigate a complex process with ease. Gretel kept the team focused and aligned, while **Civiltec's** technical knowledge and innovative solutions supported the creation of forward-thinking, sustainable plans. It was a pleasure partnering with such a dedicated and skilled team."*

– Ryan Ciotti, Utilities Manager at La Verne

Civiltec prepared the City of La Verne's 2020 Urban Water Management Plan (UWMP), ensuring compliance with the Urban Water Management Planning Act and DWR requirements. The UWMP outlined a comprehensive strategy to ensure the long-term reliability and sustainability of the city's water supply through the year 2045. The plan assessed existing water sources, evaluates future demands under varying hydrologic conditions, and identifies water conservation measures and supply augmentation strategies. It includes detailed analysis of imported water from Three Valleys Municipal Water District, local groundwater extraction from the Main San Gabriel and Pomona Basins, recycled water utilization, and demand management programs. The plan also incorporated the city's Water Shortage Contingency Plan and addresses new requirements such as water supply reliability over a five-year drought period and the incorporation of climate change impacts on water resources.

City Contact

Ryan Ciotti | Utilities Manager
| p: 909.596.8741 | e: RCiotti@cityoflaverne.org

Dates & Cost

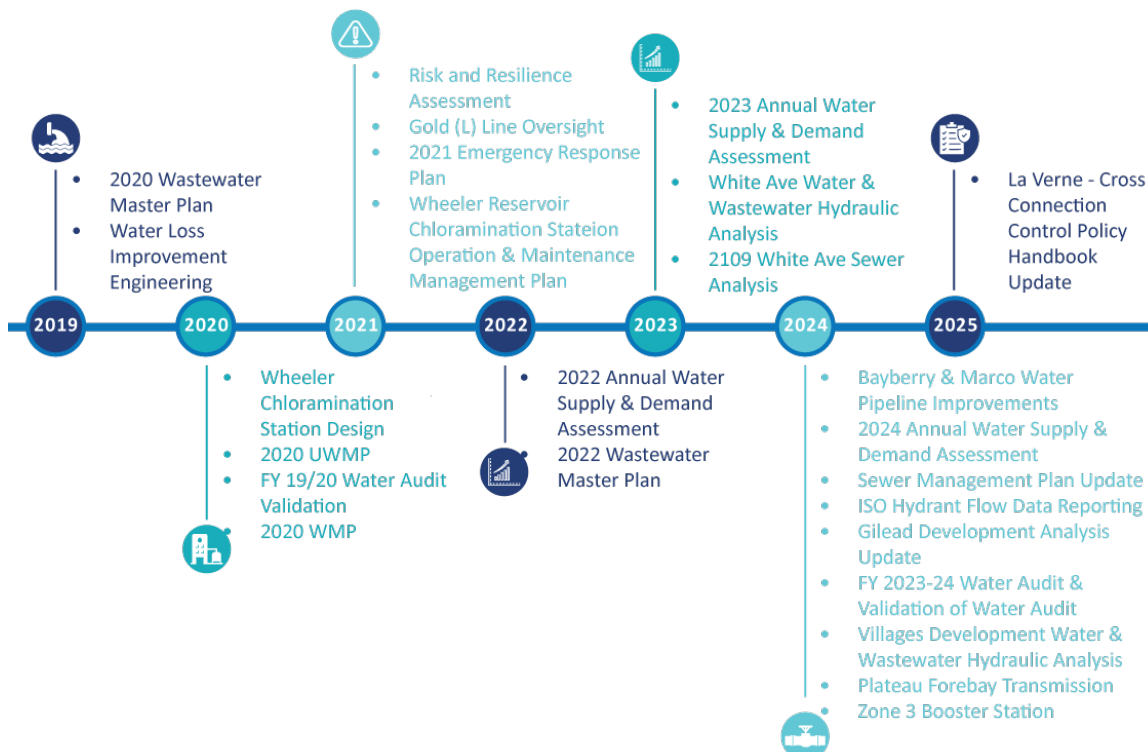
April 2020 – November 2021 |
\$50,000

*La Verne has trusted
Civiltec to develop its
2010, 2015, and 2020
UWMPs, guiding La
Verne's long-term water
management planning
strategies.*

Team Members Involved



PROJECTS WITH LA VERNE



May 29, 2025

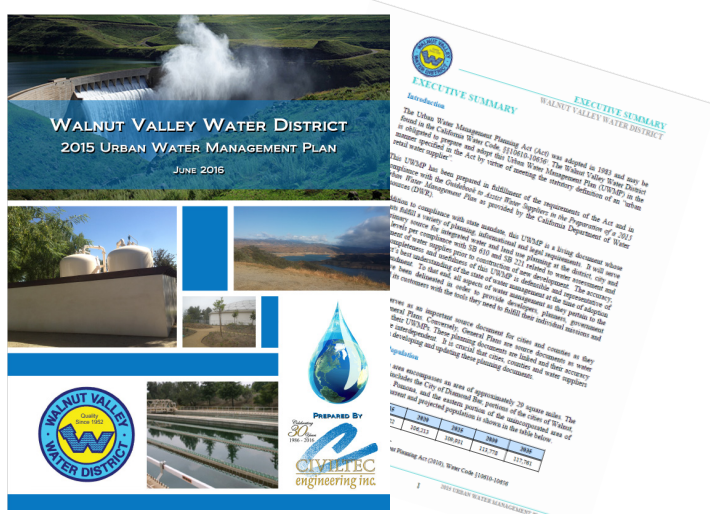
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STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

WVWD, 2015 Urban Water Management Plan

Civiltec prepared the 2015 Urban Water Management Plan for the Walnut Valley Water District, aligning water demand and supply projections with regional growth, state-mandated conservation goals, and long-term climate resilience. The plan featured robust demand forecasting, conservation planning, and infrastructure evaluations that identified critical system upgrades to improve drought resilience, enhance operational efficiency, and increase system redundancy. As a result, the District implemented strategic improvements, including pipeline replacements, recycled water system integration, and pump station enhancements. Civiltec worked closely with WVWD leadership, local agencies, and community stakeholders to develop forward-thinking policies that support the delivery of safe, reliable water service.



City Contact

Sherry Shaw, PE, General Manager
| p: 909.595.1268 | e: sshaw@wvwd.com

Tai Diep, Senior Civil Engineer | p: 909.595.1268 | e: tdiep@wvwd.com |

Dates & Cost

March 2016 - August 2016 | \$36,110

*WVWD entrusted
Civiltec to develop its
2015 UWMP.*

Team Members Involved



PROJECTS WITH WVWD WITHIN LAST 5 YEARS



- New Headquarters Site Planning Assistance, Design, Permitting & Construction Support
- Durward Well Improvements
- Brea Canyon Cutoff Road Property Quitclaim

2019

2021



- Spadra Monitoring Well Easement Documentation



- Royal Vista Golf Course Parcel Investigation
- Diamond Bar Pump Station Sewer Lateral Plan Check

2023





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

VCWD, 2020 Urban Water Management Plan

The 2020 Urban Water Management Plan (UWMP) for Valley County Water District outlined a comprehensive strategy to ensure a reliable and sustainable water supply through 2045. The plan addressed current and projected water demands, evaluated existing and potential water sources, and assessed the District's capabilities under normal, single-dry, and multiple-dry year scenarios. Key elements included water conservation efforts, supply reliability through imported water from the Metropolitan Water District of Southern California, groundwater usage via local wells, and contingency planning under the Water Shortage Contingency Plan (WSCP). The UWMP also incorporated demand management measures, population growth projections, and climate resilience strategies in compliance with California's Water Code to support long-term resource planning.

*"Having worked closely with **Civiltec** and Gretel on multiple projects, VCWD can confidently speak to their professionalism, expertise, and dedication to delivering valuable UWMPs. Throughout our partnership, **Civiltec** has consistently demonstrated technical proficiency, innovative problem-solving, and a commitment to meeting deadlines while staying within budget. Their team's attention to detail and ability to approach complex challenges with a practical and effective solution have been crucial to the success of our projects. **Civiltec** has been an asset to VCWD, and their collaborative efforts would enhance any Water Utility by providing reliable, efficient, and expert engineering services."*

– Jose Martinez, General Manager at VCWD

City Contact

Jose Martinez, General Manager | p: 626.338.7301 | e: jmartinez@vcwd.org

Tara Robinson, Management Analyst | p: 626.338.7301 | e: trobinson@vcwd.org

Dates & Cost

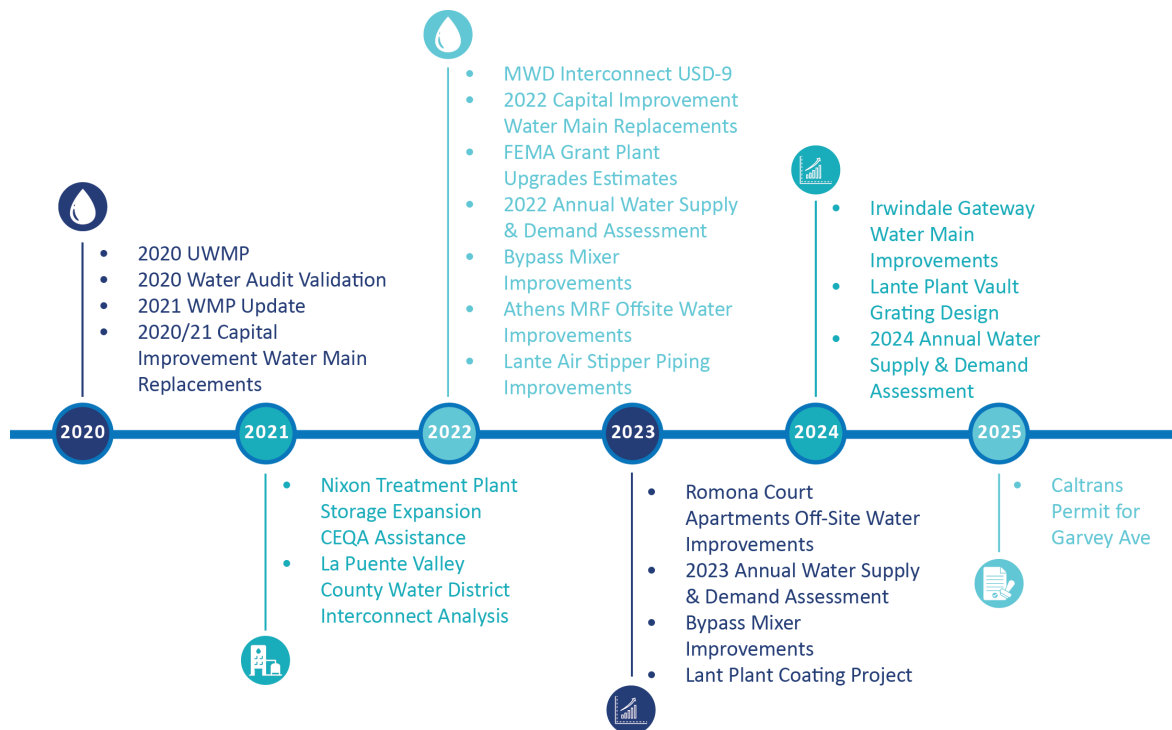
June 2020 – August 2022 | \$34,640

*VCWD has trusted **Civiltec** to develop its 2010 and 2020 UWMPs, guiding the city's long-term water management planning.*

Team Members Involved



PROJECTS WITH VCWD WITHIN LAST 5 YEARS



May 29, 2025

Page 23





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Orchard Dale Water District (ODWD) , 2020 Urban Water Management Plan

*"If you're seeking out exceptional expertise in dealing with regulatory compliances and reporting I would highly recommend the professional engineering services and team of **Civiltec**. They are timely, precise, and provide tons of communication with clarity."*

– Edward A. Castaneda, General Manager

Civiltec prepared the 2023 Water Master Plan Update for ODWD, building upon the District's 2006 WMP and incorporating recent feedback without performing new hydraulic modeling. The scope focused on updating key elements such as water demand, historical production, top users, fire flow requirements, recent water rights decisions, and service area population. Predefined Capital Improvement Projects (CIPs), identified with assistance from **Civiltec's** team, were incorporated into the plan with revised cost estimates reflective of 2023 conditions.

Civiltec prepared the 2020 Urban Water Management Plan (UWMP) for ODWD providing a comprehensive analysis and strategic roadmap to ensure long-term water reliability for the District's service area. Developed in compliance with the California Urban Water Management Planning Act, the Plan evaluated historical and projected water demands, supplies, and conservation efforts through the year 2045. It assessed the reliability of existing supplies under normal, single dry, and multiple dry year scenarios, and incorporated demand management measures, water shortage contingency planning, and climate change considerations. The UWMP supported ODWD's commitment to sustainability and regulatory compliance, while guiding infrastructure and resource planning to meet future growth and maintain service reliability.

City Contact

Edward Castaneda, General Manager | p: 562.941.0114 | e: ecastaneda@odwd.org

Randy Silvett, Superintendent | p: 562.480.1888 | e: rsilvett@odwd.org

Dates & Cost

April 2023 - November 2024 | \$38,015

*ODWD has trusted **Civiltec** to develop its WMPs in 2010, 2015, and 2020. We are currently working on the 2025 update to their Urban Water Management Plan.*

Team Members Involved



PROJECTS WITH ODWD WITHIN LAST 5 YEARS



May 29, 2025

Page 24





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Sunny Slope Water Company, 2023 Water Master Plan

Civiltec was selected to update the Water Master Plan for Sunny Slope Water Company (SSWC), with a focused effort on developing a prioritized Capital Improvement Program (CIP) responsive to current economic and operational conditions. Building on a long-standing relationship with SSWC and leveraging their previous 2013 Water Master Plan and 2014 CIP Strategic Plan, **Civiltec's** scope included reviewing system data, updating hydraulic models, projecting near-term and build-out demands, and evaluating critical infrastructure such as wells, booster stations, reservoirs, and pressure-reducing stations. The project also included system-wide analysis of transmission and distribution pipelines, grid connectivity, emergency supply infrastructure, and fire flow capacity. **Civiltec** developed planning-level cost estimates and prioritized system deficiencies to produce a graphic and tabular CIP. An optional task to assess water quality trends and regulatory impacts was also proposed. The final deliverables included a detailed draft and final Water Master Plan letter report, with scheduled completion by June 7, 2023.

City Contact

Ken Tchong, General Manager
| p: 626.287.5238 | e: ken@sunnyslopewatercompany.com

Troy Holland, Superintendent
| p: 626.287.5238 | e: troy@sunnyslopewatercompany.com

Dates & Cost

November 2022 - June 2023 |
\$88,660

*Civiltec developed a
Water Master Plan in
2023 for Sunny Slope
Water Company.*

Team Members Involved





STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Conflict of Interest Statement

Civiltec ensures that there is no conflict in providing services to any construction contractor on any of San Fernando's projects related to this solicitation.

Litigation

Civiltec has never been involved in litigation, arbitration or been terminated from a project.

Professional Services Agreement

Civiltec has reviewed the professional services agreement and has no exceptions to note. We can supply all necessary documents to meet insurance requirements as well.



Cost Proposal

Please refer to our Cost Proposal (submitted in its own separately sealed envelope, as per RFP) which includes a fee schedule and identifies the scope of work through task to be completed.



STATEMENT OF QUALIFICATIONS FOR CITY OF SAN FERNANDO WATER MASTER PLAN

Cost Proposal

Please refer to the following for **Civiltec's** fee schedule which identifies the scope of work through the task to be completed.

EXHIBIT D – FEE SCHEDULE

Consultant shall provide an itemized schedule of rates and fees which includes all billing amounts and costs for each Task.

Task amounts are considered to be not-to-exceed amounts.

Task 1: Project Kickoff and Work Plan	\$	\$9,435.00
Task 2: City Policy, Document Review and Existing Conditions	\$	\$12,280.00
Task 3: Data Collection and Analysis	\$	\$6,560.00
Task 3.1: Hydraulic Model including GIS System Maps	\$	\$68,720.00
Task 4: Identify Improvement Projects and Funding Source	\$	\$25,130.00
Task 4.1: Identify Short- and Long-Term Funding Options.....	\$	\$4,310.00
Task 5: Prepare Master Plan Report	\$	\$32,580.00
Task 6: Plan Adoption.....	\$	\$3,120.00

Consultant Rate Schedule:

The rate for any authorized additional services is shown below:

Position Title	Hourly Rate
Population Analysis (Optional)	\$1,930.00
Land Use Analysis (Optional)	\$7,900.00
Existing Facility Analysis (Optional)	\$18,170.00
Task 7: 15-Year Term CIP Planning (Optional)	\$18,020.00



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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Wendell Johnson, Director of Public Works
Manuel Fabian, Civil Engineering Assistant II

Date: September 15, 2025

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for Fog Seal Coating of City Parking Lots

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the improvements as constructed by Onyx Paving Company, Inc., and consider the work completed;
- b. Authorize the issuance and filing of a "Notice of Completion" (Attachment "A") with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the five (5) percent retention amount of \$27,563.21 after the 35-day lien period from the date the Notice of Completion is recorded.

BACKGROUND:

1. As part of the City's Fiscal Year (FY) 2024–2025 Budget, the City Council approved funding involving the rehabilitation of local roads, which includes parking lots, alleys and other paved roadways. This project was funded through Measure M and Measure R funds and included the installation of seal coating, asphalt repairs, crack sealing and new striping and pavement markings within the project limits. The funds allocated for this project was \$600,000
2. On September 3, 2024, the City Council awarded Contract No. 2289 to Onyx Paving Company, Inc., (Contractor) in the amount of \$552,560 for roadway resurfacing and striping and pavement marking improvements, which include parking lots. As part of the contract terms, a five percent (5%) retention was withheld from each progress payment to ensure that the Contractor would complete all work and the subsequent release of that retention in compliance with California Public Contracting Code, Section 7107.

Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for Fog Seal Coating of City Parking Lots

Page 2 of 3

3. On November 19, 2024, a Notice to Proceed was issued to the Contractor.
4. On July 31, 2025, work was completed by the Contractor.

ANALYSIS:

The City has an ongoing maintenance program to address preventative maintenance and improve the general condition of the City's infrastructure. The City's system of 12 parking lots is critical to the livelihood of its Downtown Business and Civic areas. An effective parking lot maintenance program is important for ensuring the safety, functionality, and aesthetic appeal of the parking area.

The heavy use of the City's parking lots has put significant stress on the existing pavement. To extend its lifespan, regular maintenance is required, including crack sealing, pothole repair, striping, and sealcoating (fog seal) to protect the surface from water damage, oxidation, and other factors that can cause deterioration.

Fog seal coating, a mixture of asphalt emulsion and water is applied to the asphalt surface of a road, street or highway, and is expected to extend the life of the pavement by approximately five (5) years, providing time for the City to secure funding for potential overlay, which involves grinding the existing pavement to a certain depth and repaving, or reconstruction of the parking lots, if needed. As part of the Fog Seal Coating project, work was completed on Public Parking Lots 6N, 7, 8, 9, 10, as well as the City Hall and San Fernando Police Department parking lots. The project includes pothole repair, crack sealing, and restriping of parking stalls. Upon further inspection, Lots 7 and 10 were found to be unsuitable for fog sealing. The contractor proposed overlaying Lots 7 and 10, which was completed within the existing budget.

In 2023, Parking Lots 1, 11, and 12 received a slurry seal as part of the Phase 2 Annual Street Resurfacing Project and are in good condition. Parking Lot 2 is concrete and cannot be fog sealed. The remaining lots will be addressed in Fiscal Year 2025-2026 as part of a second fog seal project or in future projects, including the Calles Verdes project. A map of the work performed thus far and upcoming public parking lot projects can be found in Attachment "B".

After a comprehensive evaluation, staff confirmed that the Contractor completed the project in accordance with the approved plans and specifications. Staff therefore recommends filing a Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.

Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for Fog Seal Coating of City Parking Lots

Page 3 of 3

BUDGET IMPACT:

The Fog Seal Coating of City Parking Lots was awarded to Onyx Paving Company, Inc., (Contract No. 2289) in the amount of \$552,560 in September 2024. Project was completed under the original contract amount at a cost of \$551,264, which includes a retention amount of \$27,563.21. A five percent (5%) retention is withheld from each progress payment to ensure that the Contractor will complete all its work and the subsequent release of that retention in compliance with California Public Contracting Code, Section 7107

CONCLUSION:

Staff recommends that the City Council accept the improvements as constructed by Onyx Paving Company, Inc., consider the work completed, authorize the issuance and filing of the "Notice of Completion," and authorize the release of the five (5) percent retention amount (\$27,563.21) after the 35-day lien period from the date the Notice of Completion is recorded.

ATTACHMENT:

- A. Notice of Completion
- B. Map of City Parking Lots

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

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

ATTACHMENT "A"

Space Above This Line Reserved For The Recorder's Use

EXEMPT FROM RECORDING FEES PER GOVT CODE SECTION 6103

NOTICE OF COMPLETION

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

1. **NOTICE IS HEREBY GIVEN THAT:** work on the Fog Seal Coating of City Parking Lots, Job No. 7627 has been completed, and it is recommended that a Notice of Completion be executed and recorded
2. **NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340
3. **DESCRIPTION OF THE PUBLIC WORK:** Project construction improvements consisted of fog seal coating, asphalt repairs, crack sealing and striping and pavement markings.
4. **DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of San Fernando, County of Los Angeles, State of California, and is described as: Citywide
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on July 31, 2025
6. **NATURE OF OWNER'S INTEREST:** City-Owned Parking Lots (Public Parking Lots)
7. **NAME AND ADDRESS OF CONTRACTOR:** Onyx Paving Company, Inc., 2890 E. La Cresta Avenue, Anaheim, CA 92806
8. **DECLARATION:** I, Wendell Johnson, duly appointed Director of Public Works of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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

Date

ACKNOWLEDGMENT

State of California)
County of Los Angeles)

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

On _____ before me, Julia Fritz, Notary Public, personally appeared, Wendell Johnson who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

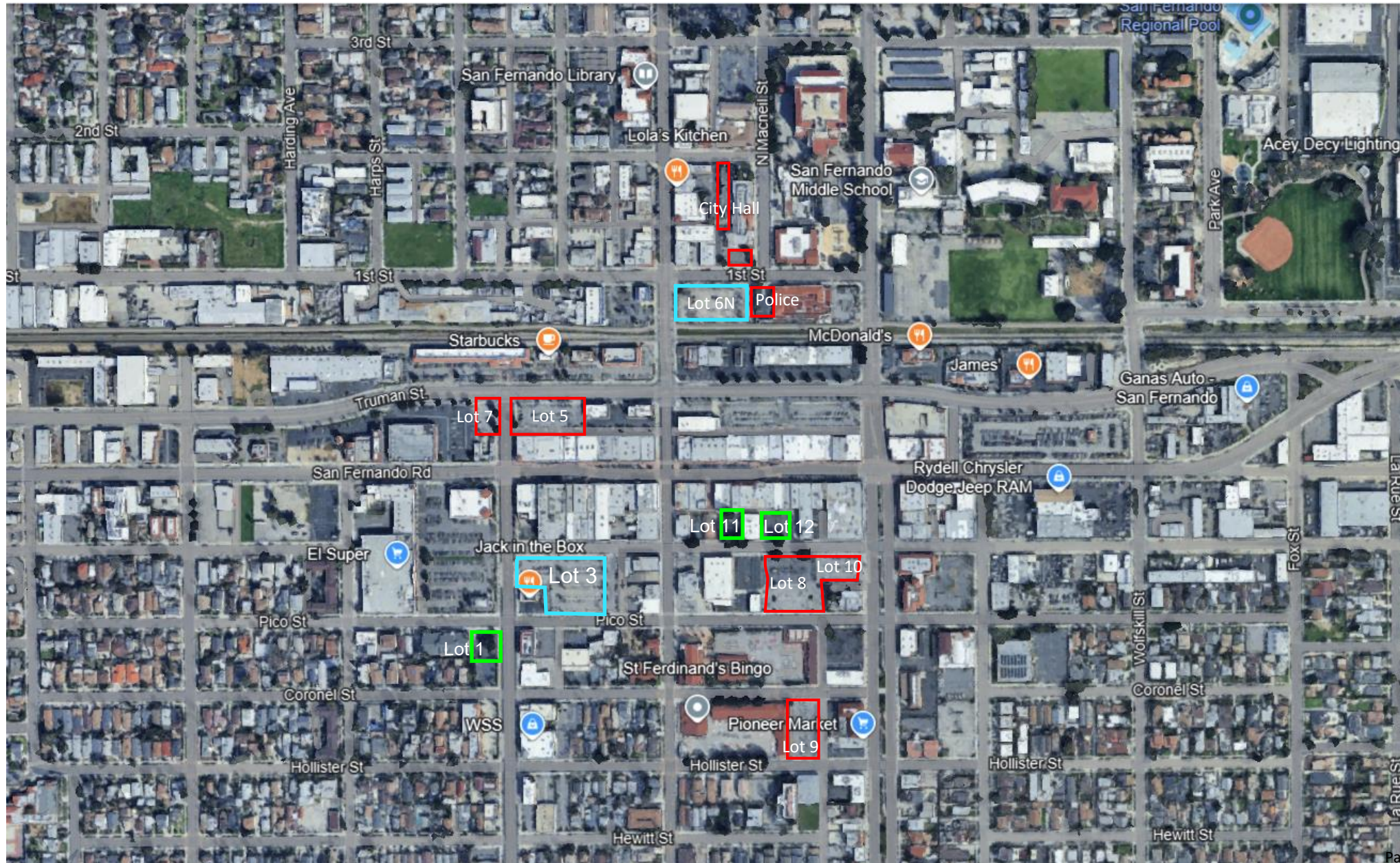
I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Julia Fritz, Notary Public

(Seal)

Map of City Parking Lots for Project



- Fog Seal Phase 1
- Previous Projects
- Fog Seal Phase 2, FY25-26

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Wendell Johnson, Director of Public Works

Date: September 15, 2025

Subject: Discussion and Consideration to Approve a Second Reading and Adoption of Ordinance No. 1736 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Implement a Residential Parking Permit Program

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 1736 (Attachment "A") that was introduced for first reading at the City Council meeting of September 2, 2025, in title only, and waive all further readings titled, "An Ordinance of the City Council of the City Of San Fernando, California, amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program (RPP)".

BACKGROUND:

1. On April 15, 1991, the City Council established a Residential Parking Permit (RPP) Program with the adoption of Ordinance No. 1379.
2. On August 16, 2021, the City Council adopted the Citywide Parking Management Master Plan that, along with other parking related elements, recommended amendments and other modifications to the City's current Residential Parking Permit Program.
3. In Fiscal Year (FY) 2022-2023, the City Council approved \$100,000 in funding to engage a consultant to provide Residential Parking Permit Program implementation services.
4. On July 15, 2024, the City Council approved a Professional Services Agreement (Contract No. 2268) with Dixon Resources Unlimited ("Dixon") for residential parking implementation professional consulting services in an amount to not exceed \$84,735.
5. Since August 2024, staff and Dixon began conducting parking utilization studies, internal needs assessment with staff, and community engagement through a community wide survey and two (2) rounds of community meetings.
6. On November 7, 2024, and April 16, 2025, staff and Dixon met with the Parking Ad Hoc Committee to provide project updates and gather feedback.

Discussion and Consideration to Approve a Second Reading and Adoption of Ordinance No. 1736 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Implement a Residential Parking Permit Program

Page 2 of 4

7. On April 3, 2025, the Transportation and Public Safety Commission received and filed a presentation on the Citywide Residential Parking Permit Program.
8. On April 14, 2025, the Planning and Preservation Commission received and filed a presentation on the Citywide Residential Parking Permit Program.
9. On May 19, 2025, the City Council received a presentation on the overview of the Citywide Residential Parking Permit Program.
10. On July 7, 2025, staff presented the first of amendments to Chapter 90 of the San Fernando Municipal Code. These Amendments included restrictions on campers and RVs, and revitalizing the RPP program.
11. On August 4, 2025, staff presented the second reading of amendments to Chapter 90 of the San Fernando Municipal Code. The passage failed at the second reading.
12. On August 7, 2025, staff presented the draft version of the Administrative Guidelines to the Transportation and Public Safety Commission.
13. On August 18, 2025, the public hearing was continued to the next regular meeting.
14. On September 2, 2025, the City Council held a public hearing to consider Ordinance No. 1736 amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program (RPP). The City Council approved for first reading by a vote of four (4), with one (1) Councilmember abstaining.

ANALYSIS:

Local governments should update parking ordinances regularly to keep pace with changing transportation trends, urban development, and community needs. Updated ordinances can support economic growth by encouraging parking turnover in business districts and aligning with land use changes. They also help improve accessibility, ensure compliance with Americans With Disabilities Act (ADA) requirements. Regular reviews ensure the rules remain fair, legally sound, and effective in addressing the evolving demands of residents, businesses, and visitors. Parking was identified as one of the top 10 City Council priorities for the 2025-2026 Fiscal Year due to increased density and growing parking challenges.

Staff is proposing amendments to Chapter 90 of the San Fernando Municipal Code to address both the reestablishment of the RRP program and general language modernization throughout the chapter, including the modernization of the parking payment devices- parking meter- section of the Chapter. Full Ordinance is provided in Attachment "A", and a redline version is provided in Attachment "B".

Discussion and Consideration to Approve a Second Reading and Adoption of Ordinance No. 1736 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Implement a Residential Parking Permit Program

Page 3 of 4

On May 19, 2025, the City Council received a presentation that summarized all aspects of the proposed RPP program. The purpose of this presentation was to get feedback from Council for potential inclusion in the proposed Ordinance and Administrative Guidelines, prior to formal introduction.

On July 7, 2025, the City Council approved the first reading of Ordinance No. 1735 on a 3- 1 vote in favor, with the following recommendations:

1. Clarify exceptions to the four (4) contiguous block minimum requirement in the RPP Administrative Guidelines; and
2. Clarify the process for establishing RPP zones in the Administrative Guidelines.

Both items will be addressed in the Administrative Guidelines, which was reviewed by the Transportation and Public Safety Commission on August 7, 2025. The tentative date to present the Administrative Guidelines to the City Council for consideration is tentatively scheduled for October 6, 2025.

On August 4, 2025, the City Council did not approve the second reading and suggested bringing back for first reading an updated ordinance. The Council recommended that the RV/Camper elements of the initial ordinance be bifurcated, leaving only the proposed RPP and parking payment device amendments as outlined below in the revised ordinance.

On September 2, 2025, the City Council held a public hearing to consider an updated Ordinance No. 1736 amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program (RPP), which was approved for first reading by a vote of four (4), with one Councilmember abstaining.

Residential Parking Permit Program.

The RPP Program ensures on-street parking in residential areas remains available to residents amid increased regional traffic. Benefits include reduced congestion, prioritized parking for residents, improved safety, and enhanced neighborhood livability.

The proposed amendments to the RPP Program address three (3) key aspects:

- City Council has the authority to create, modify, or dissolve parking zones through resolution.
- There is a recommended minimum zone size of approximately 1,500 feet of street frontage or four (4) contiguous block faces on both sides of the street. Any proposed RPP zone would require formal approval by the City Council following a recommendation from the Transportation and Public Safety Commission.

Discussion and Consideration to Approve a Second Reading and Adoption of Ordinance No. 1736 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Implement a Residential Parking Permit Program

Page 4 of 4

- The remaining parameters of the program will be dictated by the Administrative Guidelines, which will be maintained by the Public Works director. This structure allows timely updates to address evolving parking needs while maintaining oversight.

Parking Payment Devices (Parking Meters).

Since 2024, the City has engaged in a comprehensive re-evaluation of its parking payment device program, with a particular emphasis on the City's parking meters (more than 300 meters). This has included removing meters no longer compliant with state law, and the phasing out of old coin meters with new smart meters that accept several forms of payment.

The proposed Ordinance authorizes the City Manager (or designee) to adjust meter rates by up to \$0.50 per fiscal year in \$0.25 increments, based on data and operational costs. Larger changes require City Council approval. This allows timely, data-driven adjustments to meet demand and City policy goals.

General Updates to Chapter 90 (Traffic and Vehicles).

Originally adopted in 1957, Chapter 90 contained outdated provisions. These updates revise definitions, clarify parking restrictions, and ensure flexibility for future changes.

BUDGET IMPACT:

There is no direct budget impact to adopt amendments to Chapter 90, Traffic and Vehicles.

CONCLUSION:

Staff recommends that the City Council adopt Ordinance No. 1736 (Attachment "A") that was introduced for first reading at the City Council meeting of September 2, 2025, in title only, and waive all further readings titled, "An Ordinance of the City Council of the City Of San Fernando, California, amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program (RPP)".

ATTACHMENTS:

- A. Ordinance No. 1736
- B. Amendments to Chapter 90 (Redline Version)

ORDINANCE NO. 1736**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO IMPLEMENT A RESIDENTIAL PARKING PERMIT PROGRAM (RPP)**

WHEREAS, "[t]he initial grant of power in [California Vehicle Code] section 22507 broadly empowered localities to regulate parking within their jurisdiction" (Freidman v. City of Beverly Hills (1996) 47 CA4th 436, 443); and

WHEREAS, the language of Vehicle Code Section 22507 harmonized and read as a whole, shows that the state turned over regulation of parking minutiae to localities (Freidman v. City of Beverly Hills 47 CA4th 436, 443); and

WHEREAS, the parking of any type of vehicle on certain streets or highways may be prohibited or restricted, during all or certain hours of a day, where signs or markings giving adequate notice of such regulations have been placed (Vehicle Code Section 22507);

WHEREAS, Vehicle Code section 22507 provides that local authorities may, by ordinance or resolution, prohibit or restrict the stopping, parking, or standing of vehicles, including, but not limited to, vehicles that are six feet or more in height (including any load thereon) within 100 feet of any intersection, on certain streets or highways, or portions thereof, during all or certain hours of the day; and

WHEREAS, local authorities may, ordinance or resolution, prohibit or otherwise restrict the stopping, parking, or standing of vehicles on certain streets or highways, or portions thereof, during all or certain hours of the day and such restrictions may apply to any type of vehicle (Vehicle Code Section 22507; People v. Garth (1991) 234 CA3d 1797, 1800)

WHEREAS, Vehicle Code section 22507.5 further provides that local authorities may, by ordinance or resolution, prohibit or restrict the parking or standing of vehicles on certain streets or highways, or portions thereof, between the hours of 2 a.m. and 6 a.m.

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

SECTION 1. Section 90-1 (Definitions) of Article I (General) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Generally. *Whenever any words or phrases used in this chapter are not defined in this section, but are defined in the state Vehicle Code, such definitions are incorporated in this chapter and shall be deemed to apply to such words and phrases used in this chapter as though set forth in full in this section. Unless otherwise provided under this Chapter, the various defined terms set forth under Vehicle Code sections 100 through 680 when used in this chapter shall have the same meaning as set forth under Vehicle Code sections 100 through 680 as the same may be amended from time to time by the legislature.*

Central traffic district means all streets and portions of streets within the area described as follows:

Commencing at the intersection of the centerline of the Southern Pacific Railroad right-of-way with the northwesterly boundary of the city; thence proceeding southwesterly along the northwesterly boundary of the city to the southwesterly boundary thereof; thence southeasterly along the southwesterly boundary to the centerline of Meyer Street (also city boundary line); thence southwesterly along the centerline of Meyer Street to the southwesterly line of Celis Street; thence along the southwesterly line of Celis Street to the northwesterly line of Workman Street; thence southwesterly along the northwesterly line of Workman Street to the southwesterly line of Pico Street; thence southeasterly along the southwesterly line of Pico Street to the northwesterly line of Carlisle Street; thence southwesterly along the northwesterly line of Carlisle Street to the southwesterly line of Kewen Street; thence southeasterly along the southwesterly line of Kewen Street to the southeasterly line of Chatsworth Drive; thence northeasterly along the southeasterly line of Chatsworth Drive to the southwesterly line of Pico Street; thence southeasterly along the southwesterly line of Pico Street to the southeasterly line of Wolfskill Street; thence northeasterly along the southeasterly line of Wolfskill Street to the southwesterly line of Celis Street; thence southeasterly along the southwesterly line of Celis Street to the southeasterly boundary of the city; thence northeasterly along the southeasterly boundary to the centerline of the Southern Pacific Railroad right-of-way; thence northwesterly along the centerline to the southeasterly line of Brand Boulevard; thence along the southeasterly line of Brand Boulevard to the northeasterly line of Second Street and its southeasterly prolongation; thence northwesterly along the northeasterly line of Second Street and its prolongation to the northwesterly line of Macneil Street; thence northeasterly along the northwesterly line of Macneil Street to the northeasterly line of Third Street; thence northwesterly along the northeasterly line of Third Street to the southeasterly line of Hagar Street; thence southwesterly along the southeasterly line of Hagar Street and the prolongation thereof to the centerline of the Southern Pacific Railroad right-of-way; thence northwesterly along such centerline to the northwesterly city limits and the point of beginning.

Holidays means January 1, February 12, the third Monday in February, the last Monday in May, June 19, July 4, the first Monday in September, September 9, the second Monday in October, November 11, Thanksgiving Day and December 25. If January 1, February 12, July 4, September 9, November 11, Thanksgiving Day, or December 25 falls upon a Sunday, the Monday following is a holiday.

Loading zone means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

Official time standard means, whenever certain hours are named in this chapter, the standard time or daylight-saving time as may be in current use in the city.

Park or parking shall have the same meaning as set forth under Vehicle Code § 463 as the same may be amended from time to time.

Oversized vehicle means, any vehicle which exceeds twenty feet (20') in length, seven feet (7') in width or eight feet (8') in height.

Parking payment device includes any parking meter, pay station, web application, or other device, that when an approved method of payment is used to purchase time for parking, the parking time for one or more vehicles is indicated.

Parkway means that portion of a street other than a roadway or a sidewalk.

Passenger loading zone means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

Pedestrian shall have the same meaning as set forth under Vehicle Code § 467 as the same may be amended from time to time by the legislature.

Police officer means any sworn officer of the city police department, or any officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.

SECTION 2. Section 90-205 (Prohibited in specified places) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-205. Prohibited in specified places.

The City Engineer shall appropriately sign or mark the following places, and when so signed or marked no person shall stop, stand or park a vehicle in any of such places:

- (1) At any place within 20 feet of a point on the curb immediately opposite the midblock end of a safety zone.
- (2) At any place within 20 feet of a crosswalk at an intersection in the central traffic district or in any business district, except that a bus may stop at a designated bus stop.
- (3) Within 20 feet of the approach to any marked or unmarked crosswalk, traffic signal, boulevard stop sign or official electric flashing device.
- (4) At any place where the city traffic engineer determines that it is necessary in order to eliminate dangerous traffic hazards.

SECTION 3. Section 90-210 (Curb Markings) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-210. Curb Markings.

- (a) The City Engineer is authorized, subject to the provisions and limitations of this chapter, to place and when required in this chapter shall place the following curb markings to indicate parking or standing regulations, and such curb markings shall have the meanings as set forth:

1. *Red shall mean no stopping, standing or parking at any time except as permitted by the state Vehicle Code, and except that a bus may stop in a red zone marked or signed as a bus zone.*
 2. *Where signs or yellow curb markings are in place, the specific area shall prohibit stopping, standing or parking at all times, unless limited to specific times as indicated by posted signage, for any purpose other than the active loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three minutes and the loading or unloading of materials not more than 20 minutes.*
 3. *Where signs or white curb markings are in place, the specific area shall prohibit stopping, standing or parking for any purpose other than loading or unloading of passengers, or for the purpose of depositing mail in an adjacent mailbox, which shall not exceed three minutes, and such restrictions shall apply at all times, unless limited to specific times as indicated by posted signage, and except as follows:*
 - a. *When such zone is in front of a hotel or in front of a mailbox, the restrictions shall apply at all times.*
 - b. *When such zone is in front of a theater, the restrictions shall apply at all times, except when such theater is closed.*
 4. *Where signs or green curb markings are in place, the specific area shall prohibit standing or parking for longer than 15 minutes at all times, unless limited to specific times as indicated by posted signage.*
 5. *Blue shall mean parking limited exclusively to the vehicles of disabled persons and disabled veterans.*
- (b) *When the City Engineer, as authorized under subsection (a) of this section, has caused curb markings to be placed, no person shall stop, stand or park a vehicle adjacent to any such legible curb marking in violation of any of the subsections of subsection (a) of this section.*

SECTION 4. Sections 90-211 through 90-213 of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby repealed, amended, and retitled in their entirety and replaced with the following amended sections which state the following: :

Sec. 90-211. Time-limited parking zones.

(a) One-hour parking limitation.

Central traffic district. When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within the central traffic district, except for such streets as are set forth in section 90-948 of this chapter, during the hours and days indicated by posted signage, for a period of time longer than one hour.

Business districts outside of central traffic district. When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within a business district outside of the central traffic district, except for such streets as are set forth in section 90-948 of this chapter, during the hours and days indicated by posted signage, for a period of time longer than one hour.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle on such streets as are set forth in section 90-954, during the hours and days indicated by posted signage, for a period of time longer than one hour.

(b) Two-hour parking limitation on certain streets between certain hours.

When authorized signs are in place giving notice thereof, no person shall stop, stand, or park any vehicle on any of the streets enumerated in section 90-948 of this chapter for a period of time longer than two hours at any during the hours and days indicated by posted signage.

(c) Three-hour parking limitation on municipal parking lots between certain hours.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle on any of the municipal parking lots enumerated in section 90-949 Section 90-949 for a period of time longer than three hours at any time during the hours and days indicated by posted signage.. However, this section shall not apply to any vehicle which has affixed thereon a valid permit for parking on such municipal parking lot, issued pursuant to any city ordinance or resolution.

Sec. 90-2212. Unlimited time for parking on municipal parking lots between certain hours.

When authorized signs are in place giving notice thereof, any person may stop, stand or park any vehicle on any of the municipal parking lots enumerated in section 90-950 of this chapter during the hours and days indicated by posted signage.

SECTION 5. ***Section 90-213. [Reserved]*** Section 90-215 (Prohibited in central traffic district between certain hours.) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended in its entirety to now read as follows:

Sec. 90-215. Prohibited in central traffic district between certain hours.

(a) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any street in the central traffic district during the hours and days indicated by posted signage, for any purpose other than loading or unloading of passengers or materials subject to the limitations of section 90-249.

(b) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any of the following enumerated streets in the central traffic district of the city during the hours and days indicated by posted signage for any

purpose other than the loading or unloading of passengers or materials subject to the limitations of section 90-249: San Fernando Road between Mission Boulevard and Kittridge Street.

- (c) *When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any of the following enumerated streets or portions of streets in the central traffic district of the city during the hours and days indicated by posted signage, for any purpose other than the loading or unloading of passengers or materials subject to the limitations of section 90-249: the northwesterly side of Maclay Avenue between Celis Street and Pico Street.*

SECTION 6. Section 90-217 (Overnight parking.) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended in its entirety and retitled to now read as follows:

Sec. 90-7217. Overnight parking of Commercial Vehicles.

- (a) *Commercial vehicles. No person shall stop, stand or park any commercial vehicle having a manufacturer's gross vehicle weight rating of 10,000 pounds or more on any street during the hours and days indicated by posted signage.*
- (b) *Exceptions. Subsection (a) of this section shall not apply to commercial vehicles making pickups or deliveries of goods, wares and merchandise from or to any building and structure located on the restricted streets or highways or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling or construction of any building or structure upon the restricted streets or highways for which a building permit has previously been obtained.*
- (c) *Oversize vehicles. No person shall stop, stand or park any oversize vehicles on any street during the hours and days indicated by posted signage.*
- (d) *Signing. Pursuant to Vehicle Code § 22507, signs giving adequate notice of the prohibitions contained in this section shall be placed within the city limits.*
- (e) *Prohibited street locations. Prohibiting any vehicular parking during the hours and days indicated by posted signage on the following city streets:*
- (1) *Arroyo Street between Fifth Street and the north city limits.*

SECTION 7. Division 3 (Parking Meters) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is retitled as:

"Parking Payment Devices".

SECTION 8. Section 90-281 (Establishment of zones.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-281. Establishment of zones.

- (a) For purposes of this section, a paid parking device shall mean any device used to accept payment for parking, such as parking meters, pay stations, mobile devices or other methods approved by the City Manager, and the term paid parking zone means an area in which signs, paid parking devices or curb markings prescribe a designated period for parking of vehicles.*
- (b) The City Council, on the recommendation of the City Manager or their designee, shall by resolution from time to time as traffic conditions require, designate paid parking zones, upon such streets or portions of streets of the City of San Fernando as are selected for the location of paid parking zones; and the City Manager or their designee shall install or cause to be installed appropriate paid parking devices and signage and shall cause paid parking spaces to be designated within paid parking zones in such numbers and in such places as may be necessary for the regulation, control and inspection of the vehicles therein.*

SECTION 9. Section 90-282 (Resolution authorizing installation and location.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-282. Resolution authorizing installation and location.

The city council may, by resolution, specify the streets or portions of streets or city-owned or leased off-street parking lots within paid parking zones wherein the parking payment devices shall be installed, together with the maximum parking time limit thereon. The city engineer is authorized and directed to install or direct the installation of parking payment devices in such paid parking zones as so directed by the city council for the purpose and in such numbers and at such places as may be necessary to the regulation, control and inspection of the parking of vehicles therein, including the reservation of loading zones for commercial vehicles.

SECTION 10. Section 90-285 (Parking beyond legal parking time.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-285. Parking beyond legal parking time.

- (a) It shall be unlawful for any person to cause, allow or permit any vehicle registered in their name or operated or controlled by them to be upon any street or city-owned or leased off-street parking lot within a paid parking zone, in any space adjacent to which a parking payment device is installed, for more than the maximum parking time limit fixed and established by ordinance of the City Council and indicated in the paid parking*

space or any time during which the parking payment device is indicating that such space is illegally in use other than such time as it is necessary to operate the parking payment device to show legal parking, between the operational hours of any day.

- (b) Each hour of continued parking during which the parking payment device is showing a signal indicating that such space is illegally in use shall constitute a separate offense and shall be punishable as such.*

SECTION 11. Section 90- 286 (Operation as Prescribed by Council.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, standing and Parking) or Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled and amended in its entirety to now state the following:

Sec. 90-286. Operation of parking payment devices.

- (a) The legal method of payment, the parking time allowed following the deposit of the approved legal method of payment, and the directions which shall appear on the parking payment devices shall be established by the City Manager or designee.*
- (b) The base parking rates and maximum parking time limits shall be set by the City Council and includes in the City's adopted Fee Schedule.*
- (c) During each fiscal year, the City Manager, or designee, shall have the authority to adjust parking payment device rates up or down by no more than \$0.50 per hour in \$0.25 increments, based on average occupancy rates, in order to achieve a target occupancy rate of 85 percent. Any increase over \$0.50 per hour in a fiscal year shall require City Council approval.*

SECTION 12. Section 90-287 (Deposit of coins.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled to read "Payment Required" and amended in its entirety to now state the following:

Sec. 90-287. Payment required.

When a vehicle is parked in any space regulated by a parking payment device within a paid parking zone, established in accordance with the provisions of this Chapter, the operator of said vehicle shall, upon entering said parking space or zone, immediately initiate a parking session using a City-approved method of payment, according to the time interval desired within the maximum limit and the posted parking rates, unless the paid parking device indicates at the time such vehicle is parked that an unexpired portion remains of the period of time for which a payment has previously been deposited.

SECTION 13. Section 90-288 (Temporary permits for use of metered spaces.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled and amended to state the following:

Sec. 90-288. Temporary permits for use of paid parking spaces.

- (a) Use for public displays. The city council upon application therefor may grant temporary permits for the use of paid parking spaces for public display purposes.*
- (b) Parking of construction equipment. The chief of police upon application may grant a permit for parking of construction equipment where necessary because of construction work on abutting property.*
- (c) Posting no parking signs and parking payment device hoods. The chief of police is authorized (i) where it is required to facilitate the movement of traffic, and (ii) where a permit has been issued for the use of paid parking spaces to post no parking signs or hoods prohibiting parking in paid parking spaces. The chief of police shall conspicuously post on each parking payment device for each paid parking space wherein parking is to be prohibited or limited in use, as provided in this subsection, no parking signs or hoods over the parking payment devices.*
- (d) Parking in violation of no parking sign or hood. Any person, except for those given permission by the city council, parking a vehicle in any paid parking space which has been conspicuously posted with a no parking sign or hood as provided in subsection (c) of this section shall be guilty of a violation of this Code.*
- (e) Illegal posting of no parking sign or hood. Any person posting a no parking sign or hood on any parking payment device on a paid parking space not included in the permit shall be guilty of a violation of this Code.*
- (f) Charges and deposits. The council may, by resolution, provide and establish a charge to be made when public display or construction equipment is to be parked in a paid parking space, which charge shall be paid in advance to the police department or such other department as the council may determine by resolution. The council, by resolution, may also provide for a deposit for hoods or signs and provide the necessary means or methods of evidencing the method of payment of such charge by stickers or other similar device.*

SECTION 14. Section 90-289 (Use of slugs.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-289. Use of slugs.

It shall be unlawful for any person to deposit or cause to be deposited in any parking payment device any slug, device or other substitute for lawful payment.

SECTION 15. Section 90-290 (Injuring or damaging.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-290. *Injuring or damaging.*

It shall be unlawful for any unauthorized person to operate or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any paid parking device or time limit signage installed pursuant to this division or to hitch any animal thereto or to lean any bicycle against any parking payment device.

SECTION 16. Section 90-291 (Collection and deposit of moneys.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-291. *Collection and deposit of moneys.*

It shall be the duty of the city council to designate some person to make regular collections of the money deposited in paid parking devices and to deliver such money to the city treasurer. It shall be the duty of the city treasurer to count the money and place it in a special account to be known as Parking & Maintenance Operations Fund. Such person making such collections shall be bonded in the sum of \$1,000.00 to ensure the faithful performance of their duties.

SECTION 17. Section 90-292 (Use of moneys collected.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-292. *Use of moneys collected.*

All charges for use of paid parking spaces as provided in this division are levied and assessed as the fee to provide for the proper regulation, control and inspection of traffic upon the public streets or off-street parking lots, as the case may be, and to cover the cost of supervising, regulating and inspecting the parking of vehicles in the paid parking zones provided for in this division and the cost of the acquisition, installation, operation, maintenance, repair and replacement of parking payment devices and expenses incidental thereto and the acquisition by purchase or lease, establishment, improvement, operation, maintenance, repair and replacement of off-street parking facilities.

SECTION 18. Section 90-293 (Enforcement; issuing citations) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-293. *Enforcement; issuing citations.*

(a) It shall be the duty of the police department to enforce this division.

(b) It shall be the duty of each community service officer to keep an account of and report the number of each parking payment device which indicates that vehicle occupying the parking space associated with each parking payment device is or has been parked in violation of this division, the date and hour of such violation, the make and state license number of such vehicle and any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending such violation.

- (c) The community service officer shall issue and attach in writing a citation for illegal parking in the same form and subject to the same procedure provided for by this chapter or city ordinances and state laws applicable to traffic regulations within the city.*

SECTION 19. Section 90-452 (Designation of parking permit districts.) of Division 8 (Parking Permit Program) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-452. Designation of parking permit districts.

- (a) Generally. Parking permit districts may be established, modified or dissolved by a City Council resolution. The City Council, upon recommendation of the Transportation and Public Safety Commission, shall consider for designation as parking permit districts those areas satisfying the criteria established in subsection (b) of this section for the creation of such districts. When the Council determines that the criteria, rules, and procedures required in this division have been met, it may establish, by resolution, parking permit districts with appropriate boundaries and parking restrictions. A motor vehicle displaying a valid parking permit or guest permit may be parked and shall be exempt from the parking restrictions established pursuant to the authority of this division in the parking permit district for which permit is issued.*

Designation of residential permit parking areas will be limited to areas with a recommended minimum street-frontage of approximately 1,500 feet, or four contiguous block faces on both sides of the street, that experience impacts from external parking demand which include factors such as commercial areas, recreational areas, schools and neighboring cities. The following shall be the process by which the City Council can consider any such area for designation as a residential permit parking area:

- (b) Process and criteria. Consistent with this chapter, the Public Works Director or his/her designee is authorized to establish and maintain written administrative rules and regulations ("Guidelines") as he or she deems necessary or appropriate to govern the process and terms for the issuance of parking permits. The Guidelines shall be subject to the review and approval by the Transportation and Public Safety Commission, and the City Council. The Guidelines may include, but are not limited to, the following elements: requirements for applications for parking permits, requirements for permit zone size, requirements for the petitioning process, and procedures for removing a permit zone. The Guidelines shall be maintained electronically in the Public Works Department.*

SECTION 20. Section 90-455 (Parking permit exemption.) of Division 8 (Parking Permit Program) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-455. *Parking permit exemption.*

- (a) *A motor vehicle upon which a valid annual parking permit or guest permit is displayed or validated shall be permitted to be parked on any block within the parking permit district for which it was issued without being limited by parking restrictions established pursuant to this division. Nothing contained in this section shall exempt permitted vehicles from any other traffic and parking regulations, statutes, or ordinances of either the state or the city. Except as provided in subsection (c) of this section, all other motor vehicles which do not display a valid parking permit or guest permit, which are parked within a parking permit district, shall be subject to the parking restrictions of this division. Any violation of this division shall subject the violator to the penalties of this chapter.*
- (b) *A parking permit shall not guarantee or reserve to the holder thereof an on-street parking space within the designated parking permit district.*
- (c) *In addition to vehicles displaying a valid parking permit issued pursuant to this division, the following vehicles shall be exempt from parking restrictions established pursuant to this division:*
- (1) *A motor vehicle, identified as owned by or operated under contract to a utility, whether privately, municipally or publicly owned, when used in the construction, operation, removal, or repair of utility property or facilities or engaged in authorized work in the designated parking permit district.*
 - (2) *(A motor vehicle owned by or operated under contract to a governmental agency, when used in the course of official government business.*
 - (3) *A motor vehicle owned by or operated under contract to a commercial business, when used in the loading or unloading of property when otherwise used in connection with or in aid of the performance of a service to or on a property in the parking permit district.*
 - (4) *Police vehicles, authorized emergency vehicles, or city-owned vehicles when used for official business.*

SECTION 21. Section 90-460 (Definitions.) of Division 9 (Electric Vehicle Charging Stations) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-460. *Definitions.*

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this division, except where the context clearly indicates a different meaning:

Charging means an electric vehicle parked at an electric vehicle charging station and is electrically connected to the charging station equipment while actively charging.

Electric vehicle means a "motor vehicle" as defined in the California Vehicle Code, and (i) which displays the State of California Air Board ZEV (zero emission vehicle) sticker or (ii) any vehicle defined by the air resources board as "off-vehicle charge capable" meaning a vehicle having the capability to charge a battery from an off-vehicle electric energy source that cannot be connected or coupled to the vehicle in any manner while the vehicle is being driven.

Electric vehicle charging station or charging station means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this division, and delivers electricity from a source outside of an electric vehicle into a plug-in electric vehicle.

SECTION 22. Section 90-461 (Designation of electric vehicle parking spaces.) of Division 9 (Electric Vehicle Charging Stations) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-461. Designation of electric vehicle parking spaces.

- (a) Designation of parking spaces. The public works director, or designee, is authorized in accordance with the purposes of this division to designate spaces in off-street public parking facilities for the exclusive parking of electric vehicles that are connected to electric vehicle charging stations for the purpose of transfer of electricity to the battery or other energy storage device of an electric vehicle.*
- (b) Signs or markings. Upon designation of a parking space or spaces for the exclusive use of electric vehicles pursuant to subsection (a) of this section, above, the public works department shall place signs or markings giving adequate notice that the parking space or spaces are restricted and to be used only for the active charging of such electric vehicles. The signs or markings shall be in compliance with Section 22511 of the California Vehicle Code indicating that vehicles left standing in violation of the restriction may be removed. The parking restriction shall not apply to the designated parking spaces until the sign or markings have been placed.*

SECTION 23. Section 90-462 (Electric vehicle parking restriction.) of Division 9 (Electric Vehicle Charging Stations) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-462. Electric vehicle parking restriction.

- (a) Where a sign designating a parking space for the exclusive use of actively charging electric vehicles is posted, no person shall park in that space:*
 - (1) Any nonelectric motor vehicle;*
 - (2) Any electric vehicle that is not connected to the electric vehicle charging station;*
 - (3) Any electric vehicle that is not actively charging; or*
 - (4) Any electric vehicle that has been charging for a period of time that exceeds the posted maximum allowable time limit for parking for all vehicles in the parking lot*

where the electric vehicle charging station is located; or if the parking lot or other location where the electric vehicle charging station is located does not have a maximum allowable time limit for parking, a period in excess of four hours.

(b) The police department and such other parking enforcement personnel as the city may designate are authorized to cite and/or remove or cause the removal of vehicles parked in violation of this section in accordance with Section 22511 of the California Vehicle Code.

SECTION 24. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 25. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 26. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 15th day of September, 2025

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1736 which was introduced on September 2, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 15th day of September, 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 September, 2025.

Julia Fritz, City Clerk

AMENDMENTS TO CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO IMPLEMENT A RESIDENTIAL PARKING PERMIT PROGRAM (RPP)

Redlined Version

Sec. 90-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Generally. Whenever any words or phrases used in this chapter are not defined in this section, but are defined in the state Vehicle Code, such definitions are incorporated in this chapter and shall be deemed to apply to such words and phrases used in this chapter as though set forth in full in this section. Unless otherwise provided under this Chapter, the various defined terms set forth under Vehicle Code sections 100 through 680 when used in this chapter shall have the same meaning as set forth under Vehicle Code sections 100 through 680 as the same may be amended from time to time by the legislature.

~~State Law reference—Definitions, Vehicle Code §§ 100—680.~~

Central traffic district means all streets and portions of streets within the area described as follows:

Commencing at the intersection of the centerline of the Southern Pacific Railroad right-of-way with the northwesterly boundary of the city; thence proceeding southwesterly along the northwesterly boundary of the city to the southwesterly boundary thereof; thence southeasterly along the southwesterly boundary to the centerline of Meyer Street (also city boundary line); thence southwesterly along the centerline of Meyer Street to the southwesterly line of Celis Street; thence along the southwesterly line of Celis Street to the northwesterly line of Workman Street; thence southwesterly along the northwesterly line of Workman Street to the southwesterly line of Pico Street; thence southeasterly along the southwesterly line of Pico Street to the northwesterly line of Carlisle Street; thence southwesterly along the northwesterly line of Carlisle Street to the southwesterly line of Kewen Street; thence southeasterly along the southwesterly line of Kewen Street to the southeasterly line of Chatsworth Drive; thence northeasterly along the southeasterly line of Chatsworth Drive to the southwesterly line of Pico Street; thence southeasterly along the southwesterly line of Pico Street to the southeasterly line of Wolfskill Street; thence northeasterly along the southeasterly line of Wolfskill Street to the southwesterly line of Celis Street; thence southeasterly along the southwesterly line of Celis Street to the southeasterly boundary of the city; thence northeasterly along the southeasterly boundary to the centerline of the Southern Pacific Railroad right-of-way; thence northwesterly along the centerline to the southeasterly line of Brand Boulevard; thence along the southeasterly line of Brand Boulevard to the northeasterly line of Second Street and its southeasterly prolongation; thence northwesterly along the northeasterly line of Second Street and its prolongation to the northwesterly line of Macneil Street; thence northeasterly along the northwesterly line of Macneil Street to the northeasterly line of Third Street; thence northwesterly along the northeasterly line of Third Street to the southeasterly line of Hagar Street; thence southwesterly along the southeasterly line of Hagar Street and the prolongation thereof

to the centerline of the Southern Pacific Railroad right-of-way; thence northwesterly along such centerline to the northwesterly city limits and the point of beginning.

Holidays means January 1, February 12, the third Monday in February, the last Monday in May, June 19, July 4, the first Monday in September, September 9, the second Monday in October, November 11, Thanksgiving Day and December 25. If January 1, February 12, July 4, September 9, November 11, Thanksgiving Day, or December 25 falls upon a Sunday, the Monday following is a holiday.

Loading zone means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

Official time standard means, whenever certain hours are named in this chapter, the standard time or daylight-saving time as may be in current use in the city.

Park or parking shall have the same meaning as set forth under Vehicle Code § 463 as the same may be amended from time to time. ~~means the standing of any vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.~~

~~State Law reference — Park or parking defined, Vehicle Code § 463.~~

Oversized vehicle means, any vehicle which exceeds twenty feet (20') in length, seven feet (7'") in width or eight feet (8') in height.

Parking payment device includes any parking meter, pay station, web application, or other device, that when an approved method of payment is used to purchase time for parking, the parking time for one or more vehicles is indicated.

Parkway means that portion of a street other than a roadway or a sidewalk.

Passenger loading zone means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

Pedestrian shall have the same meaning as set forth under Vehicle Code § 467 as the same may be amended from time to time by the legislature. ~~means any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. The term "pedestrian" includes any person who is operating a self-propelled wheelchair, invalid tricycle, or motorized quadricycle and, because of physical disability, is otherwise unable to move about as a pedestrian, as specified in the preceding sentence.~~

~~State Law reference — Pedestrian defined, Vehicle Code § 467.~~

Police officer means ~~every~~ any sworn officer of the city police department, or any officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.

~~Stop, when required, means complete cessation of movement.~~

Stop or stopping, shall have the same meaning as set forth under Vehicle Code § 587 as the same may be amended from time to time by the legislature. ~~when prohibited, means any cessation of movement of a vehicle, whether occupied or not, except when necessary to avoid compliance with other traffic or in compliance with the directions of a police officer or official traffic control device or signal.~~

~~State Law reference— Stop or stopping defined, Vehicle Code § 587.~~

(Code 1957, § 13.1)

Cross reference— Definitions generally, § 1-2.

ARTICLE IV.- STOPPING, STANDING, AND PARKING

DIVISION 1.- GENERALLY

Sec. 90-205. Prohibited in specified places.

The City ~~traffic~~ Engineer shall appropriately sign or mark the following places, and when so signed or marked no person shall stop, stand or park a vehicle in any of such places:

- (1) At any place within 20 feet of a point on the curb immediately opposite the midblock end of a safety zone.
- (2) At any place within 20 feet of a crosswalk at an intersection in the central traffic district or in any business district, except that a bus may stop at a designated bus stop.
- (3) Within 20 feet of the approach to any marked or unmarked crosswalk, traffic signal, boulevard stop sign or official electric flashing device.
- (4) At any place where the city traffic engineer determines that it is necessary in order to eliminate dangerous traffic hazards.

(Code 1957, § 13.71)

Sec. 90-210. Curb Markings.

- (a) The City ~~traffic~~ Engineer is authorized, subject to the provisions and limitations of this chapter, to place and when required in this chapter shall place the following curb markings to indicate parking or standing regulations, and such curb markings shall have the meanings as set forth:
 1. Red shall mean no stopping, standing or parking at any time except as permitted by the state Vehicle Code, and except that a bus may stop in a red zone marked or signed as a bus zone.
 2. Where signs or yellow curb markings are in place, the specific area shall ~~mean no prohibit~~ stopping, standing or parking ~~at any time between 7:00 a.m. and 6:00 p.m. of any day except Sundays and holidays~~ all times, unless limited to specific times as indicated by posted signage, for any purpose other than the active loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three minutes and the loading or unloading of materials not more than 20 minutes.
 3. Where signs or white curb markings are in place, the specific area shall ~~mean no~~ prohibit stopping, standing or parking for any purpose other than loading or unloading of passengers, or for the purpose of depositing mail in an adjacent mailbox, which shall not exceed three minutes, and such restrictions shall apply ~~between 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays~~ at all times, unless limited to specific times as indicated by posted signage, and except as follows:

- a. When such zone is in front of a hotel or in front of a mailbox, the restrictions shall apply at all times.
- b. When such zone is in front of a theater, the restrictions shall apply at all times, except when such theater is closed.
- 4. Where signs or green curb markings are in place, the specific area shall ~~mean no prohibit~~ standing or parking for longer than 15 minutes at ~~any time between 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays~~ at all times, unless limited to specific times as indicated by posted signage.
- 5. Blue shall mean parking limited exclusively to the vehicles of disabled persons and disabled veterans.
- (b) When the City ~~traffic~~ Engineer, as authorized under subsection (a) of this section, has caused curb markings to be placed, no person shall stop, stand or park a vehicle adjacent to any such legible curb marking in violation of any of the subsections of subsection (a) of this section.

(Code 1957, §§ 13.78, 13.79)

State Law reference— Authority, Vehicle Code § 21458.

Sec. 90-211. ~~One hour parking limitation~~ Time-limited parking zones.

(a) One-hour parking limitation.

Central traffic district. When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within the central traffic district, except for such streets as are set forth in section 90-948 of this chapter, during the hours and days indicated by posted signage ~~between the hours of 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays~~, for a period of time longer than one hour.

Business districts outside of central traffic district. When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within a business district outside of the central traffic district, except for such streets as are set forth in section 90-948 of this chapter, during the hours and days indicated by posted signage ~~between the hours of 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays~~, for a period of time longer than one hour.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle on such streets as are set forth in section 90-954, during the hours and days indicated by posted signage ~~between the hours of 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays~~, for a period of time longer than one hour.

~~Sec. 90-212. Two hour parking limitation on certain streets between certain hours.~~

(b) Two-hour parking limitation on certain streets between certain hours.

When authorized signs are in place giving notice thereof, no person shall stop, stand, or park any vehicle on any of the streets enumerated in section 90-948 of this chapter

for a period of time longer than two hours at any ~~time between the hours of 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays~~ during the hours and days indicated by posted signage.

~~Sec. 90-213. Three hour parking limitation on municipal parking lots between certain hours.~~

(c) Three hour parking limitation on municipal parking lots between certain hours.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle on any of the municipal parking lots enumerated in section 90-949 for a period of time longer than three hours at any time during the hours and days indicated by posted signage ~~between the hours of 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays.~~ However, this section shall not apply to any vehicle which has affixed thereon a valid permit for parking on such municipal parking lot, issued pursuant to any city ordinance or resolution.

(Code 1957, §§ 13.80, 13.81; Ord. No. 1544, § 1, 10-6-2003) (Code 1957, § 13.82)(Code 1957, § 13.82.1)

Sec. 90-2212. Unlimited time for parking on municipal parking lots between certain hours.

When authorized signs are in place giving notice thereof, any person may stop, stand or park any vehicle on any of the municipal parking lots enumerated in section 90-950 of this chapter ~~between the hours of 9:00 a.m. and 9:00 p.m. of any day~~ during the hours and days indicated by posted signage.

(Code 1957, § 13.82.2)

Sec. 90-215. Prohibited in central traffic district between certain hours.

- (a) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any street in the central traffic district during the hours and days indicated by posted signage ~~between the hours of 4:30 p.m. and 6:00 p.m. of any day, except Sundays and holidays,~~ for any purpose other than loading or unloading of passengers or materials subject to the limitations of section 90-249.
- (b) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any of the following enumerated streets in the central traffic district of the city during the hours and days indicated by posted signage ~~between the hours of 2:30 a.m. and 6:00 a.m. of any day~~ for any purpose other than the loading or unloading of passengers or materials subject to the limitations of section 90-249: San Fernando Road between Mission Boulevard and Kittridge Street.
- (c) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any of the following enumerated streets or portions of streets in the central traffic district of the city during the hours and days indicated by posted signage ~~between the hours of 3:00 p.m. and 6:00 p.m. of any day, except Sundays and holidays,~~ for any purpose other than the loading or unloading of passengers or materials subject to

the limitations of section 90-249: the northwesterly side of Maclay Avenue between Celis Street and Pico Street.

(Code 1957, § 13.83)

Sec. 90-7217. Overnight parking of Commercial Vehicles.

- (a) Commercial vehicles. No person shall stop, stand or park any commercial vehicle having a manufacturer's gross vehicle weight rating of 10,000 pounds or more on any street during the hours and days indicated by posted signage ~~between the hours of 2:00 a.m. and 6:00 a.m.~~
- (b) Exceptions. Subsection (a) of this section shall not apply to commercial vehicles making pickups or deliveries of goods, wares and merchandise from or to any building and structure located on the restricted streets or highways or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling or construction of any building or structure upon the restricted streets or highways for which a building permit has previously been obtained.
- (c) Oversize vehicles. No person shall stop, stand or park any oversize vehicles on any street during the hours and days indicated by posted signage.
- (d) Signing. Pursuant to Vehicle Code § 22507, signs giving adequate notice of the prohibitions contained in this section shall be placed within the city limits.
- (e) Prohibited street locations. Prohibiting any vehicular parking during the hours and days indicated by posted signage ~~between the hours of 2:00 a.m. and 6:00 a.m.~~ on the following city streets:
 - (1) Arroyo Street between Fifth Street and the north city limits.

(Code 1957, § 13.85; Ord. No. 1558, § 1, 11-15-2004)

DIVISION 3.- ~~PARKING METERS~~ PARKING PAYMENT DEVICES.

Sec. 90-281. Establishment of zones.

~~All streets or portions of streets within the city on which the abutting property is zoned for business or industry under the city zoning ordinance in and all streets or portions of streets on which the abutting property may be zoned for business or industry and all city-owned or leased off-street parking lots are declared to be parking meter zones. If parking meters are installed, as provided in this division, along the curb next to or adjacent to any parking space in such zones, this division shall govern parking in such parking space.~~

- (a) For purposes of this section, a paid parking device shall mean any device used to accept payment for parking, such as parking meters, pay stations, mobile devices or other methods approved by the City Manager, and the term paid parking zone means an area in which signs, paid parking devices or curb markings prescribe a designated period for parking of vehicles.

- (b) The City Council, on the recommendation of the City Manager or their designee, shall by resolution from time to time as traffic conditions require, designate paid parking zones, upon such streets or portions of streets of the City of San Fernando as are selected for the location of paid parking zones; and the City Manager or their designee shall install or cause to be installed appropriate paid parking devices and signage and shall cause paid parking spaces to be designated within paid parking zones in such numbers and in such places as may be necessary for the regulation, control and inspection of the vehicles therein.

(Code 1957, § 13.96)

Sec. 90-282. Resolution authorizing installation and location.

The City Council may, by resolution, specify the streets or portions of streets or city-owned or leased off-street parking lots within paid parking zones ~~the parking meter zones~~ wherein the ~~parking meters~~ parking payment devices shall be installed, together with the maximum parking time limit thereon. The city engineer is authorized and directed to install or direct the installation of parking payment devices in such paid parking zones ~~of parking meters in such parking meter zones~~ as so directed by the City Council for the purpose and in such numbers and at such places as may be necessary to the regulation, control and inspection of the parking of vehicles therein, including the reservation of loading zones for commercial vehicles.

(Code 1957, § 13.97)

Sec. 90-285. Parking beyond legal parking time.

- (a) It shall be unlawful for any person to cause, allow or permit any vehicle registered in their name or operated or controlled by them to be upon any street or city-owned or leased off-street parking lot within a paid parking zone ~~parking meter zone~~, in any space adjacent to which a parking payment device ~~meter~~ is installed, for more than the maximum parking time limit fixed and established by ordinance ~~resolution~~ of the City Council and indicated in the paid parking ~~meter~~ space or any time during which the ~~meter~~ parking payment device is ~~showing a signal~~ indicating that such space is illegally in use other than such time as it is necessary to operate the ~~meter~~ parking payment device to show legal parking, between the operational hours of ~~of 8:00 a.m. and 6:00 p.m.~~ any day, ~~except that such parking limitations shall not be operative on any Sunday or legal holiday, other than Saturday afternoon.~~
- (b) Each hour of continued parking during which the parking payment device ~~meter~~ is showing a signal indicating that such space is illegally in use shall constitute a separate offense and shall be punishable as such.

(Code 1957, § 13.100)

Sec. 90-286. Operation of parking payment devices.

~~The denomination of the United States coin that shall be deposited in parking meters, the parking time allowed following the deposit of such coin and the directions which shall appear on the parking meters shall be such as may be prescribed by the city council by resolution.~~

- (a) The legal method of payment, the parking time allowed following the deposit of the approved legal method of payment, and the directions which shall appear on the parking payment devices shall be established by the City Manager or designee.
- (b) The base parking rates and maximum parking time limits shall be set by the City Council and includes in the City's adopted Fee Schedule.
- (c) During each fiscal year, the City Manager, or designee, shall have the authority to adjust parking payment device rates up or down by no more than \$0.50 per hour in \$0.25 increments, based on average occupancy rates, in order to achieve a target occupancy rate of 85 percent. Any increase over \$0.50 per hour in a fiscal year shall require City Council approval.

Sec. 90-287. Payment required.

When a vehicle is parked in any space regulated by a parking payment device within a paid parking zone, established in accordance with the provisions of this Chapter, the operator of said vehicle shall, upon entering said parking space or zone, immediately initiate a parking session using a City-approved method of payment, according to the time interval desired within the maximum limit and the posted parking rates, unless the paid parking device indicates at the time such vehicle is parked that an unexpired portion remains of the period of time for which a payment has previously been deposited.

- ~~(a) Required. Each parking meter shall be so designated that the deposit of a coin of the United States will set the mechanism of the meter in motion or will permit the mechanism to be so set in motion that the meter will show the unexpired parking time applicable to the parking space adjacent to the meter. The meter, when such parking time has expired, shall so indicate by a visible sign.~~

~~—Waiver by council. The council may, by resolution, provide and establish a daily or portion thereof, weekly, monthly, quarterly, semiannual or annual charge payable in advance for the use of a parking meter space in each city-owned or leased off-street parking lot, and the city council, by resolution, may restrict the number of such spaces in any such lot that shall be rented on such basis. The council, by resolution, shall provide the necessary means or methods of evidencing the payment of such charge by parking meter hoods, stickers, cards, or other similar device.~~

- ~~(a) Exception when rental charge paid in advance. When any person has paid in advance the daily or portion thereof, weekly, monthly, quarterly, semiannual or annual rental charge prescribed by the city council and during the period when the parking meter hood, sticker, card, or other similar device evidencing the payment of such charge is valid and in effect and when such parking meter hood, sticker, card, or device is displayed in the manner to be prescribed by resolution by the city council, a vehicle may be parked and remain parked in:~~

- ~~(1) A parking meter space in an off-street parking lot without the deposit of any coin in the parking meter, and when such parking meter indicates illegal parking; or~~
- ~~(2) A parking space in an off-street parking lot where no parking meters are~~

~~installed without being in violation of of this chapter.~~

(Code 1957, §§ 13.102—13.104)

Sec. 90-288. ~~Temporary permits for use of metered spaces~~ Temporary permits for use of paid parking spaces.

- (a) Use for public displays. The city council upon application therefor may grant temporary permits for the use of paid ~~meter~~ parking spaces for public display purposes.
- (b) Parking of construction equipment. The chief of police upon application may grant a permit for parking of construction equipment where necessary because of construction work on abutting property.
- (c) Posting no parking signs and parking payment device ~~meter~~ hoods. The chief of police is authorized (i) where it is required to facilitate the movement of traffic, and (ii) where a permit has been issued for the use of paid parking ~~meter~~ spaces to post no parking signs or hoods prohibiting parking in paid parking ~~meter~~ spaces. The chief of police shall conspicuously post on each parking ~~meter~~ payment device for each paid parking ~~meter~~ space wherein parking is to be prohibited or limited in use, as provided in this subsection, no parking signs or hoods over the parking payment devices ~~meter~~.
- (d) Parking in violation of no parking sign or hood. Any person, except for those given permission by the city council, parking a vehicle in any paid parking ~~meter~~ space which has been conspicuously posted with a no parking sign or hood as provided in subsection (c) of this section shall be guilty of a violation of this Code.
- (e) Illegal posting of no parking sign or hood. Any person posting a no parking sign or hood on any parking ~~meter~~ payment device on a paid parking space not included in the permit shall be guilty of a violation of this Code.
- (f) Charges and deposits. The council may, by resolution, provide and establish a charge to be made when public display or construction equipment is to be parked in a paid parking ~~meter~~ space, which charge shall be paid in advance to the police department or such other department as the council may determine by resolution. The council, by resolution, may also provide for a deposit for hoods or signs and provide the necessary means or methods of evidencing the method of payment of such charge by stickers or other similar device.

(Code 1957, § 13.105)

Sec. 90-289. Use of slugs.

It shall be unlawful for any person to deposit or cause to be deposited in any parking payment device ~~meter~~ any slug, device or other substitute for lawful payment ~~a coin of the United States~~.

(Code 1957, § 13.106)

Sec. 90-290. Injuring or damaging.

It shall be unlawful for any unauthorized person to operate or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any paid parking ~~meter~~ device or time limit signage installed pursuant to this division or to hitch any animal thereto or to lean any bicycle against any ~~meter~~ parking payment device.

(Code 1957, § 13.107)

Sec. 90-291. Collection and deposit of moneys.

It shall be the duty of the City Council to designate some person to make regular collections of the money deposited in paid parking ~~meters-devices~~ and to deliver such money to the city treasurer. It shall be the duty of the city treasurer to count the money and place it in a special account to be known as ~~parking meter fund~~ Parking & Maintenance Operations Fund. Such person making such collections shall be bonded in the sum of \$1,000.00 to ensure the faithful performance of their duties.

(Code 1957, § 13.108)

Sec. 90-292. Use of moneys collected.

All charges for use of paid parking ~~meters~~-spaces as provided in this division are levied and assessed as the fee to provide for the proper regulation, control and inspection of traffic upon the public streets or off-street parking lots, as the case may be, and to cover the cost of supervising, regulating and inspecting the parking of vehicles in the paid parking ~~meters~~ zones provided for in this division and the cost of the acquisition, installation, operation, maintenance, repair and replacement of parking payment devices ~~meters~~ and expenses incidental thereto and the acquisition by purchase or lease, establishment, improvement, operation, maintenance, repair and replacement of off-street parking facilities.

(Code 1957, § 13.109)

Sec. 90-293. Enforcement; issuing citations.

- (a) It shall be the duty of the police department to enforce this division.
- (b) It shall be the duty of each community service officer to keep an account of and report the number of each parking payment device ~~meter~~ which indicates that vehicle occupying the parking space associated with each ~~adjacent to such~~ parking ~~meter~~ payment device is or has been parked in violation of this division, the date and hour of such violation, the make and state license number of such vehicle and any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending such violation.
- (c) The community service officer shall issue and attach in writing a citation for illegal parking in the same form and subject to the same procedure provided for by this chapter or city ordinances and state laws applicable to traffic regulations within the city.

(Code 1957, § 13.110)

DIVISION 8.- PARKING PERMIT PROGRAM

Sec. 90-452. Designation of parking permit districts.

- (a) Generally. Parking permit districts may be established, modified or dissolved by a City Council resolution. The City Council, upon recommendation of the [Transportation and Public Safety Commission](#), shall consider for designation as parking permit districts those areas satisfying the criteria established in subsection (b) of this section for the creation of such districts. When the Council determines that the criteria, rules, and procedures required in this division have been met, it may establish, by resolution, parking permit districts with appropriate boundaries and parking restrictions. A motor vehicle displaying a valid parking permit or guest permit may be parked and shall be exempt from the parking restrictions established pursuant to the authority of this division in the parking permit district for which permit is issued.

Designation of residential permit parking areas will be limited to areas with a recommended minimum street-frontage of approximately 1,500 feet, or four contiguous block faces on both sides of the street, that experience impacts from external parking demand which include factors such as commercial areas, recreational areas, schools and neighboring cities. The following shall be the process by which the City Council can consider any such area for designation as a residential permit parking area:

Process and criteria. Consistent with this chapter, the Public Works Director or his/her designee is authorized to establish and maintain written administrative rules and regulations ("Guidelines") as he or she deems necessary or appropriate to govern the process and terms for the issuance of parking permits. The Guidelines shall be subject to the review and approval by the Transportation and Public Safety Commission, and the City Council. The Guidelines may include, but are not limited to, the following elements: requirements for applications for parking permits, requirements for permit zone size, requirements for the petitioning process, and procedures for removing a permit zone. The Guidelines shall be maintained electronically in the Public Works Department.

~~The Guidelines shall be maintained electronically in the Public Works Department.~~

~~(b) The rules and procedures for creation of parking permit districts are as follows:~~

- ~~(1) Establishment process. Upon a recommendation of the traffic commission, an area may be evaluated as benefitting from the creation of a parking permit district. Boundaries of that proposed district will be determined by the traffic commission in that evaluation.~~
- ~~(2) Hearing and notification process. All residents within a proposed parking permit district shall be notified of a pending public hearing that may affect on-street parking in front of their properties. At a duly noticed public hearing, the traffic commission shall hear public testimony and recommend that city council approve, disapprove or amend the recommended district boundaries and parking restrictions.~~
- ~~(3) Criteria. If a significant number of residents in a contiguous on-street parking area request establishment of a parking permit district in their area or if, in the judgment of the traffic commission, an area may benefit from the establishment of a parking permit district, the traffic commission shall~~

~~evaluate the situation and make a recommendation to the city council.~~
~~(4) Administration. The treasurer's department shall be designated as administrator of the parking permit program. The department's responsibilities shall include the collection of fees, issuance of permits and recordkeeping for this program.~~

(Code 1957, § 13.159)

Sec. 90-455. Parking permit exemption.

- (a) A motor vehicle upon which a valid annual parking permit or guest permit is displayed or [validated](#) shall be permitted to be parked on any block within the parking permit district for which it was issued without being limited by parking restrictions established pursuant to this division. Nothing contained in this section shall exempt permitted vehicles from any other traffic and parking regulations, statutes, or ordinances of either the state or the city. Except as provided in subsection (c) of this section, all other motor vehicles which do not display a valid parking permit or guest permit, which are parked within a parking permit district, shall be subject to the parking restrictions of this division. Any violation of this division shall subject the violator to the penalties of this chapter.
- (b) A parking permit shall not guarantee or reserve to the holder thereof an on-street parking space within the designated parking permit district.
- (c) In addition to vehicles displaying a valid parking permit issued pursuant to this division, the following vehicles shall be exempt from parking restrictions established pursuant to this division:
 - (1) A motor vehicle, identified as owned by or operated under contract to a utility, whether privately, municipally or publicly owned, when used in the construction, operation, removal, or repair of utility property or facilities or engaged in authorized work in the designated parking permit district.
 - (2) A motor vehicle owned by or operated under contract to a governmental agency, when used in the course of official government business.
 - (3) A motor vehicle owned by or operated under contract to a commercial business, when used in the loading or unloading of property when otherwise used in connection with or in aid of the performance of a service to or on a property in the parking permit district.
 - (4) [Police vehicles, authorized emergency vehicles, or city-owned vehicles when used for official business.](#)

(Code 1957, § 13.163)

DIVISION 9.- ELECTRIC VEHICLE CHARGING STATIONS

Sec. 90-460. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this division, except where the context clearly indicates a different meaning:

Charging means an electric vehicle parked at an electric vehicle charging station and is electrically connected to the charging station equipment [while actively charging](#).

Electric vehicle means a "motor vehicle" as defined in the California Vehicle Code, and (i) which displays the State of California Air Board ZEV (zero emission vehicle) sticker or (ii) any vehicle defined by the air resources board as "off-vehicle charge capable" meaning a vehicle having the capability to charge a battery from an off-vehicle electric energy source that cannot be connected or coupled to the vehicle in any manner while the vehicle is being driven.

Electric vehicle charging station or charging station means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this division, and delivers electricity from a source outside of an electric vehicle into a plug-in electric vehicle.

(Ord. No. 1676, § 3, 6-4-2018)

Sec. 90-461. Designation of electric vehicle parking spaces.

- (a) Designation of parking spaces. The public works director, or designee, is authorized in accordance with the purposes of this division to designate spaces in off-street public parking facilities for the exclusive parking of electric vehicles that are connected to electric vehicle charging stations for the purpose of transfer of electricity to the battery or other energy storage device of an electric vehicle.
- (b) [Signs or markings](#). Upon designation of a parking space or spaces for the exclusive use of electric vehicles pursuant to subsection (a) of this section, above, the public works department shall place signs or markings giving adequate notice that the parking space or spaces are restricted and to be used only for [the active charging of](#) such electric vehicles. The signs or markings shall be in compliance with Section 22511 of the California Vehicle Code indicating that vehicles left standing in violation of the restriction may be removed. The parking restriction shall not apply to the designated parking spaces until the sign or markings have been placed.

(Ord. No. 1676, § 3, 6-4-2018)

Sec. 90-462. Electric vehicle parking restriction.

- (a) Where a sign designating a parking space for the exclusive use of [actively](#) charging electric vehicles is posted, no person shall park in that space:
 - (1) Any nonelectric motor vehicle;
 - (2) Any electric vehicle that is not connected to the electric vehicle charging station;
 - (3) Any electric vehicle that is not [actively](#) charging; or
 - (4) Any electric vehicle that has been charging for a period of time that exceeds the posted maximum allowable time limit for parking for all vehicles in the parking lot where the electric vehicle charging station is located; or if the parking lot or other location where the electric vehicle charging station is located does not have a maximum allowable time limit for parking, a period in excess of four hours.

- (b) The police department and such other parking enforcement personnel as the city may designate are authorized to cite and/or remove or cause the removal of vehicles parked in violation of this section in accordance with Section 22511 of the California Vehicle Code.

(Ord. No. 1676, § 3, 6-4-2018)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Julia Fritz, City Clerk

Date: September 15, 2025

Subject: Discussion and Consideration to Designate a Voting Delegate and Alternate(s) for the 2025 League of California Cities Annual Conference and Expo for the General Assembly Meeting

RECOMMENDATION:

It is recommended that the City Council:

- a. Designate a voting Delegate for the League of California Cities ("League") 2025 Annual Conference and Expo for the General Assembly meeting (Attachment "A");
- b. Designate up to two (2) Alternate Voting Delegate(s) who may vote in the event that the designated Delegate is unable to serve in that capacity; and
- c. Authorize the City Clerk to notify the League of the City Council appointed Voting Delegate/Alternate(s).

BACKGROUND:

1. On January 6, 2025, the City Council approved appointments to the San Fernando City Council Liaison Assignments, which included appointing Councilmember Victoria Garcia as the City Council Liaison and Mayor Mary Mendoza as the Alternate Liaison to the League of California Cities.
2. On July 16, 2025, the City Clerk received a request from the League of California Cities for the City Council to take action by September 24, 2025, and designate a Voting Delegate and up to two (2) Alternate(s) for the 2025 Annual Conference and Expo for the General Assembly meeting held at the Long Beach Convention Center in California on October 8-10, 2025.

ANALYSIS:

The League of California Cities is an organization that represents the interests of cities in California and provides a platform for collaboration, advocacy, and the sharing of best practices among its member cities. Member cities are those that pay annual dues in exchange for policy

Discussion and Consideration to Designate a Voting Delegate and Alternate(s) for the 2025 League of California Cities Annual Conference and Expo for the General Assembly Meeting

Page 2 of 2

advocacy, educational resources, and other member benefits. The League hosts an Annual General Assembly meeting, an important event where representatives from member cities, such as the City of San Fernando, come together to make decisions, share insights, and participate in the organization's democratic processes. Voting by member cities during the General Assembly is a key mechanism for ensuring democratic decision-making, representation, and collaboration across the state. This process helps align the League's actions and priorities with the needs of its diverse member base, ultimately supporting the well-being and development of cities throughout California.

The League will host the Annual Conference and Expo on October 8-10, 2025, in Long Beach, California at the Long Beach Convention Center. An important part of the Annual Conference is the General Assembly meeting on Friday, October 10, 2025. At this meeting, League members consider and take action on resolutions that establish League policy. In order for the City to vote at the General Assembly meeting, the City Council must designate a Voting Delegate and may also appoint up to two (2) Alternate Voting Delegates, one (1) of whom may vote if the designated voting delegate is unable to serve in that capacity.

Consistent with League bylaws, the City's Voting Delegate (and up to two (2) Alternate Voting Delegates) must be designated by City Council action; Voting Delegates may not be appointed by individual action of the Mayor or City Manager alone (Attachment "A").

The Voting Delegate and Alternate(s) must be registered to attend the conference; they do not need to register for the entire conference; they may register for the General Assembly meeting on Friday only. A Voting Delegate Card will be issued and may be transferred freely between the Voting Delegate and the Alternate(s); however, it may not be transferred to another city official.

BUDGET IMPACT:

Councilmembers are each allocated \$5,000 per fiscal year for conferences, meetings and travel. In turn, there are sufficient funds included in the Fiscal Year 2025–2026 Adopted Budget to cover the cost of attending the 2025 League of California Cities Annual Conference, should Councilmembers choose to attend. The act of designating a Voting Delegate and Alternate(s) will not impact the budget.

CONCLUSION:

Staff recommends that the City Council appoint a Voting Delegate and up to two (2) Alternates so that the City may participate in the General Assembly meeting and benefit from the development of League policy.

ATTACHMENT:

A. League of California Cities 2022 Annual Conference Voting Delegates/Alternates

**Council Action Advised by September 24, 2025****DATE: Wednesday, July 16, 2025****TO: Mayors, Council Members, City Clerks, and City Managers****RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities website](#).



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly



General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Julio Salcedo, Director of Recreation & Community Services

Date: September 15, 2025

Subject: Discussion and Consideration Regarding Collaboration with the Mexican Consulate to Host Consulate on Wheels Program Services, and Approve Co-Sponsorship and Use of the City Seal

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive update regarding the Mexican Consulate to host “Consulate on Wheels Program Services” (“Consulate Services”) event in San Fernando;
- b. Provide direction on the selection of a facility to host the Consulate Services event in October 2025, including consideration of the San Fernando Regional Pool Conference Room or the Santa Rosa de Lima Church; and
- c. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724 (Attachment “A”).

BACKGROUND:

1. On June 2, 2025, the City Council approved the creation and delivery of a letter to the Mexican Consulate to establish communication and explore opportunities for collaboration.
2. On June 30, 2025, a letter addressed to Consul General Carlos Gonzalez and signed by the City Council was sent via email.
3. On July 25, 2025, staff received a response from the Mexican Consulate informing the City of facility and parking requirements that are essential in order to bring their services into San Fernando.
4. On August 18, 2025, staff presented the City Council a report on the response received from the Mexican Consulate in regards to the Consulate on Wheels Program. The City Council

Discussion and Consideration Regarding Collaboration with the Mexican Consulate to Host Consulate on Wheels Program Services, and Approve Co-Sponsorship and Use of the City Seal

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directed staff to explore the aquatic center and other potential venues for the Mexican Consulate services, work with Asociación de Jaliscienses Unidos en Acción to secure a feasible facility and earlier date, if possible, reach out to groups such as the Masonic Lodge, and invite the Consulate to a future meeting to present event requirements.

5. On September 2, 2025, the City Council received an update from staff and a representative from the Mexican Consulate on possibly implementing Consulate Services in October and several locations as possible sites to implement the program.
6. On September 4, 2025, City staff, two (2) representatives from the Mexican Consulate, and Councilmember Lopez, visited potential event sites: the San Fernando Regional Pool Conference Room, the Poverello of Assisi Retreat, and Santa Rosa de Lima Church.

ANALYSIS:

The Mexican Consulate represents a strong potential partner for the City in delivering programs and services that meet the needs of San Fernando's substantial population of residents who either retain Mexican citizenship or are descendants of Mexican citizens. Through this partnership, the City can help facilitate access to vital resources such as legal, health, education, and immigration services. In addition, the Consulate plays a significant role in promoting Mexican culture, language, and heritage, further strengthening community pride and inclusion. By working together, both entities can enhance community engagement and ensure that services remain accessible, culturally relevant, and responsive to community needs.

The Consulate also provides valuable outreach initiatives, including mobile consular services (Consulate on Wheels Program), financial literacy workshops, and other community support programs. This collaboration helps build trust between immigrant communities and local government, fostering a stronger sense of safety, belonging, and partnership.

Several potential sites needed to be evaluated to ensure they could meet the operational needs of the Consulate Services. Key considerations included adequate space to accommodate staff and community members, including a waiting area, sufficient parking for visitors, and reliable internet connectivity to support service delivery. The proposed Consulate on Wheels Program is tentatively scheduled to begin on Tuesday, October 7, 2025, until Saturday, November 1, 2025. Offices would be open Tuesday through Saturday from 8:30 a.m. to 3:30 p.m.

On September 4, 2025, City staff, along with representatives from the Mexican Consulate, visited the following sites to evaluate their space for use: the San Fernando Regional Pool Facility, City Hall Conference Room, the Poverello of Assisi Retreat, and Santa Rosa de Lima Church. Representatives from the Mexican Consulate determined that the San Fernando Regional Pool Facility's Conference Room is the most suitable location to host the Consulate on Wheels

Discussion and Consideration Regarding Collaboration with the Mexican Consulate to Host Consulate on Wheels Program Services, and Approve Co-Sponsorship and Use of the City Seal

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Program (mobile consular services) due to its space for service delivery, parking accommodations and internet access. Santa Rosa de Lima Church could also serve as a potential location, if needed. The City Hall Community Room in conjunction with the City Councilmember Offices was not an option due to the lack of space for a waiting area, which is needed to accommodate approximately 200 clients per day, expected for this service. Regrettably, the Poverello of Assisi Retreat did not meet the required internet connectivity standards.

Staff is currently coordinating with the Los Angeles County Department of Parks and Recreation (County) for reservation for the Regional Pool Facility site. This coordination includes a calculated rental fee of approximately \$12,000 for use of the space for a month. The City currently has a lease agreement (Attachment "B") with the County for the San Fernando Regional Pool Facility, which allows the County to charge the City fees for use of the facilities due to the following lease term and condition:

Section 2.1.3(1) – City shall not be entitled to preferential use of the Facilities. In addition, City shall be subject to County's standard rules and regulations with regard to use of the Facilities, including, without limitation, requirement of a separate written agreement with regard to each such use, and payment of applicable fees.

The following two (2) options are available:

- **Option 1 – San Fernando Regional Pool Conference Room:** The County is still reviewing whether to apply the estimated \$12,000 or waive/reduce the facility use fee, taking into account the benefits this service would provide to the community. The County has tentatively reserved the San Fernando Regional Pool Conference Room for the event to occur on October 7, 2025, through November 1, 2025, with service hours scheduled Tuesday through Saturday, 8:30 a.m. to 3:30 p.m. A follow-up response is anticipated by September 22, 2025, to confirm the reservation and associated costs.
- **Option 2 – Santa Rosa de Lima Catholic Church:** Santa Rosa de Lima Catholic Church has also been identified as a viable site to host the event, meeting all necessary requirements. The Church has agreed to offer the use of its facilities for the duration of the month at no facility rental cost. While no formal fees will be charged, the Church has indicated that voluntary donations would be welcomed.

This Consular on Wheels program would be advertised by the Mexican Consulate and promoted through the City of San Fernando's social media outlets. A grand opening event would be coordinated with the Mexican Consulate where residents, agencies and regional media would be invited to make sure the full potential of the program services is used by our Community and surrounding areas.

Discussion and Consideration Regarding Collaboration with the Mexican Consulate to Host Consulate on Wheels Program Services, and Approve Co-Sponsorship and Use of the City Seal

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BUDGET IMPACT:

The use of the conference room at the San Fernando Regional Pool would potentially cost approximately \$12,000, and the City is currently awaiting a final response from the County on whether the fee will be waived or applied. However, Santa Rosa de Lima Church has been agreeable as an alternative option at no cost to the City or the Mexican Consulate for site use, but would accept any level of donations to the church to support bringing this service to the City.

CONCLUSION:

Staff recommends that the City Council discuss collaboration with the Mexican Consulate on providing Consulate Services in San Fernando; provide direction on the selection of a facility to host the Consulate Services from October 7, 2025 to November 1, 2025, including consideration of the San Fernando Regional Pool Conference Room or the Santa Rosa de Lima Church; and approve co-sponsorship and use of the City seal on the print material and social media posts.

ATTACHMENT:

- A. Ordinance No. 1724
- B. Contract No. 1766

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

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

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

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

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

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

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

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

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

Sec. 1-14. Reserved

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

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

(a) Definitions.

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



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



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

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

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

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

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

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

(d) Penalties.

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

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

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

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


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

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

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

ORD. NO. 1724

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




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

ATTEST:



Julia Fritz, City Clerk

APPROVED AS TO FORM:



Richard Padilla, Assistant City Attorney

CERTIFICATION

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

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

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



Julia Fritz, City Clerk

ATTACHMENT "B"

CONTRACT NO. 1766

78284

LEASE AGREEMENT

by and between

CITY OF SAN FERNANDO

and

COUNTY OF LOS ANGELES

dated

October 6, 2014

78284

LEASE AGREEMENT

(City of San Fernando/County of Los Angeles)

THIS LEASE AGREEMENT ("Lease") is effective as of October 28, 20 14 ("Effective Date"), by and between the CITY OF SAN FERNANDO ("City") as lessor, and COUNTY OF LOS ANGELES, a body corporate and politic ("County") as lessee. The City and County are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

RECITALS

A. City is the owner of an approximately 2.81 acre portion of real property (portion of Assessor's Parcel Number 2519-026-903) which comprises the San Fernando Regional Pool Facility, a public pool and related facilities located in the City of San Fernando, California, as shown in Exhibit A, site map, and legally described and depicted in Exhibit B, legal description, both attached hereto and made a part hereof by this reference (the "Property").

B. City financed construction of the Property and the pool facilities therein, in part, through that certain Section 108 loan in the amount of \$3,000,000 (the "Loan") issued by County's Community Development Commission ("CDC") pursuant to that certain Loan Agreement dated May 13, 2004 ("Loan Agreement") between the City and the County. The current balance of the Loan is \$ 676,864.00 ("Loan Balance").

C. City desires to lease the Property to County in exchange for County's agreement to pay off the Loan Balance and County desires to lease the Property from City for the purpose of providing aquatic services and programs to the local community and general public all in accordance with the terms set forth in this Lease.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Lease, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually covenant and agree as follows:

ARTICLE 1 LEASE

1.1 City hereby leases the Property to County and County hereby leases the Property from City on the terms and conditions set forth herein.

ARTICLE 2

BASIC PROVISIONS

2.1 Basic Provisions. For the convenience of the parties, certain basic provisions of this Lease are set forth herein, which provisions are subject to the remaining terms and conditions of this Lease and are to be interpreted in light of such remaining terms and conditions.

2.1.1 Address of the Property: San Fernando Regional Pool Facility, 300 Park Avenue, San Fernando, California 91340.

2.1.2 Property Description: The Property consists of three bodies of water, a 50 meter competition pool with diving boards, a 25 meter instructional pool with recreational slide, and splash area; an approximately 16,000 square foot two-story building consisting of a lobby area, office space, storage areas, a banquet hall, kitchen area, locker and shower facilities; an approximately 800 square foot outdoor storage area enclosed by fencing(a small portion of which is outside the Legal Description – the City acknowledges that this portion shall be part of the Property covered by this Lease) ; adjoining parking lot; and, all of the fixed pool facility equipment and furnishings as more particularly described in the inventory list attached hereto as Exhibit C and made a part hereof by this reference (collectively, the "Facilities").

2.1.3 County's Rights: Subject to the terms of this Lease, County shall have the right to the exclusive possession, control, use, management and operation of the Property, the Facilities, and all related services, programs and activities. County's rights include but are not limited to the following:

(a) The right to charge and collect fees for the use of the Facilities as the County deems appropriate. City acknowledges and agrees that any revenue generated from the Facilities and collected by County shall be the sole property of the County. City shall not be entitled to any preferential use of the Facilities. In addition, City shall be subject to County's standard rules and regulations with regard to use of the Facilities, including, without limitation, requirement of a separate written agreement with regard to each such use, and payment of applicable fees. Notwithstanding the foregoing, City and County agree to meet and confer on a semiannual basis or as needed at the request of either Party, during the Term of this Lease to coordinate scheduling of events at the Property and the adjoining City facilities in an effort to ensure that the City's use of its adjoining facilities does not conflict with the County use of the Facilities and in return that the County use does not conflict with any City events.

(b) At any time during the term of this Lease and at County's sole cost and expense, the right, to add, change, alter, or install new signage on or about the Property including without limitation, adding the words "County of Los Angeles" and/or adding the County and/or Department of Parks and Recreation seals to any existing signage; but not including the right to rename the Facilities. County agrees to maintain its signage in good condition and remove all of its signage at the termination of this Lease. All signage

installed, changed or altered by the County shall be in compliance with City requirements, as set forth in the City Municipal Code. City is responsible for maintenance and repair for any City signage located on the Property but shall not be responsible for maintenance or repair of any County signage.

(c) The right to use, on a nonexclusive basis (i) the cemented service road owned by the City located adjacent to the Property as shown on Exhibit A (the "Service Road") which allows access to the Property and parking lot located within the Property (the "Pool Parking").

(d) The right to control the use of the Pool Parking, provided that County shall be responsible, at its sole cost and expense, for the regular maintenance of the Pool Parking including resurfacing and restriping, subject to prior approval by the City, which approval shall not unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, if City fails to respond to County's request within fifteen (15) days of receipt thereof, County's request shall be deemed approved. County agrees that City shall have the right to use the Pool Parking on a nonexclusive basis for purposes of providing parking to users of the adjacent City park facilities and other City related uses provided City (i) complies with any applicable County rules and regulations, (ii) provides any additional security that may be required in County's reasonable discretion and (iii) agrees to indemnify and hold County harmless from and against all loss arising from City's use of the Pool Parking.

(e) County and City shall have joint possession and control over the two (2) security gates/arms (collectively, the "Security Gates") that allow access to the Service Road and Pool Parking. City and County agree that both Security Gates shall be equipped with interlaced padlocks to which both City and County will have necessary keys/combinations at all times. Subject to Section 2.1.3(d) above, City and County will share maintenance and repair obligations to the Security Gates equally.

(f) The right to independently operate the Facilities and hire employees, vendors and service providers. City agrees to terminate any and all contracts with existing vendors and service providers, related to the Property prior to the Commencement Date. City agrees and acknowledges that County shall have no obligation to hire any of City's employees currently working at the Facilities.

2.1.4 Permitted Use: Any lawful use including aquatic related services, community recreation programs and activities, educational programs and other associated uses, all of which services and activities shall be made available on an equal basis to all residents of the County. County shall insure that all employees, invitees, and all others in attendance will adhere to proper standards of public conduct. There is to be no gambling, quarreling, fighting, or indecent exposure on or near the Property.

2.1.5 Address for Notices:

City:

San Fernando City Hall
117 Macneil Street, San Fernando, CA 91340
Attention: Brian Saeki, City Manager
Email: bsaeki@sfcity.org

County:

Chief Executive Office/Real Estate Division
County of Los Angeles
222 South Hill Street, Third Floor
Los Angeles, CA 90012
Attention: Christopher M. Montana, Director of Real Estate
Email: cmontana@ceo.lacounty.gov

With a copy to:

Department of Parks and Recreation
433 South Vermont Avenue
Los Angeles, CA 90020
Attention: Russ Guiney, Director
Email: rguiney@parks.lacounty.gov

2.2 Security.

A. County will provide security for the Facilities through County's Sheriff's Park Bureau, for which ongoing funding has been allocated.

B. City's Virtual Patrol System and other City equipment (identified collectively as the "Equipment") shall remain on the Property at no cost to the City or County. Both Parties shall have open access to the Equipment during the Term of this Lease. Notwithstanding the foregoing, County shall incur no cost whatsoever with regard to the Equipment.

2.3 Exhibits. The following exhibits are attached hereto and incorporated herein by this reference:

Lease Exhibit "A" - Site Map

Lease Exhibit "B" - Legal Description and Depiction of Property

Lease Exhibit "C" – Inventory List

2.4 "AS-IS" CONDITION/ASSUMPTION OF RISK:

A. The Property is leased in as-is condition and City makes no representation or warranty of any kind regarding the character of the Property.

B. County shall inspect the Property prior to taking control thereof. County shall exercise its privileges hereunder at its own risk and its own expense, assuming full responsibility for all risks incidental to the performance of this Lease and the use of the Property and improvements thereon.

C. Subject to Section 11.3 below, City assumes no responsibility whatsoever for the safe condition, security or maintenance of the Property and the Facilities, nor for the protection of persons and property thereon, and the County shall be solely responsible for the improvements thereon, or changes in the condition of the Property or of improvements thereon caused by or arising from: (i) any activity, use or performance by County or its contractors, agents or employees under this Lease; or (ii) any activity, use or performance by County or its contractors, agents or employees on the Property.

ARTICLE 3

TERM

3.1 Commencement. The term of this Lease shall commence on _____, 20__ ("Term Commencement Date").

3.2 Term. The initial term of this Lease shall be that thirty-five (35) year period beginning from the Term Commencement Date and ending _____, 20__ ("Term Expiration Date"), unless sooner terminated as hereinafter provided. County shall have the option to extend the term for two additional ten (10) year period(s) each (the "Term"), subject to approval of the County Board of Supervisors.

ARTICLE 4

RENT

4.1 Rent. In lieu of any rent payments made to City, County agrees to pay off the Loan Balance (as identified in Recital "B" of this Lease) directly to CDC and to compile the necessary data and prepare an annual report to comply with City's reporting obligation under the Loan Agreement for a period of five (5) years beginning in fiscal year 2015 through and including fiscal year 2019. City acknowledges and agrees that County's obligation to compile such data and prepare an annual report shall not extend beyond such five (5) year period. City further agrees and acknowledges that no further rent shall be payable by County and that County shall not have any further obligation to assume or relieve City from any other financial or reporting obligations it may have in connection with the Property.

ARTICLE 5

USE

5.1 Compliance with Law. County shall, at County's sole cost and expense, comply with all statutes, ordinances and regulations of all governmental entities. If any license, permit or other governmental authorization is required for the lawful use or occupancy of the Property or any portion of the Property, County shall procure and maintain it, at County's sole cost and expense, throughout the term of this Lease.

ARTICLE 6 **UTILITIES/TAXES**

6.1 Utilities. During the Term, County shall pay the expenses of all utility services supplied to the Property, including but not limited to all telephone, air conditioning, heating, electricity, gas, water and sewer units, together with any taxes thereon. The parties acknowledge that all utility services supplied to the Property are currently on a separate meter, except for gas, which County at its sole cost and expense, shall cause to be separately metered within one hundred and twenty (120) days of possession of the Property. Until gas is separately metered, County shall reimburse City for the actual cost of gas attributable to the Property.

6.2 Taxes. County's possession of the Property may be subject to taxation under California Revenue and Taxation Code section 107 et seq. County shall be solely responsible for and shall promptly pay, and defend and indemnify City against, all taxes and duties of any kind (including, but not limited to, sales, use and withholding taxes, and possessory interest taxes) associated with this Lease or County's use of the Property.

ARTICLE 7 **DISCRETIONARY PERMITS**

7.1 Applications. During the Term, City will, promptly upon County's request, sign and acknowledge any application to any governmental entity having jurisdiction over the Property for any discretionary permits necessary to construct Improvements, provided that City incurs no cost (other than the administrative and consulting cost necessary for review). No such signing by City will be deemed to be City's acceptance of, or commitment to satisfy, any condition in or precedent to a discretionary permit or adversely affecting City's interest in the Property.

ARTICLE 8 **EASEMENTS**

8.1 Utility Easements. Upon request, City will execute, acknowledge and deliver to County for recording, any grant of easement (i) over, upon, across or under the Property or any portion thereof, (ii) in favor of any governmental subdivision or any gas, electric, telephone or similar company and (iii) for the purpose of (a) widening any street, (b) transmitting potable water, storm water, sewage, gas, electricity, telephone or other communication or (c) providing to the Property and the persons using and

enjoying the Property such materials and services as are, from time to time customarily understood to be "utilities."

ARTICLE 9 **IMPROVEMENTS**

9.1 Construction. County shall have the right to construct improvements on the Property ("County Improvements") at County's sole cost and expense, including the expense of design, permitting and construction. County shall obtain and provide to City a certificate of substantial completion from the architect upon completion of the improvements. The County Improvements together with any existing improvements on the Property are referred to herein as the "Improvements".

9.2 City's Approval. All plans for County Improvement shall be subject to City's approval, which shall not be unreasonably withheld, conditioned or delayed. Plans submitted for City's approval shall include an estimated construction schedule.

9.3 Compliance with Laws. Any County Improvements shall be constructed and all work on the Property shall be performed in accordance with all valid laws, ordinances and regulations of all federal, state, county or local governmental agencies having jurisdiction over the Property, including but not limited to the Americans with Disabilities Act of 1990 ("**ADA**") and the regulations promulgated thereunder, as amended from time to time (collectively, the "Laws"). All work performed on the Property under this Lease shall be done in a good and workmanlike manner.

9.4 Mechanics Liens. County shall keep the Property and all Improvements now or hereafter located on the Property free and clear of all liens and claims of liens for labor, services, materials, supplies, or equipment performed on or furnished to the Property.

9.5 Ownership. Title to the County Improvements shall be vested in County during the Term. Upon expiration or earlier termination of this Lease, the County Improvements shall, without compensation to County, automatically and without any act of County or any third party become City's property.

9.6 Surrender. County shall surrender any County Improvements at the expiration of the Term or earlier termination of this Lease, free and clear of all liens and encumbrances, other than those, if any, consented to by City. County agrees to execute, acknowledge and deliver to City, at City's request, a quitclaim of all of the County's right, title and interest in and to the County Improvements and the Property.

ARTICLE 10 **MAINTENANCE, REPAIR, DAMAGE AND DESTRUCTION**

10.1 Maintenance. During the Term and for any extended term, County shall, at County's sole cost and expense, keep and maintain the Property in good order and

repair, and in a safe and clean condition. Upon the expiration or earlier termination of the Term, County shall surrender the Property in good order and condition to the City, ordinary wear and tear excepted. City shall have no obligation to alter, remodel, improve or repair the Property during the Term.

10.2 Repair. During the Term and for any extended term, County shall, at County's own cost and expense, do all of the following:

10.2.1 Make all alterations, additions, replacements or repairs to the Property required by the Laws;

10.2.2 Observe and comply with all the Laws; and

10.2.3 Indemnify and hold City free and harmless from any and all liability, loss, damages, fines, penalties, claims and actions resulting from County's failure to comply with and perform the requirements of this section.

10.3 Damage or Destruction. In the event of damage to or destruction of all or any portion of the Property, City shall within a reasonable time commence and proceed diligently to repair, reconstruct and restore (collectively, "**restore**") the Property to substantially the same condition as it was in immediately prior to the casualty, whether or not insurance proceeds are sufficient to cover the actual cost of restoration. City shall be responsible for all insurance deductibles attributable to the Property and for all costs of restoration of the Property in excess of insurance proceeds for the Property. This Lease shall continue in full force and effect notwithstanding such damage or destruction.

ARTICLE 11 **INDEMNIFICATION AND INSURANCE**

11.1 Indemnification. County agrees to indemnify City, its officers, employees, agents and volunteers ("City's Agents") against, and to protect, defend, and save them harmless from, all demands, claims, causes of action, liabilities, losses and judgments, and all reasonable expenses incurred in investigating or resisting the same (including reasonable attorneys' fees) for death of or injury to person or damage to property arising out of (i) any occurrence in, upon or about the Property or the County Improvements during the construction of any such Improvements, (ii) County's use, occupancy, repairs and maintenance of the Property, the Improvements and all fixtures, equipment and personal property thereon, and (iii) any act or omission of County, its members, directors, officers, agents, employees, servants, contractors and invitees ("County's Agents"), relating to this Lease, except to the extent caused by the negligence or willful misconduct of City or City's Agents. County's obligation under this paragraph 11.1 shall survive the expiration or earlier termination of this Lease.

11.2 County Insurance. Without limiting County's indemnification of City, County shall provide and maintain or cause its contractor(s) to provide and maintain at its own expense during the Term the following programs of insurance or self-insurance:

11.2.1 Liability Insurance. At all times during the term of this Lease, County shall maintain, at County's expense, commercial general liability insurance, on an occurrence basis, insuring County and County's Agents against all bodily injury, property damage, personal injury and other covered loss arising out of the use, occupancy, improvement and maintenance of the Property and the Improvements. Such insurance shall have a minimum combined single limit of liability per occurrence of not less than \$2,000,000.00 and a general aggregate limit of \$4,000,000.00. City has the right from time to time to require that such insurance limits be increased to reasonably reflect increased liability costs. Such insurance shall: (i) name the City, its officers, employees, agents and volunteers as additional insureds; (ii) include a broad form contractual liability endorsement insuring County's indemnity obligations; (iii) provide that it is primary coverage and noncontributing with any insurance maintained by the City, which shall be excess insurance with respect only to losses arising out of County's negligence; and (iv) provide for severability of interests or include a cross-liability endorsement, such that an act or omission of an insured shall not reduce or avoid coverage of other insureds.

11.2.2 All Risk Insurance. At all times during the term of this Lease, County shall maintain, at County's expense, "all risk" insurance on all buildings, fixtures and structures located on the Property, and all personal property, trade fixtures, equipment and merchandise of County or any subtenant or licensee of County that may be occupying or using the Property or any portion thereof in an amount equal to the full replacement value thereof. The insurance shall name City as additional insured.

11.2.3 Worker's Compensation. At all times during the term of this Lease, County shall maintain workers' compensation insurance in accordance with state law, and employers' liability insurance with limits typical for entities similar to County.

11.3 City Indemnification. City agrees to indemnify County, its officers, employees, agents and volunteers, collectively County's Agents, against, and to protect, defend, and save them harmless from, all demands, claims, causes of action, liabilities, losses and judgments, and all reasonable expenses incurred in investigating or resisting the same (including reasonable attorneys' fees) for death of or injury to person or damage to property arising out of any negligence or willful misconduct of City, its members, directors, officers, agents, employees, servants, contractors and invitees, collectively City's Agents, relating to this Lease, and/or the condition of the Property before the Term Commencement Date, except to the extent caused by the active negligence or willful misconduct of County or County's Agents. City's obligation under this paragraph 11.3 shall survive the expiration or earlier termination of this Lease.

ARTICLE 12 **ASSIGNMENT AND SUBLEASING**

12.1 Subleasing. County shall not assign this Lease, or any interest therein, and shall not sublet the the Property or any part thereof, or any right or privilege appurtenant thereto, or suffer any person to occupy or use the said Property, or any portion thereof, without the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed. Consent to one assignment, subletting, occupation, or use by another person shall not be deemed to be consent to any subsequent assignment, subletting or occupation. Any assignment or subletting without such consent shall be void, and shall, at the option of the City, terminate this Lease. This Lease shall not, nor shall any interest therein, be assignable, as to the interest of the County, by operation of law, without the prior written consent of the City.

Subject to prior written approval by the City, County shall have the right to sublease all or any portion of the Property and at all times during the Term under the following conditions:

- (a) The specific use of the subleased space shall be consistent with the County's permitted uses of the Property;
- (b) The term of any sublease shall not extend beyond the Term and any extended term;
- (c) Any and all subleases shall be expressly made subject to all of the terms, covenants, and conditions of this Lease;
- (e) Unless the parties agree otherwise, any rent charged by the County for the subleasing of any portion of the Property shall be County's sole possession;
- (f) County shall provide a copy of each sublease to City immediately upon full execution.

12.2 Licenses/Permits. Notwithstanding Section 12.1, the County shall be entitled to issue licenses and/or permits for the temporary use of the Property by community groups, organizations, and members of the public, and to charge or waive fees for the use thereof, without the approval of the City, so long as such licensed and/or permitted uses do not conflict with the permitted use under this Lease.

ARTICLE 13 **DEFAULT AND REMEDIES**

13.1 City's Default. City shall not be in default of any of its obligations under this Lease unless City fails to perform such obligations within a reasonable time, but in no event less than thirty (30) days, after written notice by County to City specifying wherein City has failed to perform such obligations; provided however, that if the nature of City's default is such that more than thirty (30) days are required for its cure, City shall not be in default if City commences such cure within such thirty (30) day period

and thereafter diligently prosecutes the same to completion.

13.2 County's Remedies. In the event of any default by City as described in Section 13.1 above, subject to all applicable laws that may restrict remedies against a city, including, but not limited to, restrictions within the California Government Code, County's remedies under this Lease are to pursue City for specific performance and/or actual damages, resulting from City's default. County shall have no rights as a result of any default by City until County gives thirty (30) days' notice to City, specifying the nature of the default.

13.3 County's Default. County shall not be in default of any of its obligations under this Lease unless County fails to perform such obligations within a reasonable time, but in no event less than thirty (30) days, after written notice by City to County specifying wherein County has failed to perform such obligations; provided however, that if the nature of County's default is such that more than thirty (30) days are required for its cure, County shall not be in default if County commences such cure within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

13.4 City's Remedies. In the event of any default by County as described in Section 13.3 above, subject to all applicable laws that may restrict remedies against a county, including, but not limited to, restrictions within the California Government Code, City's remedies under this Lease are to pursue County for specific performance and/or actual damages, resulting from County's default. City shall have no rights as a result of any default by County until City gives thirty (30) days' notice to County, specifying the nature of the default.

ARTICLE 14 **HAZARDOUS MATERIALS**

14.1 Compliance. During the Term, County, at its sole cost, shall comply with all laws, statutes, ordinances, codes, regulations and orders relating to the receiving, handling, use, storage, transportation, discharge, release and disposal of Hazardous Material (as defined below) in or about the Property. County shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Property by County or County's Agents in a manner or for a purpose prohibited by any federal, state or local agency or authority or under any Environmental Law (as defined below),

14.2 Notice. County shall immediately provide City with telephonic notice, which shall promptly be confirmed by written notice, of any and all spillage, discharge, release and disposal of Hazardous Material onto or within the Property, including the soils and subsurface waters thereof, which by law must be reported to any federal, state or local agency, and any injuries or damages resulting directly or indirectly therefrom.

14.3 Indemnification. County agrees to indemnify City against, and to protect, defend, and save it harmless from, all demands, claims, causes of action, liabilities, losses and judgments, and all reasonable expenses incurred in investigating or resisting

the same (including reasonable attorneys' fees), which result from County's (or from County's Agents) receiving, handling, use, storage, accumulation, transportation, generation, spillage, migration, discharge, release or disposal of Hazardous Material in, upon or about the Property or the Improvements on or after the Term Commencement Date. City shall be responsible for and shall indemnify, protect, defend and hold harmless County on the same basis as above for any claims which result from City's or from City's Agents receiving, handling, use, storage, accumulation, transportation, generation, spillage, migration, discharge, release or disposal of Hazardous Material in, upon or about the Property or the Improvements any time before the Term Commencement Date and/or during the Term.

14.4 Survive Termination. County's and City's obligations under this Article 14 shall survive the termination of the Lease.

14.5 Definition of Hazardous Material. As used herein, the term "**Hazardous Material**" means any hazardous or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the State of California or the United States Government. The term "Hazardous Material" includes, without limitation, any material or substance which is (i) petroleum, (ii) asbestos, (iii) designated as a "hazardous substance" pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. Section 1317), (iv) defined as a "hazardous waste" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq. (42 U.S.C. Section 6903), or (v) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response Compensation and Liability Act, 42 U.S.C. Section 9601 et seq. (42 U.S.C. Section 9601)

"Environmental Laws" shall mean all federal, state and local laws, rules, orders, regulations, statutes, ordinances, codes, decrees, or requirements of any government authority regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Substance, or pertaining to occupational health or industrial hygiene (and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to Hazardous Substances on, under, or about the Property), occupational or environmental conditions on, under, or about the Property, as now or may at any later time be in effect, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA") [42 USCS § 9601 et seq.]; the Resource Conservation and Recovery Act of 1976 ("RCRA") [42 USCS § 6901 et seq.]; the Clean Water Act, also known as the Federal Water Pollution Control Act ("FWPCA") [33 USCS § 1251 et seq.]; the Toxic Substances Control Act ("TSCA") [15 USCS § 2601 et seq.]; the Hazardous Materials Transportation Act ("HMTA") [49 USCS § 1801 et seq.]; the Insecticide, Fungicide, Rodenticide Act [7 USCS § 136 et seq.]; the Superfund Amendments and Reauthorization Act [42 USCS § 6901 et seq.]; the Clean Air Act [42 USCS § 7401 et seq.]; the Safe Drinking Water Act [42 USCS § 300f et seq.]; the Solid Waste Disposal Act [42 USCS § 6901 et seq.]; the Surface Mining Control and Reclamation Act [30 USCS § 1201 et seq.]; the Emergency Planning and Community Right to Know Act [42 USCS § 11001 et seq.]; the Occupational Safety and Health Act [29 USCS § 655 and

657]; the California Underground Storage of Hazardous Substances Act [H & S C § 25280 et seq.]; the California Hazardous Substances Account Act [H & S C § 25300 et seq.]; the California Hazardous Waste Control Act [H & S C § 25100 et seq.]; the California Safe Drinking Water and Toxic Enforcement Act [H & S C § 24249.5 et seq.]; the Porter Cologne Water Quality Act [Wat C § 13000 et seq.] together with any amendments of or regulations promulgated under the statutes cited above and any other federal, state, or local law, statute, ordinance, or regulation now in effect or later enacted that pertains to occupational health or industrial hygiene (and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to Hazardous Substances on, under, about, near, or within the Property), or the regulation or protection of the environment, including ambient air, soil, soil vapor, groundwater, surface water, or land use.

ARTICLE 15 **OPTION TO EXTEND**

15.1 Option. On or before the date which is twelve (12) months before the Term Expiration Date, provided County shall not then be in default under this Lease, County, in its sole and absolute discretion, may elect to exercise its option(s) to extend this Lease for an additional term of ten (10) years for each option, by providing to City written notice of its election to exercise of the option. If County fails to exercise its option as provided for herein, this Lease shall expire upon the original Term Expiration Date. Upon exercise of the County's option, the Term Expiration Date shall be extended for the period of the additional term upon the same terms and conditions of this Lease, unless the parties mutually agree otherwise. As used herein, "Term" shall include any extension term. The County hereby delegates to the County's Chief Executive Officer or his designee, the authority to issue any notice as required in order to extend this Lease as provided above.

ARTICLE 16 **QUIET ENJOYMENT AND RIGHT OF ENTRY**

16.1 Quiet Enjoyment. City covenants and agrees that it will not take any action to prevent County's quiet enjoyment of the Property during the Term.

16.2 Right of Entry. City reserves the right for any of its duly authorized representatives to enter the Property upon provision of 24 hours prior notice to County for any reasonable actions, including but not limited to (i) inspecting the Property and (ii) posting, in such places as City may select, notices of nonresponsibility for works of construction, repair or improvement made by County. In doing so, City shall not interfere with County's enjoyment and use of the Property.

ARTICLE 17 **EMINENT DOMAIN**

17.1 Agreement Governs. In the event of any acquisition of all or any part of

the Property, or any interest therein by eminent domain, whether by condemnation proceeding or transfer in avoidance of an exercise of the power of eminent domain or otherwise during the Term or any extension thereof, the rights and obligations of the parties with respect to such appropriation shall be as provided in this Article 17.

17.2 Termination of Agreement. This Lease shall terminate if the entire Property is permanently taken under the power of eminent domain or if a material part of the Property is taken such that the operation of the Improvements cannot feasibly continue on the remaining portion of the Property. If only a part of the Property is permanently taken under the power of eminent domain and the County can reasonably continue to operate the Property as contemplated by this Lease, this Lease shall not terminate and shall remain in full force in effect with respect to the remaining portion of the Property.

17.3 Allocation of Condemnation Award. In the event of a permanent condemnation or taking of all or part of the Property at any point during the Term or any extension thereof, the City shall be entitled to any award which may be made in such taking or condemnation to the extent such award relates to the fee title to the Property, and County shall be entitled to any award which may be made in such taking or condemnation to the extent it relates to the County Improvements. Nothing contained in this Article 17 shall be deemed to give the City any interest in or to require County to assign to City any separate award, as designated by the condemning authority, and County shall be able to retain any separate award as, designated by the condemning authority, made to County for the taking of County's personal property, or the interruption of or damage to County's operations on the Property.

ARTICLE 18

PROPERTY RECORDS; INSPECTION OF PROPERTY

18.1 Property Records. Within thirty (30) days of the Effective Date, City shall deliver to the County copies of all books and records of City with respect to the ownership, maintenance, and operation of the Property, including any appraisals, surveys, engineering, environmental and other reports and analyses of the Property which are in City's possession.

18.2 Property Inspections. Before the Term Commencement Date County may, upon provision of prior notice to City, enter the Property to perform inspections, and due diligence at County's sole cost and expense, including but not limited to destructive and non-destructive soils, air, structural and environmental testing in, on and under the Property and existing Improvements. County agrees, upon completion of such activities, to restore the Property and existing Improvements to substantially the same condition as existed before conducting such activities, normal wear and tear excepted.

ARTICLE 19

CANCELLATION

19.1 Cancellation by County. This Lease may be cancelable unilaterally by County by providing prior written notice to the City one hundred and eighty (180) days prior to cancellation. Upon cancellation, County shall convey the Improvements and all fixtures, alterations, additions and improvements thereto to City, including, without limitation, a quitclaim deed for the Improvements, assignment of all agreements, guaranties, warranties, and plans and specifications related to the County Improvements, and County shall bear all costs and expenses for such conveyance.

19.2 Cancellation by Agreement of the Parties. Notwithstanding Section 19.1, the Lease may be cancelable by the mutual agreement of the parties at any time, upon terms and conditions agreed to by the parties.

ARTICLE 20 **GENERAL PROVISIONS**

20.1 Waiver and Modification. No provision of this Lease may be modified, amended or added to except by an agreement in writing.

20.2 Applicable Law. This Lease and all rights and obligations arising out of it shall be construed in accordance with the laws of the State of California.

20.3 Time. Time is of the essence with respect to the performance of every provision of this Lease in which time of performance is a factor.

20.4 Authority to Execute Lease. City and County each acknowledge that it has all necessary right, title and authority to enter into and perform its obligations under this Lease, that this Lease is a binding obligation of such party and has been authorized by all requisite action under the party's governing instruments, that the individuals executing this Lease on behalf of such party are duly authorized and designated to do so, and that no other signatories are required to bind such party.

20.5 Consents. Whenever consent or approval of either party is required, that party shall not unreasonably withhold or delay such consent or approval, except as may be expressly set forth to the contrary.

20.6 Entire Agreement. The terms of this Lease are intended by the parties as a final expression of their agreement with respect to the terms as are included herein, and may not be contradicted by evidence of any prior or contemporaneous agreement.

20.7 Severability. Any provision of this Lease which shall prove to be invalid, void, or illegal in no way affects, impairs or invalidates any other provision hereof, and such other provisions shall remain in full force and effect.

20.8 Impartial Construction. The language in all parts of this Lease shall be in all cases construed as a whole according to its fair meaning and not strictly for or against either the City or County.

20.9 Successors. Each of the covenants, conditions, and agreements herein contained shall inure to the benefit of and shall apply to and be binding upon the parties hereto and their respective administrators, successors, assigns, or any person who may come into possession of the Property, the Improvements or any part thereof. Nothing contained in this paragraph shall in any way alter the provisions regarding subleasing provided in this Lease.

20.10 Notices. All notices, demands and communications between City and County shall be in writing and given by personal delivery; facsimile transmission; electronic mail; registered mail, return receipt requested, with postage prepaid; Federal Express or other reliable private express delivery, addressed to County or City at the addresses shown in paragraph 2.1.5 above. Either party may, by notice to the other given pursuant to this subparagraph, specify additional or different addresses for notice purposes.

20.11 Counterparts. This Lease may be executed in one or more counterparts, each of which shall constitute an original.

20.12 Nondiscrimination. City, County and all others who from time to time may use the Property with the permission and on the terms and conditions specified by both parties shall not discriminate in any manner against any person or persons on account of race, color, sex, creed or national origin, including but not limited to the providing of goods, services, facilities, privileges, advantages, and the holding and obtaining of employment.

[Signatures on following page]

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first above written.

CITY OF SAN FERNANDO

By:  For Sylvia Ballin
Sylvia Ballin, Mayor

COUNTY OF LOS ANGELES, a body corporate and politic,

By: 
Chairman, Board of Supervisors



ATTEST:

SACHI A. HAMAI,
Executive Officer of the Board of Supervisors

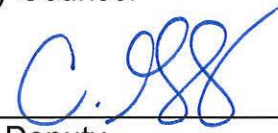
By: 
Deputy

ADOPTED
BOARD OF SUPERVISORS

18 OCT 28 2014

APPROVED AS TO FORM:

MARK J. SALADINO
County Counsel

By: 
Deputy


SACHI A. HAMAI
EXECUTIVE OFFICER

EXHIBIT A

SITE MAP

**EXHIBIT A
SAN FERNANDO REGIONAL POOL FACILITY
SITE MAP
2.81 ACRES**



EXHIBIT B

LEGAL DESCRIPTION AND DEPICTION OF PROPERTY

EXHIBIT "B"

LEGAL DESCRIPTION

A 2.81 ACRE PORTION OF ASSESSOR'S PARCEL NUMBER: 2519-026-903

A PORTION OF BLOCK 230 OF MACLAY RANCHO PER MAP RECORDED IN BOOK 37, PAGES 5 TO 16 INCLUSIVE OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHEASTERLY LINE OF PARK AVENUE (35 FOOT HALF STREET) WITH THE SOUTHWESTERLY LINE OF FOURTH STREET (60 FEET WIDE, 30 FOOT HALF STREET) AS SHOWN ON RECORD OF SURVEY RECORDED IN BOOK 246 PAGE 96 OF RECORD OF SURVEYS; THENCE SOUTHWESTERLY ALONG SAID SOUTHEASTERLY LINE OF PARK AVENUE, S48°52'33"W, 567.94 FEET; THENCE LEAVING SAID SOUTHEASTERLY LINE, S40°51'04"E, 83.82 FEET; THENCE S86°10'08"E, 8.73 FEET; THENCE S41°00'38"E, 116.88 FEET; THENCE N48°59'22"E, 3.22 FEET; THENCE S86°12'50"E, 7.11 FEET; THENCE N48°54'56"E, 73.06 FEET; THENCE S72°33'31"E, 9.13 FEET; THENCE N48°56'38"E, 304.62 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTHWEST AND HAVING A RADIUS OF 100.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 12°45'30" AN ARC DISTANCE OF 22.27 FEET; THENCE N36°11'08"E, 12.09 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 100.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 12°42'52" AN ARC DISTANCE OF 22.19 FEET; THENCE N48°54'00"E 115.59 FEET TO THE SAID SOUTHWEST LINE OF FOURTH STREET; THENCE NORTHWESTERLY ALONG SAID LINE N41°04'02"W, 212.60 FEET TO THE POINT OF BEGINNING.



EXHIBIT C
INVENTORY LIST

EXHIBIT "C"

Regional Pool Inventory		
Location/Type	Item	Quantity
Indoor Rental Equipment		
Indoor Rental Equipment	Banquet Chairs	189
Indoor Rental Equipment	Round Tables	19
Indoor Rental Equipment	2x6 Tables	4
Indoor Rental Equipment	3x6 Tables	18
Indoor Rental Equipment	3x8 Tables	13
Location/Type	Item	Quantity
Misc. Maintenance Items	Italian Tile	68 Boxes
Misc. Maintenance Items	Metal Lamp Housing	5
Misc. Maintenance Items	Stucco Roofing Panels	3 boxes
Misc. Maintenance Items		
Misc. Maintenance Items	Pool Equipment	
Misc. Maintenance Items	Lane Line Reel	7
Misc. Maintenance Items	Tarp Reels	5
Misc. Maintenance Items	Pool Tarp	24
Misc. Maintenance Items	Deck Chairs	31
Misc. Maintenance Items	Back Stroke Poles	14
Misc. Maintenance Items	Lifeguard Towers	6
Misc. Maintenance Items	Waterpolo Pool Net	1
Misc. Maintenance Items	Vac Hoses	2
Misc. Maintenance Items	Aqua Aerobics Equipment	1 Full Class Set
Misc. Maintenance Items	Turn Masters	2
Location/Type	Item	Quantity
Water Polo/ Swim Equipment	Water Polo Shot Clocks	4
Water Polo/ Swim Equipment	Water Polo Horn	1
Water Polo/ Swim Equipment	Colorado Timing System	1
Water Polo/ Swim Equipment	Misc Timing System Cables	1 Box
Water Polo/ Swim Equipment	Touch Pads	8
Water Polo/ Swim Equipment	Water Polo Cages	8
Location/Type	Item	Quantity
Safety Equipment	Oxygen Cylinders	4
Safety Equipment	Sheppards Crook	1
Safety Equipment	Life Rings	2
Safety Equipment	Rescue Tubes	6

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: September 15, 2025

Subject: Discussion and Consideration Requesting an Overview and Description on the City Graffiti Program

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion and consideration regarding an overview and description on the City Graffiti Program.

BACKGROUND/ANALYSIS:

1. Attachment "A" was submitted to request to agendize this item for discussion at the September 2, 2025, City Council meeting.
2. On September 2, 2025, the City Council continued this item to the September 15, 2025 City Council meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

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

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilmember

ITEM INFORMATION

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

Request for Presentation: City Graffiti Program Overview Description:

PRIORITIES

Is this included in the current FY priorities?☒ Yes ☐ No

BUDGET

Is this a budgeted item?☐ Yes ☒ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.☐ Yes ☒ No \$BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Agenda September 2, 2025

The purpose of this presentation is to understand how the program is currently being implemented, including its objectives, strategies, challenges, and outcomes. This will allow Council Members to review and evaluate the program's effectiveness and explore potential areas for improvement or support.

ATTACHMENTS *Do you have any attachments to include?*☐ Yes ☒ NoRECOMMENDATION *Indicate the direction you are recommending.*

We look forward to receiving this update and engaging in a constructive discussion regarding the program's role in maintaining and enhancing public spaces across San Fernando.

Request for Quarterly Reports on Graffiti Program We request quarterly reports on the accomplishments of the Graffiti Program, specifically addressing how resident requests and concerns are being met.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: September 15, 2025

Subject: Discussion and Consideration Regarding Crosswalk Safety Near San Fernando Middle School and the Bike Path

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 September 15, 2025 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

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

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Victoria Garcia

TITLE

Councilmember

ITEM INFORMATION

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

Crosswalk Safety Near San Fernando Middle School and the Bike Path

PRIORITIES

Is this included in the current FY priorities?☒ Yes ☐ No

BUDGET

Is this a budgeted item?☐ Yes ☒ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.☐ Yes ☒ No \$BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

We have heard from numerous members of the community with safety concerns regarding Brand Blvd. in front of San Fernando Middle School. It is unclear whether the City or LAUSD is working toward making this area safer; however, this should be a coordinated effort between the City and the District. I would ask to make this a priority for our City because it is a priority for our community. Additionally, the crosswalk on Glenoaks Blvd. leaving the bike path (between Arroyo and Griswold) is extremely dark at night and unsafe.

ATTACHMENTS *Do you have any attachments to include?*☐ Yes ☒ NoRECOMMENDATION *Indicate the direction you are recommending.*

Provide direction to City staff to coordinate with LAUSD concerning safety initiatives in front of San Fernando Middle School and to gather information regarding safety options for the bike trail exiting onto Glenoaks Blvd. Provide regular updates on our City Council agendas under the "Receive and File Status Updates for Enhancements, Projects, and City Council Priorities" item. Provide any other direction that would further safety measures for these areas.