



CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, OCTOBER 20, 2025

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

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

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

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR

Unrepresented Employee: City Manager
City Representative: Richard Padilla, City Attorney

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B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYMENT

Title: City Manager

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

Case Name: Rene Lupercio v. City of San Fernando

Case No.: 2:24-cv-603621-CBM (JPPx)

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

Case Name: Brand Estates, LLC v. City of San Fernando

LACSC Case No.: 2SSTCPO2030

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

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CALL TO ORDER - REGULAR MEETING

6:00 P.M. (OPEN SESSION)

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATION

A. PRESENTATION FROM THE MEXICAN AMERICAN CHAMBER OF COMMERCE USA

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

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

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

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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. August 18, 2025 – Special & Regular CC Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-102 approving the Warrant Register.

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

Recommend that the City Council receive and file the status report for FY 2025-2026 City Projects and City Council Priorities, and provide direction, as appropriate.

4) CONSIDERATION TO APPROVE RELEASE OF A REQUEST FOR PROPOSALS FOR STRATEGIC PLAN CONSULTING SERVICES

Recommend that the City Council approve the release of a Request for Proposals for the Strategic Plan Consulting Services to guide the Strategic Planning process for the City for Fiscal Years 2027 – 2031.

5) CONSIDERATION TO ADOPT RESOLUTIONS APPROVING A SOCIAL MEDIA POLICY AND A PERSONNEL INVESTIGATIONS POLICY

Recommend that the City Council:

- a. Adopt Resolution No. 8413, approving the creation of a new Social Media Policy ; and
- b. Adopt Resolution No. 8414, approving the creation of a new Personnel Investigations Policy; and
- c. Authorize the City Manager to take related actions to execute and implement the updated policies and procedures.

6) CONSIDERATION TO APPROVE A DATE CHANGE FOR THE SAN FERNANDO VALLEY MILE RUN/WALK EVENT FROM SATURDAY, MARCH 7, 2026, TO SATURDAY, FEBRUARY 28, 2026

Recommend that the City Council approve changing the date of the San Fernando Valley Mile Run/Walk from Saturday, March 7, 2026, to Saturday, February 28, 2026, to avoid conflict with the Los Angeles Marathon weekend events and maximize community participation.

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ADMINISTRATIVE REPORTS

- 7) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND READING AND ADOPT ORDINANCE NO. 1737 AMENDING DIVISION 3 (GENERAL MUNICIPAL ELECTIONS) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO MUNICIPAL CODE TO CHANGE THE CITY'S GENERAL MUNICIPAL ELECTION DATE FROM THE STATEWIDE ELECTION IN NOVEMBER OF EVEN-NUMBERED YEARS TO THE STATEWIDE ELECTION DATES THAT ALTERNATES BETWEEN MARCH AND JUNE OF EVEN-NUMBERED YEARS BEGINNING JUNE 2, 2026**

Recommend that the City Council adopt Ordinance No. 1737 that was introduced for first reading at the City Council meeting of October 6, 2025, in title only and waive all further readings, titled: "An Ordinance of the City Council of the City of San Fernando, California, repealing prior Ordinance No. 1668 and amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to change the date of the City's General Municipal Elections from the Statewide Election date in November of even-numbered years to the Statewide Election date that alternates between March and June of even-numbered years beginning June 2, 2026".

- 8) DISCUSSION AND CONSIDERATION TO APPROVE DESIGNATING AREA ADJACENT TO THE LÓPEZ ADOBE HISTORICAL HOUSE FOR THE 2025 HOLIDAY TREE LIGHTING CEREMONY AND AUTHORIZE THE PURCHASE AND INSTALLATION OF LIGHTING AND DECORATIONS IN THE SAN FERNANDO MALL**

Recommend that the City Council:

- a. Approve designating the area adjacent to the López Adobe Historical House for the 2025 Holiday Tree Lighting Ceremony;
 - b. Authorize the Public Works Department to purchase and install new lighting and holiday decorations in the San Fernando Mall in an amount not-to-exceed \$210,000 and provide direction on the budget account to utilize;
 - c. Authorize staff to proceed with event planning and coordination accordingly; and
 - d. Provide direction, as necessary.
- 9) DISCUSSION AND CONSIDERATION FOR POSSIBLE APPROVAL OF AN EMPLOYMENT AGREEMENT PENDING CLOSED SESSION DISCUSSION AND DELIBERATION ON FINAL TERMS AND CONDITIONS FOR THE APPOINTMENT OF KANIKA KITH AS THE CITY MANAGER**

Subject to final closed session deliberations, recommend that the City Council:

- a. Announce the name of the candidate to be appointed;

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- b. Announce that copies of the final proposed iteration of an Employment Agreement for the position of a City Manager between the City of San Fernando and Kanika Kith is available in the City Council Chambers to interested members of the public;
- c. Receive an oral summary outlining the key points of the contract terms prior to taking action on the matter as required under Government Code Section 54953(c)(3); and
- d. Entertain a motion to:
 - (i) Approve the candidate for appointment;
 - (ii) Approve the City Manager Employment Agreement; and
 - (iii) Authorize the Mayor to execute the Employment Agreement on behalf of the City Council.

10) DISCUSSION AND CONSIDERATION TO CO-SPONSOR A COMMUNITY QUINCEAÑERA CELEBRATION EVENT, APPROVE USE OF THE CITY SEAL, AND REQUEST TO WAIVE FACILITY PERMIT FEES

This item was agendized by Councilmember Patty Lopez.

11) DISCUSSION AND CONSIDERATION ON CITY POLICIES AND PROCEDURES

This item was agendized by Councilmember Joel Fajardo.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to an Adjourned Regular Meeting on November 10, 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.

Regular Meeting San Fernando City Council

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 5:15 P.M
REGULAR MEETING – 6:00 P.M.
MONDAY, AUGUST 18, 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 5:16 p.m.

Present:

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

Staff: Interim City Manager Kanika Kith and City Attorney Richard Padilla

Absent: Vice Mayor Mary Solorio

APPROVAL OF AGENDA

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

Councilmember Fajardo stated he would recuse himself from discussion regarding Item B).

PUBLIC STATEMENTS None

RECESS TO CLOSED SESSION (5:16 P.M.)

By consensus, Councilmembers recessed to Closed Session.

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

One (1) matter

B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1) - EXISTING LITIGATION

CASE NAME: BRAND ESTATES, LLC V. CITY OF SAN FERNANDO
LACSC CASE NO.: 25STCP02636

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RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney stated there was no reportable action as a result of Closed Session meeting.

CALL TO ORDER/ROLL CALL – REGULAR MEETING

6:00 P.M. (OPEN SESSION)

Mayor Mary Mendoza called the regular meeting to order at 6:03 p.m.

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

Staff: Interim City Manager 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, Acting Director of Community Development Ron Garcia, and City Clerk Julia Fritz

Absent: Vice Mayor Mary Solorio

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

- A. PRESENTATION FROM LOS ANGELES UNIFIED SCHOOL DISTRICT SUPERINTENDENT ALBERTO M. CARVALHO AND DISTRICT 6 BOARD MEMBER KELLY GONEZ ON INITIATIVES FOR THE NEW SCHOOL YEAR

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PUBLIC STATEMENTS

Tom Ross spoke regarding the Metro project and offered suggested route be extended through Wolfskill.

Maria Fernanda Pineda C. was called but did not speak.

Charming Evelyn spoke about transparency concerns regarding the city's current representative for Metropolitan Water District Board Chair Ortega.

Paulina Torres Northeast Field Deputy for Supervisor Horvath's Office expressed thanks to the City Council for their support through the Ignite the Light of Hope initiative.

Rosenda Benitez was called but did not speak.

Flor Siordia spoke regarding immigration services in the San Fernando community.

Miguel Miguel Director of Sierra Club California spoke regarding environmental issues related to imported water the Delta Conveyance Project and potential water rate increases from Metropolitan Water District.

Ricardo Benitez spoke in support of bringing the Mexican Consulate Mobile Services program to San Fernando.

Penelope spoke in opposition of Metropolitan Water District's Board Chair Ortega for voting in support of the funding related to the Delta Conveyance Project.

Martha Rodriguez spoke about concerns and is in opposition of Metropolitan Water District's Board Chair Ortega representing San Fernando.

Katie Wagner from the Sierra Club California spoke of concerns regarding transparency with representative Metropolitan Water District Board Chair Ortega and his support of the Delta Conveyance Project.

Ms. Rivera spoke regarding concerns with transparency in the process with Metropolitan Water Districts search for a new General Manager and recent decisions made by Board Chair Ortega related to the Delta Conveyance Project.

Layne spoke in opposition of the Delta Conveyance Project.

Barbara Barrigan-Parilla, Executive Director of Restore the Delta spoke about concerns with San Fernando's Metropolitan Water District representative Board Chair Ortega's decision in support of the Delta Conveyance Project and seeks transparency in the hiring of the next General Manager.

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Mayor Christina Esperanza, Mayor of the City of Stockton spoke about concerns associated with the Delta Conveyance Project and the city's representative Metropolitan Water District Board Chair Ortega.

CONSENT CALENDAR

Councilmember Fajardo pulled Item No. 12 for discussion; Councilmember Garcia pulled Item Nos. 4 and 7 for discussion and Mayor Mendoza pulled Item No. 10 for discussion.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve Item Nos. 1-3, 5, 6, 8, 9 and 11:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. May 27, 2025 – Special CC Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES
- 5) CONSIDERATION TO APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL FOR NORTHEAST SAN FERNANDO VALLEY WORKSOURCE CENTER JOB FAIR EVENTS, AND REQUEST TO WAIVE FACILITY PERMIT FEES"
- 6) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE PROPERTY TAX RATE REQUIRED TO MEET THE CITY'S OBLIGATION TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR FISCAL YEAR 2025-2026
- 8) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SAN FERNANDO PART-TIME EMPLOYEES BARGAINING UNIT
- 9) CONSIDERATION TO APPROVE A LEASE LICENSE AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR RENTAL OF OFFICE SPACE FOR THE DEPARTMENT OF MEDICAL EXAMINER'S STAFF
- 11) CONSIDERATION TO APPROVE VICE MAYOR MARY SOLORIO'S REQUEST TO EXCUSE ABSENCES FROM THE CITY COUNCIL REGULAR MEETING OF AUGUST 4, 2025 (RETROACTIVE) AND THE UPCOMING REGULAR MEETINGS OF AUGUST 18, 2025, SEPTEMBER 2, 2025, AND SEPTEMBER 15, 2025 DUE TO FAMILY MEDICAL REASONS

The motion carried, with Vice Mayor Solorio absent.

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- 4) CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING WITH EL CENTRO DE AMISTAD, INC. TO PROVIDE MENTAL HEALTH SUPPORT SERVICES, APPROVE CO-SPONSORSHIP OF EVENTS AND USE OF THE CITY SEAL, AND REQUEST TO WAIVE FACILITY PERMIT FEES

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to approve Contract No. 2416, co-sponsorship, as amended to waive fees, subject to City Manager approval, and correction to page 120/121 to update the mailing address of the Notices section to be consistent. The motion carried, with Vice Mayor Solorio absent.

- 7) CONSIDERATION TO ESTABLISH A BUSINESS TAX DELINQUENT FEE AMNESTY PROGRAM AND ADOPT A RESOLUTION IMPLEMENTING THE PROGRAM

Motion by Councilmember Garcia, seconded by Councilmember Lopez to adopt Resolution No. 8406; as amended to include waiving all fees/penalties from businesses or individuals making payment towards delinquent balance and accepting payments up to 12 months with a minimum initial payment of \$500. The motion carried, with Vice Mayor Solorio absent.

- 10) RECEIVE AND FILE UPDATE REPORT ON THE CITY'S SIDEWALK MAINTENANCE PROGRAM

Motion by Mayor Mendoza, seconded by Councilmember Fajardo to receive and file the report as presented and directed staff to review the potential of completing the removal and replacement of Grid F. The motion carried, with Vice Mayor Solorio absent.

- 12) CONSIDERATION TO SUBMIT A POSITION LETTER TO METRO ON EAST SAN FERNANDO RIGHT OF WAY STUDY OPTIONS

Motion by Councilmember Garcia, seconded by Mayor Mendoza to approve the position letter to Metro on the east San Fernando Valley Light Rail Transit Project; and authorize the City Manager to distribute the letter to all contracts listed. The motion carried by the following vote:

ROLL CALL

AYES:	Garcia, Mendoza - 2
NAYES:	Fajardo - 1
ABSTAIN:	Lopez - 1
ABSENT:	Solorio – 1

The City Council recessed the meeting at 8:38 p.m. and reconvened at 8:56 p.m. with Vice Mayor Solorio absent.

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PUBLIC HEARING

- 13) A PUBLIC HEARING TO CONSIDER AND APPROVE INTRODUCTION FOR FIRST READING OF AN ORDINANCE AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO IMPLEMENT A RESIDENTIAL PARKING PERMIT PROGRAM (CONTINUED TO SEPTEMBER 2, 2025)

This item was continued to the September 2, 2025 Regular City Council Meeting.

ADMINISTRATIVE REPORTS

- 14) DISCUSSION AND CONSIDERATION OF THE SAFE AND BEAUTIFUL PARK INITIATIVE

The City Council received and filed an update report. No action was taken.

- 15) DISCUSSION AND CONSIDERATION ON THE RESPONSE RECEIVED FROM THE MEXICAN CONSULATE TO ESTABLISH COMMUNICATION AND EXPLORE OPPORTUNITIES FOR COLLABORATION

Director of Recreation and Community Services Julio Salcedo presented the report and responded to Councilmember questions.

The City Council directed staff to research the Aquatic Center as a possible venue and, if unavailable, to contact other organizations as potential sites for the Mexican Consulate services. Staff will also work with Flor (Asociación de Jaliscienses Unidos en Acción) to identify a feasible facility and secure an earlier date. Additional outreach will be made to groups such as the Masonic Lodge, and staff will invite the Consulate to the next meeting (or the September meeting) to provide a presentation and clarify facility use requirements.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Interim City Manager Kith provided the City Council with updates related to the San Fernando Together Program, roof replacement project, reseeding of the soccer field at Layne Park, and on various community events.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Fajardo spoke about concerns over the homeless population in the city and will be agendizing this topic at a future City Council meeting.

Councilmember Garcia spoke about public comments received by callers. She attended the plaque unveiling ceremony honoring former Recreation Department Directors Julian Leon and Jess Mararito; the 10-year anniversary celebration of San Fernando Brewing; the Contract Cities

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Association meeting and expressed concerns over the public comments made regarding MWD's transparency in their hiring processes and on the Delta Conveyance Project.

Councilmember Lopez recognized former City Manager on past city events and suggested that the City follow protocols that should recognize City staff in attendance at these events.

Mayor Mendoza thanked staff for their work and expressed condolences to the families of the three seniors that recently passed who were part of the Las Palmas Senior group adjourned the meeting in their memory.

ADJOURNMENT (10:03 p.m.)

Mayor Mendoza adjourned the regular meeting to the special meeting of September 2, 2025.

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

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: October 20, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-102 (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. 25-102, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-102

**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. 25-102**

**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 20th day of October 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. 25-102, 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 20th day of October 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 October 2025.

Julia Fritz, City Clerk

vchlist
10/16/2025 1:39:56PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242194	10/20/2025	890104 ABBA TERMITE & PEST CONTROL	029534		BEE REMOVAL -WTR MTR @ 555 1ST 070-383-0000-4260	115.00
					Total :	115.00
242195	10/20/2025	891587 ABLE MAILING INC.	41287		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	145.40
				13526	070-382-0000-4300	145.40
			41288		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	15.00
				13526	070-382-0000-4300	15.00
					Total :	320.80
242196	10/20/2025	894869 ACORN TECHNOLOGY SERVICES	12827		INFORMATION TECHNOLOGY MANAGE	
				13482	001-135-0000-4270	18,218.68
					Total :	18,218.68
242197	10/20/2025	888356 ADVANCED AUTO REPAIR	1732		VEHICLE MAINT., REPAIRS & MINOR B	
				13520	041-320-0390-4400	679.67
					Total :	679.67
242198	10/20/2025	894315 AG LAWNMOWER SHOP	0580		SMALL EQUIP. REPAIR (LAWNMOWERS	
				13521	070-383-0000-4310	122.90
					Total :	122.90
242199	10/20/2025	890006 AGUIRRE, PETER	REIMB.		FUEL - DET. VEHICLE-IGLIA CONF	
					001-224-0000-4370	75.70
					Total :	75.70
242200	10/20/2025	895071 AHMU, ANGELA P.	SEPT 2025		STRETCH & STRENGTHENING INSTRU	
					001-422-0000-4260	350.00
					Total :	350.00
242201	10/20/2025	894975 ALL STAR ELITE SPORTS	5393		STAFF AND SPORTS UNIFORMS	
				13496	001-423-0000-4300	2,377.46
					Total :	2,377.46
242202	10/20/2025	100184 ANDERSON TROPHY CO.	727943		SPORTS TROPHIES	

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242202	10/20/2025	100184 ANDERSON TROPHY CO.	(Continued)			
			728002	13488	001-423-0000-4300	2,462.30
				13488	SPORTS TROPHIES	
			728028	13488	001-423-0000-4300	124.70
				13488	SPORTS TROPHIES	
					001-423-0000-4300	10.26
					Total :	2,597.26
242203	10/20/2025	100191 ANGELES SHOOTING RANGE	11954		TRAINING ON 09/08/25	
					001-225-0000-4360	300.00
					Total :	300.00
242204	10/20/2025	894045 ARROYO BACKGROUND	3775		BACKGROUND INVESTIGATIONS	
				13545	001-222-0000-4270	2,250.00
					Total :	2,250.00
242205	10/20/2025	100222 ARROYO BUILDING MATERIALS, INC	311314		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	070-384-0000-4330	133.91
			311569	13522	MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	89.55
			312871	13522	MISC. LOCAL HARDWARE SUPPLIES A	
					001-311-0000-4300	53.37
					Total :	276.83
242206	10/20/2025	889037 AT&T MOBILITY	287277903027X-100820		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	138.69
					Total :	138.69
242207	10/20/2025	892412 AT&T MOBILITY	287340014777-X010042		HR MANAGER CELL PHONE PLAN-JUN	
					001-133-0000-4220	50.40
					Total :	50.40
242208	10/20/2025	889942 ATHENS SERVICES	20266750		STREET SWEEPING SERVICES-OCT 20	
				13511	011-311-0000-4260	17,879.49
					Total :	17,879.49
242209	10/20/2025	893176 AUTOZONE STORE 5681	05681588304		PLATE BRACKET/HOLDER FRAME	
					041-320-0320-4400	70.71

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242209	10/20/2025	893176 893176 AUTOZONE STORE 5681	(Continued)			Total : 70.71
242210	10/20/2025	893013 AYSON, LEILANI	SEPT 2025	13506	INCLUSIVE ZUMBA INSTRUCTOR 001-423-0000-4260	385.00 Total : 385.00
242211	10/20/2025	892784 BARAJAS, MARIA BERENICE	SEPT 2025	13501	TOTAL BODY CONDITIONING INSTRUC 001-423-0000-4260	591.50 Total : 591.50
242212	10/20/2025	893591 BIOMEDICAL WASTE DISPOSAL	157187		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00 Total : 110.00
242213	10/20/2025	895171 BRONOWIKA, MARION	DR 21-1006		RELEASE OF HELD EVIDENCE 001-2264	895.00 Total : 895.00
242214	10/20/2025	888800 BUSINESS CARD	092525		CONTINENTAL TIRE-PD VEHICLE 041-320-0225-4400	389.01 Total : 389.01
242215	10/20/2025	887810 CALGROVE RENTALS, INC.	203719-1	13512	RENTAL OF LIGHT TOWER AND GENE 043-390-0000-4310	70.76 Total : 70.76
242216	10/20/2025	892464 CANON FINANCIAL SERVICES, INC	41803018	13476	CANON COPIER LEASE FY2025-2026-S 001-135-0000-4260	2,010.10 Total : 2,010.10
242217	10/20/2025	895106 CANON U.S.A., INC.	6012830674	13497	LASERFICHE SOFTWARE & CLOUD SU 001-115-0000-4260	629.68
			6013098572	13497	LASERFICHE SOFTWARE & CLOUD SU 001-115-0000-4260	629.68
			6013244275	13498	CANON COPIER MAINTENANCE FY202 001-135-0000-4260	1,662.55 Total : 2,921.91

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242218	10/20/2025	894600 CARGILL, INCORPORATED	2911486160	13505	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	5,857.71
			2911500893	13505	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,133.15 Total : 11,990.86
242219	10/20/2025	891860 CARL WARREN & COMPANY	21036-21050		REIMB. TO ITF ACCT (LIABILITY CLAIMS) 006-1037	68,224.81 Total : 68,224.81
242220	10/20/2025	894010 CHARTER COMMUNICATIONS	187701601-100125		PW OPS CABLE SRV 10/05/25-11/04/25 043-390-0000-4260	141.55
			187701701-100125		CITY HALL CABLE SRV 10/05/25-11/04/2 001-190-0000-4220	202.01
			187701901-091425		PD CABLE SRV-09/18/25-10/17/25 001-222-0000-4260	237.87
			187702001-090725		PD CABLE SRV-09/18/25-10/17/25 010-225-3698-4500	2,600.00 Total : 3,181.43
242221	10/20/2025	100731 CITY OF LOS ANGELES	WP260000041		O&M PORTION OF ASSSC FY23/24 072-360-0629-4260	250,853.00
			WP260000042		CAPITAL PORTION OF ASSSC-FY23-24 072-365-0629-4600	240,969.00
			WP260000056		SEWERAGE FACILITIES CHARGE 072-360-0629-4260	7,294.86 Total : 499,116.86
242222	10/20/2025	103818 CITY OF LOS ANGELES	20251906890		IX-UNIT SANITATION PERMIT FEES 070-381-0000-4450	528.25 Total : 528.25
242223	10/20/2025	890893 CITY OF SAN FERNANDO	OCT 2025		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	29,606.01 Total : 29,606.01
242224	10/20/2025	893824 COMPLETE OFFICE	4262461-0		BREAK ROOM SUPPLIES	

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242224	10/20/2025	893824 COMPLETE OFFICE	(Continued)		001-222-0000-4300	677.58
					Total :	677.58
242225	10/20/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25090801106		INDSTRIL WASTE LAB SERVICES-AUC	931.50
			RE-PW-25090801123		072-360-0000-4450	
					INDUSTRIAL WASTE CHARGES-AUG 20	8,527.31
					072-360-0000-4450	
					Total :	9,458.81
242226	10/20/2025	894159 DE LEON, CYNTHIA	JULY-AUG 2025		MIXED LINE DANCE INSTRUCTOR	147.00
					001-422-0000-4260	
					Total :	147.00
242227	10/20/2025	887121 DELL MARKETING L.P.	10838370670	13548	EOC LAPTOP COMPUTERS	13,736.49
			10839145434		110-220-3752-4300	
				13562	MICROSOFT 365 GCC G3 LICENSES	90,804.00
					110-135-3752-4260	
					Total :	104,540.49
242228	10/20/2025	891425 DIAZ, MARISOL	REIMB.		PRIZES & SUPPLIES-LP SENIOR CLUB	182.55
					004-2382	12.10
					004-2346	
					Total :	194.65
242229	10/20/2025	888951 DOMINGUEZ, WALTER	TRAVEL		PER DIEM & MILEAGE-STC TRAINING C	153.23
					001-225-0000-4360	
					Total :	153.23
242230	10/20/2025	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		PENALTY-UNEMPLOYMENT INS-PERIO	50.73
					001-190-0222-4132	
					Total :	50.73
242231	10/20/2025	891650 ENTERPRISE FM TRUST	FBN5461695		LEASE OF TEN VEHICLES FOR 3 DIVIS	1,445.27
				13486	041-311-0000-4500	816.84
				13486	041-420-0000-4500	1,520.80
				13486	041-152-0000-4500	7,179.16
				13486	041-390-0000-4500	

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242231	10/20/2025	891650 ENTERPRISE FM TRUST	(Continued)			Total : 10,962.07
242232	10/20/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800099512	13489	WATER TESTING & ANALYTICAL SERVI	10,650.00
					070-384-0000-4260	
					Total :	10,650.00
242233	10/20/2025	103851 EVERSOF, INC.	R2611366		WATER SOFTNER RENTAL-WELL 2A	126.26
					070-384-0000-4260	
					Total :	126.26
242234	10/20/2025	888122 FABIAN, MANUEL	REIMB.		MILEAGE REIMB.	82.81
					001-310-0000-4390	
					Total :	82.81
242235	10/20/2025	893800 FAJARDO, JOANNE	SEPT 2025		ZUMBA GOLD INSTRUCTOR	566.00
					001-422-0000-4260	
					Total :	566.00
242236	10/20/2025	101144 FANTASY FLOWERS & BALLOONS	091525		CONDOLENCES PLANT-SENIOR CLUB	85.57
					004-2380	
					Total :	85.57
242237	10/20/2025	101147 FEDEX	1462-6855-2		COURIER SERVICES	46.15
					001-190-0000-4280	
					Total :	46.15
242238	10/20/2025	895172 FLORES, THOMAS	REIMB.		SAFETY BOOTS	224.98
					001-311-0000-4310	
					Total :	224.98
242239	10/20/2025	894533 FOSTER & FOSTER, INC.	37662	13530	GASB 75 OPEB REPORT FOR FYE 2025	2,600.00
					001-130-0000-4260	
					Total :	2,600.00
242240	10/20/2025	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598-		PAC 50 TO SHERIFFS	527.06
			209-150-5250-081292-		001-222-0000-4220	
					RADIO REPEATER (POLICE)	43.19
					001-222-0000-4220	

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242240	10/20/2025	892198 FRONTIER COMMUNICATIONS	(Continued)			
			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
			209-151-4943-081292-		RADIO REPEATER (POLICE)	
					001-222-0000-4220	43.19
			209-188-4361-031792-		RCS PHONE LINES	
					001-222-0000-4220	128.12
			209-188-4362-031792-		POLICE PHONE LINES	
					001-222-0000-4220	3,045.18
			209-188-4363-031892-		VARIOUS PHONE LINES	
					001-190-0000-4220	782.04
			818-361-0901-051499-		SEWER FLOW MONI (P. W.)	
					072-360-0000-4220	76.26
			818-361-3958-091407-		CNG STATION	
					074-320-0000-4220	72.22
			818-361-6728-080105-		ENGINEERING FAX LINE	
					001-310-0000-4220	45.91
			818-365-0007-060223-		EOC PHONE LINES	
					001-222-0000-4220	438.90
			818-365-5097-120298-		POLICE NARCOTICS VAULT	
					001-222-0000-4220	31.24
			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	32.80
			818-838-4969-021803-		POLICE DEPT ALARM PANEL	
					001-222-0000-4220	155.35
					Total :	5,575.01
242241	10/20/2025	893953 GALE, PAUL JOHN	SEPT 2025		SHOTOKAN KARATE INSTRUCTOR	
				13507	001-423-0000-4260	220.50
					Total :	220.50

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242242	10/20/2025	894897 GAMARRA, DANIELLA	REIMB.		PER DIEM & MILEAGE-PC 8832 ARRES	
					001-222-0000-4360	351.56
					Total :	351.56
242243	10/20/2025	894743 GR LANDSCAPING CORP	INV00017		LANDSCAPING MAINT - WATER FACILI	
					070-384-0000-4260	1,271.00
			INV00019		LANDSCAPING MAINT - WATER FACILI	
					070-384-0000-4260	1,220.00
					Total :	2,491.00
242244	10/20/2025	893344 GRAND ELECTRICAL SUPPLY	20116133	13539	ELECTRICAL MATERIAL & SUPPLIES	
					001-370-0000-4310	105.73
			20116148	13539	ELECTRICAL MATERIAL & SUPPLIES	
					001-370-0000-4310	50.38
					Total :	156.11
242245	10/20/2025	894407 GRAYBAR FINANCIAL SERVICES	19152251		2025 PROPERTY TAXES	
					001-190-0000-4220	1,583.74
					001-222-0000-4220	1,583.74
					070-384-0000-4220	678.74
					001-420-0000-4220	678.75
					Total :	4,524.97
242246	10/20/2025	894511 GRIDIRON TRAINING	000667		BACKGROUND INVESTIGATION COUR:	
					001-226-0000-4360	520.00
					Total :	520.00
242247	10/20/2025	895174 GUERRERO, JAYCOB	REIMB.		MILEAGE REIMB.-MISS CITY BB PROG	
					001-420-0000-4390	29.40
					Total :	29.40
242248	10/20/2025	894855 GUERRERO, RIGOBERTO	TRAVEL		PER DIEM & MILEAGE-2025 CALBO CO	
					001-150-0000-4370	204.84
					Total :	204.84
242249	10/20/2025	892445 GWMA	HTU-25-49		ADMIN & COST SHARING-INSTALL OF	
					001-310-0000-4270	655.38

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242249	10/20/2025	892445 892445 GWMA	(Continued)			Total : 655.38
242250	10/20/2025	888647 HDL SOFTWARE, LLC	SIN053464	13549	BUSINESS LICENSE ADMIN SERVICES-001-130-0000-4260	3,995.63
			SIN054436	13549	BUSINESS LICENSE ADMIN SERVICES-001-130-0000-4260	6,686.93
					Total :	10,682.56
242251	10/20/2025	890594 HEALTH AND HUMAN RESOURCE	E0355646		EAP - NOV 2025	
					001-133-0000-4260	302.90
					Total :	302.90
242252	10/20/2025	891937 HERNANDEZ, JOSE	REIMB.		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	543.81
					Total :	543.81
242253	10/20/2025	888309 HI 2 LO VOLTAGE WIRING CO, INC	21529		MONITORING SRVS 10/01/25-12/31/25	
					001-222-0000-4260	75.00
					Total :	75.00
242254	10/20/2025	894775 IBARRA, SERGIO	REIMB.		REFRESHMENTS-DEFENSIVE DRIVER	
					001-133-0000-4370	135.98
					Total :	135.98
242255	10/20/2025	893804 INDUSTRIAL SHOEWORKS	I100-1459418		ANNUAL SAFETY WORK BOOTS FOR F	
			I100-1459498	13550	070-381-0000-4325	341.45
			I100-1459770	13550	ANNUAL SAFETY WORK BOOTS FOR F	
					043-390-0000-4310	295.04
			I100-1459771	13550	ANNUAL SAFETY WORK BOOTS FOR F	
					070-381-0000-4325	214.37
			I100-1459772	13550	ANNUAL SAFETY WORK BOOTS FOR F	
					001-311-0000-4310	295.04
			I100-1459876	13550	ANNUAL SAFETY WORK BOOTS FOR F	
					070-381-0000-4325	223.21
					ANNUAL SAFETY WORK BOOTS FOR F	
					043-390-0000-4310	295.04
					001-311-0000-4310	109.40
			I100-1460129		ANNUAL SAFETY WORK BOOTS FOR F	

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242255	10/20/2025	893804 INDUSTRIAL SHOEWORKS	(Continued)			
			I100-1460130	13550	001-311-0000-4310	185.64
			I100-1460250	13550	ANNUAL SAFETY WORK BOOTS FOR F	
					070-381-0000-4325	134.81
			I100-1460659	13550	ANNUAL SAFETY WORK BOOTS FOR F	
					001-311-0000-4310	356.92
			I100-1461858		CREDIT	
					043-390-0000-4310	-5.58
					ANNUAL SAFETY WORK BOOTS FOR F	
					070-381-0000-4325	214.37
			I100-1465829	13550	043-390-0000-4310	289.45
					ANNUAL SAFETY WORK BOOTS FOR F	
					070-381-0000-4325	214.37
					Total :	3,163.53
242256	10/20/2025	889320 IWATER, INC.	10178		ANNUAL RENEWAL FEE- WTR SYSTEM	
				13563	070-381-0000-4380	4,600.00
					Total :	4,600.00
242257	10/20/2025	894916 JJ PROPERTY MAINTENANCE	123249		CITY-WIDE JANITORIAL SERVICES-OC	
				13490	043-390-0000-4260	17,000.00
					Total :	17,000.00
242258	10/20/2025	894853 JOE MAR POLYGRAPH	25-006-SFPD		POLYGRAPH SERVICES	
			25-007-SFPD		001-222-0000-4270	250.00
					POLYGRAPH SERVICES	
					001-222-0000-4270	250.00
					Total :	500.00
242259	10/20/2025	101990 L.A. COUNTY METROPOLITAN	6025603		TAP CARDS-JULY 2025	
			6025923		007-440-0441-4260	19.20
					TAP CARDS-SEPT 2025	
					007-440-0441-4260	19.20
					Total :	38.40
242260	10/20/2025	102007 L.A. COUNTY SHERIFFS DEPT.	260080BL		PRE-PACKAGED, PREPARED INMATE M	
				13551	001-225-0000-4350	628.80

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242260	10/20/2025	102007 L.A. COUNTY SHERIFFS DEPT.	(Continued) 260397BL	13551	PRE-PACKAGED, PREPARED INMATE M 001-225-0000-4350	512.90
					Total :	1,141.70
242261	10/20/2025	101852 LARRY & JOE'S PLUMBING	2317847-0001-02		MISC ITEMS FOR BACKFLOW REPAIRS 070-383-0000-4310	212.58
					Total :	212.58
242262	10/20/2025	101974 LOS ANGELES COUNTY	AUG 2025	13552	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	13,365.18
			JULY 2025	13552	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	19,900.29
					Total :	33,265.47
242263	10/20/2025	895167 MARUFO, ELIZABETH	854567		SENIOR TRIP REFUND (SORAYA THEA) 004-2383	55.00
					Total :	55.00
242264	10/20/2025	888254 MCCALLA COMPANY	178163		BLACK NITRILE GLOVES 001-222-0000-4300	980.34
					Total :	980.34
242265	10/20/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	39.76
					Total :	39.76
242266	10/20/2025	894221 MELTON, ERICA D.	1-11		PETTY CASH REIMBURSEMENT 001-101-0000-4300	109.02
					001-140-0000-4300	8.00
					001-150-0000-4300	16.00
					001-222-0000-4300	116.07
					001-420-0000-4360	17.98
					043-390-0000-4360	30.00
					Total :	297.07
242267	10/20/2025	102214 MIRANDA, FERNANDO	TRAVEL		PER DIEM-CALBO CONF ON 10/28-10/3 001-152-0000-4370	55.00

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242267	10/20/2025	102214 102214 MIRANDA, FERNANDO	(Continued)			Total : 55.00
242268	10/20/2025	102226 MISSION LINEN SUPPLY	524614966	13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45
			524663701	13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45
			524708095	13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45
					Total :	1,003.35
242269	10/20/2025	893934 MORA, JUAN LUIS	MCB-0825	13493	BASEBALL PROGRAM CONSULTANT 001-423-0000-4260	3,600.00
					Total :	3,600.00
242270	10/20/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4300	126.18
					Total :	126.18
242271	10/20/2025	893369 MYRECDEPT.COM	0321825TS	13573	RECREATION MANAGEMENT SOFTWA 001-135-0000-4260	5,605.00
					Total :	5,605.00
242272	10/20/2025	102336 NATIONAL CONSTRUCTION RENTALS	7958109		FENCE RENTAL-13441 FOOTHILL 070-384-0000-4260	142.66
					Total :	142.66
242273	10/20/2025	893348 NCSI	62098		VOLUNTEERS-BACKGROUND CHECKS 001-423-0000-4260	148.00
					Total :	148.00
242274	10/20/2025	102324 NEGRETE, CONNIE	TRAVEL		PER DIEM-CALBO CONF ON 10/28-10/3 001-152-0000-4370	55.00
					Total :	55.00
242275	10/20/2025	893405 NEW HORIZON	3242533		LP PHONE SERVICES-OCT 2025 001-420-0000-4260	308.75
					Total :	308.75

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242276	10/20/2025	894100 ODP BUSINESS SOLUTIONS , LLC	425552210001		OFFICE SUPPLIES	
			425552211001		001-422-0000-4300	81.77
			434698549001		OFFICE SUPPLIES	26.29
			434821736001		001-422-0000-4300	126.07
			435127926001		OFFICE SUPPLIES	316.27
			436968167001		001-222-0000-4300	94.23
			436968802001		OFFICE SUPPLIES	43.72
			438337508001		001-222-0000-4300	53.25
			438372313001		OFFICE SUPPLIES	61.68
			438761990001		001-310-0000-4300	5.97
			439140221001		HP TONER	2,097.30
					001-310-0000-4300	
					OFFICE SUPPLIES	41.15
					070-381-0000-4300	41.16
			439193356001		043-390-0000-4300	
					HP TONER/INK	
			439193356002		001-310-0000-4300	251.37
					OFFICE SUPPLIES	64.96
			439271893001		001-310-0000-4300	
					OFFICE SUPPLIES	13.47
			439272169001		001-222-0000-4300	
					OFFICE SUPPLIES	66.68
			439513346001		001-222-0000-4300	
					HP TONER	
					070-381-0000-4280	123.86
			440162810001		043-390-0000-4300	123.85
					OFFICE SUPPLIES	
			440162970001		001-222-0000-4300	67.54
					OFFICE SUPPLIES	

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242276	10/20/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			440162972001		001-222-0000-4300	14.98
			440162973001		OFFICE SUPPLIES	33.36
			440385691001		001-222-0000-4300	159.11
			440430300001		OFFICE SUPPLIES (ERASER BOARD)	191.78
			440662001001		070-383-0000-4300	
			441061478001		OFFICE SUPPLIES	169.18
			441062374001		001-422-0000-4300	205.03
			441062375001		OFFICE SUPPLIES	243.70
					001-222-0000-4300	82.06
					OFFICE SUPPLIES	7.72
					001-222-0000-4300	
					Total :	4,807.51
242277	10/20/2025	894123 OLIVAREZ MADRUGA LAW	28591		LEGAL SERVICES	
					001-112-0000-4270	7,768.89
			28592		001-110-0000-4270	26,422.43
					LEGAL SERVICES	
			28812		001-101-0000-4270	1,358.55
					001-112-0000-4270	748.80
			28813		LEGAL SERVICES	14,486.90
					001-112-0000-4270	32,801.83
			28814		LEGAL SERVICES	86.40
					001-110-0000-4270	246.24
					LEGAL SERVICES	
					001-110-0000-4270	907.20
					Total :	84,827.24
242278	10/20/2025	893258 OMNIGO SOFTWARE	I-OS022678		RMS, CAD, MOBILE AND BWC INTERFA	

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242278	10/20/2025	893258 OMNIGO SOFTWARE	(Continued)	13555	001-135-0000-4260	30,837.60
					Total :	30,837.60
242279	10/20/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-250982	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0311-4400	86.16
			4605-251444	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-1215	222.67
			4605-251468	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0221-4400	53.49
			4605-251475	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0221-4400	31.36
			4605-251685	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0224-4400	171.46
					Total :	565.14
242280	10/20/2025	895001 OTEROS EQUIPMENT REPAIR LLC	1675		VEHICLE MAINT 041-320-0390-4400	2,297.98
					Total :	2,297.98
242281	10/20/2025	889545 PEREZ, MARIBEL	REIMB.		SUPPLIES-ASCP PROGRAM 001-423-0000-4300	166.08
					Total :	166.08
242282	10/20/2025	895002 PORTA-STOR	462081		MCB STORAGE BIN RENTAL-SEPT 2021 001-423-0000-4260	82.00
					Total :	82.00
242283	10/20/2025	102688 PROFESSIONAL PRINTING CENTERS	23731	13557	PRE PRINTED FORMS & ENVELOPES 001-423-0000-4270	800.85
			23783	13557	PRE PRINTED FORMS & ENVELOPES 001-130-0000-4300	591.18
			23792	13557	PRE PRINTED FORMS & ENVELOPES 070-382-0000-4300	1,436.50
				13557	072-360-0000-4300	1,436.50
					Total :	4,265.03

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242284	10/20/2025	890004 PTS	2146734		PD PAY PHONE - OCT 2025 001-190-0000-4220	88.00
					Total :	88.00
242285	10/20/2025	893553 QUADIENT LEASING USA, INC	Q2040689	13478	POSTAGE MACHINE QUARTERLY LEASE 001-190-0000-4280	1,333.45
					Total :	1,333.45
242286	10/20/2025	894306 QUENCH USA, INC.	INV09589573		DRINKING WATER 001-222-0000-4300	123.49
					Total :	123.49
242287	10/20/2025	102738 QUINTERO ESCAMILLA, VIOLETA	SEPT 2025	13508	INSTRUCTOR FOR SENIOR MUSIC & C 001-423-0000-4260	1,000.00
					Total :	1,000.00
242288	10/20/2025	893321 RAMIREZ, OMAR	851307		FACILITY RENTAL DEP REFUND 001-2220	165.00
					Total :	165.00
242289	10/20/2025	894763 RODRIGUEZ, ANDREW	REIMB.		WORK BOOTS 001-152-0000-4325	300.00
					Total :	300.00
242290	10/20/2025	892405 RUSS BASSETT CORP	95048		COMMUNICATION CENTER CONSOLE 001-222-0000-4320	1,510.24
					Total :	1,510.24
242291	10/20/2025	103057 SAN FERNANDO VALLEY SUN	19125		2ND READING-ORD NO.1736 001-115-0000-4230	75.00
			19126		PH NOTICE - CHANGE ELECTION DATE 001-115-0000-4230	205.33
			19127		PH NOTICE-PROP 218 PROPOSED WTR 070-385-0000-4270	409.24
			19128		072-365-0000-4600 NOTICE INVITING BIDS-CALLES VERD 001-310-0000-4270	409.23
						310.00

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242291	10/20/2025	103057 103057 SAN FERNANDO VALLEY SUN	(Continued)		Total :	1,408.80
242292	10/20/2025	103184 SMART & FINAL	162		REFRESHMENTS-DEPT TRAINING	
			183		001-222-0000-4300	131.78
			184		REFRESHMENTS-DEPT TRAINING	
			223		001-222-0000-4300	79.36
			224		SUPPLIES-ASCP TEEN PROGRAM	
			287		001-423-0000-4300	209.47
			324		ENP COFFEE SUPPLIES	
			332		001-422-0000-4300	88.18
			359		SNACKS FOR TRIPS	
			375		004-2383	51.94
			383		CALLES VERDES EVENT	
					001-310-0000-4300	54.02
					SUPPLIES FOR EL GRITO EVENT & AS	
					001-424-0000-4300	244.59
					001-423-0000-4300	55.76
					FOOD-SENIOR CLUB MEETING	
					004-2380	112.19
					SNACKS-SENIOR TRIP	
					004-2387	101.60
					ENP COFFEE SUPPLIES	
					001-422-0000-4300	193.80
					LP CLEANING SUPPLIES	
					001-422-0000-4300	45.24
					Total :	1,367.93
242293	10/20/2025	895156 SOS TOILETS LLC	134420		PORTABLE TOILET SVC FOR CITY YAR	
			134421	13544	070-384-0000-4260	335.00
				13544	PORTABLE TOILET SVC FOR CITY YAR	
					043-390-0000-4260	335.00
					Total :	670.00
242294	10/20/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC - VARIOUS LOCATIONS	
					027-344-0000-4210	11,430.97
					029-335-0000-4210	4,290.52
					070-384-0000-4210	18,769.11

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242294	10/20/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			
			700136176526		074-320-0000-4210	839.08
			700363532503		043-390-0000-4210	11,474.56
			700577150347		ELECTRIC-METER FOR MALL-MACLAY	
			70060580265		030-341-0000-4210	72.27
					ELECTRIC - VARIOUS LOCATIONS	
					043-390-0000-4210	17,084.28
					ELECTRIC - 190 PARK	
					027-344-0000-4210	761.41
					ELECTRIC - 910 FIRST	
					043-390-0000-4210	10,080.02
					Total :	74,802.22
242295	10/20/2025	894672 SPATIG, JENNIFER	TRAVEL		PER DIEM & MILEAGE-STC TRAINING C	
					001-222-0000-4360	153.23
					Total :	153.23
242296	10/20/2025	894311 SPECTRUMVOIP	700011		CITYWIDE LONG DISTANCE VOIP SRV-	
					001-190-0000-4220	251.35
					Total :	251.35
242297	10/20/2025	103251 STANLEY PEST CONTROL	1925704		EXTERIOR & INTERIOR PEST CONTRO	
			1925707	13564	043-390-0000-4260	94.00
			1925709	13564	EXTERIOR & INTERIOR PEST CONTRO	
			1925710	13564	043-390-0000-4260	85.00
			1926240	13564	EXTERIOR & INTERIOR PEST CONTRO	
			1926319	13564	043-390-0000-4260	55.00
			1937285	13564	EXTERIOR & INTERIOR PEST CONTRO	
			1937286	13564	043-390-0000-4260	62.00
					EXTERIOR & INTERIOR PEST CONTRO	
					043-390-0000-4260	95.00
					EXTERIOR & INTERIOR PEST CONTRO	
					043-390-0000-4260	135.00
					EXTERIOR & INTERIOR PEST CONTRO	
					043-390-0000-4260	55.00
					EXTERIOR & INTERIOR PEST CONTRO	
					043-390-0000-4260	62.00

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242297	10/20/2025	103251 STANLEY PEST CONTROL	(Continued) 1937701		EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	95.00
			1937863	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	135.00
			1937959	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	94.00
			1937964	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	85.00
			1937966	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	85.00
			1950309	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	94.00
			1950310	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	62.00
			1950312	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	55.00
			1950313	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	95.00
			1950316	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	85.00
			1950317	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	85.00
			1954419	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	135.00
			1955708	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	85.00
					Total :	1,833.00
242298	10/20/2025	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	829024		(7) FINGERPRINT APPS 001-133-0000-4270	224.00
			834133	13558	DOJ LIVESCAN FINGERPRINTING SER' 004-2386	2,542.00
			841062	13558	DOJ LIVESCAN FINGERPRINTING SER' 001-222-0000-4270	50.00
				13558	004-2386	3,065.00
				13558	001-222-0000-4270	200.00

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242298	10/20/2025	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	(Continued) 843016		(1) FINGERPRINT APP-AUG 2025 001-133-0000-4270	32.00
					Total :	6,113.00
242299	10/20/2025	895168 STEEL FIGHTER COMPANY	1355		METAL FRAME INSTALL-LP PATIO PLAC 001-422-0000-4300	1,600.00
					Total :	1,600.00
242300	10/20/2025	894649 STERLING ADMINISTRATION	884825		ADMINISTRATIVE FEE: AUG 2025 001-133-0000-4260	50.00
					Total :	50.00
242301	10/20/2025	103090 SUSAN SAXE-CLIFFORD, PH.D.	24-0801-6		PSYCHOLOGICAL EVALUATION 001-222-0000-4270	450.00
			24-0926-5		PSYCHOLOGICAL EVALUATION 001-222-0000-4270	900.00
			25-1009-3		PSYCHOLOGICAL EVALUATION 001-222-0000-4270	450.00
					Total :	1,800.00
242302	10/20/2025	895169 TACTICAL FIREARMS TRAINING	01-2025		INSTRUCTOR UPDATE/RED DOT TRAIN 001-226-0000-4360	675.00
					Total :	675.00
242303	10/20/2025	893955 TALLEY, BRIDGET LAINE	SEPT 2025		CHAIR YOGA INSTRUCTOR 001-422-0000-4260	294.00
					Total :	294.00
242304	10/20/2025	893061 TAPIA, FREDDY	TRAVEL		NAYS CONFGRESS ON 11/05-11/07 IN S 001-423-0000-4360	628.60
					Total :	628.60
242305	10/20/2025	890898 TETRA MECHANICAL SERVICE INC	11392	13565	ROUTINE MAINT. & EMERG. A/C REPAIR 043-390-0000-4260	788.00
			11410	13565	ROUTINE MAINT. & EMERG. A/C REPAIR 043-390-0000-4260	1,260.00

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242305	10/20/2025	890898 890898 TETRA MECHANICAL SERVICE INC	(Continued)			Total : 2,048.00
242306	10/20/2025	103205 THE GAS COMPANY	042-320-6900-7		GAS - 910 FIRST	
			088-520-6400-8		043-390-0000-4210	69.80
			090-620-6400-2		GAS - 117 MACNEIL	
					043-390-0000-4210	24.49
					GAS-120 MACNEIL	
					070-381-0000-4210	3.85
					072-360-0000-4210	3.85
					043-390-0000-4210	7.71
			143-287-8131-6		GAS - 208 PARK	
					043-390-0000-4210	56.55
					Total :	166.25
242307	10/20/2025	101528 THE HOME DEPOT CRC	5524955		MAINTENANCE SUPPLIES	
			5905873		043-390-0000-4310	465.53
			6514145		TRASH BAGS	
			6514146		001-311-0000-4310	1,020.47
			6514147		SMALL TOOLS REPLACEMENT	
					043-390-0000-4340	303.51
					MATL'S TO REPAIR IRON FENCE-PARK	
					029-335-0000-4300	468.52
					ITEMS FOR REPAIRS	
					043-390-0000-4310	251.96
					Total :	2,509.99
242308	10/20/2025	894052 THE LANGUAGE PROS, INC.	1989		LANGUAGE SERVICES	
				13535	070-381-0000-4270	369.32
				13535	072-360-0000-4270	369.32
			2005		LANGUAGE SERVICES	
			2007		001-115-0000-4270	600.00
				13535	LANGUAGE SERVICES	
					001-115-0000-4270	176.19
					Total :	1,514.83
242309	10/20/2025	893504 TOWN HALL STREAMS, LLC	16862		STREAMING SERVICES - OCT 2025	
					001-115-0000-4260	295.00

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242309	10/20/2025	893504 893504 TOWN HALL STREAMS, LLC	(Continued)			Total : 295.00
242310	10/20/2025	103413 TRANS UNION LLC	09503218		CREDIT CHECK SERVICES	
					001-222-0000-4260	90.00
					Total :	90.00
242311	10/20/2025	895166 TRITON HYDROTOOLS, LLC	INV-05459		SMALL TOOLS	
					070-383-0000-4340	252.49
					Total :	252.49
242312	10/20/2025	101028 TYLER TECHNOLOGIES, INC.	045-538404		ERP SOFTWARE AND IMPLEMENTATIO	
			045-538981	13365	121-135-3689-4260	700.00
			045-540282	13365	ERP SOFTWARE AND IMPLEMENTATIO	
				13365	121-135-3689-4260	4,200.00
					ERP SOFTWARE AND IMPLEMENTATIO	
					121-135-3689-4260	1,400.00
					Total :	6,300.00
242313	10/20/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (	15122187		ACCT 15122187-POSTAGE REIMB.	
					001-190-0000-4280	1,500.00
					Total :	1,500.00
242314	10/20/2025	103463 U.S. POSTMASTER	OCT 2025		POSTAGE-OCT UTILITY BILLS	
					070-382-0000-4300	777.79
					072-360-0000-4300	777.79
					Total :	1,555.58
242315	10/20/2025	103445 UNDERGROUND SERVICE ALERT	25-261147		CA STATE FEE-REGULATORY COSTS	
					070-381-0000-4260	28.60
					072-360-0000-4260	28.61
					001-370-0000-4310	28.61
			920250714		(32) SNF01 NEW TICKET CHARGES	
					070-381-0000-4260	67.34
					072-360-0000-4260	67.33
					001-370-0000-4310	67.33
					Total :	287.82
242316	10/20/2025	894888 US BANCORP SERVICE CENTER INC	7520053		SUPPLIES FOR CITY-WIDE GRAFFITI R	

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242316	10/20/2025	894888 US BANCORP SERVICE CENTER INC	(Continued)	13567	001-312-0000-4300	5,725.21
					Total :	5,725.21
242317	10/20/2025	894888 US BANCORP SERVICE CENTER INC	092525		LDGING-ILGIA PALM SPRINGS GANG	
			100125		001-224-0000-4370	350.80
			100125		CRISIS INTERVENTION TRAINING	
					001-222-0000-4360	249.00
			100225		ROLLING MODULAR TOOL BOX	
					001-222-0000-4300	159.00
			100325		LDGING-BACKGROUND INVESTIGATI	
					001-224-0000-4360	763.41
			100425		LDGING-LACPCA 2025 STRATEGIC PI	
					001-222-0000-4360	1,448.79
					UPDATE ENGRAVING ON CANINE PLA	
					001-222-0000-4300	59.85
					Total :	3,030.85
242318	10/20/2025	894888 US BANCORP SERVICE CENTER INC	100125		LDGING-BACKGROUND INVESTIGATI	
					001-224-0000-4360	703.29
					Total :	703.29
242319	10/20/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_07/01-09/30/25	13517	SEWER FLOW MONITORING & WASTE	1,200.00
			COSF_09/09-10/08/25	13518	SEWER OVERFLOW MONITORING SEF	
					072-360-0000-4260	770.00
					Total :	1,970.00
242320	10/20/2025	103534 VALLEY LOCKSMITH	0093		LOCKSMITH SERVICE FOR ALL CITY F/	
			0097	13540	041-1215	99.00
			0098	13540	LOCKSMITH SERVICE FOR ALL CITY F/	
					043-390-0000-4260	145.50
			0099	13540	LOCKSMITH SERVICE FOR ALL CITY F/	
					043-390-0000-4260	2,677.50
				13540	LOCKSMITH SERVICE FOR ALL CITY F/	
					043-390-0000-4260	33.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242320	10/20/2025	103534 VALLEY LOCKSMITH	(Continued)			Total : 2,955.00
242321	10/20/2025	891220 VAN LANT & FANKHANEL, LLP	082625	13541	ANNUAL CITY AUDIT SERVICES	
				13541	001-130-0000-4270	11,606.17
				13541	070-381-0000-4270	1,696.92
					072-360-0000-4270	1,696.91
					Total :	15,000.00
242322	10/20/2025	893869 VEOCI INC	3534	13560	EOC NOTIFICATION LICENSE RENEWA	
					001-135-0000-4260	5,701.00
					Total :	5,701.00
242323	10/20/2025	100101 VERIZON WIRELESS-LA	6124132372		VARIOUS CELL PHONE & HOTSPOT PL	
					001-101-0112-4220	38.85
					001-105-0000-4220	49.83
					001-222-0000-4220	80.02
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4220	254.03
					070-384-0000-4220	473.17
					072-360-0000-4220	102.56
			6124436947		PD CELL PHONE PLANS	
					001-222-0000-4220	597.46
			6124448777		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	36.89
					Total :	1,892.91
242324	10/20/2025	103603 VULCAN MATERIALS COMPANY	562175	13542	UTILITY TRENCH AND POTHOLE REPA	
					070-383-0000-4310	80.11
					Total :	80.11
242325	10/20/2025	888390 WEST COAST ARBORISTS, INC.	232592	13504	FY 2025-26 CITY-WIDE TREE TRIMMIN	
					010-385-0857-4600	1,080.00
					Total :	1,080.00
242326	10/20/2025	103673 WESTERN WATER WORKS SUPPLY CO.	1273960-00	13536	WATER SERVICE AND FIRE HYDRANT :	
					070-385-0701-4600	126.64

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vchlist
10/16/2025 1:39:56PMVoucher List
CITY OF SAN FERNANDO

Page: 25

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242326	10/20/2025	103673	103673 WESTERN WATER WORKS SUPPLY CO. (Continued)			Total : 126.64
242327	10/20/2025	890970 WEX BANK	107831220		FUEL FOR FLEET	
					041-320-0221-4402	852.13
					041-320-0222-4402	621.52
					041-320-0224-4402	964.84
					041-320-0225-4402	5,313.26
					041-320-0228-4402	486.60
					041-320-0311-4402	2,351.56
					041-320-0320-4402	301.32
					041-320-0370-4402	1,063.71
					041-320-0390-4402	3,233.32
					070-382-0000-4402	851.00
					070-383-0000-4402	1,056.13
					070-384-0000-4402	375.28
					072-360-0000-4402	597.17
					Total :	18,067.84
242328	10/20/2025	890008 WOODWARD, BRIAN	TRAVEL		PER DIEM-TACTICAL RIFFLE INSTRUC	
					001-225-0000-4360	140.00
					Total :	140.00
242329	10/20/2025	895173 ZAVALA, FRANK	REIMB.		SAFETY BOOTS	
					043-390-0000-4310	300.00
					Total :	300.00
136 Vouchers for bank code : bank3						Bank total : 1,202,526.93
136 Vouchers in this report						Total vouchers : 1,202,526.93

Voucher Registers are not final until approved by Council.

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SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-102vchlist
10/03/2025 3:43:33PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242176	10/3/2025	895165 BARBA, DANNY	25-0127		RELEASE OF HELD EVIDENCE 001-2264	528.24
Total :						528.24
1 Vouchers for bank code : bank3						Bank total : 528.24
1 Vouchers in this report						Total vouchers : 528.24

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-102

vchlist
10/06/2025 4:06:48PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242177	10/6/2025	895085 VASQUEZ, RAMON	FY24/25 CDBG SBAG PR		SMALL BUS. ASSISTANCE GRANT PRO 026-107-0185-4450	8,278.00
Total :						8,278.00
1 Vouchers for bank code :		bank3	Bank total :			8,278.00
1 Vouchers in this report		Total vouchers :			8,278.00	

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-102

vchlist
10/08/2025 12:44:28PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242178	10/9/2025	103648 CITY OF SAN FERNANDO	P/R ENDING 10-03-25		REIMBIRSEMENT FOR PAYROLL W/E 11	
					001-1003	599,393.59
					007-1003	2,438.73
					017-1003	3,067.13
					027-1003	4,896.66
					029-1003	3,391.46
					041-1003	8,227.73
					043-1003	27,746.73
					070-1003	62,000.36
					072-1003	22,859.71
					094-1003	1,152.05
					110-1003	4,382.48
					Total :	739,556.63
		1 Vouchers for bank code :	bank3		Bank total :	739,556.63
		1 Vouchers in this report			Total vouchers :	739,556.63

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-102

vchlist

10/08/2025 1:10:30PM

Voucher List

CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242179	10/8/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF260000003		FIRE SERVICES - OCT 2025 001-500-0000-4260	265,444.92
					Total :	265,444.92
242180	10/8/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	110690		FIRE SAFETY OFFICER-CITY'S BDAY E 001-424-0000-4260	508.00
					Total :	508.00
242181	10/8/2025	887164 LARA, ELENA	TRAVEL		PER DIEM & MILEAGE-POST ORGANIZ 001-222-0000-4360	161.12
					Total :	161.12
242182	10/8/2025	894467 NORTH VALLEY CARING	JUNE 2025	13373	HOMELESS STREET OUTREACH SERV 110-225-0568-4260	12,028.11
					Total :	12,028.11
242183	10/8/2025	102519 P.E.R.S.	OCT 2025		HEALTH INS BENEFITS-OCT 2025 001-1160	212,564.45
					Total :	212,564.45
242184	10/8/2025	103184 SMART & FINAL	0024		SENIOR CLUB & CLEANING SUPPLIES 004-2346	31.28
					004-2382	31.29
					001-422-0000-4300	26.49
			0110		CALLES VERDES EVENT 001-310-0000-4300	67.91
					Total :	156.97
6 Vouchers for bank code : bank3						Bank total : 490,863.57
6 Vouchers in this report						Total vouchers : 490,863.57

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vchlist

10/08/2025 1:10:30PM

Voucher List

CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-102vchlist
10/08/2025 3:47:38PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242185	10/8/2025	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS. BENEFITS - OCTOBER 202 001-1160	2,313.26
					Total :	2,313.26
242186	10/8/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - OCTOBER 202 001-1160	111.60
					Total :	111.60
242187	10/8/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - OCTOBER 202 001-1160	10,883.56
					Total :	10,883.56
242188	10/8/2025	103054 SAN FERNANDO POLICE	DEMAND		SFPOA STD/LTD INS BENEFITS - OCTO 001-1160	2,160.00
					Total :	2,160.00
242189	10/8/2025	887627 STANDARD INSURANCE	DEMAND		STD;AD&D;LTD INS BENEFITS - OCTOE 001-1160	2,707.44
					Total :	2,707.44
5 Vouchers for bank code : bank3					Bank total :	18,175.86
5 Vouchers in this report					Total vouchers :	18,175.86

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-102

vchlist

10/09/2025

9:52:21AM

Voucher List

CITY OF SAN FERNANDO

Page:

1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242190	10/9/2025	894866 CARRIER CORPORATION	90470617	13334	HVAC UPGRADES AT LAS PALMAS PAR 121-422-3689-4600	154,090.00
Total :						154,090.00
242191	10/9/2025	102147 METROPOLITAN TRANSPORTATION	FY2025		TDA3 FUNDS UNSPENT 015-310-0866-4600	5,266.78
Total :						5,266.78
242192	10/9/2025	892853 TREE PEOPLE	3	13438	PROJ MGMT, GRT ADMIN, COMM ENG/ 010-310-0847-4260	14,828.74
Total :						14,828.74
3 Vouchers for bank code : bank3						Bank total : 174,185.52
3 Vouchers in this report						Total vouchers : 174,185.52

Voucher Registers are not final until approved by Council.

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1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-102

vchlist
10/13/2025 9:14:08AM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242193	10/10/2025	894316 SOLORIO, MARIA ELENA	REIMB.		WELLNESS REIMB-FY24/25 001-101-0113-4140	475.99
Total :						475.99
1 Vouchers for bank code : bank3						Bank total : 475.99
1 Vouchers in this report						Total vouchers : 475.99

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: October 20, 2025

Subject: Receive and File Status Updates for City 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 City 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 City 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
Title: Mental Health Clinician Program

Date Completed

September 2024
September 2024
February 2025

April 8, 2025
May 19, 2025
September 29, 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
Title: Phase 1: Fog Seal Coating Public Parking Lots

Date Completed

January 2025

October 31, 2024
November 2024
Spring 2025
January 23, 2025
March 31, 2025
September 15, 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 City 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					
1.	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.	• 12-2023 to 3-2024: Multimodal Survey • 3-11-2024: Ad Hoc Mtg #1 • 4-11-2024: CAC Mtg #1 • 4-27-2024: Outreach “Walkshop” • 4-2024 to 5-2024: Online Survey • 7-2024: Existing Conditions Analysis • 9-16-2024: Phase 1 Findings to Council + PPC • Contract extended to Dec 2025 • 6-11-2025: Ad Hoc Mtg #2	• 10-2025: Next steps	Dec 2025	Kanika Kith

Receive and File Status Updates for City 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
2.	East San Fernando Valley Light Rail Transit Project	Metro project to build light rail line in two phases: Phase 1 – 6.7 miles along Van Nuys Blvd with 11 stations. Phase 2 – 2.5 miles from Pacoima to Sylmar/San Fernando Metrolink. Funded by Measure R & M.	• 2017-2020: City comments on Draft EIR • 12-2010: Metro Board certified Final EIR with safety/design conditions • 4-2022 to 9-2022: Grade Crossing Analysis • 1-2024 to summer 2024: Supplemental Phase 2 studies • Status updates to Council (2020, 2022, 2025) • 6-2025: CPUC Sec. 130 safety funding discussions • 6-25-2025: Multi-agency safety improvements discussion • 7-7-2025: Public outreach results presented	Await Metro Board decision (Fall 2025). Continue pursuing early action safety funding and mitigations.	Phase 1 – 2031; Phase 2 – TBD	Will Pettener

Receive and File Status Updates for City 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
			9-18-2025: Council approved conditional support for Scenario 2			
3.	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.	- 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	None	December 2025	Kanika Kith
4.	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).	- Phase 1 (App) completed 10-2023: Granicus awarded website redesign contract - Granicus staff transition issues – new PM assigned, complaint filed 8-2025: Expedited training	None at this time	Fall/Winter 2025	Will Pettener

Receive and File Status Updates for City 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
			• \$10,000 ARPA funding available for backend support • 9-19-25: Provided Granicus with updated content migration list. • 10-13-25: Additional migration agreement was approved. Awaiting Granicus response on ETA.			
5.	Partnership with Asociación de Jaliscienses Unidos en Acción (AJUA)	Potential partnership with AJUA to provide services to the immigrant community.	• 9-3-25: Staff met with AJUA representatives to discuss scope of services and future events. • 10-6-25: City Council approved MOU with AJUA. • Staff will coordinate with AJUA to set ongoing schedule and begin advertising	None	Ongoing	Cristina Moreno

Receive and File Status Updates for City 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
	City Clerk's Office					
1.	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 service to the community.	• May 2025 – Council adopted revised Recognition Requests Policy/Procedure (replacing Awards Program). • 8-4-25: Council directed staff to return with revisions to add guidelines for Resolutions, Proclamations, and recognitions. • 9-2-25: Council directed staff to return with options to add Certificate of Commendation, potential Resolution adoption, and enhanced certificate design options.	Nov. 2025	Nov. 2025	Julia Fritz

Receive and File Status Updates for City 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
	Community Development Department					
1.	Community Preservation – Commercial Property Education Program	Education & maintenance program to support beautification of commercial corridors. Officers work directly with business community.	9-19-24: Presented to Council 3-26-25: Postcards distributed 3-30-25 & 5-7-25: Workshops 5-12-25: Walking inspections began 7-28-25: 22 businesses recognized 10 - 2025: 19 more scheduled	None at this time	FY 2026–2027 (Ongoing)	Andrew Rodriguez
2.	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.	- Phase 1 completed Feb 2024 - Phase 2 engagement underway with Pacoima Beautiful, FTBMI, and Climate Resolve - Grant accepted Apr 2, 2024	Draft Final Plans 12/2025	Jan 31, 2026	Ron Garcia

Receive and File Status Updates for City 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
			- Workshops & walkshops held through 2024–2025 - Advisory Group refining equity framework			
3.	SCAG REAP 2.0 Grant	\$1.125M grant for housing programs: displacement prevention, historic survey update, density bonus ordinance, zoning updates, streamlined approvals.	- 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) - Engagement Plan approved May 5, 2025 - Community Workshop December 4, 2025 - Draft documents expected Spring 2026	Public Review Drafts Documents 1/2026 – 3/2026	Jun 30, 2026	Ron Garcia

Receive and File Status Updates for City 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
	Public Works Department					
1.	Carlisle Green Alley Reconstruction Project	Revitalizes alley with 200+ trees, bioswales, permeable surfaces, lighting, and bike/pedestrian path.	• PSA with TreePeople approved Sep 3, 2024 • PSA with Craftwater approved Jan 6, 2025 • Tentative design/ construction timeline set (2025–2026) ○ Craftwater will prepared and gave apresentation on 8/14 on the two options of where to put the median.	None at this time	Dec 2026	Patsy Orozco
2.	Calles Verdes Project (Phase 1)	Parking lot 4, and South Maclay (Pico South Bound) Bioswales and bulbouts on Maclay Ave, stormwater redirection, coo pavement, trees.	• Design finalization underway	Award construction contract – Nov 2025	Dec 2026	Patsy Orozco

Receive and File Status Updates for City 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
3.	Calles Verdes Project (Phase 2	<u>Workman Drainage Improvement/ Infiltration Project)</u>	Received feasibility study from CWE - Aug 6, 2025	None at this time	TBD	Manuel Fabian
4.	Las Palmas Park Revitalization Project	Multi-field and facility renovations, splash pad, ADA playground, lighting, exercise equipment.	- Phase II construction cost estimate completed for RPOSD Grant application - Phase I and Phase II of project presented at Parks, Wellness, and Recreation Meeting on 9/11/25	Council discussion on design adjustments – Oct 2025	Jun 2027	Patsy Orozco / Willdan
5.	Cindy Montañez Natural Park Improvements & Maintenance	\$7.5M Caltrans grant for Pacoima Wash Path extension, lighting, restrooms, landscaping, and permanent memorial sign.	- 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

Receive and File Status Updates for City 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
6.	San Fernando Mission Trail Restoration Project (Phase I–III)	Restores bike path lighting with LED/solar tech, smart controls, and sustainability features.	Scope includes assessment, design, implementation, and maintenance planning	None at this time	TBD	Patsy Orozco / Willdan
7.	HSIP Traffic Signal Modification Project	Upgrades signals at 9 intersections with poles, pedestrian heads, controllers, signage, and striping.	Contractor is working on completion of “punch list” items	Construction acceptance – November 2025	Nov 2025	Manuel Fabian / Willdan
8.	Citywide Traffic Signal Synchronization Project	Synchronizes signals at 13 intersections with new GPS units, controllers, and timing charts.	Testing of traffic signal controllers and cabinets has been completed. One controller failed testing and is being returned for replacement. New construction start date is being scheduled by contractor.	Project acceptance – December 2025	Dec 2025	Manuel Fabian / Willdan

Receive and File Status Updates for City 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
9.	Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	- Phase I (wayfinding/trolley signs) complete - Phase II starts FY 2025–26	None at this time	Phase I complete	Manuel Fabian
10.	Bus Shelter Rehabilitation Project	New shelters/benches at 8 stops, ADA ramp and sidewalk fixes.	- Contractor has completed all “punch list” items. - Project acceptance scheduled for October 20, 2025 City Council Meeting.	Project acceptance – October 20, 2025	October 2025	Manuel Fabian / Willdan
11.	Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge, bioswales, lighting, and safety features.	- Construction 98% complete - Additional bollards/curbs/striping to address vandalism	Notice of Completion – Fall 2025	Oct 2025	Patsy Orozco
12.	Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and enforcement guidelines.	- Data collection and engagement completed 400+ survey responses received	Administrative Guidelines presented to Council – December 2025	TBD	City Staff / Dixon Resources Unlimited

Receive and File Status Updates for City 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
			Code amendments split for Council review Sep 2, 2025			
13.	City Facility Condition Assessment Report	Comprehensive evaluation of all City-owned facilities to 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.	- Project kick-off meeting was held on October 16, 2024. .Waiting on site facility assessment by Brightly (contractor) in early November	No Council action required at this time	December 2025	Rodrigo Mora
14.	Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks,	Field-check sites	Award construction contract	TBD	Manuel Fabian / Willdan

Receive and File Status Updates for City 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
		drive approaches, curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	• Prepare cost estimates • Prepare project specifications • Identify conflicting utilities • Identify business access impacts • Complete project specifications, construction quantities, and advertise project for construction.	(tentatively March 2026)		
15.	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.	• 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 November 2025)	September 2025	Manuel Fabian

Receive and File Status Updates for City 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
16.	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.	- 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 Development to finalize. Waiting on Fire Department approval.	Approve Notice of Completion (tentatively December 2025)	Dec 2025	Rodrigo Mora
17.	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	- Audit existing signage - Identify damaged/non-compliant signs - Develop updated reflective/LED designs - Secure stakeholder approvals	To Be Determined	To Be Determined	Rodrigo Mora

Receive and File Status Updates for City 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
		engage the community.	- Plan phased installations with traffic control - Conduct post-installation evaluation & community feedback - Waiting on carryover from Finance to start to purchase signs.			
18.	Recreation Park Bathroom Renovation	Renovation of existing restrooms to create safe, accessible, sustainable facilities.	- Assessment & planning underway - Design criteria and cost estimates in progress Procurement of contractors next - Construction to be phased - Post-construction inspection and feedback planned. TBD - Scope of work and funding TBD.	To Be Determined	To Be Determined	Rodrigo Mora

Receive and File Status Updates for City 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
19.	Downtown Trash Enclosures	Renovation of City-owned trash enclosures in the Mall area.	Community Engagement Event was held 10/8/25.	Council discussion on preliminary design – November 2025	Summer 2026	Manuel Fabian / Willdan
20.	City Owned Right-of-Way Beautification	Beautification of ROWs including streetscapes, medians, bikeways, tree wells.	- Infrastructure restoration (irrigation, wiring, backflow devices) in progress Scope of work and funding TBD. - Developing comprehensive task list - Fall 2025 tree planting planned for vacant tree wells.	No Council action anticipated	Ongoing	Rodrigo Mora
21.	Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	- Precision Concrete Cutting awarded contract - Assessment in Zone F underway - Report and repair plan to follow.	No Council action required	December 2025	Patsy Orozco

Receive and File Status Updates for City 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
22.	Project Labor Agreement	Evaluation of PLA benefits, costs, and legal requirements.	- Conducting research on scope, costs, legal compliance - Preparing report for Council.	To be scheduled for Council consideration	TBD	Richard Padilla / Bill Evans
23.	City Fleet Replacement & Heavy Equipment Program	Replacement and optimization of City fleet and heavy equipment.	- 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	Bill Evans
24.	Overhead Mass Arm Street Name Sign Replacement Project	Replacement of outdated/damaged street name signs.	- Citywide survey planned - Design to include reflective/LED signs - Coordination with Caltrans required.	Staff to prepare RFP for replacements in downtown	TBD	Manuel Fabian
25.	Phase 2: Fog Seal Coating Public Parking Lots	Additional pavement treatments and repairs for 5 lots.	4 bids received Sept 4, 2025 - Staff reviewing bids.	Award of contract November 2025	July 2026	Manuel Fabian
26.	Residential Water Service Shut Off Policy	Implementation of SB 998/SB 3 policy;	Prop 218 notices mailed Aug 2025	No Council action required	New approved rates will	Victor Meza

Receive and File Status Updates for City 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
		evaluation of tax-roll collection option.	- Public workshop scheduled Sept 17, 2025 - Council approved on Oct 6, 2025 - New rates effective Jan 1, 2026		commence on January 1, 2026	
27.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	RFP for consultant under development.	Award of contract Winter 2025	TBD	Manuel Fabian
28.	IPS Smart Meter Installation	Replacement of coin meters with smart meters.	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
29.	Outdoor Dining in Public ROW	Ordinance and program to allow outdoor dining.	- Ordinance adopted March 2025 - Permits prorated for 2025.	No Council action required	Ongoing	Manuel Fabian Patsy Orozco
30.	Implementation of California Daylighting Law (AB 413)	Citywide daylighting improvements for safety.	17 noncompliant meters removed - Citations issued since May 2025	No Council action anticipated	Ongoing	Rodrigo Mora

Receive and File Status Updates for City 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
			- Phase 1 red curb painting underway - Phase 2 rollout planned.			
31.	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 electrical/motor control systems.	9-2-25 - City Council approval - Well Equipment to be installed week of Oct 13, 2025 by General Pump Company	No Council action anticipated.	Winter/Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian
32.	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.	9-2-25 - City Council approval - Envirogen designing new 2000 gpm system and coordinating with Civiltec and General Pump for the new building design	No Council action anticipated.	Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian

Receive and File Status Updates for City 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
33.	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.	9-2-25 - City Council approval for design drawing - Civiltec currently working with Envirogen and General Pump for design of building. Geotech services conducted on Week of Oct 6, 2025	Council approval of Plans in Dec 2025; Council approval for construction in Jan 2026	March 2026	Victor Meza, Alex Mendez and Manuel Fabian
34.	Phase 4: Annual Street Resurfacing Program	Various	Developing Funding for Annual Street Resurfacing Program		Tentative Start Date: March 2026	
35.	Graffiti Abatement Program					Public Works Operations
36.	Crosswalk Safety at SF Middle School					Public Works Operations
37.	Crosswalk Safety at Bike Path					Public Works Operations
38.	Milkweed Project	City Council has requested the installation of additional Milkweed	Staff will assess costs to implement Council's request.	TBD	TBD	Public Works Operations

Receive and File Status Updates for City 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
		at City parks, including Cindy Montanez Park. The City will also seek out opportunities to add milkweed signage at the park and create citywide milkweed initiatives.				
	Police Department					
1.	Police Station Cameras and Parking Lot Security Improvement Project	Enhancing Police Station security with UASI 2022 grant funds. Includes new cameras, upgraded resolution, modern access control (key fobs), and parking lot security improvements (controlled access gate, wrought iron fence, mesh screen). Budget: \$114,408 (cameras/access	• Council approved contract amendment with BearCom on Nov 18, 2024 • 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	• Cameras/ Access Control: No further action • Parking Lot Security: Approve 2024 UASI Subaward	• Cameras/ Access Control: Completed May 2025 • Parking Lot Security: Dec 2027	CJ Chiasson

Receive and File Status Updates for City 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
		control) and \$89,982 (parking lot security).	Council approval (July 2025) and bidding process.			
2.	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.	• 28 sworn positions filled • 1 officer recently passed field training • Several applicants in background process • 3 applicants passed background and have moved to polygraph exam • Commander recruitment/testing completed: 1 promoted, 1 pending • Sergeant testing is in progress	• No additional Council action required	Ongoing	CJ Chiasson
3.	UASI EOC 2023	Emergency Operations Center upgrades funded by \$23,000 UASI 2023 grant for IT and equipment	• Sub-award granted Apr 8, 2024 from DHS via City of LA • IT upgrades underway.	• No additional Council action required	November 1, 2025	CJ Chiasson

Receive and File Status Updates for City 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
		improvements. Supports coordination and response during critical incidents.	Smart Board, Laptop Charging Cart, and Laptops purchased			
	Administrative Services Department					
1.	Enterprise Resource Planning Software (Finance System)	The City's current financial system, Tyler Eden, will no longer be supported effective March 2027. 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.	- 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.	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

Receive and File Status Updates for City 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
			Weekly project meetings underway.			
2.	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.	- 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 November 2025.	November 17, 2025	Erica Melton
3.	Microsoft 365 (MS365) Upgrade	IT will be transitioning all users to MS365 to provide cloud-based emails and file-access. Acorn will assist in the migration, including	- Contract with Acorn approved by City Council on 10/6/2025 - Microsoft User licenses purchased	None	December 2025	Art Ziyalov

Receive and File Status Updates for City 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
		strengthening security by employing multifactor authentication (MFA) for user logins and designing a City intranet.	Kickoff meeting held on 10/17/2025			
	Recreation & Community Services – No Updates					
1.	Campana de Libertad Home Placement	Permanent home for the 440-pound bronze and copper Liberty Bell replica, donated by Mexican dignitaries and unveiled in San Fernando on September 16, 2023.	11-2025: Discuss with Public Works regarding potential location.	Council directed Public Works and Recreation Department to look at the possibility of housing the Bell at City Hall.	FY 26-27	Julio C Salcedo
2.	City of San Fernando - FTBMI MOU for Rudy Ortega Park	Update to existing Agreement between the City of San Fernando and the Fernandeno Tataviam Band of Mission Indians for Rudy Ortega Sr. Park.	10-2025: Discuss potential expansion of the MOU to include a teaching garden and beautification projects at Rudy Ortega Park.	Tentatively for November 2025	FY 26-27	Julio C Salcedo

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

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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 October 2025

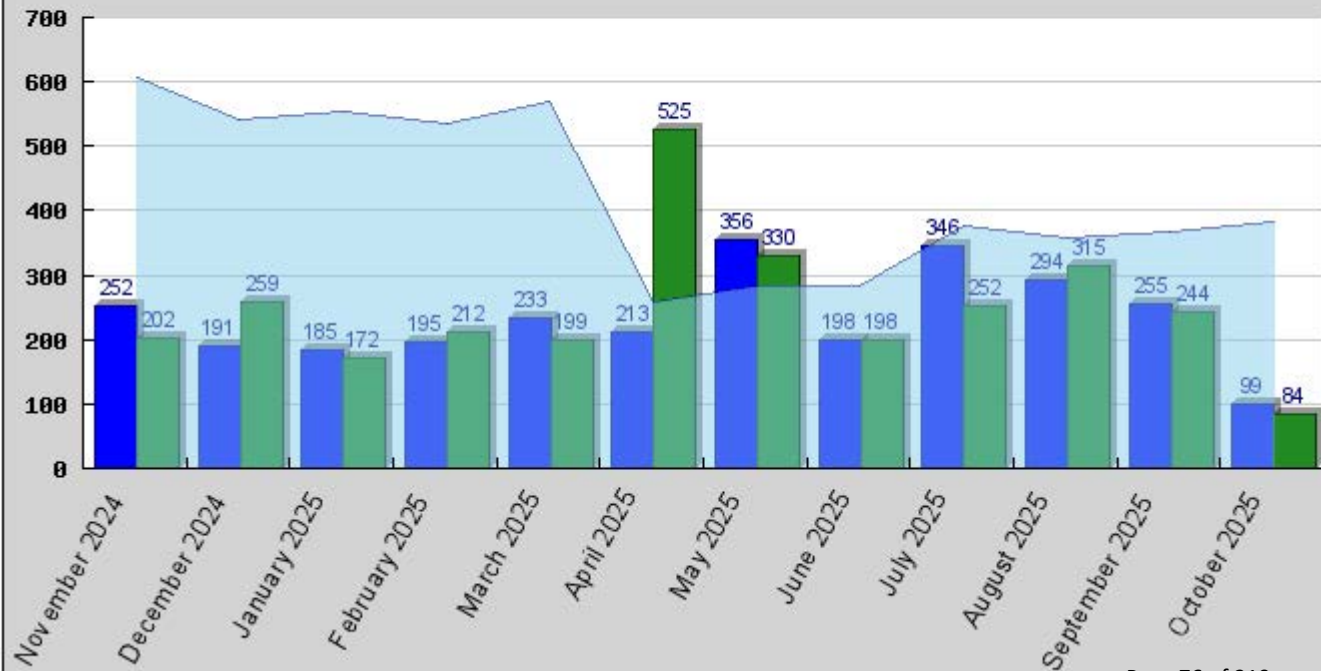
ATTACHMENT "A"

	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	Total
Community Development													
Building Code Violation	25	4	4	3	7	2	10	5	17	9	4	3	93
Homelessness Outreach	8	9	13	6	12	15	26	4	18	13	9	9	142
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	33	13	17	9	19	17	36	9	35	22	13	12	235
Police													
Abandoned Vehicle	7	3	1	3	2	11	9	4	13	19	9	5	86
Illegal Fireworks	0	0	0	0	0	0	0	6	26	0	3	1	36
Total - Police	7	3	1	3	2	11	9	10	39	19	12	6	122
Public Works													
Bus Stop/Shelter Maintenance	0	0	2	0	0	0	1	0	2	0	0	0	5
City Trees	6	19	9	3	0	3	14	6	7	6	50	8	131
Graffiti and Sign Posting on P	39	27	40	33	70	47	95	51	56	56	56	22	592
Graffiti on Private Property	55	49	32	43	61	50	62	29	57	20	19	3	480
Illegal Dumping and Litter	71	47	54	62	38	51	86	56	94	122	63	32	776
Park Maintenance	2	2	0	4	5	3	6	7	3	1	1	2	36
Sidewalk Repair	4	4	0	5	4	6	20	9	7	9	8	0	76
Storm Drain and Flooding	0	1	2	2	0	0	0	0	1	1	0	1	8
Street Lighting	24	12	18	22	10	12	12	8	20	16	8	7	169
Street Repair	6	7	1	4	9	6	4	5	15	6	6	1	70
Street Signage	3	2	4	0	9	3	3	4	6	4	6	2	46
Traffic Signal	2	5	5	5	6	4	8	4	4	12	13	3	71
Total - Public Works	212	175	167	183	212	185	311	179	272	253	230	81	2460
All Topics													
Total All Topics	252	191	185	195	233	213	356	198	346	294	255	99	2817

Open Vs. Closed Requests by Month

For Date Period 11/01/2024 through 10/31/2025

■ 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	44,556	135,290
11	In Progress	Las Palmas & Rec Park Generator Project	149,450	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	1,016,595	284,564	732,031
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	Complete	Park IT Server Room Transition	45,909	45,611	297
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-
Total			5,817,789	\$ 4,118,055	\$ 1,699,734

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 (10-20-2025) ATT C

ATTACHMENT "C"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process
2209	10/4/2023	10/4/2025	Symbium	Master Licensing Agreement for automatic solar processing	\$0.00	Auto Renewal annually	Admin	CD	
2307	10/21/2024	10/21/2025	Fernandeño Tataviam Band of Mission Indians	Access and Use of Cindy Montañez Natural Park	\$0.00	1-yr per CC Review	CC	RCS	
2298	9/25/2024	10/25/2025	J&B Landscaping	FY 2024-2025 Neighborhood Clean-Up! Program	\$25,000.00	(2) one-yr extensions	Admin	CD	
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	
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
2432	9/5/2025	11/8/2025	Los Angeles County Elections Division	Facility Use Agreement - Las Palmas Park Arts & Crafts Room for 10 day early voting center - November 5, 2025 Statewide Special Election	\$0.00	NA	Admin	CLK	NA
2410	8/4/2025	11/19/2025	Premier Pipe, Inc.	Sanitary Sewer Closed Circuit Television (CCTV) Services	\$247,870.98	-	CC	PW	RFP
2285	8/19/2024	12/3/2025	Elecnor Belco Electric, Inc.	Citywide Traffic Signal Synchronization Project, Job No. 7603, Plan No. P-745	\$912,750.00	-	CC	PW	

ADM_City Council Enhancement Project and Priority Updates (10-20-2025) ATT C

As of 01/23/2024

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	
2412	8/4/2025	2/4/2026	Ignite the Light of Hope Foundation	Food Distributions and Direct to Home Grocery Delivery in San Fernando	Reimbursable of \$5,000	NA	CC	CMO	NA
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
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

ADM_City Council Enhancement Project and Priority Updates (10-20-2025) ATT C

As of 01/23/2024

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
2139(a)	3/6/2023	4/14/2026	Scott Fazekas & Associates, Inc	First Amendment to Building Plan Check and Building Official Services	\$25,000.00	2 successive periods of 1 yr each (included in expiration date)	CC	CD	

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																																		
ID#	Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	R Regional Rides	Legal Resource	BC Waiver	ID Waiver	CREST	EDO	Utility Asst	HALA Program	SA Problem Solv	LAHSA Amount	Rental Assistance / Eviction Prevention				Shelter Assistance				Housing Navigation				
																						SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amnt	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family		
1	HOI	4	03/19/2025	04/14/2025																														
2	EIO	1	04/03/2025	ongoing								5													1	\$5,850.00	Remained in Housing							
3	EIO	2	04/07/2025	ongoing											1													1						
4	CI	1	04/07/2025	ongoing									10																					
5	NHR	1	04/06/2025	04/08/2025						1																								
6	FL	1	04/09/2025	ongoing									3																					
7	BV	1	04/09/2025	04/28/2025									6																					
8	CI	1	04/10/2025	04/10/2025								1	4																					
9	EO	1	04/14/2025	04/14/2025						1																								
10	KA	1	04/14/2025	04/14/2025						1																								
11	JT	1	04/14/2025	04/14/2025						1																								
12	TC	1	04/14/2025	04/14/2025						1																								
13	JA	3	04/14/2025	04/14/2025						1																								
14	AS	1	04/15/2025	04/16/2025															1															
15	HE	2	04/16/2025	04/16/2025																														
16	NT	1	04/16/2025	04/16/2025																														
17	KH	1	04/16/2025	04/16/2025									2																					
18	MC	3	04/18/2025	ongoing																														
19	MD	6	04/21/2025	ongoing																														
20	EH	1	04/22/2025	04/22/2025				1										1																
21	DS	1	04/28/2025	04/28/2025																														
			37		0	0	1	0	6	0	2	20	0	1	1	0	0	4	1	0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$5,850.00	3	0	1	0	2	0	

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																																	
				Social Service Referrals										Rental Assistance / Eviction Prevention						Shelter Assistance				Housing Navigation									
HOM Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	Vision Care	DHPS	CalFresh	Employment	Housing Resources	WSS	LIFE TAP Card	LA Regional Rider	Legal Resource	ID Waiver	CBST	EDD	Utility Asst	HALA Program	LAHSA Problem Solving	LAHSA Amount	SP Security Deposit	Security Deposit Amount	SP Prevention	SP Prevention Amount	Outcome of Family	Motel	No-day Shelter	Outside Agency	Outcome of Family	EN	Outcome of Family		
1	MM	4	01/27/2025	03/01/2025															1			1	\$1,500.00			Family secured housing and enrolled in Rides							
2	AC	4	03/03/2025	03/03/2025					1																								
3	GE	6	03/03/2025	03/03/2025				1	1																			1			Exited motel, ongoing case management and housing navigation. Referred to SPWMT for shelter consideration.		
4	DA	4	02/03/2025	03/04/2025				1	1																		1				Exited motel, refused shelter, found other housing.		
5	EO	1	03/04/2025	ongoing									5																				
6	CI	1	03/04/2025	ongoing									4																				
7	MM	5	03/05/2025	03/24/2025					1				1																				
8	PA	1	03/05/2025	03/05/2025														1															
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					1																								
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																						pending call back for shelter interview.		
17	JB	1	03/26/2025	03/26/2025									2																				
18	MM	3	03/20/2025	03/20/2025	1																												
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	✓	✓	✓	✓	✓				
2	EO	901 San Fernando Rd.	Referral not Submitted	Not Submitted	Waiting	Waiting	10		✓	✓	✓	✓				
3	JP	968 Maclay	Client Declined Shelter	Declined	Declined	Declined	6		✓	✓	✓	✓		✓		
4	PEL	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	16		✓	✓	✓	✓				
5	MM	14701 Rinaldi	Tiny Homes Sun Valley	01/10/25	1/14/25	Housed	1		✓	✓	✓	✓				
6	CF	111 N Macneil St.	Waiting	1/31/25	Waiting	Waiting	3		✓	✓	✓	✓				
7	RC	900 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
8	FD	111 N Macneil	Client Declined Shelter	Declined	Declined	Declined	1		✓	✓	✓	✓				
9	CA	505 S Huntington St.	Client Declined Shelter	Declined	Declined	Declined	3		✓	✓	✓	✓				
10	RPDL	1242 Pico St.	Client Declined Shelter	Declined	Declined	Declined	8		✓	✓	✓	✓				
11	VR	1212 Pico St.	Client Working with other agency	Not Submitted	Not submitted	Waiting	9		✓	✓	✓	✓				
12	EH	1212 Pico St.	Client Working with other agency	Not Submitted	Not submitted	Waiting	9		✓	✓	✓	✓				
13	HP	314 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	3		✓	✓	✓	✓				
14	VGv	1100 Pico St.	Client Declined Shelter	Declined	Declined	Declined	4		✓	✓	✓	✓				
15	SM	1033 Truman St.	Community Bridge	2/10/25	2/10/25	Housed	11	✓	✓	✓	✓	✓	✓			
16	CJ	910 First St.	Client Declined Shelter	Declined	Declined	Declined	26	✓	✓	✓	✓	✓				
17	JT	224 N Maclay	Client Declined Shelter	Declined	Declined	Declined	12		✓	✓	✓	✓				
18	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	18		✓	✓	✓	✓				
19	DR	455 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	4		✓	✓	✓	✓				
20	AG	757 S Workmen St.	Client Declined Shelter	Declined	Declined	Declined	9		✓	✓	✓	✓				
21	JD	504 Maclay	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
22	RBL	1021 Truman	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
23	JDBS	1014 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	0	✓								
24	ER	121 S Brand Bl.	DMH Referral	DMH Referral	Waiting	Waiting	6		✓	✓	✓	✓		✓		
25	MP	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
26	AF	900 San Fernando Rd.	Referral not Submitted	Not Submitted	Not Submitted	Waiting	5		✓	✓	✓	✓				
27	GR	1015 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
28	JM	111 N Macneil St.	Community Bridge	2/5/25	2/5/25	Housed	3		✓	✓	✓	✓	✓			
29	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
30	RF	1041 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
31	IM	1101 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
32	RG	2025 Fourth St.					6	✓		✓						
33	TL	2040 B Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2		✓	✓	✓	✓				
34	JD	2040 C Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2		✓	✓	✓	✓				
35	CR	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	1		✓	✓	✓	✓				
36	DB	907 Truman St.	Client Declined Shelter	Declined	Declined	Declined	3		✓	✓	✓	✓				
37	JD	661 Truman St.	Client Declined Shelter	Declined	Declined	Declined	2		✓	✓	✓	✓				
38	GT	2040 Glenoaks Blvd	Pending with other Agency	Not Submitted	Not Submitted	Waiting	3		✓	✓	✓	✓				
39	AL	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3		✓	✓	✓	✓				
40	JD	1033 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
41	KD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	2		✓	✓	✓	✓				
42	WD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	2		✓	✓	✓	✓				
43	CD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3		✓	✓	✓	✓				
44	JKT	910 First St.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
45	JD	901 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
46	JD	1041 Truman	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
47	JD	1701 Hubbard	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
48	GR	208 Park Av	Client Declined Shelter	Declined	Declined	Declined	0		✓	✓	✓	✓				
TOTALS								5	30	14	10	6	2	2	0	0

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



To: Mayor Mary Mendoza and Councilmembers

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

Date: October 6, 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)
11. **County Supervisor Lindsey Horvath** – Consulate on Wheels Partnership (9/25)
12. **BMO Gives Program** – Climate Resolve Grant Application (9/25)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager

Date: October 20, 2025

Subject: Consideration to Approve Release of a Request for Proposals for Strategic Plan Consulting Services

RECOMMENDATION:

It is recommended that the City Council approve the release of a Request for Proposals (RFP) for the Strategic Plan Consulting Services (Attachment “A”) to guide the Strategic Planning process for the City for Fiscal Years 2027 – 2031.

BACKGROUND:

1. On April 19, 2021, the City Council adopted the Fiscal Years (FY) 2022 – 2026 Strategic Goals (Attachment “B”) as a roadmap for staff and the City Council to move the City forward over the next five (5) years.
2. On February 18, 2022, the City Council held a Priority-setting Workshop facilitated by Management Partners, Inc. to provide an opportunity to set priorities in advance of the FY 2022-2023 annual budget process.
3. On January 17, 2023, the City Council adopted revised Strategic Goals as recommended by the Strategic Goals Ad Hoc Committee (Councilmembers Celeste Rodriguez and Cindy Montañez). This revision reorganized the document to provide an overall description for each of the eight (8) strategic goal areas with accompanying strategies to achieve the goal.
4. On March 3, 2023, the City Council held a Priority-setting Workshop facilitated by Baker Tilly, Inc. to provide an opportunity to set priorities in advance of the FY 2023-2024 annual budget process.
5. On February 13, 2024, the City Council held a Priority-setting Workshop facilitated by City staff to provide an opportunity to set priorities in advance of the FY 2024-2025 annual budget process.
6. On February 24, 2025, the City Council held a Priority-setting Workshop facilitated by City staff to provide an opportunity to set priorities in advance of the FY 2025-2026 annual budget.

Consideration to Approve Release of a Request for Proposals for Strategic Plan Consultation Services

Page 2 of 3

ANALYSIS:

A Strategic Plan is guiding framework that defines a City's long-term vision, priorities, and goals, along with the strategies and actions to achieve the vision. Serving as a roadmap for the future, it aligns the efforts of the City Council, staff, and community toward shared objectives while ensuring that decisions and resources are focused on the most meaningful outcomes. Covering multiple years, the plan is dynamic and regularly updated to reflect changing priorities and circumstances. It promotes accountability, transparency, and efficiency in government operations, helping the City anticipate challenges, support sustainable growth, and enhance the quality of life for all residents.

In 2021, the City adopted its Five-Year Strategic Goals to guide its activities and objectives for Fiscal Years 2022 through 2026. With many of those goals accomplished and the plan nearing completion, staff recommend engaging consultant services to develop a new Strategic Plan covering Fiscal Years 2027 through 2031. Strategic planning defines where the City is headed and how it will get there. To establish a long-term vision supported by a five-year strategic plan, staff proposes releasing a Request for Proposals (RFP) seeking consultant recommendations, work plans, and deliverables that will:

- Define what the City of San Fernando aspires to be in the future and position it for long-term success.
- Organize and prioritize City initiatives and resources to achieve identified goals.
- Align the City Council, staff, residents, businesses, and community partners around a shared vision and strategic direction.
- Translate visionary concepts into realistic, measurable, and achievable outcomes.
- Inspire ideas around economic growth, sustainability, fiscal stability, sense of place, and community identity.
- Chart an innovative and actionable path for San Fernando future that sets clear priorities and maximizes opportunities for growth and resilience.

The City envisions employing a variety of stakeholder engagement processes to assist the City Council in forming a long-term vision that serves as the foundation for the Strategic Plan and priority setting process. Proposed RFP services would include:

1. Employee and Stakeholder Engagement

- Develop an engagement process for employee participation in reviewing and providing feedback on top priorities, strategies and projects.
- Include a community engagement strategy and framework that could be included in the development of the plan.

Consideration to Approve Release of a Request for Proposals for Strategic Plan Consultation Services

Page 3 of 3

2. Goal Setting & Strategic Planning Workshop Facilitation

- Conduct planning meetings with City Council, City Manager and Executive staff.
- Develop a draft Vision statement and Strategic Priorities for the strategic plan; and
- Facilitate workshops for City Council and staff.

3. Strategic Plan Development

- Develop a method and timeline for plan updates and revisions.
- Identify the City's major strategic issue areas, including a defined goal for each area as well as outline of associated priorities for achieving those goals.
- Provide methods for implementing and measuring recommended goals and objectives.
- Based on feedback from the Executive staff and employees, draft Strategic Plan grounded in a realistic assessment of staff and funding capacities and/or make resource adjustment recommendations for successful implementation.

4. Implementation & Performance Monitoring Strategy

- Recommend final Strategic Plan document that includes an implementation plan with benchmarks or milestones that measure the City's progress.
- Develop methodologies for monitoring performance within the framework of the strategic plan, ensuring that priorities and goals are integrated within the budget decision-making process using financial and performance metrics reporting.

The facilitation and preparation of a Strategic Plan will result in a comprehensive roadmap outlining the City's vision, goals, and planned projects to ensure measurable progress and successful achievement of the City's vision. If approved by the City Council, the RFP will be released by October 23, 2025. The final selection and approval of contract with the selected firm anticipated for presentation to the City Council at the December 1, 2025 regular meeting for consideration.

BUDGET IMPACT:

There is no budget impact associated with the release of the Request for Proposals for Strategic Plan Consultation Services. Costs associated with the selected vendor will be presented to the City Council on December 1, 2025.

CONCLUSION:

Staff recommends that the City Council approve the release of an RFP for Strategic Plan Consulting Services to guide the development of the Strategic Plan for Fiscal Years 2027 – 2031.

ATTACHMENT:

- A. RFP for Strategic Plan Consulting Services
- B. Fiscal Years (FY) 2022 – 2026 Strategic Goals [\(Provided digitally through weblink\)](#)

REQUEST FOR PROPOSALS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

STRATEGIC PLAN CONSULTING SERVICES

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

An electronic copy of the proposal must be submitted in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sfcity.org. The deadline for RFP submissions is **5:00** p.m. on **Thursday, November 13, 2025**. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

Published in **The San Fernando Sun** on _____ 2025.

City of San Fernando RFP

REQUEST FOR PROPOSALS



The City Manager's Office is requesting proposals for:

STRATEGIC PLAN CONSULTING SERVICES

RELEASE DATE: October 23, 2025

RESPONSE DUE: November 13, 2025

RFP OVERVIEW & TIMELINE	
RFP Title:	Strategic Plan Consulting Services
Scope of Work:	See <i>“Scope of Work”</i> Section on Page 5
RFP Submittal Information:	Submit electronic copies of their proposal in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sfcity.org , with the subject “City of San Fernando - Strategic Plan Consulting Services”
RFP Due Date:	Thursday, November 13, 2025 by 5:00 PM PST
RFP Submittal Requirements:	Submitted Proposals must include the information described in the “INFORMATION TO BE SUBMITTED” Section on Pages 8 & 9 of this RFP. Submitted Proposals will be considered non-responsive if the Proposal does not provide all requested information.
City Contact:	Will Pettener Assistant to the City Manager Phone: (818) 898-1226 Email: Wpettener@sfcity.org

GENERAL INFORMATION

The City is soliciting submittals of proposals from qualified Consultants for the facilitation and development of a City San Fernando Strategic Plan for Fiscal Years 2027 to 2031. A strategic plan is a vital tool for local jurisdictions to ensure that the vision and priorities set by the City Council are clearly conveyed to employees and the community, and that City strategies and projects are developed to meet Council priorities, and that overall city government is accountable to meeting community needs.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 111 full-time employees from a total Adopted Budget for fiscal year 2025-2026 of \$56.2 million, which includes a General Fund budget of \$28.8 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

In 2021, the City adopted its Five-Year Strategic Goals to guide activities and objectives for Fiscal Years 2022–2026. With many of those goals accomplished and the plan nearing completion, the City is engaging consultant services to develop a new Strategic Plan for Fiscal Years 2027–2031.

Strategic planning defines where the City is headed and how it will get there. To establish a long-term vision supported by a five-year strategic plan, staff proposes releasing a Request for Proposals (RFP) seeking consultant recommendations, work plans, and deliverables that:

- Define what the City of San Fernando aspires to be in the future and position it for long-term success.
- Organize and prioritize City initiatives and resources to achieve identified goals.
- Align the City Council, staff, residents, businesses, and community partners around a shared vision and strategic direction.
- Translate visionary concepts into realistic, measurable, and achievable outcomes.
- Inspire ideas around economic growth, sustainability, fiscal stability, sense of place, and community identity.
- Chart an innovative and actionable path for San Fernando future that sets clear priorities and maximizes opportunities for growth and resilience.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to the City Clerk Department at cityclerk@sfcity.org. Questions must be received by 5:00 p.m. PST on **Thursday, November 6, 2025**. All questions received prior to the deadline will be collected and responses will be emailed by **Friday, November 7, 2025**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to the City Clerk Department at cityclerk@sfcity.org and the subject line of the email shall read, "City of San Fernando RFP – Strategic Plan Consulting Services." Proposals must be received no later than Thursday,

November 13, 2025 at 5:00 PM PST. All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The City of San Fernando is seeking a highly qualified consultant to assist in the facilitation and preparation of a Strategic Plan resulting in a comprehensive roadmap outlining the City's vision, goals, and planned projects to ensure measurable progress and successful achievement of the City's vision. The City envisions employing a variety of stakeholder engagement processes to assist the City Council in forming a long-term vision that serves as the foundation for a five-year Strategic Plan and priority setting process. Proposed RFP services would include:

1. Employee and Stakeholder Engagement

- Develop an engagement process for employee participation in reviewing and providing feedback on top priorities, strategies and projects.
- Include a community engagement strategy and framework that could be included in the development of the plan.

2. Goal Setting & Strategic Planning Workshop Facilitation

- Conduct planning meetings with City Council, City Manager and Executive staff.
- Develop a draft Vision statement and Strategic Priorities for the strategic plan; and
- Facilitate workshops for City Council and staff.

3. Strategic Plan Development

- Develop a method and timeline for plan updates and revisions.
- Identify the City's major strategic issue areas, including a defined goal for each area as well as outline of associated priorities for achieving those goals.
- Provide methods for implementing and measuring recommended goals and objectives.
- Based on feedback from the Executive staff and employees, draft Strategic Plan grounded in a realistic assessment of staff and funding capacities and/or make resource adjustment recommendations for successful implementation.

4. Implementation & Performance Monitoring Strategy

- Recommend final Strategic Plan document that includes an implementation plan with benchmarks or milestones that measure the City's progress.
- Develop methodologies for monitoring performance within the framework of the strategic plan, ensuring that priorities and goals are integrated within the budget decision-making process using financial and performance metrics reporting.

SCHEDULE FOR SELECTION

TASK	DATE
RFP Available Online	October 23, 2025
Deadline for Submittal of Questions	November 6, 2025
Staff Responses to Questions	November 7, 2025
Proposal Due	November 13, 2025
Proposal Review Period	November 17-25, 2025
Council Action for Approval of Professional Services Agreement	December 1, 2025

The schedule above is tentative and subject to change at the discretion of the City, with appropriate notice to prospective Proposers. Please check the City of San Fernando website for the latest updates at <https://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois/>. All times noted throughout the

Proposer must be available on Monday, December 1, 2025, in-person or virtually, for a possible presentation to the City Council.

METHOD OF SELECTION AND NOTICES

The City Manager's Office will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness;
- Responsiveness to City's issues;
- Potential to benefit the City;
- Experience of the firm providing similar services to other municipalities;
- Cost effectiveness; and
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email to cityclerk@sfcity.org in PDF format.

2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the division responsible, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

4. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience of similar or related services provided to other agencies. Provide a description of pertinent experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total amount billed, the period over which your Firm represented the agencies, and the name, title, and phone number of clients to be contacted for references. Include at least two (2) sample reports for similar projects prepared for other local government agencies. Describe any attributes that distinguish the services provided by your firm/individual from others that would help the City in the selection process.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's Scope of Services in this RFP and the Firm's ability to satisfy the objectives and requirements outlined in the scope. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services, and the tentative schedule for project completion. Additionally, describe related service experience by the Firm in

similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

6. Include a *Proposed Staffing* Section

In this section, discuss how the Firm would propose to staff the City's requested strategic plan consulting service needs. Firm's key team members shall be identified by name, specific responsibilities and their qualifications. An organizational chart for the attorney team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the City Manager's Office. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

7. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Erica Melton, Director of Administrative Services
Will Pettener, Assistant to the City Manager
Sergio Ibarra, Human Resources & Risk Manager

Date: October 20, 2025

Subject: Consideration to Adopt Resolutions Approving a Social Media Policy and a Personnel Investigations Policy

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8413 (Attachment "A"), approving the creation of a new Social Media Policy ; and
- b. Adopt Resolution No. 8414 (Attachment "B"), approving the creation of a new Personnel Investigations Policy; and
- c. Authorize the City Manager to take related actions to execute and implement the updated policies and procedures.

BACKGROUND:

1. On July 1, 2025, City Council adopted the Fiscal Year (FY) 2025-2026 Budget which included review and update of City policies and procedures as part of the work plan for the Administrative Services Department. Staff has identified a number of City Council and Administrative Policies to update over the coming months.
2. At the October 6, 2025 Meeting, the City Council continued this item to the next available meeting.

ANALYSIS:

City policies and procedures ensure consistency, fairness, transparency, and efficiency in how the agency operates and delivers services to the public. Clear policies help define expectations for

Consideration to Adopt Resolutions Approving a Social Media Policy and a Personnel Investigations Policy

Page 2 of 3

employees, residents, and businesses, while procedures provide step-by-step guidance to implement those policies properly. Together, they reduce the risk of arbitrary decisions, support legal compliance, promote accountability, and help protect the City from liability. Clear policies and procedures also create a stable foundation for managing resources, improving public trust, and adapting to change effectively.

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

Following a detailed review of the existing Policies and Procedures Manual, staff identified several key areas requiring updates. The updates will be completed in phases, including a set of two new (2) proposed policies for City Council approval at this meeting, and four additional policies that fall under the administrative approval process that will be directly approved and implemented by the City Manager or designee. The following is a tentative list of Fiscal Year (FY) 2025-2026 updates:

For City Council Approval

- a. Social Media
- b. Personnel Investigation

For Administrative Approval

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

The following is a summary of the policy updates being proposed to be developed at this time:

Social Media Policy

The purpose of this policy is to ensure that the City's social media outlets maintain the highest professional image of the City and meet legal standards. The policy shall establish oversight, administration, and management guidelines for employee use of social media. The policy applies to the administration and management of official City of San Fernando social media accounts. City employees, officials, volunteers and designated contractors who, as part of their job responsibilities, are authorized to use social media in their official capacity.

Personnel Investigations Policy

The purpose of the policy is to ensure that the City handles employee complaints and investigations in a timely and responsive manner. The City of San Fernando is committed to maintaining a professional, ethical, and legally compliant workplace. This policy establishes procedures for investigating complaints, misconduct, and violations of City policies involving City employees. The City policy applies to non-Police Department employees, volunteers, and contractors. San Fernando

Consideration to Adopt Resolutions Approving a Social Media Policy and a Personnel Investigations Policy

Page 3 of 3

Police Department (SFPD) sworn and civilian employees will be covered by the SFPD Policy Manual and bargaining unit Memorandums of Understanding ("MOU").

The proposed updates have been reviewed by Human Resources staff to ensure legal compliance and operational efficiency. Input was also sought from all bargaining units affected by the policies through the meet and confer process, with all units approving of the new policies.

BUDGET IMPACT:

The proposed updates to City Policies and Procedures for Social Media and Personnel Investigations are both anticipated to have minimal direct budget impact. Implementation costs, including training and dissemination, will be absorbed within the existing departmental budgets.

CONCLUSION:

It is recommended that the City Council adopt Resolutions approving updates to the City Policies and Procedures Manual to include adoption of two (2) new City policies (Social Media Policy and Personnel Investigations Policy); and authorize the City Manager to take certain related actions to execute and implement the updated policies and procedures.

ATTACHMENT:

- A. Resolution No. 8413, including:
Exhibit "A": Social Media Policy
- B. Resolution No. 8414, Including:
Exhibit "A": Investigations Policy

RESOLUTION NO. 8413

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, APPROVING THE CREATION OF CITY POLICIES AND
PROCEDURES TO INCLUDE A SOCIAL MEDIAL POLICY**

WHEREAS, On July 1, 2025, City Council adopted the Fiscal Year (FY) 2025-2026 Budget which included review and update of City policies and procedures as part of the work plan for the Administrative Services Department; and

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED THIS 20th day of October 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. 8413 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 20th day of October 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 October 2025.

Julia Fritz, City Clerk

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
SOCIAL MEDIA POLICY	ORIGINAL DATE N/A	EFFECTIVE N/A
	CURRENT DATE October 20, 2025	EFFECTIVE October 20, 2025
CATEGORY	POLICY NO.	SUPERSEDES
ALL DEPARTMENTS	CW2025-007	N/A

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The City of San Fernando recognizes the importance of social media, communicating with the public and reaching a broader audience to convey information about the City's mission, meetings, activities and current issues. The City has an overriding interest and expectation to protect the integrity of the information posted on its social media sites and the content that is attributed to the City and its officials. The purpose of this policy is to ensure that the City's social media outlets maintain the highest professional image of the City and meet legal standards. The policy shall establish oversight, administration, and management guidelines for employee use of social media.

SECTION II. SCOPE

This policy applies to the administration and management of official City of San Fernando social media accounts. City employees, officials, volunteers and designated contractors who, as part of their job responsibilities, are authorized to use social media in their official capacity.

SECTION III. OFFICIAL CITY SOCIAL MEDIA ACCOUNTS

Account Creation and Management

All City social media accounts must be approved by the City Manager's Office. City departments seeking to establish a new social media account must submit a request to the City Manager, outlining the type of platform, need for an additional account, and intended audience.

Authorized Administrators

Only designated employees approved by the City Manager may post on official City accounts. Social media administrators must complete City-provided training on best practices and legal considerations. Employees posting on behalf of the City must maintain professionalism, accuracy, and neutrality in all communications.

Content Guidelines

Content posted on official City social media accounts must:

- Be accurate, informative, and relevant to City services, programs, and events.
- Maintain a neutral and non-partisan stance in accordance with government ethics rules.
- Avoid personal opinions, political endorsements, or religious affiliations.

- Adhere to public records laws—content is subject to Freedom of Information Act (FOIA) requests and public disclosure.
- Use approved branding and language consistent with City communications standards.

Prohibited Content

The following are strictly prohibited on City social media accounts:

- Personal, political, or religious opinions.
- Content that discriminates or promotes violence, hate, or illegal activities.
- Confidential or privileged information.
- Commercial promotions or endorsements unless part of an approved sponsorship.
- Offensive, defamatory, or misleading statements.

SECTION IV. PROCEDURE

- **Monitoring and Approval:** Administration of the City's social media sites shall include, but is not limited to regular monitoring of each site, as well as reviewing and approving all content for the City's social media sites and responding to users as appropriate. The City reserves the right to refrain from posting or to remove any content at its discretion. Such administration shall also include ensuring compliance on City's behalf with all applicable federal, state, county and local laws, regulations and City policies.
- **Corrections:** In the event that any social media communication needs to be corrected, amended or clarified, an authorized administrator will determine what qualifications or supplement to the earlier social media communication is needed.
- **List of Sites:** The City shall maintain a list of all City social media sites that are approved and operating along with usernames and passwords. Usernames and passwords shall remain confidential and shall only be distributed to authorized administrators and the City Manager's Office.
- **Establishment and Use:** No City Department or representative may establish a social media site(s) representing the City and its services without prior approval of the City Manager. City social media sites shall be established using only an official City email address.
- **Restrictions/Removal of Content:** The City reserves the right to restrict or remove any content that is in violation of any applicable law or the City's Social Media Policy. Any content which is removed will be retained by the City for a period of time that is in accordance with the City Records Retention Policy, and will include the time, date, and username or screen name of the content originator when possible.
 - a. The Record Retention Policy states that all social media related records can be deleted once they are deemed to be "no longer required" by the department that created the post.
 - b. For example, in the case of a post or comment about a specific event, the post may be removed after the event has occurred. If a post or comment is in reference to the implementation of a specific policy, program, or public notice, removal of the content would be at the discretion of the Department Head or City Manager.
 - c. In any instance where social media records are being considered for removal, staff must consult the City Records Retention Policy for guidance.

- **Sponsored by City:** All social media sites established and administered by the City will clearly state that they are sponsored by the City and either show or provide a link to the City's Social Media Policy.
- **Sharing External Posts:** Posts from accounts not administered by the City shall only be shared on City platforms if the post is from another governmental agency or if the City Council has authorized a co-sponsorship, MOU, or formal agreement that clearly defines support for an event, program, or initiative that is being promoted.
- **Employee Participation in non-City Administered Social Media Accounts:** Employees may only participate as a representative of the City in their official capacity on other organizations social media platforms if they have approval from the City Manager. In the instance where staff are invited to participate in a social media campaign (i.e. video, interview, photoshoot, etc.) on behalf of the City for another organization, they must first disclose the opportunity with their direct Supervisor or Department Head, who will seek City Manager authorization. Employees will be provided reasonable notice if they are asked to participate in social media marketing campaigns. (i.e. video, interview, photoshoot, etc.)

SECTION V. PUBLIC ENGAGEMENT AND COMMENT MODERATION

Public Comments

The City encourages public dialogue but reserves the right to moderate comments in accordance with legal standards. The City may remove or hide comments that:

- Contain profanity, hate speech, or discriminatory language.
- Threaten violence or public safety.
- Share confidential or personal information.
- Promote illegal activities or spam.
- Are not related to the business of the City (or specific department, if Department-specific site), or not relevant to the original topic.
- Solicitates commerce, including but not limited to, advertising of any non-government related event, or business or product for sale.
- Content that violates a legal ownership interest, such as a copyright, of any party.

Note: Any comment removals must be documented with a screenshot and explanation to ensure compliance with public records laws.

SECTION VI. VIOLATIONS AND ENFORCEMENT

Social media administrators who fail to comply with City guidelines may have posting privileges revoked. Employees violating this policy may face disciplinary action as outlined in City Policy and Procedures and effective Memorandum of Understanding (M.O.U.), up to and including termination.

SECTION VII. AUTHORITY

By order of City Council Motion (Resolution No. 8413), Policy adopted by the City Council on October 20, 2025.

RESOLUTION NO. 8414

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, APPROVING THE CREATION OF CITY POLICIES AND
PROCEDURES TO INCLUDE A PERSONNEL INVESTIGATIONS POLICY**

WHEREAS, On July 1, 2025, City Council adopted the Fiscal Year (FY) 2025-2026 Budget which included review and update of City policies and procedures as part of the work plan for the Administrative Services Department; and

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED THIS 20th day of October 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. 8414 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 20th day of October 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 October 2025.

Julia Fritz, City Clerk

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
PERSONNEL INVESTIGATION POLICY	ORIGINAL DATE N/A	EFFECTIVE N/A
	CURRENT DATE October 20, 2025	EFFECTIVE October 20, 2025
CATEGORY	POLICY NO.	SUPERSEDES
ALL DEPARTMENTS	CW2025-008	N/A

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

The City of San Fernando is committed to maintaining a professional, ethical, and legally compliant workplace. This policy establishes procedures for investigating complaints, misconduct, and violations of City policies involving City employees.

SECTION II. SCOPE

This policy applies to all City employees, including full-time, part-time, temporary, and contract employees. It covers investigations related to:

- Violations of City policies, procedures, or workplace conduct standards.
- Allegations of discrimination, harassment, retaliation, or workplace violence.
- Misuse of City resources, fraud, or ethical violations.
- Employee grievances related to workplace treatment or policy violations will be conducted as outlined the each affect labor units Memorandum of Understanding (M.O.U.).

Note: Public Safety Sworn and Civilian Police Department employees will be covered by the San Fernando Police Manual and respective Memorandum of Understanding (M.O.U.).

SECTION III. REPORTING COMPLAINTS

Who Can Report

Any employee, supervisor, or member of the public may report concerns regarding employee conduct. Reports may be made anonymously, though anonymous complaints may limit the ability to conduct a thorough investigation.

How to Report

Reports should be submitted through one of the following methods:

- Supervisor or Department Head – Employees may report concerns to their direct supervisor or department head.

- Human Resources Department – Complaints can be filed with HR in person, via email, or through a formal complaint form.
- Ethics Hotline – The City may provide a confidential hotline for reporting concerns.
- City Manager’s Office – Employees may escalate complaints directly to the City Manager for serious concerns or if a complaint is directly involving a Supervisor or Department Head.
- Employees may submit complaints as outline in the labor units M.O.U. through their labor representative.

SECTION IV. ROLES AND RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

1. Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
2. The original complaint form will be directed to the Human Resources Manager, who will take appropriate action, alongside the accused employees Department Head and the City Manager.
3. The Human Resources Manager will initiate the investigation process, if necessary.
4. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the employee's Supervisor or Department Head, who will initiate appropriate action. Proper documentation must be taken that includes the details of the complaint and any witnesses.
5. Responding to all complainants in a courteous and professional manner.
6. Resolving those personnel complaints that can be resolved in a timely manner.
7. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint or as soon as practicable .
8. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to Human Resources.
9. Promptly contacting the Human Resources Manager and their Department Head for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
10. Notify the appropriate labor units regarding the employee complaint/investigation.

The responsibilities of the Human Resources Manager include, but are not limited to:

The City encourages all employees to immediately report any instance of workplace bullying or harassment to their supervisor, The Human Resources Manager, and/or the City manager. In addition, any employee who believes he/she has witnessed bullying, and any person who has received a report of such conduct, whether the perpetrator is an employee or non-employee, should be immediately report the conduct to his/her supervisor, the Human Resources Manager, and/or the City Manager. City policy requires any supervisor who witnesses any bullying, irrespective of the reporting relationship, to immediately report it to the Human Resources Manager.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying.

Any report of this type will be treated seriously, and will be investigated promptly and impartially. The City further encourages all employees to formally report any concerns of assault, battery or other bullying behavior of a criminal nature to the local Police Department.

It is the City's intent to provide a workplace that is free from harassment, discrimination and retaliation. If an employee believes he/she has been subjected to any type of unlawful harassment, discrimination, or retaliation, he/she should notify his/her supervisor, department head or the City Manager.

Under no circumstances shall an employee who believes he/she has been the victim of discriminatory or sexual harassment be required to first report that harassment to a supervisor or other authority figure if that person or authority figure is the subject of the complaint or has failed to remedy the known harassment.

All persons shall report to their supervisor, manager, department head or Human Resources Manager any instances of discrimination or sexual harassment that they have directly observed, whether or not reported by the employee who is the object of the harassment.

A prompt and thorough investigation into the allegations will be conducted. Individuals with direct information pertaining to the complaint will be interviewed. To the extent possible, confidentiality will be maintained. Upon completion of the investigation, the City will determine a course of action, if appropriate. The complainant will be informed of the findings and the closure of the complaint.

SECTION V. INVESTIGATION PROCESS

Initial Assessment

- Upon receiving a complaint, the Human Resources Manager or designated investigator will assess the allegations to determine:
 - Whether the issue falls within City policies and requires investigation.
 - If immediate action (e.g., temporary reassignment or administrative leave) is necessary.

Investigation Procedure

1. Assigning an Investigator
 - Investigations may be conducted by HR personnel, the City's contracted Labor Attorney, an external investigator, or the appropriate department head.
 - If allegations involve the City Executive level staff, an independent third-party investigator may be engaged.
2. Gathering Information
 - Interviews will be conducted with the complainant, the subject of the complaint, and relevant witnesses.
 - Relevant documents, emails, security footage, or other evidence will be reviewed.
3. Confidentiality
 - Investigations will be handled with strict confidentiality, shared only with individuals who have a legitimate need to know.
 - Retaliation against individuals involved in an investigation is strictly prohibited and subject to disciplinary action.
4. Findings and Conclusion
 - A written investigation report will be prepared, summarizing findings and recommended actions.

- Each personnel complaint shall be classified with one of the following dispositions:
 1. Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve [department/office] members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).
 2. Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.
 3. Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.
 4. Sustained - A final determination by an investigating agency, commission, board, hearing officer, or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Government Code § 3304 and Government Code § 3304.5 that the actions of an officer were found to violate law or [department/office] policy (Penal Code § 832.8).
- If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

SECTION VI. DISCIPLINARY AND CORRECTIVE ACTIONS

If misconduct is found, disciplinary actions may include:

- Verbal or written warnings
- Suspension without pay
- Demotion or reassignment
- Termination of employment

The City Manager, Human Resources & Risk Manager, and legal counsel will review disciplinary recommendations before implementation. If no policy violation is found, the case will be closed, and all parties will be notified.

SECTION VII. APPEAL PROCESS

Employees disciplined as a result of an investigation have the right to appeal decisions per the City's grievance or disciplinary appeal procedures.

SECTION VIII. RETALIATION PROTECTION

The City strictly prohibits retaliation against employees who report concerns or participate in an investigation. Any employee found engaging in retaliation will face disciplinary action, up to and including termination.

SECTION IX. AUTHORITY

By order of City Council Motion (Resolution No. 8414), Policy adopted by the City Council on October 6, 2025.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Julio Salcedo, Director of Recreation and Community Services
Juan Salas, Recreation and Community Services Supervisor

Date: October 20, 2025

Subject: Consideration to Approve a Date Change for the San Fernando Valley Mile Run/Walk Event from Saturday, March 7, 2026, to Saturday, February 28, 2026

RECOMMENDATION:

It is recommended that the City Council approve changing the date of the San Fernando Valley Mile Run/Walk (SFVM) from Saturday, March 7, 2026, to Saturday, February 28, 2026, to avoid conflict with the Los Angeles Marathon weekend events and maximize community participation.

BACKGROUND:

1. On October 29, 2022, the City hosted the first San Fernando Valley Mile Run/Walk ("SFVM Run/Walk") event on Maclay Avenue with the Day of the Dead Festival commencing shortly after the mile run concluded in the parking lot located at 1001 3rd Street. These two (2) events were jointly hosted through 2024.
2. On May 13, 2024, during the budget study session to discuss the Fiscal Year (FY) 2024-2025 Work Plan for the Recreation and Community Services Department, staff proposed separating the SFVM Run/Walk and Dia de los Muertos events to continue the efforts of the Healthy San Fernando Campaign and expand the San Fernando Valley Mile to a Family Health and Fitness Expo.
3. On July 1, 2024, as part of adopting the FY 2024-2025 budget and Recreation and Community Services Department work plan, the City Council approved to separate the SFVM Run/Walk from the Dia de los Muertos Festival.
4. On August 19, 2024, the City Council approved the SFVM Run/Walk to be hosted on the First Saturday of March, to allow the event to develop independently and maximize its potential as a Family Health and Fitness Expo.

Consideration to Approve a Date Change for the San Fernando Valley Mile Run/Walk Event from Saturday, March 7, 2026, to Saturday, February 28, 2026

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ANALYSIS:

The San Fernando Valley Mile is a community running and walking event held in the City, celebrating health, fitness, and local pride. Designed for participants of all ages and abilities, the event promotes active living while bringing together families, schools, and local organizations in a festive and inclusive atmosphere. Beyond encouraging wellness, the San Fernando Valley Mile supports community engagement, boosts local businesses, and highlights the City's commitment to creating vibrant public spaces where residents can connect and celebrate the spirit of San Fernando.

The Recreation and Community Services Department organizes the SFVM Run/Walk to promote public health and wellness through community engagement. This annual event encourages physical activity among residents and fosters a strong sense of community by bringing together people of all ages in a fun and supportive environment. In addition to promoting healthy lifestyles, the event helps raise awareness of other City services, supports local businesses by drawing a larger audience which offers an opportunity to engage new clients and expand their customer base, and showcases the City's recreational resources, contributing to the overall quality of life in the community.

The San Fernando Valley Mile Run/Walk was first independently held on March 1, 2025, marking the inaugural year of hosting the event on the first Saturday in March. This date was selected as it falls two weeks prior to the Los Angeles Marathon, traditionally held on the third Sunday in March. Several participants shared with staff that they used the SFVM Run/Walk as part of their training for the Los Angeles Marathon.

In 2026, the Los Angeles Marathon is scheduled on March 8, 2026, one week earlier than its traditional date on the third Sunday of March. This change is due to the 98th Academy Awards taking place on March 15, 2026. Both the Los Angeles Marathon and the Academy Awards use portions of Hollywood Boulevard for their events. Because of this scheduling and how the calendar falls in 2026, the first Saturday in March for the SFV Mile Run/Walk event would be on March 7, 2026, and the Los Angeles Marathon will take place the very next day, on Sunday, March 8, 2026.

After consulting with Race Coordinator Management, Mercury LLC, staff recommends moving the SFVM event one (1) week earlier, to Saturday, February 28, 2026, to eliminate conflicts with the Los Angeles Marathon weekend events, which should increase participation in the SFVM Run/Walk event. A February date also offers a convenient training run for marathon participants and increases the likelihood that Students Run LA athletes will join, since they may be resting or participating in the LA Marathon 5K on March 7, 2026. The SFVM Run/Walk event would still serve as a timely warm-up for marathon runners.

Consideration to Approve a Date Change for the San Fernando Valley Mile Run/Walk Event from Saturday, March 7, 2026, to Saturday, February 28, 2026

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BUDGET IMPACT:

There is no additional impact to the current fiscal year budget projected in hosting the event on February 28, 2026, as the funding for this event is already included in the FY 2025-2026 Adopted Budget and Department work plan.

CONCLUSION:

Staff recommends the City Council approve the change of date for the SFV Mile Run/Walk event from Saturday, March 7, 2026, to Saturday, February 28, 2026.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Julia Fritz, City Clerk
Richard Padilla, City Attorney

Date: October 20, 2025

Subject: Discussion and Consideration to Approve a Second Reading and Adopt Ordinance No. 1737 Amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change the City's General Municipal Election Date from the Statewide Election in November of Even-Numbered Years to the Statewide Election Dates that Alternates Between March and June of Even-Numbered Years Beginning June 2, 2026

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 1737 (Attachment "A") that was introduced for first reading at the City Council meeting of October 6, 2025, in title only and waive all further readings, titled: "An Ordinance of the City Council of the City of San Fernando, California, repealing prior Ordinance No. 1668 and amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to change the date of the City's General Municipal Elections from the Statewide Election date in November of even-numbered years to the Statewide Election date that alternates between March and June of even-numbered years beginning June 2, 2026".

BACKGROUND:

1. On September 1, 2015, Governor Jerry Brown signed Senate Bill 415 ("SB 415") (Attachment "B") into law. Starting January 1, 2018, it requires cities to hold their General Municipal Elections on the same date as statewide elections if their voter turnout was at least 25% lower than the average turnout in the last four statewide general elections.
2. On June 6, 2016, the City Council directed staff to report back with a resolution for a plan to consolidate with the statewide general election cycle no later than November 8, 2022.
3. On July 18, 2016, the City Council adopted Resolution No. 7754 (Attachment "C") which approved the City's plan to hold its elections on the November statewide election date, starting no later than November 8, 2022. The Council also directed staff to bring back a proposed ordinance to move the General Municipal Election date to the November statewide election date.

Discussion and Consideration to Approve a Second Reading and Adopt Ordinance No. 1737 Amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change the City's General Municipal Election Date from the Statewide Election in November of Even-Numbered Years to the Statewide Election Dates that Alternates Between March and June of Even-Numbered Years Beginning June 2, 2026

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4. On July 17, 2017, the City Council considered Ordinance No. 1667 to start holding elections on the November statewide election date beginning on November 8, 2022. The motion did not pass, and staff was directed to bring back a revised ordinance that would accelerate the election date change to begin sooner, on November 6, 2018.
5. On August 21, 2017, the City Council, approved Ordinance No. 1668 (Attachment "D") which changed the date of the City's General Municipal Election from March of odd-numbered years to the statewide November election in even-numbered years, starting November 6, 2018.
6. On September 2, 2025, the City Council voted 3 to 2 to direct staff to draft an ordinance moving the City's regular General Municipal Elections to align with the Statewide Primary Election that alternate between March and June of even-numbered years. The first election under this change would take place on June 2, 2026. Staff was directed to present the draft ordinance to the City Council at the earliest City Council meeting, hence October 6, 2025.
7. On October 6, 2025, the City Council held a public hearing to consider Ordinance No. 1737, repealing prior Ordinance No. 1668 and amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to change the date of the City's General Municipal Elections from the Statewide Election date in November of even-numbered years to the Statewide Election date that alternates between March and June of even-numbered years beginning June 2, 2026. The City Council approved for first reading by a vote of three (3) to two (2) with Councilmember Lopez and Vice Mayor Solorio descending.

ANALYSIS:

Municipal Elections are a fundamental component of democracy, enabling residents to select representatives and influence decisions on issues such as the municipal budget, public policies, and community programs. These elections ensure that local governments remain accountable to the community being served, providing a mechanism for residents to express their preferences and priorities. By participating in city elections, residents play an active role in shaping the direction of their community, ensuring that local governance reflects the collective will and addresses the overall needs of the community.

San Fernando's Election History.

As a general law city, San Fernando must follow the California Elections Code (Elections Code §§ 10101–10312). In 2017, in response to Senate Bill (SB) 415, the City Council adopted Ordinance No. 1668 to move the City's General Municipal Elections from March of odd-numbered years to the November statewide election in even-numbered years, starting November 6, 2018.

Discussion and Consideration to Approve a Second Reading and Adopt Ordinance No. 1737 Amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change the City's General Municipal Election Date from the Statewide Election in November of Even-Numbered Years to the Statewide Election Dates that Alternates Between March and June of Even-Numbered Years Beginning June 2, 2026

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Since then, the City has held four General Municipal Elections in November on November 6, 2018, November 3, 2020, November 8, 2022 and November 5, 2024.

Law and Procedures Governing the Setting of General Municipal Election Dates.

State law (California Elections Code §§ 10101–10312) requires general law cities, such as the City of San Fernando, to hold elections on “established election dates”:

- a. In March of each even-numbered year that is evenly divisible by four;
- b. In June in each even-numbered year that is not evenly divisible by four; and
- c. In November of each year.

Per Elections Code Section 1301(b)(1), a city may enact an ordinance requiring its general municipal election to be held on the day of the statewide direct primary election or the day of the statewide general election.

The City's current General Municipal Election date falls under option (c) above which qualifies as an “established election date” within the meaning of Elections Code Sections 1000 and 1301(b) and as a “statewide election date” within the meaning of SB 415 and Elections Code Section 1001.

SB 415 (2015) requires cities to align with statewide election dates if holding elections on other dates results in a “significant decrease in voter turnout” (defined as at least 25% lower than the average turnout of the past four statewide general elections). Assume for example that a city's most recent non-Statewide election date general election had a 30% voter turnout. Next, assume the average voter turnout the last four Statewide general elections in the same city is 48%. Next, multiply the 50% average turnout by 75% which produces 36%, the threshold below which turnout is deemed to decrease significantly. In this scenario because the 30% turnout of the city's last election is lower than 36%, SB 415 requires the city move its election to either the Statewide general election (November of even years) or the Statewide primary election (March/June of even years). The steps for calculating a “significant decrease in voter turnout” are provided in Attachment “F”.

Proposed Election Change (2025).

On September 2, 2025, the City Council directed staff to prepare an ordinance to move the City's elections from the November statewide general election to the statewide primary election cycle, starting in 2026. If approved, elections would follow this alternating schedule:

- June of even-numbered years not divisible by four (e.g., June 2, 2026; June 8, 2030)
- March of even-numbered years divisible by four (e.g., March 3, 2028; March 7, 2032)

Discussion and Consideration to Approve a Second Reading and Adopt Ordinance No. 1737 Amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change the City's General Municipal Election Date from the Statewide Election in November of Even-Numbered Years to the Statewide Election Dates that Alternates Between March and June of Even-Numbered Years Beginning June 2, 2026

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The proposed ordinance must be approved by both the San Fernando City Council and the Los Angeles County Board of Supervisors. If approved, San Fernando's General Municipal Elections would shift to the Statewide primary election cycle, with the first election to be held on June 2, 2026, followed by March 2028, then June 2030 and so on. Both dates fall within the official statewide election calendar under California law.

In accordance with Elections Code Section 10403.5(e), within 30 days of the ordinance taking effect, the City Clerk must notify all registered voters of the new election date and explain how the change affect the terms of office for current Councilmembers.

Effect on Councilmember Terms

Under Elections Code Section 10403.5(b), changing the election date cannot lengthen or shorten a Councilmember's term by more than 12 months. Adoption of the ordinance would shorten the current terms as follows:

- Councilmembers elected in November 2022: terms reduced by approximately five months
- Councilmembers elected in November 2024: terms reduced by approximately eight months

The following table outlines the adjusted terms of office:

Councilmember	Election Date	Original End of Term*	New End of Term Due to Change*	Approximate Reduction in Term
Mendoza, M.	November 8, 2022	December 1, 2026	July 1, 2026	-5 Months
Solorio, M.	November 8, 2022	December 1, 2026	July 1, 2026	-5 Months
Fajardo, J.	November 8, 2022	December 1, 2026	July 1, 2026	-5 Months
Garcia, V.	November 5, 2024	December 1, 2028	April 1, 2028	-8 Months
Lopez, P.	November 5, 2024	December 1, 2028	April 1, 2028	-8 Months

**City Council terms technically end when the results of election are approved by the outgoing City Council, and newly elected or re-elected members are sworn in. This date can vary depending on the time taken by the Los Angeles County Registrar ("Registrar") to complete its vote count which can, notwithstanding statutory time frames, take up to a month. The precise date also depends on the City Council's meeting schedule following the Registrar's completion of its vote count.*

If the City Council proceeds with changing the City's election date to align with the statewide primary cycle beginning June 2, 2026, a separate Resolution must still be adopted by February 2, 2026 at a regular City Council meeting. This Resolution would:

Discussion and Consideration to Approve a Second Reading and Adopt Ordinance No. 1737 Amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change the City's General Municipal Election Date from the Statewide Election in November of Even-Numbered Years to the Statewide Election Dates that Alternates Between March and June of Even-Numbered Years Beginning June 2, 2026

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1. Call and give notice of the City's General Municipal Election on June 2, 2026.
2. Request consolidation with Los Angeles County's statewide election.
3. Authorize the Los Angeles County Elections Official to administer election services on behalf of the City.

BUDGET IMPACT:

The Los Angeles County Registrar-Recorder's Office provides an online tool to estimate election costs. If the proposed Ordinance is adopted, the City's next regular election would occur on June 2, 2026. Based on the County's online estimator, the projected cost for consolidated election services is \$74,953 (Attachment "E"). Since the City's Fiscal Year 2025-2026 budget did not include funding for a General Election in June 2026, staff would return in February 2026 during the mid-year budget review with a proposed amendment to cover the expense.

CONCLUSION:

It is recommended that the City Council adopt Ordinance No. 1737 (Attachment "A") that was introduced for first reading at the City Council meeting of October 6, 2025, in title only and waive all further readings, titled: "An Ordinance of the City Council of the City of San Fernando, California, repealing prior Ordinance No. 1668 and amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to change the date of the City's General Municipal Elections from the Statewide Election date in November of even-numbered years to the Statewide Election date that alternates between March and June of even-numbered years beginning June 2, 2026".

ATTACHMENTS:

- A. Ordinance No. 1737
- B. Senate Bill 415
- C. Resolution No. 7754
- D. Ordinance No. 1668
- E. Los Angeles County Election Cost Estimate

ORDINANCE NO. 1737

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, REPEALING PRIOR ORDINANCE NO. 1668 AND AMENDING DIVISION 3 (GENERAL MUNICIPAL ELECTIONS) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO MUNICIPAL CODE TO CHANGE THE DATE OF CITY'S GENERAL MUNICIPAL ELECTIONS FROM THE STATEWIDE ELECTION DATE IN NOVEMBER OF EVEN-NUMBERED YEARS TO THE STATEWIDE ELCTION DATE THAT ALTERNATES BETWEEN MARCH AND JUNE OF EVEN-NUMBERED YEARS BEGINNING JUNE 2, 2026

WHEREAS, general law cities, such as the City of San Fernando (the "City"), are obligated to conduct general and special municipal elections in accordance with the California Elections Code (the "Elections Code"), per Elections Code Section 10101, *et seq.*; and

WHEREAS, per Elections Code Section 1301(a), a city's General Municipal Election must be held on an "established election date" as that term is defined under Elections Code Section 1000; and

WHEREAS, the following election dates fall within definition of "established election dates" under Elections Code Section 1000: (i) the Tuesday after the first Monday in March of each even-numbered year that is evenly divisible by four; (ii) the Tuesday after the first Monday in June in each even-numbered year that is not evenly divisible by four; and (iii) the Tuesday after the first Monday in November of each year; and

WHEREAS, per Elections Code Section 1301(b)(1), a city may enact an ordinance requiring its general municipal election to be held on the day of the statewide direct primary election and the day of the statewide general election and such an ordinance shall become operative upon approval by the County Board of Supervisors; and

WHEREAS, on September 1, 2015, Governor Jerry Brown signed Senate Bill 415 ("SB 415") into law which, as of January 1, 2018, prohibits cities from holding their General Municipal Elections on any date other than a statewide election date when it can be shown that voter turnout for the city's last General Municipal Election is at least 25% or less than the average voter turnout within the city for the previous four statewide general elections; and

WHEREAS, under Elections Code Section 1001, a "statewide election date" is defined to mean: (a) an election held in November of even-number years, as is currently the case, or (b) an election held in June of an even-numbered year that *is not* evenly divisible by four and March of even-number years that *is* evenly divisible by four; and

WHEREAS, on August 21, 2017, the San Fernando City Council (“City Council”), in response to SB 415, approved Ordinance No. 1668 which changed the date of the City’s General Municipal Election from the first Monday in March of odd-numbers years to the statewide election in November of even-numbered years commencing November 6, 2018; and

WHEREAS, the City’s current General Municipal Election date also qualifies as an “established election date” within the meaning of Elections Code Sections 1000 and 1301(b) and a “statewide election date” within the meaning of SB 415 and Elections Code Section 1001; and

WHEREAS, the City Council wishes to again change the date of the City’s General Municipal Election from the statewide election date held on the Tuesday following the first Monday in November of even years to the statewide election date held on an alternating basis on the Tuesday after the first Monday of June of even-numbered year that *are not* evenly divisible by four and on the Tuesday after the first Monday in March of even-numbered years that *are* evenly divisible by four; and

WHEREAS, the new alternating General Municipal Election dates approved by this ordinance also qualify as “established election dates” within the meaning of Elections Code Sections 1000 and 1301(b) and “statewide election dates” within the meaning of SB 415 and Elections Code Section 1001.

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

The facts set forth in the recitals above are true and correct and incorporated herein by reference.

SECTION 1. Ordinance No. 1668 is hereby repealed and rescinded in its entirety and superseded by this Ordinance No. 1737.

SECTION 2. Subject to approval by the Los Angeles County Board of Supervisors (“Board of Supervisors”), Section 2-91 (Date of general municipal elections; consolidation with county) of Division (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby amended in its entirety to state the following:

Sec. 2-91. Date of general municipal elections; consolidation with county.

(a) The city shall hold its general municipal elections on the alternating statewide election dates set forth under subsection (b) of Section 1001 of the California Elections Code which are as follows:

- 1. On the first Tuesday following the first Monday of June in even years that are not evenly divisible by the number four; and*

2. *On the first Tuesday following the first Monday in March of even years that are evenly divisible by the number four.*

The first such general municipal election to be held pursuant to this section, shall be on the statewide election date of June 2, 2026.

- (b) *As required by Elections Code Section 10402.5, each City Council resolution calling the City's general municipal election shall be consolidated with the concurrent statewide election of the same date administered by the registrar-recorder for the County of Los Angeles unless the county board of supervisors denies such consolidation.*

SECTION 3. In order to accommodate the new election schedule, the terms for City Council members elected to the City Council at the November 2022 and the November 2024 General Municipal Elections shall subject to the following reductions as permitted by law:

Council Member	Election Date	Original End of Term*	New End of Term Due Change*	Approximate Reduction in Term
Mendoza, M.	November 8, 2022	December 2026	July 2026	(-5 months)
Solorio, M.	November 8, 2022	December 2026	July 2026	(-5 months)
Fajardo, J.	November 8, 2022	December 2026	July 2026	(-5 months)
Garcia, V.	November 5, 2024	December 2028	April 2028	(-8 months)
Lopez, P.	November 5, 2024	December 2028	April 2028	(-8 months)

**City Council terms technically end when the results of election are approved by the outgoing City Council, and newly elected or re-elected members are sworn in. This date can vary depending on the time taken by the Los Angeles County Registrar ("Registrar") to complete its vote count which can, notwithstanding statutory time frames, take up to a month. The precise date also depends on the City Council's meeting schedule following the Registrar's complete of its vote count.*

In compliance with Elections Code Section 10403.5(b), this Ordinance shall cause no elected city terms of office to be increased or decreased by more than twelve (12) months.

SECTION 4. Inconsistent Provisions. Any provision of the San Fernando City Code or appendices thereto that conflicts with the provisions of this Ordinance, to the extent of such conflict and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

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. Publication. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption.

SECTION 7. Effective Date/Operative Date. This Ordinance shall become effective thirty (30) days after a second reading and adoption. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors, per Elections Code Section 1301(b).

SECTION 8. The City Clerk is directed to forward without delay to the County of Los Angeles Board of Supervisors and to the County of Los Angeles Registrar/Recorder/ County Clerk, each a certified copy of this Ordinance along with a request to approve the City Council's proposed change of General Municipal Election dates.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting on this 20th day of October 2025.

Mary Mendoza, Mayor
City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1737 which was introduced on October 6, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 20th day of October, 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 October, 2025.



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SB-415 Voter participation. (2015-2016)

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Senate Bill No. 415

CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 01, 2015. Filed with Secretary of State September 01, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

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

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

CHAPTER 1.7. Voter Participation

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) "Significant decrease in voter turnout" means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) "Voter turnout" means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney's fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.

RESOLUTION NO. 7754

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING
A PLAN TO CONSOLIDATE FUTURE ELECTIONS
WITH A STATEWIDE ELECTION NO LATER THAN
THE NOVEMBER 8, 2022 STATEWIDE GENERAL
ELECTION**

WHEREAS, general law cities, such as the City of San Fernando (the “City”), are obligated to conduct general and special municipal elections in accordance with the California Elections Code (the “Elections Code”), per Elections Code Section 10101, et seq.; and

WHEREAS, the City currently conducts its elections on the first Tuesday after the first Monday in March in each odd-numbered year, pursuant to City Council Ordinance No. 1452 and Elections Code Section 1301; and

WHEREAS, on September 1, 2015, Governor Jerry Brown signed Senate Bill 415 (“SB 415”) into law; and

WHEREAS, commencing January 1, 2018, SB 415 prohibits the City from holding an election on any date other than a statewide election date, as doing so in the past has resulted in turnout that is at least twenty-five percent (25%) below the average turnout in that jurisdiction in the last four statewide general elections; and

WHEREAS, Section 14052(b) of the Elections Code allows the City to hold elections on dates other than statewide election dates, after January 1, 2018, if it adopts a plan to consolidate a future election with a statewide election not later than the November 8, 2022 statewide general election; and

WHEREAS, the City Council seeks to memorialize, in this Resolution, its plan to consolidate a future election with a statewide election not later than the November 8, 2022 statewide general election; and

WHEREAS, as of the date of this Resolution, Section 10402.5 of the Elections Code allows the County of Los Angeles Board of Supervisors to deny consolidation based on incompatible ballot style, voting equipment, or computer capacity.

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

SECTION 1. In accordance with Elections Code Section 14052(b), the City plans to move its election date and consolidate its general municipal elections with the November statewide general election cycle by the November 8, 2022 statewide general election.

SECTION 2. Pursuant to Section 1301 of the Elections Code, the City shall continue to hold its election date on the first Tuesday after the first Monday in March of each odd-numbered year until such time as the City moves its election date and the County approves the consolidation of future general municipal elections.

SECTION 3. Pursuant to Section 10403.5(b) of the Elections Code, no elected city office term affected by a subsequent adjustment to City election dates by ordinance shall be increased or decreased by more than twelve (12) months.

SECTION 4. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original Resolutions.

SECTION 5. The City Clerk is directed to forward without delay to the County of Los Angeles Board of Supervisors and to the Los Angeles County Registrar-Recorder/County Clerk, each a certified copy of this Resolution.

PASSED, APPROVED AND ADOPTED this 18th day of July, 2016.


Robert C. Gonzales, Mayor

ATTEST:


Elena G. Chávez, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SAN FERNANDO)

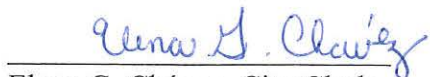
I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 18th day of July, 2016 by the following vote, to-wit:

AYES: Ballin, Fajardo, Gonzales, Lopez, Soto – 5

NOES: None

ABSTAIN: None

ABSENT: None


Elena G. Chávez, City Clerk

ORDINANCE NO. 1668

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, REPEALING ORDINANCE NO. 1452 AND MOVING THE DATE OF GENERAL MUNICIPAL ELECTIONS FROM THE FIRST TUESDAY AFTER THE FIRST MONDAY IN MARCH OF ODD-NUMBERED YEARS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EVEN-NUMBERED YEARS BEGINNING NOVEMBER 6, 2018

WHEREAS, general law cities, such as the City of San Fernando (the “City”), are obligated to conduct general and special municipal elections in accordance with the California Elections Code (the “Elections Code”), per Elections Code Section 10101, et seq.;

WHEREAS, the City currently conducts its general elections on the first Tuesday after the first Monday in March in each odd-numbered year, pursuant to City Council Ordinance No. 1452 and Elections Code Section 1301;

WHEREAS, on September 1, 2015, Governor Jerry Brown signed Senate Bill 415 (“SB 415”) into law;

WHEREAS, commencing January 1, 2018, SB 415 prohibits the City from holding an election on any date other than a statewide election date, as doing so in the past has resulted in turnout that is at least twenty-five percent (25%) below the average turnout in that jurisdiction in the last four statewide general elections;

WHEREAS, Section 14052(b) of the Elections Code allows the City to hold elections on dates other than statewide election dates, after January 1, 2018, if it adopts a plan to consolidate futures elections with statewide elections no later than the November 8, 2022 statewide general election;

WHEREAS, on July 18, 2016, the City adopted Resolution No. 7754, which set forth the City’s intention and plan to begin holding its elections on the first Tuesday after the First Monday in November no later than November 8, 2022; and

WHEREAS, on July 17, 2017, the City Council conducted a public hearing and considered approval of an ordinance to begin holding its elections on the November statewide election date beginning on November 8, 2022. After discussion, the City Council directed staff to accelerate the switch to statewide election dates and to prepare an ordinance for City Council consideration to switch to statewide election dates beginning with the November 6, 2018 election.

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

SECTION 1. The facts set forth in the recitals above are true and correct and incorporated herein by reference.

SECTION 2. Ordinance No. 1452 is hereby repealed and rescinded in its entirety and superseded by this Ordinance No. 1668.

SECTION 3. Resolution No. 7754 is hereby repealed and rescinded in its entirety.

SECTION 4. Pursuant to Elections Code Section 1301 and in compliance with SB 415, general municipal elections for the City of San Fernando are hereby moved from the first Tuesday after the first Monday in March of odd-numbered years to the first Tuesday after the First Monday in November of even-numbered years, commencing November 6, 2018. In recognition of the foregoing and subject to approval of this ordinance and the proposed change of election date contemplated herein by the Los Angeles County Board of Supervisors, Division 3 of Chapter 2 (Administration) of the San Fernando Municipal Code, which is currently designated as "Reserved" is hereby amended in its entirety to now state the following,

Division 3. - General Municipal Elections.

2.91 Date of General Municipal Elections; Consolidation with County.

- (a) The city shall hold its general municipal elections on the first Tuesday after the first Monday in November of each even-numbered year, commencing with a general municipal election to be held on November 6, 2018.
- (b) General municipal elections held pursuant to this Section be consolidated with the concurrent statewide election of the same date administered by the Registrar-Recorder for the County of Los Angeles unless the County Board of Supervisors denies such consolidation pursuant to Elections Code Section 10402.5. In the event the County Board of Supervisors denies consolidation in any given year, the City reserves the right to administer the election on its own, through the office of the City Clerk, or in cooperation with any other public agency to the extent authorized by law.

SECTION 5. In order to accommodate the new election schedule, the terms for City elected officials who were victorious at elections in 2015 and 2017 shall be subject to a reduction of approximately four months from terms of office as follows:

	Elected (by standard odd-year municipal election)	Original End of Term	New End of Term Due to SB 415
Councilmember 1	March 2015	March 2019	November 2018
Councilmember 2	March 2015	March 2019	November 2018
Councilmember 3	March 2015	March 2019	November 2018
Councilmember 4	March 2017	March 2021	November 2020
Councilmember 5	March 2017	March 2021	November 2020

SECTION 6. In accordance with Elections Code Section 10403.5(b), this Ordinance shall cause no elected city terms of office to be increased or decreased by more than twelve (12) months.

SECTION 7. Inconsistent Provisions. Any provision of the San Fernando City Code or appendices thereto that conflicts with the provisions of this Ordinance, to the extent of such conflict and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

SECTION 8. 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 9. Publication. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption.

SECTION 10. Effective Date/Operative Date. This Ordinance shall become effective thirty (30) days after a second reading and adoption. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors, per Elections Code Section 1301(b).

SECTION 11. The City Clerk is directed to forward without delay to the County of Los Angeles Board of Supervisors and to the County of Los Angeles Registrar/Recorder/ County Clerk, each a certified copy of this Ordinance.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting on this 21st day of August, 2017.


Sylvia Ballin, Mayor

ATTEST:


Elena G. Chávez, City Clerk

APPROVED AS TO FORM:


Richard Padilla, Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SAN FERNANDO)

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing Ordinance No. 1668 was introduced at the regular meeting of the City Council held on the 7th day of August 2017, and thereafter at the regular meeting of said City Council, duly held on the 21st day of August 2017, was passed and adopted by the following votes to wit:

AYES: Gonzales, Ballin, Lopez – 3

NOES: Fajardo, Soto – 2

ABSTAIN: None

ABSENT: None


Elena G. Chávez, City Clerk



Los Angeles County Registrar-Recorder/County Clerk

VOTING & ELECTIONS

RECORDS

COUNTY CLERK

NEWSROOM

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Election Estimating Calculator

[Go to Election](#)
[Estimate Home](#)

Select Estimate Type

Select Jurisdiction(s)

Estimated Result

The estimated cost is based on the cost factors below. **Any changes to the election cost factors will impact the final costs for your jurisdiction.**

If you need cost estimates for other elections or further assistance in using the cost estimate calculator, please contact our Election Billing team at electionbilling@rrcc.lacounty.gov.

CITY OF SAN FERNANDO 2026 June Primary Election

CITY OF SAN FERNANDO - At Large

<i>Voter Count</i>	<i>Rate Breakdown</i>	<i>Estimated Cost</i>
Registered Voters (RV)	12,709	
<i>Election Operations (rate * RV)</i>	$\$3.4082 * 12709$	\$43,314.81
<i>Vote By Mail Processing (rate * RV)</i>	$\$1.0731 * 12709$	\$13,638.03
<i>Sample Ballot Processing and Printing</i>		
Office(s)/Seat(s) (rate * No. of Offices * RV)	$\$0.0211 * 3 * 12709$	\$804.48
Measures(s) (rate * No. of Measures * RV)	$\$0.0211 * 0 * 12709$	\$0.00
Measure Text (rate * No. of Text Pages for all measures * RV)	$\$0.0634 * 0 * 12709$	\$0.00
Voting Information (rate * RV)	$\$0.5930 * 12709$	\$7,536.44
<i>Candidate Filing and Campaign Finance (rate * No. of Candidates)</i>	$\$1076.8350 * 0$	\$0.00

Election Preparation Cost (Flat rate per jurisdiction) **\$9,658.83**

CITY OF SAN FERNANDO TOTAL ESTIMATE **\$74,952.59**

DISCLAIMER: Please note that calculating an estimate using the Election Cost Estimate Calculator is not consent or agreement to hold, consolidate or provide support services for an election. Requests from jurisdictions for any election scenario must be received in the form of an adopted resolution or other official document and considered by the Board of Supervisors and Registrar-Recorder/County Clerk at the appropriate time. For more information, please contact the Election Information and Preparation Division at ecu@rrcc.lacounty.gov.



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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Julio Salcedo, Director of Recreation and Community Services
Will Pettener, Assistant to the City Manager

Date: October 20, 2025

Subject: Discussion and Consideration to Approve Designating Area Adjacent to the López Adobe Historical House for the 2025 Holiday Tree Lighting Ceremony and Authorize the Purchase and Installation of Lighting and Decorations in the San Fernando Mall

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve designating the area adjacent to the López Adobe Historical House for the 2025 Holiday Tree Lighting Ceremony;
- b. Authorize the Public Works Department to purchase and install new lighting and holiday decorations in the San Fernando Mall in an amount not-to-exceed \$210,000 and provide direction on the budget account to utilize;
- c. Authorize staff to proceed with event planning and coordination accordingly; and
- d. Provide direction, as necessary.

BACKGROUND:

1. On December 17, 1984, the City executed Contract No. 768 (Attachment "A") with Mall Assessment District, Inc. ("Mall Association"). As a result, a Downtown Promotional Area B account was created by the City to collect additional business license fees from businesses located in the Mall, which can be utilized for promoting or decorating the Mall.
2. On December 4, 2021, the City collaborated with the San Fernando Mall Association and held the annual Holiday Tree Lighting Celebration in the Downtown Mall area on San Fernando Road and Maclay Avenue. This event marked the first lighting of the donated tree located at the corner of Maclay Street and San Fernando Road.

Discussion and Consideration to Approve Designating Area Adjacent to the López Adobe Historical House for the 2025 Holiday Tree Lighting Ceremony and Authorize the Purchase and Installation of Lighting and Decorations in the San Fernando Mall

Page 2 of 4

3. On December 2, 2023, the celebration expanded to include the Casa de López Adobe. Festivities featured pictures with Santa, artificial snow, DJ music, and train rides along Maclay Street, offering a broader community experience.

ANALYSIS:

Hosting community events such as the annual Tree Lighting Ceremony is vital to the City as it fosters community pride, unity, and cultural connection. These celebrations provide an opportunity for residents, businesses, and visitors to come together in a safe, family-friendly environment to share in the spirit of the season. Beyond promoting local traditions, holiday events strengthen relationships between the City and its residents, support local commerce, and highlight San Fernando's rich heritage and sense of belonging. They also contribute to the City's overall quality of life by creating memorable experiences that reinforce civic engagement and community identity.

The 2021 event successfully activated the Downtown Mall area through a partnership with the San Fernando Mall Association, featuring the inaugural lighting of the community tree located at the corner of Maclay Street and San Fernando Road. The tree was donated by Leticia Bianchi, owner of the San Fernando Jewelry and Loan Co. in honor of her father.

In 2023, the event was expanded to include the Casa de López Adobe, which provided a unique cultural and historical setting for the festivities. The inclusion of Santa photo opportunities, artificial snow, and family-oriented attractions resulted in increased community participation and positive feedback from attendees. The López Adobe setting offered improved flexibility for programming and crowd flow management compared to previous downtown locations.

In previous years, the ceremony was in conjunction with the Mall Association's Outdoor Market. Due to uncertainty regarding the market's continuation, the Recreation and Community Services Department (RCS) proactively developed an event plan centered around the López Adobe. With an average attendance of approximately 2,000 participants in prior ceremonies, RCS anticipates similar turnout in collaboration with My Valley Pass.

Tree Lighting Ceremony Location

For 2025, staff recommends continuing to build upon the success of previous years by designating the area adjacent to the López Adobe Historical House as the official site for the Holiday Tree Lighting Ceremony. Building on the popularity of Santa's Village at Lopez Adobe House, this year's celebration will expand festivities and highlight the historic space through a new partnership with the neighboring church. Additionally, relocating the event away from the Mall will avoid the need to close San Fernando Road, which impacted a significant number of businesses.

Discussion and Consideration to Approve Designating Area Adjacent to the López Adobe Historical House for the 2025 Holiday Tree Lighting Ceremony and Authorize the Purchase and Installation of Lighting and Decorations in the San Fernando Mall

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A holiday tree would be placed in front of the Lopez Adobe House. Staff can purchase and decorate a 15-foot tree (taller than the existing tree at the corner of Maclay Avenue and San Fernando Road) as it would come with a high base, for approximately \$5,000, which can be covered by the allocated Special Event Fund. Alternatively, if a larger display is desired, the City may rent a 20-foot tree at an estimated cost of \$15,000 to \$20,000. Additional funding for the larger tree would need to be allocated from the General Fund Reserve.

This location still allows visibility and allows for the seamless integration of attractions such as food vendors, train rides, and live entertainment. Pico Street will play a larger role in this year's layout, with the event stage proposed to be installed on the street adjacent to Parking Lot 3 (Attachment "B"). The train ride is planned to operate along Pico Street between Maclay Avenue and Brand Avenue. As part of this proposal, food vendors will be positioned along Maclay Avenue, from Pico Street to San Fernando Road, connecting the San Fernando Mall with the festivities.

San Fernando Mall Lighting and Decorations.

To promote the San Fernando Mall area throughout the Holiday season, including during the Christmas Tree Lighting event, staff recommends purchasing and installing new lights and decorations to be displayed within the San Fernando Mall throughout December. Updated lighting will include a series of permanent tree lights that will remain year-round, as well as temporary holiday specific lighting and decorations that will be installed and remain in place during the month of December. An example of the proposed tree lighting setup from downtown Montrose, California is included as Attachment "C."

The Public Works Department will lead this initiative, procuring and installing new fixtures. The budget for this work will not exceed \$210,000. Budget is available through either the City's General Fund Reserve or the Downtown Promotional Area B account, which can be used for decorating and promoting the San Fernando Mall.

Formally designating the proposed location for the Tree Lighting event will enable staff to proceed with detailed planning and coordination with My Valley Pass, the Public Works Department, and other community stakeholders to ensure a safe, inclusive, and memorable holiday celebration for all residents and visitors.

BUDGET IMPACT:

There is no additional impact on the current fiscal year budget related to hosting the event in the recommended location. There will be no additional fiscal impact should the City Council elect to proceed with the purchase and decoration of the 15-foot holiday tree, as the associated expenses have already been allocated within the current fiscal year budget. However, should the Council provide direction to display a taller tree, the additional costs are estimated to range between \$15,000 and \$20,000.

Discussion and Consideration to Approve Designating Area Adjacent to the López Adobe Historical House for the 2025 Holiday Tree Lighting Ceremony and Authorize the Purchase and Installation of Lighting and Decorations in the San Fernando Mall

Page 4 of 4

The cost for the purchase and installation of new lighting and decorations in the San Fernando Mall is not to exceed \$210,000. This budget includes purchase of new decorations, installation cost, and staff overtime figures. Budget options to fund this project include:

1. Utilizing the City's General Fund Reserve; or
2. Utilizing Downtown Promotional Area B account (Account No. 001-2260) to cover related expenditures, which has sufficient funds to cover the estimated cost with a total current balance of \$246,615.10.

CONCLUSION:

Staff recommends the City Council approve designating the area adjacent to the López Adobe Historical House as the official site for the Holiday Tree Lighting Ceremony; authorize the Public Works Department to purchase and install new lighting and holiday decorations in the San Fernando Mall and provide direction on the budget account to utilize; authorize staff to proceed with event planning and coordination accordingly; and provide direction, as necessary.

ATTACHMENTS:

- A. Contract No. 768
- B. Tree Lighting Ceremony Layout
- C. Example of Tree Lighting in Montrose, CA

CITY CONTRACT NO. 768**ATTACHMENT "A"**AGREEMENT

THIS AGREEMENT is made this 17th day of December, 1984, by and between the CITY OF SAN FERNANDO, a municipal corporation ("City"), and the MALL ASSESSMENT DISTRICT, INC., a California non-profit mutual benefit corporation ("Corporation").

R E C I T A L S:

1. On November 4, 1968, the City adopted Ordinance No. 973, establishing a parking and business improvement area, fixing the boundaries thereof, establishing benefit zones, classifying businesses therein, and fixing the initial rate of increase or additional levy of license tax to be imposed on the businesses in such area and zones, which ordinance became effective January 1, 1969.

2. On September 5, 1984, Mall Assessment District, Inc., was incorporated as a California non-profit mutual benefit corporation for the sole purpose of administering said District.

3. The City desires to contract with the Corporation to perform the work and render the services called for in purposes A, B, C and D of said Ordinance No. 973, except for the mall maintenance which is reserved to the City, and for the payment for such services.

NOW, THEREFORE, in consideration of the covenants and promises hereinafter set forth, the parties hereto do agree as follows:

1. The City hereby hires and retains Corporation to render and perform and Corporation covenants agrees to render and perform for the consideration herein specified the work and services herein set forth.

2. Corporation agrees to render all services, perform all work, and bear all expenses within the limits of the funds paid it therefor by the City to carry out the following purposes:

- (a) Purpose A of Section 9 of Ordinance No. 973, except for the cleaning and maintenance of the San Fernando Road Pedestrian Mall.
- (b) Purpose B of Section 9 of Ordinance No. 973.
- (c) Purpose C of Section 9 of Ordinance No. 973.
- (d) Purpose D of Section 9 of Ordinance No. 973.

3. The area within which Corporation agrees to render the service and perform the work for the City is Parking and Business Improvement Area B of the City of San Fernando, more particularly described and delineated in Section 7 of Ordinance No. 973.

4. The City Council shall cause to be prepared not later than the 15th day of March of each year an estimate of all proceeds of the additional tax revenue to be realized each year from the rate of increase or additional levy of or

to the license tax under Ordinance No. 973 and for each of the purposes set forth in Section 12 of said ordinance. After first deducting an amount to be determined by resolution of the City Council to cover the costs of collection and deducting those proceeds realized from additional levy to the business license tax under paragraph 12(A)(1)(e) of Ordinance No. 973 (for maintenance of the pedestrian mall), the balance of the proceeds realized from the increase or additional levy of or to the business license tax under Ordinance No. 973 for each of the purposes set forth in Section 3 above, shall be budgeted for payment to Corporation for rendering the service and performing the work required for each of said purposes within said area.

5. Corporation, prior to November 15th of each calendar year, shall submit to the City Council for its approval a program and budget for the expenditure of the funds to be received by it for each of those purposes listed in Section 3 above, said budget to cover the period of January 1st to December 31st of the following year.

6. Whenever the City allocates to Corporation sums of money or otherwise from time to time appropriates or pays any money to Corporation for the work and services to be performed hereunder, all such payments, except as otherwise specified, at the time said payments are made, shall be and are hereby agreed to be in consideration of the services

rendered by Corporation on behalf of the City specified in this Agreement. The consideration to be paid hereunder for the work performed and services rendered by Corporation shall be paid by the City to Corporation or the vendor contracting with Corporation within thirty (30) days following the month during which said work was performed and services were rendered unless otherwise ordered by the City Council, and all such payments shall be subject to the following conditions:

(a) All payments are to be made upon a claim or demand presented, audited, and paid as in the case of other claims against the City as provided by law.

(b) When such allocations or payments are made, Corporation shall, on or before the 1st day of January and the first day of July of each calendar year, submit to the City Council a report describing its activities for the preceding six month period, ending respectively December 31 and June 30, particularly setting forth services rendered in connection with each of the purposes listed in Section 3. Said report shall be submitted within 45 days of the close of the reporting period.

(c) The amount allocated in the annual budget for the expenditure of the proceeds of the increase or additional levy of or to the business license tax under

Ordinance No. 973, or otherwise, from time to time appropriated by the City for the services to be rendered hereunder by Corporation, shall not be a fixed or binding obligation upon the City to continuously thereafter pay the Corporation said sum, but shall be dependent upon the filing of proper claims and reports evidencing the services rendered as required by subdivisions (a) and (b) of this section, and shall be further dependent upon the availability of continuing the appropriation of the same for said purposes as determined by the City Council and the availability of such proceeds realized from the increase or additional levy of or to the business license tax set forth above.

Notwithstanding the above, City shall, from time to time, advance funds to Corporation for the purpose of maintaining a cash fund, not to exceed One Thousand Dollars (\$1,000.00), to cover the current operating expenses incurred in performing those services listed in Section 3 above.

7. It is understood and agreed by and between the parties hereto that this Agreement and all obligations thereunder can be terminated and cancelled by either party hereto upon written notice to be given to the other at least sixty (60) days prior to the date of termination. Upon such termination, all obligations of the City hereunder shall immediately cease and terminate.

8. Corporation may, from time to time, engage in fundraising and other activities in the course of its activities under this Agreement. Any profit realized from such activities shall be utilized by Corporation to serve those purposes listed in Section 3 above.

9. Corporation shall indemnify and hold harmless City from and against any and all claims arising from Corporation's activities under this Agreement, and shall further indemnify and hold harmless City from and against any and all claims arising from any breach or default in the performance of any obligation on Corporation's part to be performed under the terms of this Agreement, or arising from any negligence of Corporation, or any of Corporation's agents, contractors, or employees, and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon; and in case any action or proceeding be brought against City by reason of such claim, Corporation, upon notice from City, shall defend the same at Corporation's cost.

10. Corporation agrees to take and maintain in full force and effect public liability and property damage insurance with City named as insured for liability or financial loss resulting from injuries occurring to persons or to property arising out of the services performed under

this Agreement, the amount of said insurance to be not less than One Million Dollars (\$1,000,000.00) for bodily injury for any one person on account of any one incident and for property damage. Corporation shall provide City with certificates of insurance evidencing compliance with the foregoing, and such certificates shall provide for a written obligation on the part of Corporation's insurance carrier to notify City in writing thirty (30) days prior to the cancellation of or material change in the policy. If Corporation fails to take out and maintain the aforesaid insurance, this Agreement shall terminate.

11. In the event of any dispute between the parties hereto involving the covenants or conditions contained in this Agreement or arising out of the subject matter of this Agreement, the prevailing party shall be entitled to recover reasonable expenses, attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY OF SAN FERNANDO

By *David W. Wylbur*
Mayor Pro Tem

ATTEST:

By *Donald E. Penman*
City Clerk

MALL ASSESSMENT DISTRICT, INC.

By *Michael J. P.*
President

Saturday, December 6, 2025 | 6:00PM – 9:00PM (3 Hour event)

Casa de Lopez Adobe (Street Closure on Pico St. (between Brand Ave and San Fernando Mission Blvd.) and Maclay Ave. (between San Fernando Road to and Coronel St.))

The focal point for this event will be the Casa de Lopez Adobe as the Santa's Village.

Featured activities: Santa's Village, Photo with Santa, Arts and Crafts, Children's Train Ride



Downtown Montrose Tree Lighting



Source: Trip Advisor

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Richard Padilla, City Attorney

Date: October 20, 2025

Subject: Discussion and Consideration for Possible Approval of an Employment Agreement Pending Closed Session Discussion and Deliberation on Final Terms and Conditions for the Appointment of Kanika Kith as the City Manager

RECOMMENDATION:

Subject to final closed session deliberations, it is recommended that the City Council:

- a. Announce the name of the candidate to be appointed;
- b. Announce that copies of the final proposed iteration of an Employment Agreement for the position of a City Manager between the City of San Fernando and Kanika Kith is available in the City Council Chambers to interested members of the public;
- c. Receive an oral summary outlining the key points of the contract terms prior to taking action on the matter as required under Government Code Section 54953(c)(3); and
- d. Entertain a motion to:
 - (i) Approve the candidate for appointment;
 - (ii) Approve the City Manager Employment Agreement; and
 - (iii) Authorize the Mayor to execute the Employment Agreement on behalf of the City Council.

BACKGROUND:

1. On June 2, 2025, the City Council received City Manager Nick Kimball's resignation to be effective July 7, 2025.
2. On June 16, 2025, the City Council appointed Deputy City Manager/Economic Development Kanika Kith as Interim City Manager.

**Discussion and Consideration for Possible Approval of an Employment Agreement Pending Closed Session
Discussion and Deliberation on Final Terms and Conditions for the Appointment of Kanika Kith as the City Manager**
Page 2 of 2

3. On October 6, 2025, the City Council approved the appointment of Interim City Manager Kanika Kith ("Kith") as City Manager by a vote of 4 Yes and 1 No. Kith has served as Interim City Manager since July 7, 2025, and prior to that, held the position of the City's Deputy City Manager/Economic Development since March 27, 2023, and Community Development Director since December 2021.

ANALYSIS:

As required under the Brown Act and other provisions of the Government Code, final approval of a contract for the employment of executive personnel must be conducted in open session at a regular meeting of the City Council.

At its regular meeting of the City Council on October 20, 2025, the City Council will consider possible appointment of a permanent City Manager and related approval of an Employment Agreement with Kanika Kith which formalizes her appointment as City Manager. The City Council will have a final opportunity to deliberate on the final agreement terms in closed session before taking up the matter in open session.

Copies of any final iteration of the Employment Agreement will be made available in the City Council Chambers before the City Council acts on the matter. As required by law, the City Council will also be provided with a summary on key points of the Employment Agreement terms before a vote is taken.

BUDGET IMPACT:

The salary and benefits for the candidate will be covered through the General Fund from the vacant position of the City Manager, as included in the Fiscal Year 2025-2026 Adopted Budget.

CONCLUSION:

Pending the outcome of closed session discussions, it is recommended that the City Council approve the final iteration of an Employment Agreement with Kanika Kith to serve as the City Manager for the City of San Fernando.

As stated, above, subject to approval of final contract terms in closed session at the meeting of October 20, 2025, copies of the final iteration of the Employment Agreement will be made available to the public in the City Council Chambers before action is taken on the matter.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: October 20, 2025

Subject: Discussion and Consideration to Co-Sponsor a Community Quinceañera Celebration Event, Approve Use of the City Seal, and Request to Waive Facility Permit Fees

RECOMMENDATION:

I have placed this on the agenda for discussion (Attachment "A") to recommend that the City Council:

- a. Approve Co-Sponsorship of a Community Quinceañera Celebration Event (Exhibit "A" to Attachment "A") honoring young women who are part of the Department of Children and Family Services;
- b. Approve the use of the City seal on the printed material and social media; pursuant to City Council Ordinance No. 1724 (Attachment "B"); and
- c. Waive fees for use of City facilities for the co-sponsored event.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the October 20, 2025, City Council Meeting.

BUDGET IMPACT:

There is no budget impact associated with co-sponsoring the event. The City's sponsorship will be limited to in-kind use of social media outlets for marketing purposes and posting the event on the City website. If approved, the City will waive the facility permit fee.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration, including:
Exhibit "A": Invitation



REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilwoman

ITEM INFORMATION

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

Request for Full Waiver and City Logo Use

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.*

Community Quinceañera Celebration for DCFS and Special Needs Youth

We are reaching out to respectfully request a full waiver of fees for an upcoming community event and permission to use the official City of San Fernando logo for promotional purposes.

This special event is a Quinceañera celebration honoring a group of young women who are part of the Department of Children and Family Services (DCFS) system and/or have special needs.

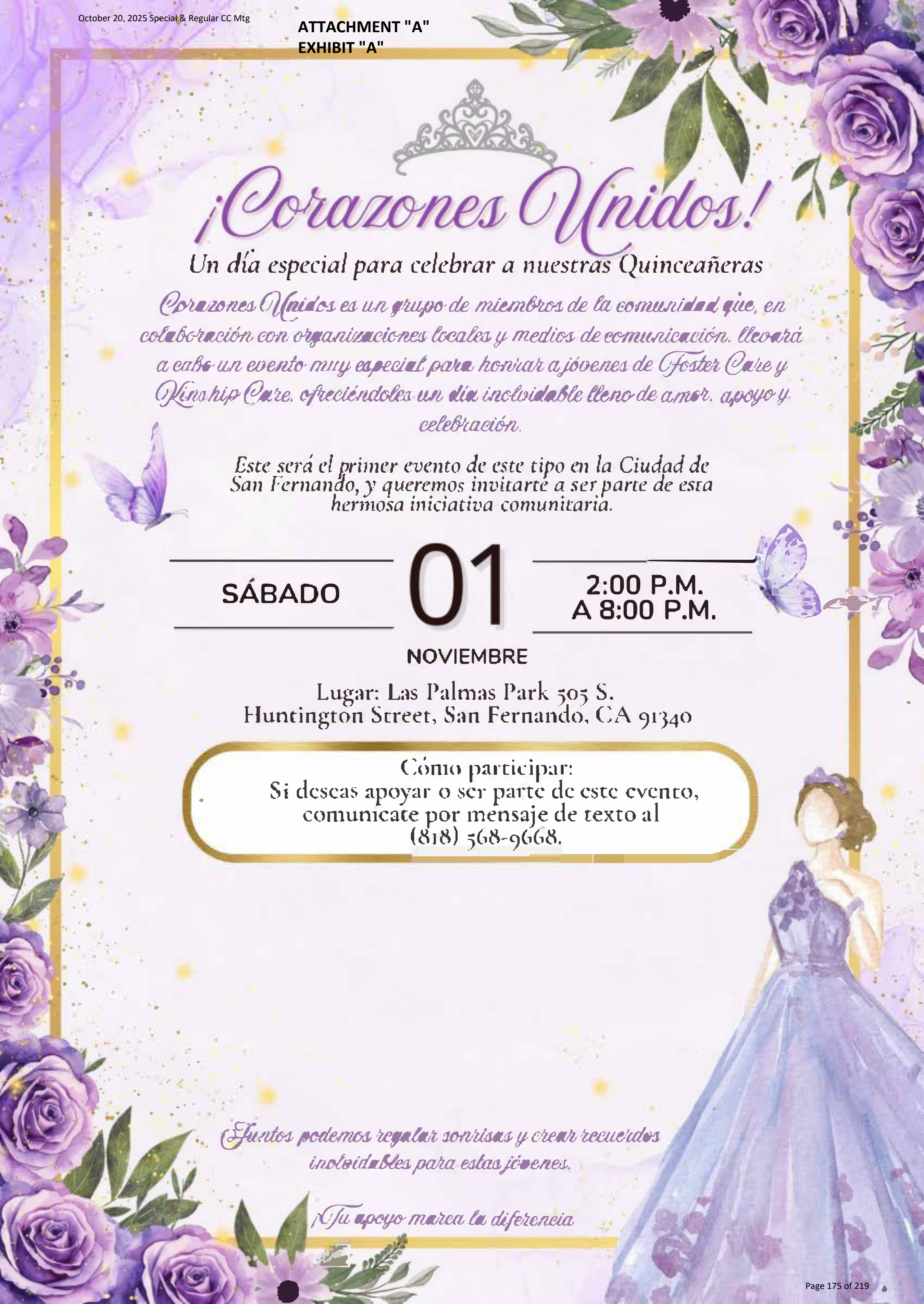
The celebration is being organized by Ms. Antonia Escobedo, a resident of the City of San Fernando, with the support of donations from local organizations and businesses. The goal of this event is to create a joyful and memorable day for these young women and their families—many of whom face significant challenges and may not otherwise have the opportunity to celebrate such an important cultural milestone.

We appreciate your consideration and support in helping make this day truly meaningful for the participants and their loved ones.

October 20, 2025

ATTACHMENTS *Do you have any attachments to include?*☒ Yes ☐ NoRECOMMENDATION *Indicate the direction you are recommending.*

Event Invitation Attached



¡Corazones Unidos!

Un día especial para celebrar a nuestras Quinceañeras

Corazones Unidos es un grupo de miembros de la comunidad que, en colaboración con organizaciones locales y medios de comunicación, llevará a cabo un evento muy especial para honrar a jóvenes de Foster Care y Kinship Care, ofreciéndoles un día inolvidable lleno de amor, apoyo y celebración.

Este será el primer evento de este tipo en la Ciudad de San Fernando, y queremos invitarte a ser parte de esta hermosa iniciativa comunitaria.

SÁBADO

01

2:00 P.M.
A 8:00 P.M.

NOVIEMBRE

Lugar: Las Palmas Park 505 S.
Huntington Street, San Fernando, CA 91340

Cómo participar:

Si deseas apoyar o ser parte de este evento,
comunicate por mensaje de texto al
(818) 568-9668.

Juntos podemos regalar sonrisas y crear recuerdos inolvidables para estas jóvenes.

Tu apoyo marca la diferencia

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Joel Fajardo

Date: October 20, 2025

Subject: Discussion and Consideration on City Policies and Procedures

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

See Attachment "A" and Exhibit "A" that was submitted to request to agendize this item for the October 20, 2025, City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENT:

- A. Request to Agendize an Item for City Council Discussion/Consideration
 - Exhibit A – Recommendations
 - Exhibit B – City Council Procedural Manual
 - Exhibit C – City Contact and Attorney Contact Services Policy; and Agenda Item Request Form

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Joel Fajardo

TITLE

Councilmember

ITEM INFORMATION

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

City Policies and Procedures

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 \$ TBDBACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

City Council will discuss City of San Fernando policies, procedures, and potential updates. The discussion will include, but is not limited to, the topics listed below. Recommendations are provided for each sub-item; however, the City Council may amend or expand upon these recommendations as appropriate.

ATTACHMENTS *Do you have any attachments to include?*☒ Yes ☐ NoRECOMMENDATION *Indicate the direction you are recommending.*

Recommendations are provided in the body of the agenda item with each sub-section.

A. Trademark the City Logo

Staff has clarified that the City can trademark its logos but not its official seal or flag. This item is to provide direction to staff to pursue trademark protection for eligible logos and to verbally provide additional information at the City Council meeting why the City's seal and flag cannot be trademarked.

Recommendation:

Provide staff with direction to proceed with trademarking the City's logos, and include explanatory context regarding trademark limitations for the City seal and flag.

B. Increased Participation at Transaction Tax Town Halls

A resolution in connection with Measure A and Measure SF has required public transaction tax town halls, which have historically been held separately from City Council meetings. Staff has reported low turnout at these events and supports a change to increase civic participation. This item is to review the resolution governing these meetings and discuss potential revisions to consolidate the transaction tax town halls with regular City Council meetings, thereby improving accessibility and public engagement.

Recommendation:

Direct staff to review the existing resolution governing the transaction tax town halls and return with recommended changes to combine them with City Council meetings for greater civic participation.

C. Amend City Council Meeting Dates

In recent years, the City Council has canceled its regular November meeting during election years to promote civic engagement. The City Council will discuss making this change permanent, designating a different day as the regular City Council meeting. Discussion may also include potential impacts on the Planning and Preservation Commission meeting schedule.

Recommendation:

Provide staff with direction regarding potential changes to City Council and, if necessary, Planning and Preservation Commission meeting dates, so that staff may prepare the appropriate ordinance or resolution.

D. Disaster Council

The Disaster Council is intended to meet quarterly but has not convened in recent years. The City Council will discuss reestablishing regular meetings and updating the Disaster Council liaison assignments.

Recommendation:

Direct staff to update the Disaster Council liaison list administratively, provide a copy to the City Council, and coordinate the scheduling of the next Disaster Council meeting.

E. City Council Contact, City Attorney Services, and Request to Agendize Forms

The City currently utilizes forms related to City Council contact with employees and City Attorney services, as well as a form for requesting items to be agendized for City Council meetings. While these forms have been updated periodically, certain sections remain outdated or unclear. This item is to review and update the forms to ensure consistency, clarity, and alignment with current City practices.

Recommendation:

Direct staff to prepare a resolution updating the City Council Contact, City Attorney Services, and Request to Agendize forms, as necessary.

F. City Council Procedural Manual

Similar to the City Council contact and attorney service policies, the City Council Procedural Manual has been revised over time but still contains areas that could benefit from further clarification or modernization. This item allows the City Council to review and consider amendments to the manual, including but not limited to: the order in which motions are recognized and voted upon, the application of Robert’s Rules of Order, procedures for breaking ties, and other operational improvements. Councilmembers may propose additions, deletions, or revisions as necessary to improve clarity and efficiency.

Recommendation:

Direct staff to prepare a resolution amending the City Council Procedural Manual.

G. City Council Handbook

The City Attorney indicated that the City Council Handbook may not have been formally approved by the City Council, even though other handbooks—such as the Commissioner Handbook—have been approved. As a best practice, the City Attorney recommends that the City Council formally review and approve the handbook.

Given the extensive nature of this document, staff recommends creating an Ad Hoc Committee dedicated to reviewing the handbook in detail. This review would include discussions regarding processes for certificates, voting on resolutions or proclamations for individuals, and other related procedures.

This item was brought to the City’s attention by Councilmember Lopez. Therefore, an Ad Hoc Committee consisting of Councilmember Lopez and Councilmember Fajardo was recommended by Councilmember Fajardo. For clarity, this item was not deliberated with any other Councilmembers to ensure compliance with the Brown Act.

Recommendation:

Establish an Ad Hoc Committee consisting of Councilmember Lopez and Councilmember Fajardo to review the City Council Handbook and return recommendations for formal approval.

THE CITY OF
SAN FERNANDO

PROCEDURAL MANUAL

CITY COUNCIL OF THE CITY OF SAN FERNANDO

Adopted:	July 3, 1995	Resolution No. 6434
Amended:	March 16, 1998	Resolution No. 6604
	August 7, 2000	Resolution No. 6743
	July 21, 2003	Ordinance No. 1543
	July 20, 2009	Resolution No. 7328
	December 7, 2009	Resolution No. 7346
	May 3, 2010	Resolution No. 7376
	September 19, 2011	Resolution No. 7454
	May 4, 2015	Resolution No. 7664
	October 19, 2015	Resolution No. 7704
	May 7, 2018	Resolution No. 7850
	August 20, 2018	Resolution No. 7883
	March 18, 2019	Resolution No. 7907
	August 19, 2019	Resolution No. 7916

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PREAMBLE

These rules are enacted pursuant to Government Code Section 36813 to provide decorum and order at City Council meetings and to promote the efficient conduct of those meetings. The rules govern the procedures of the City Council itself and the conduct of individual Councilmembers. It is also intended that the rules govern the conduct of City staff and members of the public who attend City Council meetings. In the event of a conflict between these rules of procedures and any provision of State or Federal law, including but not limited to the Ralph M. Brown Act codified at Section 54950 et seq. of the California Government Code, the State or Federal law controls.

The source for many guidelines is set forth beneath the text of the section.

Because circumstances may differ from one meeting to the next, these rules are intended as guidelines, and are not inflexible rules. Accordingly, they may be waived at any meeting, by Motion, in accordance with Robert's Rules of Order.

1. MEETINGS

1.1 REGULAR MEETINGS

Consistent with Section 2-61 (regular meetings) of the San Fernando Municipal Code, regular meetings of the City Council of the City of San Fernando are held in the Council Chambers of the City Hall, 117 Macneil Street, San Fernando, California, on the first and third Mondays of each month at 6:00 p.m. When the day of the regular Council meeting falls on a legal holiday, the meeting will be held at the same hour on the next succeeding day that is not a holiday. The foregoing notwithstanding, the City Council will not convene for regular City Council meetings that would otherwise occur on the third Monday in December, unless the City Council, by majority vote of the body, determines in any given year that such meeting should be held. Nothing in this section shall prevent the City Council from calling any special meeting, adjourned special meeting, adjourned regular meeting or emergency meeting in the month of December that may be deemed necessary for the conduct of City business.

1.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting.

1.3 SPECIAL MEETINGS

Special meetings may be called at any time by the Mayor or three members of the City Council by a written notice as outlined in Section 1.4 below. Only matters contained in the notice may be considered.

1.4 MEETING NOTICES (REGULAR, SPECIAL AND ADJOURNED)

Notices for regular meetings are to be posted with the regular meeting in the manner prescribed under Section 2.3 and in accordance with State law. As prescribed by Government Code Sections 54955 and 54956, notices for special meeting or meetings that have been adjourned by the City Clerk shall be delivered to each member of the City Council and to each local newspaper of general circulation and radio or television station requesting such notice in writing. The notice shall be delivered personally via electronic delivery and shall be received at least 24 hours before the time of the meeting as specified in the notice. The City Clerk shall also comply with all other noticing and posting requirements set forth under Government Code Sections 54955 and 54956 as applicable.

1.5 MEETINGS TO BE PUBLIC

All regular, adjourned, and special meetings of the City Council shall be open to the public; provided, however, the City Council may hold closed sessions for purposes outlined in the following section. (Government Code Section 54953)

1.6 CLOSED SESSIONS - MATTERS OF DISCUSSION

The City Council may hold closed sessions, from which the public may be excluded, for consideration of any item for which closed sessions are permitted by State law. The following subjects are typically conducted in closed session:

- a. LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
- c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9, Subdivision (a) of Section 54956.9)
- d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Subdivision (b) of Section 54956.9)
- e. LIABILITY CLAIMS (Government Code Section 54956.95)
- f. THREAT TO PUBLIC SERVICE OR FACILITIES (Government Code Section 54957)

- g. PUBLIC EMPLOYEE APPOINTMENT (Government Code Sections 54957 and 54957.6)
 - i. PUBLIC EMPLOYMENT
 - ii. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 - iii. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
 - iv. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
- h. CASE REVIEW/PLANNING (Government Code Section 54957.8)
- i. REPORT INVOLVING TRADE SECRET (Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code)
- j. Any other purpose specifically authorized by law.

The City Council shall publicly report at the public meeting during which the closed session is held any action taken and the roll call vote thereon, unless a late time is permitted for such report. In no case shall the report be delayed later than the next regular meeting of the City Council.

1.7 CLOSED SESSIONS CONFIDENTIALITY

All matters discussed during closed sessions shall be private and confidential. The disclosure by any person of the topics or details of such matters is prohibited, except by the City Attorney who is designated to make any disclosures required by State law.

1.8 QUORUM; VOTE REQUIREMENTS

- a. Three of the City Council's five total members shall constitute a quorum. A quorum of the City Council shall be required for the City Council to conduct a City Council meeting and transact official business.
- b. Except as otherwise provided by applicable State or federal law, if a quorum or more of the City Council's total membership is present for a vote on an item of business, motions on such items may be approved by a simple majority of the members present and participating in the vote, excluding those members who have recused themselves from a vote. Member who abstain on a motion but who do not recuse themselves shall be counted toward the quorum.

- c. Paragraph (b) of this Section notwithstanding, as required by Government Code Section 36936, resolutions, orders for the payment of money and ordinances shall require no less than three (3) affirmative votes of the total membership of the City Council in order to be approved.
- d. Paragraphs (b) and (c) of this Section notwithstanding, as required by State law, urgency ordinances and urgency interim zoning ordinances within the meaning of Government Code Sections 36937 and 65858, respectively shall require a minimum of (4) affirmative votes of the City Council's total membership to be approved. The City Council shall comply with all other applicable supermajority approval requirements prescribed by State or federal law for certain ordinances, resolutions or motions.

1.9 UNEXCUSED ABSENCES

- a. If a Councilmember, without the prior permission of the City Council, is absent from all regular meetings of the City Council for 60 days consecutively from the last regular meeting he/she attended, his/her office becomes vacant and shall be filled as any other vacancy, as provided by Government Code Section 36513.
- b. If a Councilmember is absent without permission for two (2) consecutive regular meetings, the City Clerk shall use his or her best efforts to send a courtesy e-mail and regular mail notice to the absent Councilmember within fourteen (14) business days of the second missed regular meeting, notifying him or her of the provisions of this policy and Government Code Section 36513. The delivery of such notice is purely a courtesy extended to members of the City Council and failure of the City Clerk to deliver or timely deliver such notice shall not operate to prevent the seat of a Councilmember who has been absent without permission from all regular meetings of the City Council for 60 or more consecutive days from being declared vacant. It is the personal responsibility of each Councilmember to keep track of his or her attendances of all meetings of the City Council so to avoid vacating his or her City Council seat.
- c. If a regular meeting of the City Council is cancelled or is otherwise rescheduled for any reason, the 60 consecutive unexcused absence period shall reset for all members of the City Council.

2. AGENDA PROCEDURES AND ORDER OF BUSINESS

2.1 AGENDA

The order of business of each City Council meeting shall be as contained in the Agenda prepared by the City Manager. The City Council shall follow the order of

business as outlined in the prepared Agenda. Items may be taken out of order by the Presiding Officer or by majority consent of the City Council.

The Agenda for all regular meetings, with all background staff reports, shall be available to the public at the meeting and 72 hours in advance of the meeting (usually on Thursday of the prior week) at the City Clerk's office.

The Agenda may be amended in accordance with State law, prior to any meeting.

2.2 AGENDA DEADLINE

- a. A citizen requesting to place an item on a City Council agenda may submit a written request at any time to the City Council (or any Councilmember). The request may also be made during the public comment portion of a City Council meeting.

Items raised by the public during public comment, may be referred to staff by the City Council for follow up and possible placement on a future agenda for formal action.

A Councilmember wishing to sponsor a citizen request may place the item on an upcoming agenda under the heading "Administrative Reports."

- b. When a member of the City Council wishes to have an item placed on an agenda of an upcoming City Council meeting, the following procedures shall be followed:
 - i. The member wishing to have an item placed on an agenda for an upcoming meeting shall provide the City Clerk with an agenda report that provides a general description of the item, the desired action and includes any other relevant written materials or information which the member would like to have considered at the meeting. The agenda report and any other supplementary material must be submitted to the City Clerk by 12:00 p.m. the Wednesday preceding the City Council meeting. Except as provided in paragraph b.ii. of this Section 2.2, all items requested to be placed on an agenda by a Councilmember shall appear on the agenda for discussion and action. No items, however, shall be placed on the agenda without an agenda report.
 - ii. Items that have been previously agendized, discussed and determined by action of the City Council are discouraged from being placed on the agenda for an upcoming meeting by a Councilmember unless the Councilmember can demonstrate a change of circumstances pertaining to the item or present new

information of substantial importance that was not known at the time previous City Council action occurred. In such case, the Councilmember must follow the procedures set forth in paragraph b.i above and include in the agenda report the reason for reconsideration of the item, i.e., changed circumstances, new information, etc., with supporting information. The item shall be tentatively placed on the agenda as a repeat item under the heading “Administrative Reports.” The repeat item, however, shall not be discussed nor acted upon by the City Council unless the repeat item is first approved for discussion as set forth in Section 2.5.

2.3 POSTING OF NOTICE AND AGENDA

Copies of the Notice and Agenda shall be delivered and posted in accordance with State law.

- a. Location of Posting – Notices and Agendas shall be posted at the following locations:
 - i. Bulletin board at City Hall, 117 Macneil Street, San Fernando, California, 91340; and
 - ii. City’s website: www.sfcity.org .

2.4 ROLL CALL

A roll call of Councilmembers shall be held at the beginning of each City Council meeting by the City Clerk, who shall enter the names of those present in the minutes.

2.5 APPROVAL OF AGENDA

The agenda shall include an item entitled “Approval of Agenda” to occur immediately after “roll call.” During the “Approval of Agenda” portion of the meeting, the City Council shall determine whether to consider repeat items submitted by Councilmembers pursuant to paragraph b.2. of Section 2.2. A Councilmember may make a motion to approve the agenda as presented or make a motion to approve the agenda with the elimination of the repeat item(s) tentatively placed on the agenda under the heading “Administrative Report”. If the agenda is approved as presented, the request to consider a repeat item is deemed approved and discussion and action on that item may occur during City Council items.

2.6 APPROVAL OF CONSENT CALENDAR

Consent Calendar includes agenda items that are non-controversial or routine in nature, or have been previously discussed at length and there is group consensus. These items are grouped together and voted on in one motion. Any Councilmember may request that an item on the Consent Calendar be removed to be discussed and considered separately.

If the Consent Calendar includes second reading and adoption of an Ordinance, the motion to approve the Consent Calendar shall include a statement that the City Council waive full reading and adopt the ordinance by title only, unless full reading was already waived as part of the motion to approve the ordinance for first reading.

2.7 APPROVAL OF MINUTES

Unless the reading of the minutes of the previous Council meeting is requested by a majority of the City Council, such minutes may be approved without reading if the Clerk has previously furnished each Councilmember with a copy thereof.

2.8 PUBLIC HEARINGS

The following procedure for conducting public hearings should be followed:

- a. The Presiding Officer shall introduce the public hearing matter by title and open the public hearing.
- b. At the direction of the City Manager, the appropriate staff member presents the staff report and recommendations. The City Council may pose questions to City staff.
- c. If the public hearing is a quasi judicial proceeding, the applicant or appellant whose matter is before the City Council shall be afforded the opportunity address the City Council on the matter and receive questions from the City Council before proceedings are opened up for public comment.
- d. The Presiding Officer shall open the public comment and testimony portion of the public hearing.
- e. Councilmember should refrain from interrupting or posing questions to members of the public during their allotted time to speak, however the Presiding Officer may interject if the person speaking becomes disruptive to the proceedings or otherwise fails to comply with meeting decorum rules or if the person speaking is discussing issues unrelated to the business at hand. Councilmembers may also interject with motions to raise points of privilege (e.g., to advise that the Councilmember cannot hear the speaker or that

there is some other condition of the proceedings that is disruptive or distracting).

- f. After all members of the public have been given an opportunity to comment on the public hearing matter, the Presiding Officer will announce closing of the public comment portion of the public hearing.
- g. If the public hearing is a quasi judicial proceeding, the applicant or appellant whose matter is before the City Council shall be afforded the opportunity to respond to questions posed by members of the public and/or rebut or provide clarification response to comments and other assertions made by members of the public.
- h. Councilmembers may the pose additional questions to City staff and/or project applicants or appellants before it begins deliberations on the matter.
- i. The City Council shall then deliberate on the matter until such time as the City Council is ready to entertain a motion to close the public hearing and vote on the matter.
- j. If the City Council wishes to receive additional information before taking action on the matter, the City Council may move to reopen the public hearing so that the City Council may receive additional information. The City Council may also move to continue the public hearing.

2.9 PUBLIC HEARING ITEMS

The following are typical items which require the holding of a public hearing by the City Council prior to formal action:

- a. Abandonment of Streets
(Amendments to Fees and Areas of Benefit)
- b. Amendments to the Zoning and Ordinances which are Site Specific
- c. Budget Adoption
- d. Conditional Use Permit Appeals
- e. Franchises, Granting of
- f. General Plan Amendments
- g. Grant/Fund Applications When Federal/State Regulations so Mandate
- h. Housing and Community Development Act Funds
- i. Moratorium Extensions

- j. Thoroughfare Improvements
- k. Underground Utility Districts, Establishment of
- l. Vehicle Code Enforcement on Private Streets
- m. Zoning Map Changes
- n. Zone Variance Appeals

Other typical items may come before the City Council from time to time, for which State or Federal laws require the holding of a public hearing. In addition, the City Council may call for a public hearing for other items.

2.10 NON-AGENDA ITEMS

No matters other than those appearing on the posted agenda shall be acted upon by the City Council except in accordance with the procedures set forth in the Ralph M. Brown Act, codified at Section 54950 et seq. of the California Government Code. Any request to place a matter of business on a future agenda must be made in accordance with paragraph b of Section 2.2.

A proposal to create an Ad Hoc Committee for a matter or topic not directly related to the City Council's consideration and deliberation of an agenda item must be agendaized at a future meeting date before final action to create the Ad Hoc committee and to appoint its members can be taken.

2.11 ADJOURNMENT

To allow clarification of the record, a motion to adjourn a meeting to the next regular meeting should specify this. A motion to adjourn to an adjourned meeting shall specify the date, time and place of said adjourned meeting.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER

The Mayor shall be the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and Vice Mayor, the City Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or Vice Mayor or until adjournment.

3.2 CALL TO ORDER

The meeting of the City Council shall be called to order by the Mayor or if the Mayor is absent, the Vice Mayor. In the absence of both the Mayor and the Vice

Mayor, the meeting shall be called to order by the City Clerk, whereupon the City Clerk shall immediately call for the selection of a temporary Presiding Officer. In the absence of a quorum of three (3) Councilmembers, the City Clerk shall call the meeting to order and declare the same adjourned to a stated day and hour.

3.3 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer is primarily responsible for the conduct of the meeting; however, may move, second and debate from the Chair, subject only to such limitations of debate as are imposed on all Councilmembers, and shall not be deprived of any of the rights and privileges of a Councilmember by reason of being the Presiding Officer.

3.4 QUESTION OR MOTION TO BE STATED

The Presiding Officer may verbally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer (or City Clerk) shall announce whether the question was carried or defeated, and may summarize the action taken by the City Council before proceeding to the next item of business.

3.5 SIGNING OF DOCUMENTS

The Mayor shall sign ordinances, resolutions and contracts approved by the City Council. In the absence of the Mayor, the Vice Mayor shall sign all such documents as have been adopted and approved by the City Council. In the absence of the Mayor and Vice Mayor, the temporary Presiding Officer shall sign all such documents.

3.6 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all time. No person shall be allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks should be addressed to the Presiding Officer.

3.7 DURATION OF MEETING

If a meeting exceeds four hours, the Presiding Officer may call for a motion to adjourn all remaining items of business to an adjourned meeting, a special meeting or to the next regular meeting. For purposes of this section, the four-hour limit is inclusive of any special meeting, adjourned regular meeting or adjourned special meeting held immediately before or after a regular meeting

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER

The Presiding Officer shall determine all Points of Order subject to the right of any Councilmember to appeal to the City Council. If an appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER – COUNCILMEMBER

- a. Councilmembers shall accord the utmost courtesy to each other, to City employees, and to the general public appearing before the City Council and shall refrain at all times from derogatory remarks.
- b. Every Councilmember desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine discussion to the question under debate.
- c. Every Councilmember desiring to question the administrative staff should address questions to the City Manager or City Attorney who shall be entitled to either answer the inquiry directly or to designate some member of the staff for that purpose.
- d. A Councilmember, once recognized, shall not be interrupted while speaking, unless called to order by the Presiding Officer, or a Point of Order is raised by another Councilmember, or the speaker chooses to yield to questions from another Councilmember.
- e. If a Councilmember is called to order while speaking, he/she shall cease speaking immediately until the question of order is determined; and if ruled out of order shall remain silent or shall alter his remarks so as to comply with rules of the City Council.
- f. Any Councilmember may move to require the Presiding Officer to enforce the rules. A majority of the City Council shall require enforcement of the rules if the Presiding Officer has refused.

4.3 DECORUM AND ORDER – EMPLOYEES

Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the City Council. The City Manager shall insure that all City employees observe such decorum. Any staff member, including the City Manager, desiring to address the City Council or members of the public shall first be recognized by the Presiding Officer. All

remarks should be addressed to the Presiding Officer and not to any one individual Councilmember or public member.

4.4 DECORUM AND ORDER – PUBLIC

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. 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.

Unrecognized remarks from the audience, clapping, stamping of feet, whistles, yells and similar demonstrations which do not permit the meeting to proceed in an orderly manner shall not be permitted by the Presiding Officer, who may direct the sergeant at-arms to remove such offenders from the room if they do not cease upon request by the Presiding Officer. Aggravated cases shall be prosecuted by appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM

The Chief of Police shall be ex-officer sergeant-at-arms of the City Council. He/she shall carry out all orders and instructions given him by the Presiding Officer for the purpose of maintaining decorum in the City Council Chambers. Upon instructions from the Presiding Officer, it shall be the duty of the Chief of Police or his representative to eject any person from the City Council Chambers or place such person under arrest or both. (Robert's Rules of Order)

4.6 PERSONAL INTEREST

No Councilmember disqualified from participation under State law or the City's Conflict of Interest Code shall remain at the Council dais during the debate or vote on any such matter. The Councilmember shall publicly state the grounds for disqualification on the record and upon acceptance by the Presiding Officer shall leave the Council dais during the debate or vote on the issue.

4.7 LIMITATIONS OF DEBATE

No Councilmember should be allowed to speak more than once upon any one subject until every Councilmember choosing to speak has spoken. Merely asking a question, or making a suggestion, is not considered as speaking. (Robert's Rules of Order)

4.8 DISSENTS AND PROTESTS

Any Councilmember shall have the right to express dissent from, or protest to, any action of the Council and request that the reason be entered into the minutes. (Robert's Rules of Order)

4.9 PROCEDURES IN ABSENCE OF RULES

In the absence of a rule to govern a point or procedure, Robert's Rules of Order shall govern. (Suggested League of California Cities Procedure)

5. ADDRESSING THE CITY COUNCIL

5.1 MANNER OF ADDRESSING THE CITY COUNCIL

During the public comment portion of a regular meeting, members of the public may address the City Council on agenda items before consideration or on any subject matter within the City Council's jurisdiction.

No member of the public shall enter into any discussion without first being recognized by the Presiding Officer. (Robert's Rules of Order). All remarks and questions shall be addressed to the Presiding Officer and not to any individual Councilmember, staff member or other person.

Any member of the public desiring to address the City Council shall present the City Clerk with a speaker's card, stating his/her name. For purpose of staff follow up, the speaker may also provide his/her address.

Members of the public that cannot attend the meeting may submit a letter or statement to include in the record, which must be received by the City Clerk's Office no later than 12:00 pm on the day of the meeting to be provided to City Council and made available for public review. The City Clerk will not read written comments and the member of the public must be present to address the City Council. Public comment will not be accepted via telephone or video conference, or other medium of communication.

During a public hearing, all remarks shall be limited to the subject under consideration. For a special meeting, members of the public may address the City Council concerning any item listed on the agenda before or during consideration. Unlike regular meetings, the City Council does not have to allow public comment on non-agenda matters.

5.2 TIME LIMITATION

Any public member addressing the City Council shall limit his address to three (3) minutes unless further time is granted by the Presiding Officer or majority of the City Council.

The Presiding Officer shall have the discretion but not the obligation to allow members of the public to comment on items appearing on the agenda under Administrative Reports and Consent Calendar sections of the agenda.

5.3 ADDRESSING THE CITY COUNCIL AFTER MOTION IS MADE

After a motion has been made, no member of the public shall address the City Council without securing permission of the Presiding Officer or by a majority vote of the City Council. (Suggested League of California Cities Procedure)

5.4 WRITTEN CORRESPONDENCE

The City Manager is authorized to receive and open all mail addressed to the City Council as a whole, and give it immediate attention to the end that all administrative business, not necessarily requiring City Council action, may be disposed of between City Council meetings. Any communication requiring City Council action will be reported to the City Council at its next regular meeting together with a report and recommendation of the City Manager. The City Manager is authorized to open mail addressed to individual Councilmembers, unless specifically requested otherwise from an individual member.

6. MOTIONS

6.1 PROCESSING OF MOTIONS

When a motion is made and seconded, it may be stated by the Presiding Officer before debate. A motion may be withdrawn by the mover without the consent of the Councilmember seconding it.

6.2 MOTIONS OUT OF ORDER

The Presiding Officer, or a majority of the City Council, may at any time permit a member to introduce an ordinance, resolution or motion presently on the agenda out of the regular agenda order. (Reference Sections 2.1) (Robert's Rules of Order)

6.3 DIVISION OF MOTION

If a motion contains two or more divisible propositions, the Presiding Officer may, and upon request of a Councilmember shall (unless appealed by another Councilmember), divide the same. (Robert's Rules of Order)

6.4 PRECEDENCE OF MOTIONS

When a motion is before the City Council, no other motion shall be entertained except the following:

- a. Adjourn
- b. Fix Hour of Adjournment
- c. Table
- d. Previous Question
- e. Amend
- f. Postpone
(Robert's Rules of Order).

6.5 MOTION TO ADJOURN (NOT DEBATABLE)

A motion to adjourn shall be in order at any time except as follows:

- a. When repeated without intervening business or discussion,
- b. When made as an interruption of a Councilmember while speaking,
- c. When the previous question has been ordered, or
- d. While a vote is being taken.

A motion to adjourn "to another time" (i.e., to an adjourned meeting) shall be undebatable and unamendable, except as to the time set. (Robert's Rules of Order)

6.6 MOTION TO FIX HOUR OF ADJOURNMENT

A motion to specify a definite hour to which the subject meeting shall be adjourned is undebatable and unamendable, except as to the time set. (Robert's Rules of Order)

6.7 MOTION TO TABLE

A motion to table shall be used to temporarily bypass the subject and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be “taken from the table” at any time prior to the end of the next meeting. (Robert’s Rules of Order)

6.8 MOTION TO CALL FOR THE PREVIOUS QUESTION

Such a motion shall be used to close debate on the main motion and shall be undebatable. If the motion fails, debate shall be reopened if the motion passes, a vote shall be taken on the main motion. (Robert’s Rules of Order)

6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted first, then the main motion as amended. (Robert’s Rules of Order)

6.10 MOTION TO CONTINUE

Motions to continue to a definite time shall be amendable and debatable as to suitability of postponement and time set for postponement. (Robert’s Rules of Order)

6.11 GENERAL CONSENT

Unless otherwise required as noted in Section 7.2, the City Council may by general, unanimous or silent consent do business with less regard for formal motions. Where there appears to be no objection, the formality of voting can be avoided by the Presiding Officer asking if there is any objection by any Councilmember to the proposed action, and, if there is none, the Presiding Officer shall announce the result. The action thus taken is by general consent of the City Council. (Robert’s Rules of Order)

7. VOTING

7.1 VOTING PROCEDURE

Motions shall be adopted by voice vote, roll call vote or by the general consent/“no objection” method, as described in Section 6.11. The results of the vote shall be entered in full in the minutes.

The order of a roll call vote shall be designated by the City Clerk, with the Mayor voting last.

Except as otherwise provided herein, the “no objection” method for expediting lengthy agendas may be used unless any Councilmember requests a voice or roll call vote. The approval of the motion in the minutes shall be reflected as a “no objection” vote or that the motion “carried unanimously”. (Robert’s Rules of Order)

Roll call votes shall be taken on all ordinances, resolutions, or orders for the payment of money unless the vote is unanimous.

Motions requiring a 4/5ths affirmative vote shall be announced by City staff prior to City Council consideration of the motion.

7.2 VOTING

Every ordinance, resolution or order for the payment of money requires three affirmative votes (with the exception of urgency ordinances, which require four affirmative votes). Any member may change his vote on any item before the next order of business. The votes shall be lost motions and may be reconsidered. (Robert’s Rules of Order)

7.3 FAILURE TO VOTE

Every Councilmember should vote unless disqualified for cause. Abstentions shall not be counted as a vote.

7.4 RECONSIDERATION

Any member who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the City Council. (Robert’s Rules of Order)

8. RESOLUTIONS

8.1 RESOLUTIONS PREPARED IN ADVANCE

Where a resolution has been prepared in advance, the procedure shall be: staff/City Council report (if needed), discussion (if needed), motion, second, City Council votes, and results declared. All resolutions shall be read in full, unless the full reading is waived by unanimous consent of the City Council. Items of the Consent Calendar are automatically deemed to have the full reading waived by common consent. (Suggested League of California Cities Procedure)

8.2 RESOLUTIONS NOT PREPARED IN ADVANCE

Where a resolution has not been prepared in advance, the procedure shall be to instruct the City Attorney or City Manager to prepare a resolution for presentation at the next City Council meeting. (Suggested League of California Cities Procedure)

8.3 URGENCY RESOLUTIONS

In matters of urgency, a resolution may be presented verbally in motion form together with specific instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure for resolutions prepared in advance as stated in Section 8.1 shall be followed. Urgency resolutions shall be avoided except when absolutely necessary and shall be avoided entirely when resolutions are required by law or in improvements acts, zoning matters and force account work on public project. (Suggested League of California Cities Procedure)

9. ORDINANCES

9.1 INTRODUCTION (FIRST READING)

At the time of introduction, an ordinance shall be read in full, unless, after reading the title, reading is waived by unanimous consent of the City Council. The procedure for introduction of an ordinance shall be: reading of the title by the Presiding Officer or City staff member, motion to introduce first reading, second, discussion (if needed), City Council votes, and results declared. (Suggested League of California Cities Procedure)

9.2 ADOPTION (SECOND READING)

With the sole exception of ordinances which take effect immediately (as outlined in the following sections), no ordinance shall be adopted by the City Council on the day of introduction, nor within five days thereafter, nor at any time other than a regular or adjourned meeting.

If the Ordinance was unanimously approved at the time of introduction, adoption (second reading) of the ordinance may be placed on the Consent Calendar with the recommendation that City Council waive full reading of the ordinance and adopt by title only. If it was not unanimously approved at the time of introduction, the ordinance shall be read in full unless, after reading the title, the full reading is waived by unanimous consent of City Council. Unless approved on the Consent Calendar, the procedure for adoption of an ordinance shall be: reading of the title by the Presiding Officer or City staff member, motion to pass,

second reading and adoption of ordinance second, discussion, vote and result declared. (Suggested League of California Cities Procedure)

9.3 AMENDMENT FOLLOWING INTRODUCTION

In the event that an ordinance is altered after its introduction, a motion for an amended introduction shall be required. The ordinance shall not be considered for adoption until five days thereafter and not at any meeting other than a regular or adjourned meeting. The correction of typographical or clerical errors shall not constitute making an alteration within the meaning of this Section.

9.4 EFFECTIVE DATE

All ordinances, except as listed below, shall become effective 30 days after adoption, or upon such later date as may be designated in the ordinance. The following ordinances shall become effective immediately upon adoption:

- a. Urgency Ordinances;
- b. Ordinances calling, or otherwise relating to, an election;
- c. Ordinances relating to street improvement proceedings;
- d. Ordinances relating to taxes for the usual and current expenses of the City;
or
- e. Ordinances covered by particular provisions of law prescribing the manner of their passage and adoption.

9.5 PUBLISHING

It shall be the duty of the City Clerk to cause each ordinance to be published within 15 days after adoption with the names of those Councilmembers voting for and against the ordinance.

9.6 URGENCY ORDINANCES

Any ordinance declared by the City Council to be necessary as an urgency measure for preserving the public peace, health or safety, and containing a statement of the reasons for its urgency, may be introduced and adopted at the same meeting. Such Ordinance must be passed by a least four affirmative votes.

10. MINUTES

10.1 PREPARATION OF MINUTES

It is the City Clerk's responsibility to maintain the record (minutes) of City Council meetings. Minutes shall be approved by the City Council, to lend further weight to the accuracy and completeness of the record. The City Clerk shall have exclusive responsibility for preparation of the minutes and any directions for changes to conform with fact shall be made by action of the City Council.

The City Clerk shall keep "Action Minutes" in order to maintain a full and true record of all proceedings of the City Council. The minutes shall consist of a clear and concise statement of each and every City Council action including the motions made and the vote thereon. Reasons for making motions or voting, City Council debate and audience reaction are generally not included in the minutes. Such items may be included if considered to be particularly relevant or otherwise necessary by the City Clerk.

10.2 ABSENCE OF CITY CLERK

If the City Clerk is absent from a City Council meeting, the Deputy City Clerk shall act. If there is none, the Mayor shall appoint one of the Councilmembers as City Clerk Pro Tem. (Government Code Section 36804)

11. REORGANIZATION

11.1 SELECTION OF MAYOR AND VICE MAYOR

Pursuant to Government Code Section 36801 "The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Elections Code Sections 10262 and 10263 and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor and one of its members as Mayor Pro Tempore." The terms of office of the Mayor of the City Council and Vice Mayor shall be for one year, or until their successors have been chosen. In those years in which a general municipal election is not held, the City Council shall choose a Mayor of the City Council and Vice Mayor at the first regular meeting in December. Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive one-year terms in any office in this City.

The following procedure shall be used:

Election of Mayor:

- a. City Clerk opens the nominations for the position of Mayor
- b. Nomination(s) is/are made for Mayor, and seconded
- c. Hearing no objections, motion to close nominations
- d. City Clerk conducts a roll call vote and each Councilmember announces their vote for Mayor until a Mayor is elected by majority vote
- e. City Clerk announces the results

Election of Vice Mayor: (City Clerk to follow steps a-e above)

11.2 SELECTION OF CITY COUNCIL LIAISONS AND DELEGATES

After the procedure prescribed in Section 11.1 has been completed, the Mayor, with the consent of a majority of the City Council, may appoint new City Council liaisons/delegates to the various City Committees and Commissions, or as liaison/delegate to any other organization as may be appropriate. Nothing in this Section would prohibit the Mayor, with approval of a majority of the City Council from making changes or other appointments during any other time.

12. COMMITTEES

12.1 GENERAL

The Mayor may, subject to concurrence of a majority of the City Council: (a) designate standing and ad hoc committees (collectively “Committee”); and (b) make appointments to all committees.

Each standing committee shall consist of two (2) Councilmembers. An ad hoc committee may consist of either one or two Councilmembers.

12.2 PURPOSE

The primary purpose of each Committee is to provide a forum for the thorough vetting of matters within the committee’s subject matter jurisdiction, before they are presented to the City Council. A secondary purpose is to provide guidance to City staff on matters within the committee’s subject matter jurisdiction, enabling staff to obtain interim guidance as they develop and refine matters for presentation to the City Council. The objective is to eliminate, to the extent possible, those situations where the City Council is forced to deal with large and difficult issues at their meetings without any prior formal discussion or analytical input to guide staff’s work product.

Ad hoc committees shall have a clear and definite scope and will be dissolved upon completion of the scope, unless otherwise extended by the City Council with a new scope. Ad hoc committees are less formal than standing committees and are therefore not subject to the requirements of the Ralph M. Brown Act.

12.3 LIMITATIONS ON AUTHORITY

No committee may approve a contract or expenditure of funds.

No committee may provide any direction to City staff, the City Attorney, or consultants engaged by the City, except that a City Council standing committee may provide such direction at a duly noticed meeting of a standing committee, where such direction concerns a matter that is within the subject matter jurisdiction of the standing committee, such direction does not conflict with the policies or direction established by the City Council, and where such direction will not result in an expenditure of resources in excess of the applicable amounts allocated in the approved annual budget.

12.4 APPLICABLE LAWS AND REGULATIONS

All City Council standing committees shall comply with the requirements of the Ralph M. Brown Act. All City Council standing committees shall comply with the procedures set forth in Sections 1 through 5, inclusive, of this Procedural Manual, to the extent reasonably practicable. In the event of any conflicts between the provisions of Sections 1 through 5 and the provisions of this Section 12, the latter shall control.

12.5 MEETING DATE AND TIME

By agreement of both members, each standing committee shall establish a time and place for regular meetings, as required by the Ralph M. Brown Act. In order to minimize the extra demands on City staff, and to maximize public participation, each standing committee shall, to the maximum extent possible, conduct its business at the regularly scheduled meeting.

12.6 QUORUM

Only one member of a committee must be present in order to establish a quorum. The scheduling of meetings so as to facilitate the participation of both members of a two-person committee is strongly encouraged.

12.7 STAFFING

The City Manager shall appoint a staff member to be the primary staff liaison for each standing committee. The designated staff liaison shall coordinate all meetings of the standing committee, ensure that each meeting is recorded via audio-tape and cause the recorded audio-tape(s) to be delivered to the City Clerk upon completion of the meeting. The recorded audio-tape(s) shall be retained by the City Clerk for the same period as recorded audiotapes of City Council meetings. The designated staff liaison shall work with the City Manager to ensure that the appropriate staff member(s) attend the meetings of the standing

committee, and that the direction provided by the standing committee is carried out.

12.8 AGENDAS

The agenda for all regular meetings of a standing committee, with all background staff reports, shall be available to the public at the meeting and 72 hours in advance of the regular meeting (24 hours in advance of a special meeting) at the City Clerk's office. The Agenda may be amended in accordance with State law, prior to any meeting.

When the City Council desires to have an item placed on an agenda for an upcoming meeting of a standing committee, the City Council shall provide the designated staff liaison with that directive at a meeting of the City Council. At that time, the City Council may also charge the designated staff liaison with the responsibility for conducting preliminary research and collecting/preparing any written materials that may aid the Committee in its discussion of the matter.

12.9 REPORT ON ACTIVITIES OF STANDING COMMITTEES

The agendas for City Council meetings shall include a section entitled Standing Committee Updates. The Committee Chair is responsible for making a brief report on the activities of the committee to the full City Council. If there is nothing to report, then "Nothing to Report" is an acceptable comment.

All written materials presented to a standing committee are public records, and shall be maintained as directed by the City Clerk.

13. PROCEDURE FOR FILLING CITY COUNCIL VACANCIES

13.1 If a vacancy occurs to any City Council seat, the vacancy may be filled by appointment or by special election in compliance with Government Code Section 36512(b). The filling of vacancies by appointment shall be subject to the restrictions of Government Code section 36512(d)(1) which prohibits the filling of a vacancy by appointment if the appointment would result in a majority of the members serving on the City Council being appointees.

13.2 If the City Council elects to fill a vacancy to a City Council seat by appointment, any appointment shall be made in subject to the following procedures:

- a. At a regular or special meeting of the City Council, the City Council shall direct the City Clerk to make an application available, at the earliest possible date and time, for individuals interested in being appointed to the vacant City Council seat, and establish a reasonable due date for the applications.

- b. At a regular or special meeting of the City Council, the City Council will allow all applicants to address the City Council for the purpose of stating their experience and qualifications for being granted the appointment. The City Council shall determine the uniform amount of time candidates will receive to address the City Council.
- c. Following the presentations by potential appointees, the City Council will receive comment from interested members of the public.
- d. Following public comment, the City Council may commence deliberation on one of the following options:
 - i. Make an appointment to fill the vacant City Council position and direct the City Clerk to administer the Oath of Office; or
 - ii. Defer making an appointment until Councilmembers have had additional time to consider the applicants, and a further opportunity should they wish to interview the finalists one-on-one.
- e. As provided under Government Code Section 36512, if the City Council does not fill the vacancy by appointment within 60 days from the date of the vacancy or fails to call an election within 60 days from the date of the vacancy, the vacant seat shall automatically be filled by election as provided under Government Code section 36512 and other applicable laws.

14. PRIORITY GOAL SETTING MEETING

- 14.1 The City Council shall hold a special study session every year during the budget process to set priorities and goals for the subsequent fiscal year. The purpose of setting goals and priorities is to provide the City Manager with guidance for allocating funds in the City Manager's Proposed Budget.
 - a. City Council goals articulate city-wide long-term strategic goals and objectives that the organization strives to achieve over the next three to five years. Goals tend to remain relatively stable over time.
 - b. Priorities are specific short-term items that are reasonably achievable in the upcoming fiscal year. Priorities typically fit within city-wide goals but provide more specific focus for the upcoming fiscal year.
- 14.2 When setting goals and priorities, City Council shall take into consideration staff resources available to accomplish said goals and priorities. The goals and priorities should be reviewed semi-annually (i.e., twice a year) with the City Manager and updated to reflect goals and priorities that are reasonably

attainable given limited staff resources.

15. OFFICIAL LETTERHEAD AND OTHER STATIONERY USE POLICIES

15.1 AUTHORIZED USE OF LETTERHEAD

Official City letterhead or any other official Stationery of the City must be used with care to avoid misunderstandings, including but not limited to, misrepresentations of official City Council-approved policies or actions. When authorized or otherwise directed by a majority of the City Council at a duly noticed meeting of the City Council, official City letterhead and/or other official Stationery may be used by members of the City Council to communicate official City Council-approved action or policy. Without the prior approval of the City Council but subject to the restrictions and requirements of this Section below and Section 15.3, an individual Councilmember may use official City letterhead and/or other official Stationery for the following purposes, provided the Councilmember makes clear in the correspondence that he or she is communicating in his or her individual capacity and not on behalf of the City or the City Council as a body: (i) to acknowledge the receipt of communications submitted to the Councilmember by members of the public; (ii) to offer simple congratulations or appreciation to members of the public for their civic involvement or personal achievements which reflect positively on the San Fernando community; (iii) to offer simple condolences and/or best wishes to members of the public who have endured personal hardship or loss; (iv) to respond to inquires by members of the public seeking publicly available and non-privileged information about City programs or services; or (v) to request information from other public agencies or non-City organizations; or (vi) to express personal support for legislation or other public policies or initiatives, provide it is made clear by the Councilmember that the Councilmember is expressing such support in his or her individual capacity and not on behalf of the City Council as a body.

15.2 UNAUTHORIZED USE OF OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

In addition to any other prohibition set forth under this Chapter, elsewhere in this Manual, under the San Fernando Municipal Code or State law or Federal law, no member of the City Council communicating with any other person or entity through the medium of official City letterhead or other official Stationery of the City, may represent that he or she is communicating or otherwise acting in a representative capacity for the City Council or the City or communicating a position or opinion in the name of the City Council or the City unless the City Council has been expressly authorized to do so by a majority of the City Council at a duly noticed meeting of the City Council. The City Council reserves the right to request that any communications using City letterhead or other City

Stationery which are issued in the name of the City Council or the City must be reviewed and vetted by the City Council as a body at a duly noticed meeting of the City Council before the communication is disseminated. Under no circumstances may City letterhead or other official Stationery be used in any manner that (i) would constitute a violation of Government Code Section 8314, Government Code Section 82041.5 or any other applicable statute or regulation governing the use of public resources; or (ii) that discloses confidential or privileged information that a Councilmember has acquired in his or her official capacity as a member of the City Council where such disclosure may only be made with the consent of the City Council acting as a body and such consent has not been formally granted by the City Council acting as body.

15.3 PREPARATION OF COMMUNICATIONS USING OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

It shall be the official policy of the City to have all City Councilmember communications using official City letterhead or other official Stationery prepared by secretarial staff of the City Manager's office, with prior verbal or written notice by the requesting Councilmember to the City Manager. City secretarial staff may not commence the drafting of such communications until the City Manager has confirmed either verbally or in writing that the City Manager has been notified of a Councilmember's request to communicate using official City letterhead or other official Stationery of the City. The City Manager reserves the right to review all such communications before they are disseminated to verify compliance with these policies and the City Manager further reserves the right to seek input and direction from the City Council at a duly noticed meeting of the City Council before authorizing staff to disseminate any such communications. Councilmembers shall not receive personalized official letterhead or Stationery nor shall Councilmembers be entitled to maintain their own stock of letterhead or Stationery or maintain electronic templates of such Stationery. The rights and duties of the City Manager under this Chapter shall be delegated to the person who has been formally designated by the City Manager or a majority of the City Council to act in place of the City Manager during any period time in which the City Manager is on vacation, on extended leave or is otherwise physically unable to discharge his or her duties at the time the request is made.

15.4 COUNTERFEIT LETTERHEAD OR STATIONERY

Except as may otherwise be allowed under City Council Resolution No. 6904 approved May 5, 2003, no member of the City Council may affix the City seal or any other City logo on any personal letterhead, Stationery or any other written document, whether or not such letterhead, Stationery or document is transmitted in paper form or electronically. All such written communications

improperly bearing the City seal or any other City logo shall be deemed unauthorized and counterfeit.

15.5 DEFINITIONS

- a. “City seal” shall have the same meaning as set forth under Section 1-13 of the San Fernando Municipal Code as the same may be amended from time to time. The City seal as described under Section 1-13 appears as follows:



- b. “City logo(s)” shall mean and include all logos or designs used for purposes of symbolically representing the authority of the City of San Fernando and the capacity of its officers, employees and agents as representatives of the City of San Fernando. City logos include, but are not limited to this image:



16. STATEMENTS OF ECONOMIC INTEREST

16.1 FORM 700 OVERVIEW

One of the main laws designed to prevent self-dealing in governmental decision-making is the Political Reform Act of 1974 (the PRA). The PRA is codified under the California Government Code. The PRA requires that most state and local government officials disclose their personal income and assets, as well as disqualify themselves from participating in certain governmental decisions that may impact their personal economic interests. As required under the PRA, local elected officials must annually disclose their economic interests through a form referred to as the Form 700 – Statement of Economic Interests (the Form 700). The Form 700 is filed annually with the City Clerk. Any member of the public is permitted to inspect and copy a Form 700 during normal business hours. Members of the City Council and the Planning and Preservation Commission shall be mindful of PRA requirements to complete an annual Form 700 and to complete the same upon assuming and departing from public office also as required under the PRA.

16.2 TIMELY SUBMISSION OF ANNUAL STATEMENTS OF ECONOMIC INTEREST

The City Clerk notifies those required to file a Form 700 of the precise filing deadline. Under State law, annual Form 700's are due by or before April 1st of

each year or such other date as the Fair Political Practices Commission may prescribe by regulation for local elected officials. The Form 700 must also be filed within thirty (30) days of assuming or leaving office. Irrespective of notice provided by the City Clerk or any other City official or employee, it is the individual responsibility of each member of each City Council and each member of the Planning and Preservation Commission to keep themselves aware of filing deadlines and to file a Form 700 by or before the prescribed deadline.

16.3 REVIEW BY CITY CLERK AND CITY ATTORNEY

The City Clerk, as the City's filing officer for the submission of Form 700's, shall perform those duties set forth under Government Code Section 81010 and such other tasks, duties and responsibilities as may be prescribed by the Fair Political Practices Commission. Upon request made by a City Councilmember or member of the Planning and Preservation Commission, the City Attorney shall also conduct a facial review of the requesting filer's Form 700. The City Attorney shall be given a minimum of ten (10) calendar days to complete its review. A facial review consists of reviewing statements for the following items: (a) the cover sheet includes the name and address of the filer, the period covered and the type of statement; (b) the summary page is completed and the required schedules are attached; (c) all information is legible and readable reproductions of the statement can be made; and (d) the verification is complete. Neither the City Clerk nor the City Attorney are responsible for verifying the truth of representations made by a filer in their Form 700 nor are they under any duty to perform any sort of investigation or inquiry as to the truth or accuracy of such representations or whether a filer has fully identified all disclosable interests. The filer shall be solely and exclusively responsible for any errors or omissions in the filer's Form 700, notwithstanding review by the City Clerk or the City Attorney.

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
CITY COUNCIL CONTACTS	ORIGINAL DATE August 19, 1986	EFFECTIVE August 19, 1986
	CURRENT DATE August 19, 2019	EFFECTIVE August 19, 2019
CATEGORY	POLICY NO.	SUPERSEDES
CITY COUNCIL POLICY/PROCEDURE	ADM-001	May 18, 2015

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE

This policy established the procedure for:

- (1) Staff contacts initiated by Councilmembers; and
- (2) Councilmember contacts initiated by employees

This policy is put into place to support proper channels of communication between Councilmembers and employees and conservation of Councilmembers and staff time.

SECTION II. STAFF CONTACTS INITIATED BY COUNCILMEMBERS.

Each Councilmember shall comply with the provisions of Section 2-123 (Relations with council) of the San Fernando Municipal Code (hereinafter, "Section 2-123") with respect to interactions between the Councilmember and subordinate employees of the City Manager or the City Clerk. A Councilmember may not direct the work of subordinate employees of the City Manager or the City Clerk nor may a Councilmember directly assign tasks to such subordinate employees.

SECTION III. COUNCIL CONTACTS INITIATED BY EMPLOYEES.

When an employee is required to make contact with a Councilmember in the course of the employee's performance his or her official job duties, a Councilmember may participate in such employee-initiated contact, provided the employee was authorized to initiate such contact by his or her department head or the City Manager. All requests by employees other than department heads to speak to a Councilmember regarding City related business shall be submitted to their department head or the City Manager for consideration. The request will include the subject matter and the reason necessitating the contact. Employees are not to contact Councilmembers directly regarding non-City business on City time; failure to comply with this directive may result in disciplinary action.

SECTION IV. MISCELLANEOUS.

- A. Individual Councilmembers shall refrain from initiating communications or other similar contacts with any representative of City collective bargaining units for the purpose of negotiating with such bargaining units on the City's or City Council's behalf in outstanding contract negotiations. A Councilmember shall not hold himself or herself out as the City's designated labor negotiator unless he or she has been appointed to act in that capacity by the City Council.
- B. In the event of an unsolicited communication or contact initiated by any representative of a City collective bargaining unit (including any City employee acting in a representative capacity on behalf of his or her bargaining unit) during outstanding contract negotiations, the Councilmember shall refrain from disclosing any privileged or otherwise confidential information or documentation to the bargaining unit representative, including, but not limited to, any privileged or confidential information obtained in closed session. During such unsolicited communications or contacts, Councilmembers shall refrain from providing any promises or assurances as to the outcome of any negotiations and shall promptly disclose any information or documentation provided to the Councilmember by the bargaining unit representative that is pertinent to the negotiations to the City Manager so that it may be shared with, and vetted by, the full membership of the City Council, the City Manager and the City's designated labor negotiator(s). Nothing in this paragraph shall be construed to grant permission to an individual Councilmember to disclose any information or documentation that is privileged or otherwise confidential at any other time, including times when the City is not engaged in contract negotiations with any one or more of its collective bargaining units.

SECTION V. AUTHORITY

By order of City Council Motion (Item No. 3), Policy adopted by the City Council on August 19, 2019.

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
	ORIGINAL DATE	EFFECTIVE
ATTORNEY SERVICES	June 5, 1995	June 5, 1995
	CURRENT DATE	EFFECTIVE
	August 19, 2019	August 19, 2019
CATEGORY	POLICY NO.	SUPERSEDES
CITY COUNCIL POLICY	ADM-002	May 18, 2015

MANAGEMENT POLICY/PROCEDURES

SECTION I. PURPOSE AND SCOPE.

- A. Assure equal access to City Attorney services for all Councilmembers.
- B. Control costs and make effective use of time.
- C. Assure that the City Attorney is not working on assignments that are at cross purposes with adopted City Council policy.
- D. Assure that Councilmembers have personal advice on conflict issues.
- E. Assure that City Attorney remains a key member of the management team.

SECTION II. PROCEDURE.

The City Council has adopted the following policy for use of City Attorney services:

- A. Any Councilmember should be able to contact and communicate with the City Attorney to discuss any matter within the subject matter jurisdiction of the City, and for general information regarding conflict of interest issues, FPPC filing requirements, ethics-related issues and the like, without such information having to be shared with other Councilmembers, unless the City Attorney is ethically required to disclose such information to the City Council as a whole pursuant to applicable State Bare Rules or other applicable laws. It is also understood that by communicating with individual Councilmembers in such a manner, no attorney client relationship shall exist, or be created, as between the City Attorney and individual Councilmembers.
- B. Work to be performed by the City Attorney which is requested by an individual Councilmember requiring substantial research or activity (more than five (5) hours) should be assigned based on approval by the City Manager.
- C. Any individual Councilmember should be able to ask the City Attorney to provide information or research a matter relevant to the business of the City, provided that, in the best judgement of the City Attorney and the individual Councilmember (or the City Manager depending on the nature of the request) the request is not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the City Council or the City Manager, as appropriate.

- D. All work products requiring substantial research or activity (more than five (5) hours) should be copied to all Councilmembers and staff (with the exception noted in (1)).
- E. When City Council has taken formal action completing an item, City Attorney research should not be expected without further authorization.

SECTION III. AUTHORITY.

By order of City Council Motion (Item No. 3), Policy adopted by the City Council on August 19, 2019.



REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

TITLE

ITEM INFORMATION

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

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.*

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*